

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**  
2 Minutes of the Board of Directors' meeting held on  
3 Wednesday, November 6, 2019  
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 **Item 1: Call to Order**  
12

13 Leighton Hills called the meeting of the Muir Beach Community Services District Board  
14 of Directors to order at approximately 7:05 pm.  
15

16 Directors present: Gary Friedman, Victoria Hamilton-Rivers, Leighton Hills,  
17 Peter Lambert, Steve Shaffer  
18

19 Staff present: Mary Halley, District Manager  
20 Chris Gove, Fire Chief  
21

22 **Item 2: Approval of Agenda**  
23

24 *The following item or items were not included in this agenda, along with the reason for*  
25 *not being included. Pursuant to the Bylaws of the Muir Beach Community Services*  
26 *District, the Board of Directors may now by motion require that the item or items be*  
27 *added back to this meeting's agenda. Should the item or items require research or*  
28 *preparation by staff or by member(s) of the Board of Directors in order to be properly*  
29 *heard, the item or items may be deferred to a subsequent meeting. The motion to*  
30 *approve this agenda may be without change or may be to re-include any item or items*  
31 *listed below.*  
32

33 Item(s) not included in this agenda: CSD Easements and Fence Encroachment Policy  
34 was discussed at the 9/25 meeting and it was mentioned that the discussion would be  
35 continued at the "next meeting". There is still background research being done in  
36 preparation for a full discussion on this topic that is not quite yet been completed. This  
37 topic will be postponed to a future meeting when all information can be available.  
38

39 MOTION: To approve the agenda  
40 Moved: Shaffer, seconded by Hamilton-Rivers  
41 Vote: AYES: Unanimous  
42

43 **Item 3: Consent Calendar**  
44

- 45 A. Approval of Draft Minutes from Regular Board Meeting of 9/25/19  
46 B. Approval of Quarterly Financial Reports dated 9/30/19

1 C. Approval of Amended Joint Power Authority (JPA) Resolution 2019-4

2  
3 MOTION: To approve the consent calendar  
4 Moved: Hamilton-Rivers, seconded by Lambert  
5 Vote: AYES: Unanimous  
6

7 **Item 4: Items Removed from Consent Calendar**

8  
9 No items removed.

10  
11 **Item 5: NPS Update – Mia Monroe**

12  
13 NPS Park Ranger and Marin Community Liaison Mia Monroe gives an NPS update.

- 14  
15 1. **NPS sites in Marin has re-opened after the PG&E shutdown** as power is  
16 restored, safety checks completed and other factors such as air quality, spare the  
17 air, wind advisories taken in to consideration for safe facilities, operations and  
18 ability to provide park responses to emergencies.  
19

20 Hills asks about the closure of the Overlook given that fire risk is low there and that the  
21 parking impacts the surrounding residents. Monroe responds that there are also staffing  
22 issues and also notes that the risk is in large part due to usage by the public and  
23 welcomes the feedback. Monroe notes that people do continue visiting parks even when  
24 closed.  
25

26 Linda Lotriet asks about whether at Muir Woods the parking attendants could process  
27 reservations off the main road to avoid other cars having to wait; this leads into  
28 Monroe's next point:  
29

- 30 2. **Redwood Renewal:** Salmon enhancement work in Muir Woods wraps up for  
31 this season in mid-November. Walk beyond Bridge 3 to see reshaped channel to  
32 include naturalized banks, large woody debris structures, re-vegetation work and  
33 more! The water-wastewater project that will move this infrastructure out of the  
34 sensitive resources while modernizing and upgrading, instituting best practices  
35 and reducing footprint is underway and will continue at the park entrance until  
36 end of January (the end of construction season is to minimize erosion, impact to  
37 nesting spotted owls and migratory birds). *This work needs to be completed*  
38 *before they can move to the next stage, which would take processing the parking*  
39 *passes off the road.*  
40 3. **Reservation system** is doing everything they hoped it would do: it has reduced  
41 and spread out the visitation. They had one day with attendance approaching a  
42 5000-person day, on July 4, which used to be common but is now a thing of the  
43 past with most visitation now in the 3000-person range.  
44 4. What is ahead is a no-construction period because of the spotted owls and  
45 migratory birds. Work will start up again in June 2020 to include replacement of  
46 Bridges 2 and 3 with connecting trails that are better placed, utilize boardwalk or

1 natural surfacing, decks for resting and interpretive programs, and make longer  
2 bridges that will allow the creek to flow more naturally.

- 3 5. **Trails:** Other good news includes: Canopy View Trail just opened Monday with  
4 improved drainages and bridges. Look for Redwood Creek Trail to open very  
5 soon with new bridge in place, but trail to bridge is already re-opened for hikers  
6 and lower section open to equestrians as well! Later this fall work will start up on  
7 Deer Park FR.

8  
9 Chris Gove asks when the road construction will start on Frank Valley Road. Monroe  
10 responds, that according to the County, it's scheduled for 2023. It's managed by the  
11 County despite the NPS lobbying for the money to come from the federal government.  
12 The good news is that just yesterday and today a crew of experts was doing a variety of  
13 engineering studies for roads, road bridge and culvert conditions, hydrological  
14 conditions, studying concrete bridges, road fixes, culverts etc. It's a huge project. Also  
15 one can appreciate that logistically it's the last piece of the Redwood Renewal to button  
16 up the whole project.

- 17  
18 6. **Big Lagoon:** NPS shares everyone's concern about the potential natural  
19 impacts from recent withdrawal of water from Big Lagoon to fight MUIR FIRE and  
20 NPS has requested a review not only of procedures that led to this but how to  
21 update the guidance documents emergency crews use to respond in sensitive  
22 areas.  
23 7. **NPS Muir Beach** issues: a thank you for late night reporting of trash bin fire,  
24 prompt response by MBVFD, and after-action suggestions. NPS facilities crews  
25 are rebuilding the vault toilet system. Also, we appreciate those who help keep  
26 the SPARE THE AIR/NO FIRES signage up, report late night beach fires and  
27 suggestions on safer ways to manage fires on the beach. See compendium note  
28 as item 6 as another way to make suggestions to the compendium (the park's  
29 rules and regulations, open/closed hours, etc.)  
30

31 Chris Gove hadn't heard any concern about water being taken from Big Lagoon but  
32 knows that fire crews preferred fresh water and that was the closest source for the  
33 helicopters. Monroe notes that NPS would like to make sure there's a plan in place  
34 about where water could be taken from in case water is needed; they filed a protest that  
35 they don't consider it the automatic go-to and they feel that there was impact to the  
36 precious resources there. So, for example, at Muir Woods there is a thorough plan in  
37 place to avoid drawing water from the creek and so on. NPS will work with local fire  
38 departments and communities to accomplish this.

- 39  
40 8. **Golden Gate National Recreation Area Announces Revised Deadline for**  
41 **2019 Compendium Public Advisory Period**  
42 **SAN FRANCISCO, CA** -- Golden Gate National Recreation Area (GGNRA) has  
43 extended the public advisory period for the 2019 Superintendent's Compendium.  
44 Please go to this [link](#) to view the document on the park website under Laws and  
45 Policies. The public is encouraged to submit their feedback by November 27,  
46 2019.

1  
2 Public input will be accepted at [goga\\_public\\_affairs@nps.gov](mailto:goga_public_affairs@nps.gov) until November 27,  
3 2019. Members of the public who previously submitted feedback related to  
4 compendium changes do not need to resubmit their input. Park staff will review  
5 and consider all feedback at the end of the advisory period.  
6

7 A compendium is a written compilation of the designations, closures, permit  
8 requirements and other regulatory restrictions established under a  
9 superintendent's discretionary authority to protect park resources and values and  
10 to provide for quality visitor experience.  
11

- 12 9. One Tam is starting its 6<sup>th</sup> year, and this watershed is a big beneficiary of the  
13 work they're doing. An important milestone.  
14

15 Tayeko Kaufmann asks about the condition of fire breaks and fire roads like Coyote.  
16 Monroe has heard from others including Chris Gove that the work on Coastal and  
17 Coyote have been improved by the road crew in the last year and would be able to  
18 sustain emergency vehicles if needed. Deer Park is the exception (see above). Last  
19 year the plan was to upgrade it, and last year the State Park (it's mostly state park) went  
20 north to all the fires, so the plan is to upgrade it next year. That's partially why she  
21 acknowledged One Tam, since the money to take care of all these trails and the  
22 expertise comes from One Tam right now.  
23

24 Janice Kubota asks about the eucalyptus trees along Hwy 1 near the Overlook. Monroe  
25 responds that at some point they will be removed, though it's a low priority at the  
26 moment. It is on their list, but the funds are not present and it's not a high priority. There  
27 are two reasons to remove: that it's invasive species and that it's a fire risk. Tayeko  
28 Kaufmann asks about how priorities are set, asking why \$2 million was spent on the  
29 parking lot at Muir Beach rather than on addressing fire risks. Monroe corrects that  
30 misstatement, clarifying that \$2 million was spent to repave and recontour and restrike  
31 the high priority area at Marin Headlands and that they were also able at the same time  
32 to repave Muir Beach and the Overlook. The bulk of that \$2 million went to the Marin  
33 Headlands, which is full of roads and parking areas. She apologizes that incorrect  
34 information got spread around the community. That money came from federal highways  
35 and cannot be spent on fire suppression. What happened here is that they have one  
36 person on their fire crew which is a sad state of affairs because it's a drastic reduction.  
37 But they were able to give money to Southern Marin and bring a third vegetation  
38 management crew on with that money, which paid for them to provide emergency  
39 response in national parklands in areas which abut communities – areas are prioritized  
40 by Southern Marin Fire crew.  
41

42 Hills thanks Monroe for correcting the \$2 million rumor, noting that they thought for a  
43 moment they had gotten a really good deal on Sunset. Shaffer demands to know how  
44 much of "his" money went to pay for the parking lot specifically as a fraction of the whole  
45 project, saying that he thought it was fine the way it was. Monroe will try to get a

1 breakdown and notes patiently that there were problems and complaints about the  
2 bumpers being too high and other issues to address which meant repaving.

3  
4 **Item 6: Fire Department Report**

5  
6 Chris Gove gives the fire report for October 2019:

7 On Thursday 10/24 just north of Slide Ranch, the Muir Fire erupted mid-morning  
8 -- six of our firefighters responded and stayed on location for approximately 7  
9 hrs. Water bombers and helicopters responded along with units from all over  
10 southern and west Marin with 120 firefighters. It was controlled in good order at  
11 around 75 acres with no injuries or loss of property although Slide Ranch was  
12 evacuated as a precaution.

13 The VFA is hosting the 3rd Annual Firefighter's Appreciation Dinner next month  
14 on Saturday the 23<sup>rd</sup> tickets are still available please contact Kevin Corbit and  
15 plan on attending the food is always awesome.

16 The VFA has also voted to match the grant that we've received from Cal Fire to  
17 buy some much needed gear the total including match is \$ 40,000.

18 We also started our continuing EMR training modules, we finish next month and  
19 that will maintain our certification for the coming cycle.

20 All in all, we're in good shape we've had around 15 calls for a total of 54 calls  
21 year to date...including two fires since Chris's last report and the guys have  
22 responded well.

23 Chris thanks everyone for allowing them to be of service.

24 He adds that since writing that, the VFA also responded to the PG&E blackout. He  
25 recommends that people might want to get their own generators, and if they do, keep in  
26 mind that gasoline is very inflammable.

27  
28 Shaffer wants to caution people about generators. Cuco, who is experienced with  
29 generators, suffered a severe burn on his hand when a generator, which was powered  
30 off but had a muffler that was hot enough to ignite gasoline, got a little gas spilled onto  
31 it, ignited, and burned him.

32  
33 Hills suggests skipping to item 9:

34  
35 **Item 9: CSD Emergency Generator Policy – Leighton Hills**

36  
37 Policy regarding use of the District's emergency generators during power outages along  
38 with additional ideas of how the District can better prepare and support already existing  
39 community emergency preparedness plans.

40  
41 Hills comments that the CSD has three generators, one of which was at the Community  
42 Center, and the other two were lent to individuals e.g. to run their refrigerator. Hills is  
43 concerned that they are being used/distributed in an unfair manner. Gove responds that  
44 the generators are not CSD property, but VFA, and that the decision was made based  
45 on lower income, food insecurity, and vulnerability. They were purchased for disaster  
46 preparedness, and after the first power outage when there was a bit of a free-for-all,

1 Gove and Mike Moore took control of them, brought them to the firehouse, and for the  
2 second outage they did in fact circulate from house to house to house. Hills would like  
3 to come up with a policy. Discussion continues about how to establish a set of clear  
4 procedures.

5  
6 Hills suggests that the CSD acquire a battery backup system like the one he uses for  
7 the LAN which he could assemble at cost.

8  
9 Hamilton-Rivers notes that Gove worked constantly during the PG&E outage moving  
10 the generators around. Gove is opposed to the idea of a group purchase of generators  
11 because of the increased fire risk associated with them even for experienced users.  
12 People also need to be extremely careful about things like camping stoves.

13  
14 Discussion continues about various options including batteries and how to educate  
15 residents about them. Hills will work with Gove as VFA liaison to come up with some  
16 information and guidelines.

17  
18 MOTION: That we purchase a battery backup system for up to \$400 for the  
19 Community Center, to create a dedicated system.  
20 Moved: Friedman, seconded by Lambert  
21 Vote: AYES: Unanimous

### 22 23 **Item 7: District Manager Report**

24  
25 Halley goes over the highlights from her District Manager Report, a written document  
26 which (as always) is included with the monthly meeting packet available online at  
27 <http://www.muirbeachcsd.com/meetings>. She focuses on the financial report. Water  
28 income is up about 28%. Hamilton-Rivers asks about whether we could have a  
29 generator which could pump water during an outage; Hills replies that it would be  
30 prohibitively expensive.

31  
32 Thanks to Mary for the new windows in the Community Center.

33  
34 Conversation continues about trimming trees on CSD property. The CSD only takes  
35 care of trees which are on CSD property itself, not on individual's property.

### 36 37 **Item 8: Pacific Way Bridge Working Group Update – Steve Shaffer**

38  
39 Director Shaffer, who is the CSD board representative for the Marin County's Pacific  
40 Way Bridge Working Group (along with many other residents from the community,  
41 including Christian Riehl and David Taylor) gave a quick update on the highlights from  
42 the first working group meeting held at the Marin County Civic Center on Wed  
43 10/19/2019. In order to replace the bridge, it would definitively have to be two lanes  
44 which are 10.6 feet wide each, plus a pedestrian walkway. The reason is that no entity  
45 can possibly get funding for a substandard bridge. If we don't get 70% of the community  
46 to support it, they won't ask for the funding. Funding can be requested between May

1 and October of 2020 for a project that would happen in 2024. The only other option is to  
2 wait for the bridge to collapse. They have already reduced the length for the proposed  
3 bridge to accommodate Muir Beach residents who resisted earlier plans. If we miss the  
4 2024 funding, the next available is 2029. Shaffer feels that we should go forward with  
5 this is because of the ongoing problems with flooding.

6  
7 David Taylor echoes Shaffer and emphasizes that with climate change, the problem is  
8 getting worse rather than better. With the very soft soil that exists there, it's a very  
9 expensive project (\$7 million). The county has already spent a lot of money on  
10 hydrological studies and engineering and all of the options have been looked at  
11 thoroughly. The support of the community is needed. From the perspectives of fire  
12 safety, flood control, health and safety, and the environment, it makes sense. The  
13 current road is below grade so the idea is to bring the whole road up.

14  
15 Christian Riehl reports that the last time this came up, there was an email poll where 60  
16 people were opposed to rebuilding the bridge and 16 were for it. The width of the bridge  
17 would be 30 feet wide and would span 160 feet, and there would be an elevated fill area  
18 reaching to the Pelican Inn. Whether it would solve flooding problems upstream is an  
19 open question. Sometime by late spring we should come up with a plan for community  
20 support.

21  
22 Kathy Swards clarifies that Rodoni had said that the pedestrian portion could be  
23 separated out and wants to make sure it happens. Further conversation ensues about  
24 details of elevation, design of the bridge, the fact that climate change is happening, and  
25 so on.

26  
27 Shaffer, Riehl, and Gove will confer further about setting up a community meeting.

### 28 29 **Item 10: Sunset Way Project Update**

30  
31 The crew is working Saturdays and longer hours in order to accomplish more before the  
32 rains come. The project is taking longer and costing more. Our original contract amount  
33 was \$793K; we have paid 360K, leaving 433K remaining. We've also paid 22K of  
34 change orders for various things, and as of a prior meeting, we were advised that there  
35 would be a change order for \$78K for drilling piers and things like that. The bad news is  
36 that all the stuff that those at the end of Sunset have had to deal with, has been very  
37 costly: taking out soil, taking it over the hill, and bringing back soil from the San Rafael  
38 airport to replace it. This qualifies as what we have in our contract as a line item for  
39 "unsuitable excavation with refill", and it's \$125 per yard. When you multiply that, we're  
40 getting another \$165K. So, the project is still a fraction of what the other bids were. At  
41 this point we have those extras coming in on schedule; in addition, we had to put in  
42 subdrains for \$56K. We have remaining to pay about \$730K. We have \$570K in the  
43 bank, so that leaves a shortfall of \$163K. We have the line of credit from the County at  
44 around 3% interest. Looking at the big picture, CSD collects about \$520K/year of  
45 revenues, and we spend (excluding capital improvements) about \$303K, so we put into  
46 savings about 200K/year. If we compare that with the shortfall, it's about nine months of

1 repayment. A similar thing happened with the new water tank, where an amount was  
2 paid back to the general fund over about two years. So we're looking for authorization  
3 for Mary to draw down on the line of credit, not allowing the cash reserves of the CSD to  
4 go below a certain level, perhaps \$150K. Friedman wonders if we might see additional  
5 surprises; Hills thinks it's not likely, but could be up to \$50K above what's been  
6 presented here.

7  
8 MOTION: To advise the Manager to draw upon the line of credit from the  
9 county as necessary for the Sunset Way project, leaving a reserve  
10 of minimum \$150,000 in the bank.

11 Moved: Shaffer, seconded by Hamilton-Rivers

12 Vote: AYES: Unanimous  
13

14 Marilyn Latsch would like to ask the CSD for financial support for the resurfacing of her  
15 driveway, which for the 43 years she's had the property has served as a turnaround for  
16 delivery trucks and the community and so on. This would just be an apron area for  
17 perhaps \$600. Discussion continues about the pros and cons of the CSD paying for this  
18 kind of thing, and then goes on to other concerns about parking during the construction.  
19  
20

### 21 **Item 11: Public Open Time and Recognitions & Board Member Items**

22  
23 David Taylor appreciates that during the PG&E blackout, Muir Beach, unlike other  
24 communities, continued to have internet, and thanks Hills for that.  
25

26 Hamilton Rivers thanks Cuco and Mary for putting handrails up on the steps going up to  
27 Ahab, and notes that the stairs from Sunset to Little Beach (between Hills and Gove)  
28 need repair. Linda Lotriet notes that Dusty's Trail has also been compromised.  
29

30 Friedman thanks Hills for everything he's been doing with the Sunset project.  
31

32 Halley thanks Mike Moore for doing the window installation on the Community Center  
33 and for his work with the generator, and Hills for keeping up the LAN and for the Sunset  
34 project, and John Lavine who donated the cost of the Halloween Party.  
35

36 Finally, the board notes the passing of Suzanne Miller and her contributions to the  
37 community, the life she brought (for example) to decorations this time of year, and her  
38 laughter.  
39  
40

### 41 **Item 13: Adjournment**

42  
43 There being no further business to come before the board, the meeting is adjourned.  
44

45 Meeting adjourned at 8:55 pm.