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MUIR BEACH COMMUNITY SERVICES DISTRICT
Minutes of the Board of Directors' meeting held on
Wednesday, **Thursday, April 22, 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: Closed Session

Item 2: Call to Order

Steve Shaffer called the meeting of the Muir Beach Community Services District Board of Directors to order at approximately 7:08 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 3: Reconvene in Open Session

Discussion in closed session over whether Fire Chief should become paid position. Items came up that require clarification and the board will seek input from County Counsel on how to fund things and what restrictions may apply to certain funds. After receiving that guidance, the board will continue considering the issue.

Item 4: Approval of Agenda

Item(s) not included in this agenda: None

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

Item 5: Consent Calendar

1. Approval of Draft Minutes from Regular Board Meeting of 3/24/21 .
2. Approval of Quarterly Financial Reports dated 3/31/21

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

1 **Item 6: Items Removed from Consent Calendar**

2 No items removed.

3
4
5 **Item 7: District Manager Report**

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

9
10 Covid update: Marin County expected to go to Yellow by May 4, and by June 15 California will
11 move forward to open things up. Phased opening of the Community Center being planned to
12 begin in May and continue in June.

13
14 Redwood Creek: Levels now are like late September in a usual year. Halley has already been
15 actively monitoring the creek. We will very likely be looking at early mandatory water
16 conservation measures, and so she is preparing for that now.

17
18 Work on Community Center continues. The MBCSD website is being moved over to a safer
19 platform.

20
21
22 **Item 8: MBCSD Lands and Easements Management Committee (update)**

23 Committee Chair Mary Halley and fellow committee members present the committee's Draft-
24 MBCSD Land Uses, Easements, and Encroachment Policy for discussion and Board approval.
25 *(See attached MBCSD Land Uses, Easements, and Encroachment Policy)*

26
27 The members sequentially present aspects of the background and draft, resulting from nine
28 months of work. The PowerPoint presentation will be available on the CSD website, and the
29 verbal presentation can be heard in the audio recording.

30
31 Hills emphasizes that the document should be considered a living document that can be
32 revisited. Discussion follows.

33
34 The proposed policy will now be available for the public to study. After receiving comments, the
35 document will be recirculated, and it will be taken up at the next meeting.

36
37
38 **Item 9: MBCC Rental Coordinator**

39 At the May 2020 Board Meeting, the Board approved making the MBCC Rental Coordinator a
40 paid position of \$200/month. A solicitation including job description was sent out several times
41 the following month and did not receive any interested applicants. It was then put back on the
42 agenda at the July 2020 meeting giving the Board three possible options for proceeding forward
43 with trying to fill the previously volunteer but now paid vacant position:

- 44 a) should the CSD continue to offer the paid position at \$200 p/month for another month or
45 two?
- 46 b) should the Board review the current offered salary for the paid position and possible
47 adjust? (Net rental income FY18/19 = \$13,400 / FY19/20 = \$11,511 /*FY20/21 = \$4,060
48 *partly closed due to Covid-19)
- 49 c) should the Board wait to revisit the issue until the Community Center can reopen again
50 knowing that rentals likely cannot resume until the position is filled?

1 Board President Shaffer suggested that given the ongoing pandemic lockdown, the Board
2 should just let the issue ride for a few months and the other Board members agreed. So, now
3 nine months later, as the State looks towards a goal of opening up by mid-June 2021, the CSD
4 Board is being asked to consider:

- 5 1. the need for a MBCC Rental Coordinator, and if so,
- 6 2. the appropriate salary to fill the position, and
- 7 3. by when would the position hire be needed.

8
9 None have any ideas and so the issue is again postponed.

10 11 12 **Item 10: Vegetation Management for Upper Park Trail**

13 Following the discussion at the 3/24/21 Board Meeting concerning the issue of bikes on the Muir
14 Beach Park trails, the Board approved for the Fire Chief Chris Gove to purchase a flail mower to
15 be used in the creation of a fire break and to coordinate with the adjacent neighboring property
16 owners before mowing. Board Director Jeschke noted after the meeting that the topic of the
17 agenda item had been related to “bike use on trails” and not “vegetation management” and
18 asked that the purchase and use of a flail mower be revisited and reviewed by the Board as a
19 vegetation management and trail use issue.

20
21 Discussion ensues. Hills spoke with the person who designed the trail previously, and he
22 suggested that in those areas where there are turns, to be separated into two separate trails.

23
24 Adjacent neighbor Dave McKenzie chimes in that only minor widening of the trail would do a lot.
25 Fire Chief Gove says that since we’re now a FireWise community we need to create some
26 defensible space. Adjacent neighbor Rick Bernard is in favor of help with creating defensible
27 space. Discussion ensues. The need for the cleared area to be wide enough to accommodate
28 two separate trails, one for bicycles and one for pedestrians, is emphasized. Hills and McKenzie
29 will do a site visit to consider which vegetation can be cut without adversely affecting habitats.

30 31 32 **Item 11: Surveillance Camera at Highway 1 Mailboxes**

33 Currently, resident Leighton Hills has installed a fake surveillance camera with associated
34 signage at the mailboxes on Highway 1 (across from the Pelican Inn) to help prevent mail theft,
35 but in the past two weeks there had once again been two incidents of mail theft. It now seems
36 that the presence of a camera and signage alone is not enough to deter the thieves and
37 Leighton is now proposing that the CSD pay to install a real camera that could provide actual
38 video footage of an incident to help possibly apprehend the perpetrators. The CSD maintains a
39 mailbox at that location, and while it has never been broken into, it is a depository for water
40 payments and thus could benefit from further protection. The Board is being asked to approve
41 spending not to exceed \$650 along with an estimated \$5 per month monitoring charge (no
42 charge for Internet service) for the purchase and installation of a surveillance camera to monitor
43 activities at the Highway 1 mailboxes. Topics for discussion may include any public signage
44 required to alert the public of the surveillance activity and any liability that may be incurred by
45 the CSD if the public relies on the camera for mail protection.

46
47 Jeschke asks about privacy, and who has access to the footage. Hills suggests that the video
48 would not be available to anyone unless there was a reported crime, in which case it would be
49 forwarded to DM Halley who could provide it to law enforcement. Discussion ensues.

1 MOTION: That the CSD authorize \$650 to be spent on out-of-pocket costs for
2 installing a real video camera at the CSD mailbox.
3 Moved: Hills, seconded by Jeschke
4 Vote: Four ayes, one no (Lambert). The motion passes.
5
6

7 **Item 11: Public Open Time**

8 Don Cohon brings up the speedbumps on Sunset Way; his companion has had an MRI
9 because of some that are so steep that they've caused discomfort. Hills responds that they tried
10 many variations, and that it takes bumps that are steep to keep people from speeding. Laatsch
11 also finds that some are too steep. Hills states, it's a trade-off.
12

13 Don Cohon asks about the chipper once owned by the community. It was sold to Cuco, who
14 now owns it. Halley and Gove mention that we will have more chipper days, in June and in early
15 September.
16
17

18 **Item 12: Recognitions & Board Member Items**

19 Marilyn Laatsch gives a big cheer to the Lands and Easements committee.
20
21

22 **Item 13: Adjournment**

23 Next Agenda Meeting Date: Wednesday, May 19, 2021
24 Next Board Meeting Date: Wednesday, May 26, 2021
25

26 There being no further business to come before the board, the meeting is adjourned.
27

28 Meeting adjourned at 21:14.