

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 Minutes of the Board of Directors' meeting held on
3 Wednesday, January 22, 2020
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 Leighton Hills called the meeting of the Muir Beach Community Services District Board
15 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

20 Staff present: Mary Halley, District Manager
21 Chris Gove, Fire Chief
22
23

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

26 *The following item or items were not included in this agenda, along with the reason for*
27 *not being included. Pursuant to the Bylaws of the Muir Beach Community Services*
28 *District, the Board of Directors may now by motion require that the item or items be*
29 *added back to this meeting's agenda. Should the item or items require research or*
30 *preparation by staff or by member(s) of the Board of Directors in order to be properly*
31 *heard, the item or items may be deferred to a subsequent meeting. The motion to*
32 *approve this agenda may be without change or may be to re- include any item or items*
33 *listed below.*
34

35 Item(s) not included in this agenda: CSD Easements and Fence Encroachment Policy
36 topic postponed to a future meeting when all information can be available.
37

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

43 **Item 3: Consent Calendar**
44

- 45 A. Approval of Draft Minutes from Regular Board Meeting of 11/6/19.
46 B. Approval of Quarterly Financial Reports dated 12/31/19.

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

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

8 No items removed.
9

10
11 **Item 5: Honor Suzanne Miller – Laurie Piel**
12

13 Laurie Piel is absent but Mary Halley takes over. Laurie Piel has requested that a tree
14 be planted in the honor of longtime Muir Beach resident Suzanne Miller, who recently
15 passed away, in the vicinity around the Community Center. Piel proposes to work with
16 the garden club to find a suitable native tree to be planted.
17

18 MOTION: To have the garden club select a plant or tree in honor of Suzanne
19 Miller and the board will pick up the cost.
20 Moved: Shaffer, seconded by Lambert
21 Vote: AYES: Unanimous
22
23

24 **Item 6: Fire Department Report**
25

26 Chief Chris Gove gives the report by reading excerpts from David Taylor's forthcoming
27 article in *Beachcomber*.
28

29 The fire department completed an eventful year. We experienced a new level of wildfire threat
30 to our community and were fortunate to be spared from a much worse fate. The fires currently
31 raging in Australia are a daily reminder of the risks we all face living in this idyllic spot.
32

33 While we reflect on our brush with wildfire disaster, we have already experienced a few intense
34 winter storms and the season is still underway. This time of year being in the fire department
35 involves responding to fallen trees, downed power lines, flooding and highway accidents.
36

37 You may experience power outages and need to use a generator; please be safe and careful with
38 these powerful and flammable machines.
39

40 Flooding is an annual reality for many in our community. Twenty homes are impacted by
41 seasonal flooding that blocks Pacific Way, Lagoon Drive and Greene Lane and inundates cars
42 and dwellings when there are very high flows.
43

44 On Christmas Eve there was a tragedy in Muir Woods in which a young man lost his life in a
45 freak accident that was reported worldwide. We participated in the response alongside other

1 local fire agencies, Park Police and the Medical Examiner. This was a very sad and somber end
2 to our year as first responders.

3
4 In 2019 we had 62 calls of which 35% were in our community or at the beach, 25% were in the
5 Muir Woods National Monument, and 40% were on the roads and highways. We are proud to
6 serve our community but also to represent Muir Beach to the wider public as a community that
7 cares about its neighbors and visitors.

8
9 Running even a small fire department such as ours requires a lot of time and money to maintain
10 readiness, training and modern safe equipment. We ran 34 drills this past year each of which is
11 several hours in duration. To put this in perspective, we spent almost as much time training as
12 we did responding to emergencies. Curtis Christian lead the department in drill attendance as he
13 participated in 91% of scheduled training exercises. Aside from formal training, members of our
14 department spend many hours every month engaged in vehicle and equipment maintenance.

15
16 We are fortunate to have the financial support of our community and we rounded out the year
17 with two annual fundraising events in November and December: The Annual Appreciation
18 Dinner and the Holiday Arts Fair merchandise booth. These activities together raised over
19 \$8,000. The Appreciation Dinner created and catered by the Corbit family this year featured
20 quail! The dinner did well in particular because of generous donations so that all the firefighters
21 and their significant others were well fed for free and all costs were covered.

22
23 This week we were fitted for new personal protective equipment that is paid for by our Cal Fire
24 grant and the MB Volunteer Fire Association. We couldn't be more grateful.

25
26 The Memorial Day BBQ planning season is rapidly approaching. The kickoff date is March 1st.

27
28 Muir Beach Fire was featured in a great article in this month's issue of The North Bay Business
29 Journal: "The Heroes Next Door"

30 https://northbaybiz.com/General_Articles/General_Articles/The_Heroes_Next_Door.php in
31 which Chief Gove and other local chiefs were interviewed.

32
33 This is a great time of year to think about managing defensible space. The community would
34 benefit from full participation in FireSafe Marin(<https://www.firesafemarin.org>)
35 so that we could develop a vegetation management plan that is coordinated community wide. If
36 you are interested in a leadership role in this county program, please let us know.

37
38 Thus, concluding his reading from David Taylor's text, Gove adds that we should be in
39 receipt of the balance of Measure W funds for 2019 in the next few weeks and that we
40 are close to submitting a proposal for a firehouse permit. In the next few months we
41 should be approaching the community for input.

42
43 And finally, the Marin fire district would like this body's endorsement for the upcoming
44 ballot initiative on the Marin Wildfire Prevention Authority, and Gove proposes that
45 motion. This is the joint powers authority (JPA) which the Muir Beach CSD voted to join
46 at a recent meeting; the invitation now is not just to join it but to publicly endorse it.

1 The board agrees and authorizes Mary Halley to send a letter affirming the support of
2 the Muir Beach CSD for the upcoming ballot initiative.
3
4

5 **Item 7: District Manager Report**
6

7 Halley goes over the highlights from her District Manager Report, a written document
8 which (as always) is included with the monthly meeting packet available online at
9 <http://www.muirbeachcsd.com/meetings>. She focuses on the quarterly financial report.
10 Leighton Hill has nominated Mary Halley to serve as our representative for the new
11 Marin County Coastal Communities Working Group. The big oak table in the
12 Community Center now officially belongs to the CSD.
13

14 Turning to the financial report, everything is basically tracking on target. A few things
15 are up a bit, including utilities and phone, and tree maintenance, for reasons that Halley
16 elucidates. Halley goes over various items in the report, including the Sunset Way
17 project. The total anticipated cost at present for that project is 1,012,274. Total left to
18 pay on that is about 385,000, though these numbers can all continue to change. The
19 district has now borrowed \$300,000 from Marin County at the beginning of December,
20 which loan was authorized at the November CSD meeting. It's a 3-year loan at 3.5%
21 interest. If we run it to the three years, each of three installments will be \$107,000 which
22 includes interest. The CSD anticipates being able to repay this without difficulty.
23
24

25 **Item 8: Sunset Way Project Update**
26

27 The paving is all the way down to past the steps to the Community Center, or about
28 70%. The contractor expects the rest of the project to be paved early next week. They
29 may wait to do the last stretch with the rocks at Hwy 1 until after the rains. As the DM
30 financial report indicated, We have about 300,000 of change orders. It's still a good
31 deal, and most of the change orders are due to the quality of the soil. We end up at 1.1
32 million, and we have paid a little over \$700,000 so far. We now have 700,000 in the
33 bank, and we have about \$386,000 yet to pay. So while this has been a stretch to have
34 this project done, but we still have about \$300,000 in the bank.
35

36 Hamilton-Rivers asks if there are additional way we can save money at this point, for
37 example by not paving the Pearlman parking area. Hills responds that the project
38 cannot be changed at this point. Friedman asks for more information about particular
39 change orders. Hills explains that when they dug up the soil, they found that it was
40 "gooey" and that they wouldn't be able to recompact it to use for the road. A soils
41 engineer was consulted and agreed. The soil was brought elsewhere, and new soil was
42 brought in, replacing 3-feet depth of soil from the top of Cove to about 200 Sunset; that
43 was half of the change order there. The other part was that the new soil had to be
44 protected by putting a french drain on the uphill side, in order to prevent the new soil
45 from turning into something like the old soil. The deeper piers were necessary for a
46 similar reason of poor-quality soil, going down 20' rather than 12', and 24" diameter

1 rather than 18". Friedman asks why these were not anticipated. Hills says that they did
2 do five test points along the way, but that nonetheless did not discover this. He repeats
3 that despite these increases, the costs are still much lower than other bids. Hamilton-
4 Rivers asks about speed bumps. They will be a different style: up, flat 12', then down,
5 which makes it easier for bikes and garbage trucks; the locations were selected by
6 Chris Gove. There will be white lines on the sides of the road for visibility. Rain drainage
7 is working very well. Discussion continues about various details of the progress.
8
9

10 **Item 9: Charlotte's Way**

11
12 There was a suggestion that the CSD should contribute some money for improvement
13 of Charlotte's Way. The CSD has an important water main that runs down that street
14 and down to Sunset Way, serving fire hydrants. In 2013 the CSD decided that roads
15 with water mains would be maintained by the CSD and paid \$14,220 for the road base
16 on Charlotte's Way at that time. It will cost \$82,000 to pave Charlotte's Way, replace
17 one culvert, and have the maintenance expenditures reduced into the future. There are
18 6 residents; the CSD would take a 1/7th share, or about 11,700, with the other 6/7^{ths} to
19 be covered by those residents. Shaffer asks if the CSD would continue to be a 1/7th
20 partner. Hills says we don't do improvements, we just do 100% of the maintenance.
21

22 Resident John Schick says they're asking the CSD to commit the amount they've
23 contributed in the past for maintenance, and that the residences would cover the
24 repaving. Friedman and Lambert agree that the CSD could do this without changing
25 policy by simply calling this part of maintenance.
26

27 Discussion focuses on whether the proposed work would count as "improvement" or
28 "maintenance", given the existing policy of contributing to the latter but not the former.
29 Furthermore, Halley points out that making the road a paved road would also move it to
30 a different category in CSD policy. Agreement arises on the idea that paving is clearly
31 an upgrade, not just maintenance, and so contributing to it would be inconsistent with
32 current policy. There is also agreement that it is well and good for the CSD to contribute
33 to the work.
34

35 Therefore, the motion arises:
36

37 MOTION: That the CSD will formally amend the policy with respect to Ch W,
38 such that the CSD will take a one-seventh share of the \$82,000 bid,
39 not to exceed 11,700, and will revisit further maintenance
40 expenditures at the time they are needed.

41 Moved: Shaffer, seconded by Friedman

42 Vote: AYES: Unanimous
43
44

45 **Item 10: Public Open Time**

46

1 Shaffer talked about the Pacific Way Bridge at the last meeting. There will be a meeting
2 here at the CC on Tuesday Feb 11 at 6:30pm with Supervisor Rodoni to discuss what
3 the design will be, what's legal from the state, and it's only for us to ask the county to go
4 forward with getting the funding. But if we don't get our name on the list, it would be
5 another three years before we could request funding. We'd like everyone to come to
6 this meeting and to support the plan. If people can't come, please write emails in
7 support.

8
9 Friedman asks what the status is with the Terwilliger trees. Gove answers that they cut
10 down 70% of the trees. They were supposed to be chipped but are lying on the hillside.
11 Gove has been asking about the removal of the trees that are lying on the ground.
12 Some trees still standing are fall hazards. Hills says that landowners are responsible for
13 trees between their property and the street, so Audubon Canyon Ranch should be
14 taking care of it. Gove and Hills will continue to pursue.

15
16 **Item 11: Recognitions & Board Member Items**

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18 None.

19
20 **Item 12: Adjournment**

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22 There being no further business to come before the board, the meeting is adjourned.

23
24 Meeting adjourned at 8:27 pm.