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MUIR BEACH COMMUNITY SERVICES DISTRICT
Minutes of the Board of Directors' meeting held on
Wednesday, February 24, 2021

OFFICIAL MINUTES ONLY UPON APPROVAL

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

Item 1: Call to Order

Steve Shaffer called the meeting of the Muir Beach Community Services District Board of Directors to order at approximately 7:02 pm.

Directors present: Steve Shaffer (Board President), Peter Lambert (Board Vice-President), Leighton Hills (Director), Paul Jeschke (Director), David Taylor (Director)

Staff present: Mary Halley, District Manager
Chris Gove, Fire Chief
Ernst Karel, Meeting Secretary

Item 2: Approval of Agenda

Item(s) not included in this agenda: None

MOTION: To approve the agenda
Moved: Jeschke, seconded by Taylor
Vote: AYES: Unanimous

Item 3: Consent Calendar

1. Approval of Draft Minutes from Regular Board Meeting of 1/27/21.
2. Approval of Draft-Audits FY 2020 (*See muirbeachcsd.com then click on the Administration tab, then Financial page, see Audits section*)

MOTION: To approve the consent calendar
Moved: Hills, seconded by Taylor
Vote: AYES: Unanimous

Item 4: Items Removed from Consent Calendar

No items removed.

1
2 **Item 5: NPS Update – Mia Monroe**
3

4 NPS Park Ranger and Marin Community Liaison Mia Monroe gives an NPS update.
5 Mia starts with the big picture: masks are required on public lands. The other big news is that
6 the nominated Secretary of the Interior Deb Haaland is a great choice from the perspective of
7 the parks.
8

9 Local Muir Woods: Redwood Renewal 2021 starts on the ground in June, after the spotted owl
10 quiet period ends. Boardwalk from the entrance arch to crosscut will be replaced; it's almost 20
11 years old and has seen millions of feet walking over it, and is falling apart. Phase II of the
12 waterline project will happen; Phase I was woods to lift station at Conlon; Phase II is bringing
13 the line from the tourist club down to the woods; it's a big upgrade, continuous flow of water that's
14 great for fire fighting; no holding tank, etc. and also beyond 1950s capacity. Also doing some
15 fixes on bridges 2 & 3 for safety.
16

17 This is the time for locals at Muir Woods: it's a glorious spring, and the newest boardwalk is
18 spectacular between bridges 1 & 2, an intimate view of the redwoods. And for locals, because
19 our reservation system is so amazing, the added benefit is that we are continuing to keeping
20 visitation at 50%. M-Th it's low, and weekend half. And there are no buses.
21

22 Trail work: finally have a good trail crew, happening but more slowly than usual due to Covid,
23 since they have to work part time and in split shifts. Hemlock around MB Overlook is on the
24 crew's list to begin tackling.
25

26 Frog and turtle report: both are doing very well!
27

28 Steve Shaffer asks about staffing Pacific Ave. Law Enforcement has told Mia that the contract is
29 for weekends from Memorial Day to Labor Day.
30

31
32 **Item 6: FireWise Presentation – Chris Gove/Don Piotter**
33

34 Muir Beach is applying for certification as a "FireWise" community. Chris and Don discuss how
35 to address wildland fire hazards in the community and for homeowners' properties to become
36 more resilient. Ron Rosano is also on the team.

37 Don explains Firewise, which is part of the National Fire Protection Association.

- 38 • Firewise USA is part of the National Fire Protection Association (NFPA)
- 39 • A voluntary program that helps neighbors organize their wildfire safety efforts, take
40 action to increase ignition resistance of their homes, and become a more fire safe
41 community
- 42 • Any community that meets a set of voluntary criteria on an annual basis and retains an
43 "In Good Standing Status" may identify itself as being a Firewise® Site
44

45 MB Firewise: team of 6: Robin Terra, Sophie Conti, Klaus Poppensieker, Ron Rosano, Don
46 Piotter, and MB Fire Chief Chris Gove.
47

48 **Objective:** Greatly improving the Muir Beach community's resilience to wildland fire through risk
49 assessment, investment, and ongoing education and monitoring.
50

51 MB Firewise is

- 1 • A resource for residents
- 2 • Focused on “house out,” structures/vegetation of owners
- 3 • Supportive, creative, and transparent

4 MB Firewise **is not**

- 5 • Overlapping with Marin County Fire assessments of individual properties
- 6 • A compliance function
- 7 • Responsible for public lands near Muir Beach

8
9 MB Firewise has distributed an Awareness Flyer on 2/21. They also conducted an assessment
10 of all the properties in MB. They have from this assessed risks and developed an action plan.
11 They have submitted an application for certification from Firewise USA and are optimistic about
12 receiving it. Ron Rosano discusses the assessment. They looked at structures, e.g. roofs and
13 siding, and vegetation surrounding houses. Here there is a lot that can be done with many of the
14 houses.

- 15 • Structures
 - 16 • Roofs and siding are mostly fire resistant; notable exception – houses w shake
 - 17 roofs and/or siding
 - 18 • Many wooden deck and fence attachments; decks not “skirted”
 - 19 • Opportunity for modification to vents and trim near gutters
- 20 • Vegetation
 - 21 • Over half of properties don’t meet recommended vegetation standards in all three
 - 22 zones (immediate, intermediate, and extended)
 - 23 • Some properties have particularly flammable species
 - 24 • Dry plant litter present on many properties

25 There is ample opportunity to reduce risk to homes; much of it is not expensive.

26
27 They have developed an action plan with six categories:

- 28 • Education
 - 29 • Three flyers and concurrent emails in Q1 2021; one quarterly thereafter
 - 30 • Two zoom and/or In-person (post – Covid) education events on important topics.For example:
 - 31 • Defensible space
 - 32 • Plant species
 - 33 • Structure retrofit
 - 34 • Evacuation
 - 35 • Links to county and national resources
 - 36 • Feedback loops (FAQ and Q&A)
- 37 • Metrics and Monitoring
- 38 • Wildfire Response Preparation
- 39 • Fuel Reduction
- 40 • Acute Hazard Reduction
- 41
- 42

43 CSD Board requests:

- 44 1. Conceptual Support
- 45 2. Message reinforcement
 - 46 a. “House out”
 - 47 b. MB Firewise is here to support residents – not to enforce compliance
- 48 3. Fund minor costs (e.g., flyer printing)
- 49 4. Management of fire risks on CSD property

50

1 Paul Jeschke asks about the differentiation between FireSafe Marin and Firewise, and about
2 reporting to property owners from the assessment. FireSafe Marin has a call once a month that
3 all Firewise leaders are invited to, so they are linked and integrated so as not to overlap or
4 duplicate. Firewise is under the guidance of FireSafe Marin. About the assessment, this was just
5 done from the street, and the next step is to do the summary-level reveal of the assessment, in
6 aggregate, as on this call. Then if individual homeowners would like to discuss, it would be after
7 that.
8
9

10 *Because Director Hills will need to leave, we move Item 10 forward to this point.*

11
12 **Item 7: Review Water Leak Relief Policy – Steve Shaffer**

13 *[audio recording 34:45]*
14

15 Board President Steve Shaffer would like to review the long standing MBCSD Leak Relief
16 Policy. *(See attached MBCSD Leak Relief Policy and MBCSD Water Saving Leak Prevention*
17 *and Detection Tips)*

18 Shaffer feels that the policy is outdated. He feels that if someone has a misfortune, it shouldn't
19 be something that gives the CSD a windfall. Usually on something like this if we're going to
20 make something more stringent, would like a lot of feedback, but this seems straightforward.
21

22 Hills: the only thing that qualifies is service line between meter and house. What typically comes
23 up is that someone's sprinkler head breaks off, or something, and they might have a larger leak
24 that only takes place when irrigation system is running, so not aware of it until they get the bill.
25 For that we currently have no leak relief. We propose that for irrigation leaks, leaking toilets, that
26 we still allow those to be subject for leak relief, but under a different threshold: instead of bill
27 being unlimited, would be capped at a multiple of 3x what their usual bill is. That would be the
28 penalty. As it is now, we have one homeowner whose toilet in an outer building was leaking and
29 they were faced with a \$1200 fee. It does cost the CSD to pump and treat the water, but for this
30 person Hills calculated that the real cost was actually less than \$10.
31

32 The other part is that someone would have to demonstrate that they have fixed the leak –
33 receipt from a plumber or other such proof.
34

35 Shaffer says it doesn't affect the CSD financially, but it gives some protection for homeowners.
36

37 Halley emphasizes that we want to encourage conservation, but that this seems needed.

38 Jeschke thinks it's a good idea but wants to be careful. He proposes that it's only applicable for
39 a single billing period – that it needs to be fixed immediately rather than extending over another
40 billing period. Ernst Karel from the water team agrees with Jeschke's proposal.
41

42 MOTION: To adopt revised policy as discussed, and for DM Halley to draft wording
43 for approval at next meeting.

44 Moved: Hills, seconded by Taylor

45 Vote: AYES: Unanimous
46
47

48 **Item 8: District Manager Report**
49

1 District Manager Mary Halley will present brief highlights from her DM report, a written
2 document which (as always) is included with the monthly meeting packet available online at
3 <http://www.muirbeachcsd.com/meetings>.

4
5 MBVFA gave another \$25,000 in addition to previous \$15,000 towards new fire house.
6 Measure A funding: originally, the County said it would be 50% of normal, but we've actually
7 received as much as normal if not more, so we can do additional deck repair and fire ash netting
8 underneath the CC deck.

9
10 Marin Local Agency Formation Commissions (LAFCo): Muir Beach CSD along with 11 other
11 districts are going into a Municipal Services Review. They will be looking at all of our charters,
12 water, fire, and recreation. LAFCo is also doing a shared services workshop on April 29. They
13 have asked districts to ask board members and other staff to attend.

14
15 Salvador fell off a ladder at the community center, and had to go to the hospital where he spent
16 two days: 7 broken ribs, broken clavicle, and concussion. It looks like he will recover, but it will
17 be at least two months.

18
19
20 **Item 9: MBCSD Lands and Easements Management Committee (update)**

21 *[audio recording: 53:50]*

22
23 Committee Chair Mary Halley and fellow committee members give an update on the legal
24 research and progress towards developing land and easement draft-policies.

25
26 John Lavine comments on things he would like the LEMC to think about, including risks and
27 differences depending on region of Muir Beach, e.g., Bello vs. Seacape.

28
29 The committee is now moving along quickly.

30
31
32 **Item 10: Prop 68 Per Capita Grant (update)**

33 The MBCSD has been approved to apply for a Prop 68 Per Capita grant of \$177,952 to be used
34 for recreational capital outlays or acquisitions. Potential projects are currently in the evaluation
35 process.

36
37 Quick update on the plans for the Community Center: Michael Moore is currently working on
38 tram logistics, including design, construction, and issues of safety. Halley is exploring logistics
39 and feasibility of increasing parking on Seacape, which would also include handicap
40 accessibility parking spaces. The main project is to improve access to the CC, not to change it
41 significantly. Shaffer and Moore will then have a community meeting to go over the plan and the
42 project.

43
44
45 **Item 11: Public Open Time** *[audio recording 2:13:50]*

46
47 Maury Ostroff: is anyone else concerned about coyotes? There are many more recently.

48
49 Halley mentions the canine distemper outbreak, which is wiping out all canine species,
50 especially foxes.

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Item 12: Recognitions & Board Member Items

The board recognizes DM Halley's continued excellence.

Item 13: Adjournment

Next Agenda Meeting Date: Wednesday, March 24, 2021

Next Board Meeting Date: Wednesday, March 24, 2021

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

Meeting adjourned at 20:16.