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**MUIR BEACH COMMUNITY SERVICES DISTRICT**  
Minutes of the Board of Directors' meeting held on  
**Tuesday, May 25, 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 7:00 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 about raising the annual salary for District Manager Halley.

MOTION: To increase the District Manager's salary from \$72,000 to \$78,000 per year.  
Moved: Jeschke, seconded by Hills  
Vote: AYES: Unanimous

**Item 4: Approval of Agenda**

Item(s) not included in this agenda: None

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

**Item 5: Consent Calendar**

1. Approval of Draft Minutes from Regular Board Meeting of 4/22/21.
2. Approval of Financial Reports dated 4/30/21.

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

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

4 No items removed.  
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6

7 **Item 7: NPS Update – Mia Monroe**

- 8 1. Summer Plans continue to manage red flag/spare the air days, traffic attendants at  
9 Pacific Way/Shoreline Hwy when possible.  
10 2. There have been several inquiries about vegetation management. Thank you for  
11 offering to remove poison hemlock especially at the Muir Beach Overlook – go for it! –  
12 and the park’s veg volunteer programs have now been activated...let Mia know if you  
13 want to join the Cape Ivy Annihilators or learn about other opportunities! The NPS team  
14 requests park neighbors to actively remove the highly invasive licorice plant, about which  
15 here is more information:  
16 a. <https://plantright.org/watch/helichrysum-petiolare/>  
17 b. [https://www.gardenfortheenvironment.org/garden-tips-](https://www.gardenfortheenvironment.org/garden-tips-archive/2009/8/1/helichrysum-eradication)  
18 [archive/2009/8/1/helichrysum-eradication](https://www.gardenfortheenvironment.org/garden-tips-archive/2009/8/1/helichrysum-eradication)  
19 c. <https://www.cal-ipc.org/plants/profile/helichrysum-petiolare-profile/>  
20 3. Thank you for aggressively conserving water for the health of the  
21 watershed. Specifically, this will benefit the low population (sad news) of coho salmon  
22 and trout young, western pond turtles, and red-legged frogs.  
23 4. State parks doing work on Redwood Creek Trail – moving it to a better location upslope,  
24 putting in bridges for equestrians. Speaking of the serious water situation, this work is  
25 also meant to build up the storage capacity in the middle part of the watershed, to  
26 improve the holding capacity for the summer. That’s a significant gain. Also, there was a  
27 positive report on the Banducci work, which also expands flood plain capacity, and ability  
28 to hold water in the park. Redwood Creek Trail will be open at all times, no closures.  
29 5. Muir Woods Redwood Renewal Field Season starts up in June. The entrance boardwalk  
30 will be replaced (after installing a detour), the waterline delivery system into park will be  
31 upgraded by relocation to less impacting route, better flow for continuous delivery (esp  
32 good for fire protection) that will also allow removal of tank/service road for resource  
33 advantage) and installation of optic cable for IT function improvements. NPS continues  
34 seeking funds while refining designs and efficiencies for SAP (entrance, approach trails  
35 and parking lots, bridge replacement and next salmon enhancement work). The  
36 reservation system has shown many silver linings beyond effectiveness of eliminating  
37 traffic congestion related to Muir Woods visitation and damaging parking by nimble  
38 closures for SIP, PSPS, high winds and then low levels of visitation for Covid safety. The  
39 Muir Woods shuttle will start up on weekends June 15 at low ridership capacity for  
40 safety. Tourism is very slowly returning with a few larger vans. Semi-annual report to  
41 public and stakeholders shared at the May 4 BOS meeting.  
42 6. Golden Gate Dairy House available for meetings, training sessions, project staging if  
43 Covid safety requirements are met. Please contact Mia for reservations.  
44

45 Shaffer asks about the fallen fence between Overlook Park and the Smiths. Monroe thanks the  
46 community for being the eyes and ears of the park service and says that a work order has gone  
47 in for that fence and should be repaired soon.  
48

49 Hills asks diameter of new water main. Monroe will put Hills in contact with the project manager.  
50

1 Audubon Canyon Ranch approached NPS about donating their property above Pacific Way and  
2 NPS is now in the legal process of accepting that donation. Reasons to accept the donation  
3 include that it is next to park land, it is important habitat, they've received money for Monarch  
4 butterflies, and they'd like to take another crack at that there.

5  
6  
7 **Item 8: District Manager Report**

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

11  
12 Notes about the water situation: Halley is already monitoring Redwood Creek and attending  
13 meetings by other water districts. We may be installing an Echo system to monitor well levels.

14  
15 We had a successful sanitary survey of our water system, with a glowing report. Special thank  
16 you to Leighton Hills for developing our water system and to our water team. Reviewer referred  
17 to our system as a "high-performing water system".

18  
19 The MBCC will re-open soon.  
20  
21

22 **Item 9: MBCSD Draft-Land Uses, Easements, and Encroachment Policy**

23 Lands and Easement Management Committee members presented the Draft-MBCSD Land  
24 Uses, Easements, and Encroachment Policy at the 4/22 Board meeting. The Board directed to  
25 give more time for community review and to provide advance comments for Board approval at  
26 the May meeting. (See attached MBCSD Land Uses, Easements, and Encroachment Policy)  
27

28 Extended discussion around the proposed policy.  
29 [Audio recording: from 22:00 to 1:17:00]  
30

31 Among other comments from members of the community, Linda Lotriet comments that based on  
32 her close reading, that the policy could interfere with existing rights, and that there could be  
33 another way to do this.  
34

35 MOTION: That the CSD adopt this document as its policy with regard to lands and  
36 easements, and that it is considered a living document  
37 Moved: Hills , seconded by Jeschke  
38 Vote: AYES: Taylor, Jeschke, Hills, Shaffer  
39 NO: Lambert  
40 The motion passes.  
41  
42

43 **Item 10: MBVFD Fire Chief Salary Position**  
44

45 The Board is being asked to approve providing compensation to the MBVFD Fire Chief using  
46 Measure W transient occupancy tax revenue. The MBVFD is an all-volunteer department in a  
47 region where the volunteer fire services typically operate with paid leadership.  
48

49 The role and responsibilities of a paid Chief would not differ substantially from the current  
50 workload of the present Chief. Our fire department's readiness depends totally on the ability of

1 the Chief to coordinate training and funding resources within the County and maintain  
2 thousands of pieces of equipment ranging from Fire trucks to EpiPens.

3  
4 Instead of being 100% funded by an in-kind donation by the Chief himself, he and his  
5 successors would become a paid member(s) of the CSD administration. The proposed  
6 compensation of \$30,000/year would support the many additional hours the Fire Chief has to  
7 commit to departmental operations.

8  
9 Measure W funds are an ongoing source of revenue exclusively for West Marin fire services and  
10 may be used for this purpose. Even with pandemic lockdown, the revenue from this tax would  
11 easily cover the proposed compensation over the past two years.

12  
13 Discussion includes the question of how the figure was arrived at, and whether it would be a  
14 slippery slope for other members of the MBVFD would want to be paid. David Taylor notes that  
15 other volunteer fire departments in the area also have paid leadership.

16  
17 MOTION: That the CSD compensate the MBVFD Chief \$30,000 per year effective  
18 immediately for the next five years, to be reevaluated at the end of that five  
19 years, and that it be financed with Measure W funds.

20 Moved: Hills, seconded by Lambert

21 Vote: AYES: Unanimous  
22  
23

#### 24 **Item 11: Reimbursement of Volleyball Court Repair Costs**

25 Residents Aran Moore, Chris Gove and Brad Eigsti, with help from other volunteers, cleaned  
26 and resurfaced grounds, brought in new sand, repaired lights, and replaced the net pole and net  
27 at the volleyball court. They are submitting receipts for expenses totaling \$2,925.71 and are  
28 requesting reimbursement for that amount from the CSD.

29  
30 MOTION: That the CSD reimburse the funds.

31 Moved: Hills, seconded by Lambert

32 Vote: AYES: Unanimous  
33  
34

#### 35 **Item 12: MBCC Rental Coordinator**

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

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

48 At an earlier meeting, Board President Shaffer suggested, that given the ongoing pandemic  
49 lockdown, the Board should just let the issue ride for a few months and the other Board  
50 members agreed. So, as the State looks towards a goal of opening up by mid-June 2021, the  
51 CSD Board is being asked to consider:

- 1) the need for a MBCC Rental Coordinator, and if so,
- 2) the appropriate salary to fill the position, and
- 3) by when would the position need to be filled.

Discussion continues on this topic. Harvey Pearlman expresses the idea of making the position more interesting, for example including doing programming.

*[audio recording: 1:35:00 – 1:53:00]*

The topic is again put off for the next meeting.

### **Item 13: Public Open Time**

Ernst Karel asks about a sign in front of the community center to tell ill-guided GPS followers how to get to the beach. It will be acted on.

Paul Jeschke asks about parcel box thefts and the combination lock system. It is agreed that it doesn't work if the lock combination is written on pieces of paper put in unlocked personal mailboxes. Conversation ensues about the mailboxes. David Taylor suggests keeping the picturesque row of mailboxes but adding a grid of PO-certified boxes at the end that the actual mail goes into.

Chris Gove will be holding a party on Little Beach in late June.

### **Item 14: Recognitions & Board Member Items**

David Taylor mentions a recent celebration of Kenny Stevens, retiring this month after 54 years in the Stinson Beach Fire Department.

### **Item 15: Adjournment**

Next Agenda Meeting Date: Wednesday, 16, 2021

Next Board Meeting Date: Wednesday, June 23, 2021

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

Meeting adjourned at 21:08.