

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**  
2 Minutes of the Board of Directors' meeting held on  
3 Thursday, June 27, 2018  
4

5 **OFFICIAL MINUTES ONLY UPON APPROVAL**  
6

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

11  
12 **Item 1: Call to Order**  
13

14 Victoria Hamilton-Rivers called the meeting of the Muir Beach Community Services  
15 District Board of Directors to order at approximately 7:05 pm.  
16

17 Directors present: Gary Friedman, Victoria Hamilton-Rivers, Leighton Hills,  
18 Peter Lambert, Steve Shaffer,  
19 Staff present: Mary Halley, District Manager  
20 Leslie Riehl, Treasurer  
21 Chris Gove, Fire Chief  
22

23  
24 **Item 2: Approval of Agenda**  
25

26 MOTION: To approve the agenda  
27 Moved: Shaffer, seconded by Lambert  
28 Vote: AYES: Unanimous  
29

30  
31 **Item 3: Consent Calendar**  
32

33 Draft Minutes of the Regular Meeting held 5/30/18  
34

35 Clarifications of wording and date errors corrected on the draft minutes.  
36

37 MOTION: To approve the consent calendar  
38 Moved: Hills, seconded by Shaffer  
39 Vote: AYES: Unanimous  
40

41  
42 **Item 4: Items Removed from Consent Calendar**  
43

44 No items removed.  
45  
46

1 **Item 5: Treasurer’s Report**

2  
3 Nothing of excitement in the last month; will give full report for the full year at the next  
4 meeting. Projecting we will end with cash balance for govt of \$813,000. Water is  
5 dropping to \$185,000 from \$188,000, and we owe govt services from \$46,000 by the  
6 end of this FY for allocated overhead expenses. That will all be finalized next month.  
7 After this we’ll be opening up the accounts and looking to change the accounts so that  
8 they will be able to flow smoothly with the budgets.  
9

10  
11 **Item 6: District Manager Report**

12 Halley: Finally got report from Nov 7 2017 water inspection, which was very good.  
13 Outstanding performance record, thanks in large part to LH. The fact that we have lots  
14 of information on our website added to that positive review. Bruce Linscott is now  
15 installing the contact tanks, and tough shed will be installed by Friday. Pacific Way road  
16 repair project completed, thanks to Steve Shaffer. Riehl and Halley have been working  
17 on budgets which are ready for tonight. Received district money for first phase of  
18 strategic planning for water system, and will hopefully get started this week.  
19

20 Friedman asks about strategic planning. Halley explains that the engineer will work  
21 together with water team to develop a report which will be used to approach Marin  
22 County for a further grant, in a two-step process. Friedman asks about a training aspect  
23 to that with the board. A gathering with board will be scheduled by mid-July; Halley will  
24 coordinate. Hamilton Rivers asks about deadline date for the vote on Transit Occupancy  
25 Taxes. Halley reports that it’s in committee now and comes out on July 19 for the first  
26 reading; will go to board on July 31; all the language needs to be developed by mid-  
27 August for the November ballot.  
28  
29

30 **Item 7: Fire Department Report**

31  
32 Fire Chief Gove reported very briefly on various matters: the sidewalk CPR class was  
33 successful; plans for a warning siren for Green Gulch and Muir Beach are in a holding  
34 pattern; proceeds on BBQ better than in years, around 35K; and the next task is to work  
35 on the fire house, for which we will have a plan by next month. The fire department has  
36 one new volunteer.  
37  
38

39 **Item 8: FY 2018-19 Draft-Budget Hearing**

40  
41 Hamilton-Rivers asks if all directors had a chance to meet with Mary about the budget –  
42 all either did or didn’t desire to.  
43

44 Halley goes over budget. One change in the draft budget from what’s in front of the  
45 board is that the Water Operators ordered of Silica, which added about \$4,000, and will  
46 be in the next budget cycle. One other change is that the fire dept reserve was lower

1 than it should have been, due to an error which has been corrected. At the last meeting  
2 the board voted for 40% split, so draft is based on that.

3  
4 Riehl offers some highlights. Reduction in audit expenses of \$21,000. Reduced District  
5 Manager expense by \$54,000 due to having one manager and insurance has gone  
6 down. Fire is steady on. Anticipating increase on maintenance of MBCC of \$8,800 while  
7 planning capital improvements; that will change over time once capital budget is  
8 approved. Garbage is going up and community functions are going up; all within  
9 affordable range. Payroll has gone up; road repair and maintenance increased, but that  
10 will drop. Increasing bookkeeping for water dept. Decreasing insurance, testing, and  
11 treatments. VHR asks about the bookkeeping increase; LR responds that bookkeeping  
12 has been underrepresented by going into general rather than into water, so swapping  
13 that around, because most of her bookkeeping is water. Overall the expense is going  
14 down, but water will slightly increase. MBCC budget line for repairs is going up to  
15 \$10,000.

16  
17 Friedman asks about figures for allocation of reserves: e.g., \$100,000 requested by  
18 Hamilton Rivers – is that a carry-forward? Halley affirms that it is and explains how all  
19 this works, and discussion continues concerning various numbers in the report.  
20 Hamilton asks about water rates: we've been subsidizing these from property taxes for  
21 a while. Is there a point at which we want to refund the general fund from the water  
22 account? Halley says that the discussion of water rate increase will follow. Hills adds  
23 that we won't know what the balance is until the audits are finished. Riehl summarizes  
24 that it's business as usual, fine-tuning, and normalizing. Things will change when it's  
25 decided what the capital budget program will be. Halley is anticipating over \$400,000 for  
26 projects, and depending on that, the operating budget will change. The board thanks  
27 Treasurer and DM for good work.

28  
29 MOTION: To approve the budget as submitted  
30 Moved: Shaffer, seconded by Lambert  
31 Vote: AYES: Unanimous

32  
33  
34 **Item 10: Sunset Way**

35  
36 Shaffer summarizes the status of the Sunset Way and Waterline Project. Original  
37 engineering estimate was \$1,448,000 – way high. Real numbers will come after walking  
38 the street with more contractors, and will probably be in \$700,000 range. One possibility  
39 is to leave water as it is and just repave. Or it could be split into two phases; half million  
40 at once, and the rest later. If scaled down, however, could happen all at once.

41  
42 Friedman asks if this builds on work Mike DeGroot did as co-DM. Yes. Friedman feels  
43 that it's a moving target and that we really need to do the water pipes; theoretically  
44 nearing the end of the lifespan of the pipes – which Hamilton-Rivers says is about 2020.  
45 Hills feels that there's no pressing need to replace water lines on Sunset, explaining that  
46 typically glued joists get brittle and can spring leaks if jostled; importantly, vulnerable

1 ones have already been repaired, and if a pipe were to burst, it could simply be  
2 repaired. Would be nice to have 6" rather than 4" mains, but we have a lot of pressure  
3 due to elevation etc.; in sum, the road is a more pressing issue than the water system.  
4 Friedman clarifies: if the road were okay, there would be no need for any work at all  
5 right now. Hills says that the new water mains would be a significant upgrade but is not  
6 urgent. Lambert asks if the existing mains will support new hydrants – yes. One reason  
7 is that our hydrants are fed from both directions rather than just one as is usual, so two  
8 4" rather than a single 6" provides sufficient pressure.  
9 Shaffer raises question of whether the board needs first to review and amend the Roads  
10 Policy. In response to a question about who supervises the project: it depends on what  
11 the scope of the project turns out to be. Mike (former co-DM) is also willing to come  
12 back and support the work he's already done.

13  
14  
15 **Item 9: NPS Update – Mia Monroe:**

16  
17 Hamilton-Rivers clarifies that the fact that Mia is gracious enough to come to the  
18 meeting and speak to us does not change anything about public notices and so on.

19  
20 Mia has good news: entering 6 month period of reservation systems (plural). 3<sup>rd</sup> uyear  
21 of implementing MoU – limited road shoulder parking allowed NPS to write tickets on  
22 the road. Reservation system went into place in January. One goal is to reduce cars,  
23 traffic, and congestion, as well as unsafe and damaging parking. Other goal is to reduce  
24 visitation in Muir Woods and spreading it out for better visitor experience.

25 Overwhelmingly favorable feedback from those who make reservations. Going very very  
26 well. Visitation is 20% less than last year. Gone are 6, 5, or 4,000 people days. Results  
27 are noticeable to the NPS. One exception is Memorial Day Sunday, which we all  
28 contributed to. Sheriff reports that problems of enforcement are gone. Other side effect  
29 is that breakins have gone down to zero – attributes to present of Ace Parking  
30 Ambassadors.

31  
32 Not perfect: many people still asking about exceptions; still have unacceptably high  
33 number of people arriving without reservations, and results are unacceptable. That's the  
34 main challenge at this point. Other problems: people pulling into neighbor's homes and  
35 being able to walk to a shuttle spot. Led to other discussions about signage – NPS has  
36 reached out to CalTrans. Will be asking MB community to help deal with Google and  
37 Waze.

38  
39 Rumble strips are going in, and along with that are pullouts for bicycles, which benefits  
40 busses and all of us. Triple reservation system: car, shuttle (January) and commercial  
41 tours. Starting May 15 required every commercial operator to have a permit, necessary  
42 to enter parking lot. That regulates and limits the number of commercial tours (vans,  
43 busses, etc.). Drivers love it (easy to get parking) but companies hate it. Muir Woods is  
44 biggest generator of tourist income in Marin County.

1 Next phase: infrastructure work, upgrading 50-yr-old sewer and water, and limited  
2 window of next 5 years to do it. Lots is scheduled.

3  
4 Shaffer expresses gratitude for the two workers who are sometimes at Muir Beach  
5 parking lot.

6  
7 Another difficult situation with bright light is that State has been trying to open Redwood  
8 Creek trail and has had to divert to fires; hopefully will happen soon.

9  
10 Hills asks about people about responses when people show up w/o reservation. Mia  
11 indicates that employees are instructed to give set responses: no exceptions. Hamilton  
12 Rivers asks what they should do with complaints. Mia thanks us for directing people to  
13 her. They take it seriously, has called around to clarify that there is not a shuttle that  
14 originates or stops in Muir Beach and checking what info people are giving. There does  
15 not seem to be, as reported, an app that directs people to park in front of people's  
16 houses in Muir Beach. Mia is trying to get better signage and to try to nip the problem  
17 with Google Waze Mapquest etc.

18  
19 Lambert asks about issue of having to wait behind cars while people talk to parking  
20 attendants in the road. Mia says they're being trained in very brief responses. Real  
21 issue is to get people to handle this before they get there – working on publicizing that  
22 we're serious about this, getting word out in NYT etc. Starting in 2019, will be  
23 reconfiguring parking lots, so the problem will be solved by that.

24  
25 Question about how people who show up without reservations heard about park. MM  
26 says they've heard every excuse you can imagine.

27  
28 Riehl asks about inconsistent locking times for gate at MB. Mia indicates that they're  
29 understaffed; it's their goal (not policy) to get to MB by 9pm, but can't always get there  
30 by then. If you need help, or need to report something, please call.

31  
32 Gerry Pearlman asks about Golden Gate Dairy House. Septic system just went in this  
33 week. Used by NPS staff and anyone in the community can reserve it for a training  
34 session of the like. The request for proposals was an invitation to share it for meetings  
35 and so on.

36  
37 Hills heard a rumor that there will be a parking garage at Muir Woods – Mia confirms  
38 that we can nip that in the bud. Starting in 2019 the parking will be reconfigured so  
39 they're not as close to the creek, in well-designed lots, will not exceed 232 spaces, etc.

40  
41 Thanks Mia!

42  
43  
44 **Item 11: Bikes on CSD Easements update**

45  
46 The issue of pedestrians sharing a single path with mountain bicyclists continues.

1 Friedman: limiting bikes to go uphill only is a nonstarter. There will be a new bike route  
2 on the other side of Rt 1. He suggests a 3-prong approach.

- 3 1. signage – why they need to slow down
- 4 2. volunteer engagement – volunteers (Muir Beachers in cooperation) would ask  
5 people to slow down, ½ dozen times during the summer
- 6 3. outreach via website and social meeting.

7 Trail manners: slow down even more, really slow down!

8 They are also open to sharing the cost of the signs, to be active with us.

9 Will invite to come to next meeting to discuss this issue; will ask concerned neighbors  
10 to attend. Mia Monroe will also have someone come to discuss proposed Hwy 1 bike  
11 path.

### 14 **Item 12: Legal Counsel Policy**

16 Halley discusses three areas which could be open for when Board members and staff  
17 can access and use legal counsel, and guidelines in place for each.

- 18 1. County counsel
- 19 2. Outside counsel
- 20 3. Elections/candidates

22 There are specific kinds of circumstances for DM to use County Counsel. What's  
23 unclear is how Board members could access it. Hills clarifies that per the By-Laws  
24 anyone who uses counsel does so at their own expense unless board approves to  
25 cover it. Candidates cannot contact county counsel. Hills says that a legal counsel  
26 policy could be drafted with Halley's document with references to by-laws. Members of  
27 the board agree that clear guidance and document would be useful. Hamilton Rivers  
28 proposes Halley work more on this, and present again to board in July.

30 Richard Kohn asks if there's a way to catch expenditures before they add up very much;  
31 Halley clarifies that everything is tracked and it would be caught. Board members  
32 confirm that budgets must be kept to.

### 35 **Item 13: Personnel sick-leave policy**

37 Halley asks if board wants only minimum requirement, or if beyond that there is room to  
38 go above it. Hamilton Rivers asks if people can review the provided document and offer  
39 comments to Halley. Hamilton Rivers would like to add this to the July agenda as well.

### 42 **Item 14**

44 Removed from agenda at request of Barbara Schoenfeld.

1 **Item 15: Spindrift Access – Gerry Pearlman**

2  
3 Gerry discusses concerns about issues of access to Spindrift. He proposes that we let  
4 the Spindrift accord go of its own accord for 6 months; if it's working then fine, but if not  
5 then we revisit. Hamilton Rivers asks if Spindrift is actually in our charter. Gerry feels  
6 strongly about this because it's an important aspect of recreation for people who live  
7 here. Friedman says there's a meeting of "Friends" on Saturday at 10:00 am in the  
8 MBCC for the group; feels that there is good open communication between us and  
9 Nature Conservancy.

10  
11 Kathy Sward remembers Eleanor Borden; we should be mindful of her desires and her  
12 will, which included not using it as a "hotel space". Richard Kohn notes that it should be  
13 made clear that it can be revisited in 6 months. Friedman agrees that this shall be the  
14 case.

15  
16  
17 **Item 16: Public open time**

18  
19 General discussion of proper microphone technique.

20  
21 Hills announces it is approaching time for a liner in the Lower Tank. Will be on July  
22 agenda to be voted on.

23  
24 Kathy Sward wants to clarify who to contact about problems with the MBCC. Shaffer  
25 nominates himself as the person to contact.

26  
27 Paul asks what's going on with the remaining redwood from the old Overlook Tank.  
28 Hills: Slide Ranch has 25% of milled lumber, the other 25% unmilled lumber is still  
29 sitting there. It's open for proposals for its use.

30  
31 Shaffer would like to have one of the pieces of boards to make bird houses. Paul would  
32 like it used creatively – it's got historical value and should be used here in the  
33 community. Shaffer clarifies that it's quite rough (other than the 25% milled tongue-in-  
34 groove wood at Slide Ranch).

35  
36 Chris Gove announces beach party at 5:00 Saturday, Little Beach.

37  
38  
39 **Item 17: Adjournment**

40  
41 MOTION: To adjourn  
42 Moved: Shaffer, seconded by Lambert  
43 Vote: AYES: Unanimous

44  
45 Meeting adjourned at 9:07 pm.