

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**  
2 Minutes of the Board of Directors' meeting held on  
3 **Wednesday, March 24, 2021**

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6 **OFFICIAL MINUTES ONLY UPON APPROVAL**  
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8 Prior to approval of these minutes by the Board of Directors in a public meeting, these minutes  
9 are draft only and subject to change. Upon approval by the Board, these minutes become the  
10 Official Minutes of the meeting.

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13 **Item 1: Call to Order**

14 Steve Shaffer called the meeting of the Muir Beach Community Services District Board of  
15 Directors to order at approximately 7:01 pm.

16  
17 Directors present: Steve Shaffer (Board President), Peter Lambert (Board Vice-  
18 President), Leighton Hills (Director), Paul Jeschke (Director),  
19 David Taylor (Director)

20  
21  
22 Staff present: Mary Halley, District Manager  
23 Chris Gove, Fire Chief  
24 Ernst Karel, Meeting Secretary  
25

26  
27 **Item 2: Approval of Agenda**

28 Item(s) not included in this agenda: None

29  
30 MOTION: To approve the agenda  
31 Moved: Hills, seconded by Taylor  
32 Vote: AYES: Unanimous  
33  
34

35 **Item 3: Consent Calendar**

- 36 1. Approval of Draft Minutes from Regular Board Meeting of 2/24/21  
37 2. Approval of FY20/21 Budget – March 2021 Revision  
38

39 MOTION: To approve the consent calendar  
40 Moved: Taylor, seconded by Hills  
41 Vote: AYES: Unanimous  
42  
43

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

45 No items removed.  
46  
47

48 **Item 5: Fire Chief Report**

49 MBVFD Chief Chris Gove submits the following fire report:  
50

51 Now that all our firefighters are fully vaccinated, we have resumed our regular schedule of drills.

1 We submitted our plans to the county for the new firehouse back in January and they have just  
2 sent us a list of things to clarify and act on. We are complying, and in a few weeks, we should  
3 be putting up story poles for the outline and elevation of the structure.

4 It appears that the MERA tower construction will begin late this year.

5 We just received notice yesterday that we are officially a Firewise community. There are two  
6 chipper days planned already, you should see educational materials soon for both the chipper  
7 days and possible actions for homeowners to take.

8 The community liaisons will be taking CERT training starting soon. They have been wanting to  
9 do this for a while but now it's finally in the works.

10 Sadly, as you may have heard the VFA has decided to cancel the Fireman's BBQ once again.

11 We're hoping as things open up, we can do something later in the year.

12 I will be submitting a budget next month.

13  
14  
15 **Item 6: District Manager Report**

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

19  
20 Marin County has moved into the Orange Tier; our parks and playgrounds continue to remain  
21 open as they are; non-essential offices may re-open; outdoor events 60% capacity; concert  
22 venues to remain closed. Businesses that open have to submit site-specific plans.

23  
24 Projects: wrapping up the second of the two small office decks this week. Roof glass will be  
25 delivered this weekend, and the contractor will replace those 8 broken panes. Then the lower  
26 tank fencing and the monument.

27  
28 March has been busy in terms of many reports, which Halley outlines.

29  
30  
31 **Item 7: MBCSD Lands and Easements Management Committee (update)** [audio: 14:00]

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

34  
35 There is a draft policy in progress; the committee is set to meet on April 8 to discuss the final  
36 draft and to discuss presenting to the board at the April 28 meeting. They still have \$990 of the  
37 allotted legal fees budget unspent. The committee is leaning against taking up roads policy, as  
38 the easements section of the current draft policy covers roads sufficiently and addressing roads  
39 policy more fully would take longer than the remaining time the committee has remaining.

40  
41  
42 **Item 8: Review Draft-Water Leak Relief Policy 2021-2-24**

43 The Board approved as a 'concept' a new Water Leak Relief Policy at the 2/24/21 Board  
44 Meeting directing the DM to draft the new policy language for review at the next 3/24/21 Board  
45 meeting.

46  
47 MOTION: To approve the wording of the leak policy that was discussed at the last  
48 meeting

49 Moved: Hills, seconded by Lambert

50 Vote: AYES: Unanimous

51

1  
2 **Item 9: Bikes on Muir Beach Park trails**

3 Review and discuss bike use on Muir Beach CSD Park trails and paths.  
4

5 Discussion of widening the Ridge Trail, which is CSD-owned Park land of 60 feet width, or of  
6 having two trails – one for bikes and one for pedestrians. Another issue is visibility; perhaps  
7 more built barriers to reduce speed could help. Gove would like to widen the path to nearly the  
8 full width in terms of making a fire break and reducing fuel load, which would also widen the  
9 area for walking. The VFD is going to be getting Measure C funds to purchase a flail mower,  
10 and the CSD could buy that now and be reimbursed. Once it is cleared, we can assess the  
11 ground later with a trail-designer in order to determine ideal route(s).  
12

13 Further discussion leads to the idea of limiting the clearing to 15 feet, and then to consult with  
14 adjacent homeowners. For now, the issue is to be treated as a fire department project, for a fire  
15 break, and the bicycle solution will come later. Maury Ostroff emphasizes that it's important not  
16 to adversely affect adjacent property owners.  
17

18 MOTION: For the CSD to authorize not more than \$6000 to be spent on a flail  
19 mower and be paid back when the Measure C funds arrive, and that this  
20 be used for the creation of a fire break not to exceed 15 feet, and that  
21 Hills and Gove will meet together and then with the adjacent neighbors.  
22 Moved: Hills, seconded by Taylor  
23 Vote: AYES: Unanimous  
24  
25

26 **Item 10: Sunset Improvement Project (update)**

27 There are still a few wrap-up items left over from the Sunset Way Project such as repairs of  
28 damaged stairs, installation of Board approved automatic entrance gate, and 'emergency  
29 parking only' signage.  
30

31 Hills discusses that the CSD has \$40,000 retention as leverage for any construction items that  
32 need to be completed. Hills proposes putting the automatic gate on the back burner for now  
33 since the urgency (with COVID) has subsided, and also there is not universal agreement about  
34 it, as well as installation would be difficult. There are still plans to have signs at the turnaround  
35 at the end, but there doesn't seem to be need for more signs.  
36

37 Discussion continues around these issues. Gove emphasizes that the gate, currently situated to  
38 be right off Highway 1, is simply a public safety hazard. He will object to it every time it comes  
39 up on those grounds. It is decided that the issue of the gate could be revisited once summer  
40 comes with the potential for returning crowds.  
41

42 MOTION: To put the gate on hold, and to leave the funds on hold as well, until the  
43 board decides otherwise.  
44 Moved: Hills, seconded by Lambert  
45 Vote: AYES: Unanimous  
46  
47

48 **Item 11: Public Open Time**

49 Nothing  
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1 **Item 12: Recognitions & Board Member Items**

2 Nothing

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5 **Item 13: Adjournment**

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7 Next Agenda Meeting Date: Thursday, April 15, 2021

8 Next Board Meeting Date: Thursday, April 22, 2021

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

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12 Meeting adjourned at 20:13.