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**MUIR BEACH COMMUNITY SERVICES DISTRICT**  
Minutes of the Board of Directors' meeting held on  
**Wednesday, June 23, 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 7:00 pm.

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

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

Announcement from Shaffer: Director (and Vice President) Peter Lambert has resigned. In the interim, Lisa Eigsti has asked if she could be considered for a board member. We won't do anything at this meeting, but at the next meeting (July) we will discuss her taking Peter's place. At the same time the board will elect a new Vice President. Other members of the community may also put their hat in the ring.

**Item 2: Approval of Agenda**

Item(s) not included in this agenda: None  
Rearrangement: Item 10 will follow Item 6.

MOTION: To approve the agenda, with adjustment in the order  
Moved: Hills, seconded by Taylor  
Vote: AYES: Unanimous

**Item 3: Consent Calendar**

1. Approval of Draft Minutes from Regular Board Meeting of 5/25/21.

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

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

No items removed.

1 **Item 5: District Manager Report**

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

5  
6 Everything is opening up as of June 15, and Marin County is 90% vaccinated.

7  
8 We are far below normal water levels in Redwood Creek, and Halley would be surprised if we  
9 are not on mandatory water conservation by the next meter reading, July 16.

10  
11 Water team member Ernst Karel has received D1 certification for water distribution,  
12 complementing Stephanie Blank's T2 certification for water treatment.

13  
14 Brief update on Pro 68 Per Capita Grand. It's gone back and forth with the county, but it looks  
15 like Halley will have to put in for design review, coastal permit, and an encroachment permit. We  
16 do not need a use permit by having our civil engineer design all retaining walls down to four  
17 feet. We continue to move forward with this.

18  
19  
20 **Item 6: Fire Chief Report**

21 We continue to train regularly. We have switched over to emphasis on wild land training and  
22 welcome a new volunteer, Jackson Moore he has been with us for about a year but last week  
23 was given a pager so now he can respond to calls. He's spent the last semester at the College  
24 of Marin earning his EMR certification.

25  
26 I have spent the last couple of months working with Zonehaven. This company has contracted  
27 with MWPA to provide safe evacuation routes in real time during fire emergencies. I'll be sharing  
28 more in the coming months on their progress and our work with them.

29  
30 The MBVFD as a participating agency in MWPA applied for and was awarded a large core  
31 grant. Core grants are separate from local Measure C funds. We joined with neighboring  
32 agencies in Southern Marin and the NPS to work on this and are very pleased to announce that  
33 we have been awarded \$150,000 to try and solve one of the highest risks of fire danger in our  
34 community.

35  
36 The project area is the hillside in the southwest corner of the Banducci Ranch property. This  
37 sits below all evacuation routes out of Muir Beach and below the majority of homes in our  
38 community. This is a very steep north facing slope adjacent to an area vulnerable to ignition by  
39 vehicle accident and difficult to access. The property is part of the GGNRA.

40  
41 It will be a multiyear effort and is now in the planning stages and environmental review, we will  
42 be working closely with GGNRA, Caltrans and MWPA to get this accomplished. We hope to  
43 start late spring next year. We are fortunate this has been classified a core project as it is well  
44 above the allocation that we could expect from our tax base. We will be having a public meeting  
45 as soon as we know more.

46  
47 As a result of our biannual meeting with the West Marin Chiefs, GGNRA law enforcement and  
48 Supervisor Rodoni's office we are in discussions to change the parking fines and signage and  
49 also enforcement on Pacific way and HWY 1. It will include all the beach communitys and will  
50 have to be passed by the CSD, the county and the coastal commission. It is going to be a long  
51 haul, but they are finally listening to us.

1 As you may have noticed the large piles of branches in front of houses, we are preparing for our  
2 first chipper day this year on 6/28 -- there will be another in September. The Firewise committee  
3 continues to inform the community of our need to be responsible to the threat of wildfire. Last  
4 year we chipped over 600 yards of brush and our neighbors have risen to the challenge.

5  
6 As will discussed later tonight we have a Coastal Commission Hearing on 7/1 with Marin County  
7 Planning Department on our new firehouse. We look forward to working with the community to  
8 bring it to completion.

9  
10 Thanks for letting me be of service.  
11 Chris Gove, Chief MBVFD  
12

13  
14 **Item 10 (re-ordered): Review of Fire House Plans** *[audio recording: 20:55 – 1:08:57]*

15 The plans for the firehouse were previously presented to the CSD in December 2020 and it was  
16 noted at that time, that the plans were not finalized, and there was as yet no cost estimate, and  
17 that there would be more occasion for public discussion. So now that the story poles have gone  
18 up for the proposed fire house, and with the DZA Coastal Permit hearing scheduled for  
19 7/1/2021, nearby residents are requesting to have a final review of the proposed plans. Items for  
20 discussion may include ecological considerations that it be as small as possible, materials  
21 choice, and that there be energy-generating solar panels included.

22  
23 Discussion about the process for continuing with the project. There are questions about details  
24 of the design.

25  
26 With regard to the idea of whether the 7/1 county hearing should be postponed pending further  
27 community discussion, Shaffer calls for a motion.

28  
29 MOTION: To postpone the Marin County Deputy Zoning Administrator Hearing  
30 Moved: Jeschke  
31 Motion fails for lack of a second.  
32

33  
34 **Item 7: MBCC Rental Coordinator**

35 Harvey Pearlman will present his plan to enhance the Rental Coordinator job as part of the  
36 larger discussion on how, if, or when to fill the MBCC Rental Coordinator position.  
37

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

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

50 At an earlier meeting, Board President Shaffer suggested, that given the ongoing pandemic  
51 lockdown, the Board should just let the issue ride for a few months and the other Board

1 members agreed. So, as the State looks towards a goal of opening up by mid-June 2021, the  
2 CSD Board is being asked to consider:

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

6  
7 Following discussion, nothing is decided yet. Harvey and Laurie Piel will discuss privately. In the  
8 meantime, Steve Shaffer asks for any inquiries to be forwarded to him. Basically, the CC is not  
9 for rent for now.

10  
11  
12 **Item 8: Flume Water Monitor Incentive Program** *[audio recording: 1:24:20]*

13 California has officially declared a drought in 41 counties with coastal Marin currently in  
14 'extreme' drought conditions according to the U.S. Drought Monitor. Many water districts are  
15 encouraging customers to install a water monitoring device called "Flume" to help  
16 manage/reduce water usage and critical leak detection. The Board is being asked to discuss  
17 what the MBCSD water system can do to encourage residents to install the device. Flume has  
18 proven to reduce a water system's overall use by as much as 18% by allowing for better  
19 awareness of water usage along with quicker leak detection. DM Halley will present a possible  
20 CSD incentive program that could include a \$25 Flume rebate (credited to the customer's billing  
21 invoice) and a more lenient leak relief policy for residents with a Flume device installed who  
22 then detect, report, and curtail their own leaks within 24 hours from the start of the leak. Director  
23 Hills will review the technical aspects of the Flume device installation and ease of use based on  
24 his own experience with testing and using the device. A Flume device cost approx. \$185-\$199.

25  
26 Hills spoke with representatives of the Flume company, and they've found that because people  
27 are more cognizant of their water use, it results in on average an 18% decrease in water usage.  
28 In using the device, Hills personally learned for example that he has a 4-gallon-per-minute  
29 shower head, whereas the legal limit in California is 1.8 gpm. So he's taking shorter showers.  
30 This kind of benefit is in addition to aiding in discovering leaks.

31  
32 The proposal is that we require the top 10 water users to have them. They wouldn't own them,  
33 but would just use them, unless they voluntarily reimburse the CSD for the cost. If we can get an  
34 18% reduction in the top 10 users, that makes a significant savings. It will also be offered to the  
35 whole community at the price of \$185, with the offer of technical support from the CSD water  
36 team with installation and setup. When purchased as a water district, then the water team will  
37 also be able to monitor usage centrally. Another major benefit is the ability to see leaks before  
38 leaked water actually starts emerging from the earth and is visually detected. Hills will craft a  
39 letter to send out to the community describing the Flume pilot project.

40  
41  
42 MOTION: To have a pilot program where the CSD buys 10, plus enough for  
43 however many community members also want to sign up and pay for  
44 them, and that we require that the top 10 users to have these installed on  
45 their meters.

46 Moved: Hills, seconded by Taylor

47 Vote: AYES: Unanimous  
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51

1 **Item 9: FY21/22 Draft-Budget**

2 The first reading of the proposed FY21-22 Draft-Budget will be presented by the District  
3 Manager for further discussion and preliminary approval (See *FY21-22 Draft-Budget attached*).  
4 Approval of the Final FY21-22 Budget to be held on July 28, 2021.

5  
6 MOTION: To approve the preliminary budget  
7 Moved: Hills, seconded by Taylor  
8 Vote: AYES: Unanimous  
9

10  
11 **Item 11: Public Open Time**

12 Harvey Pearlman would like to thank the board members and Mary Halley for all the effort they  
13 put into making this a great place.  
14

15  
16 **Item 12: Recognitions & Board Member Items**

17 Shaffer thanks Peter Lambert for his years of service on the board, and he was a big help to all  
18 of us.  
19

20 Chris Gove reiterates that Peter did a great job for lots of years and reminds everyone about the  
21 party on Little Beach this Saturday.  
22

23 Paul Jeschke is pleased that Lisa Eigsti has volunteered to be appointed to the board, and  
24 thinks she would be a fine addition, and at the same time would like to encourage anyone else  
25 in the community to volunteer.  
26

27  
28 **Item 13: Post-Pandemic CSD Meetings**

29 California as of 6/15/21 has dropped its 'color-coded' Covid-19 guidance policy for businesses  
30 and residents to allow for public meetings to once again be held in-person. The CSD will need  
31 to plan for how it will proceed with public Board meetings moving forward. Board President  
32 Shaffer announced that the next CSD meeting will be held in-person at the MB Community  
33 Center.  
34

35  
36 **Item 15: Adjournment**

37 Next Agenda Meeting Date: Wednesday July 21, 2021

38 Next Board Meeting Date: Thursday, July 28, 2021  
39

40 There being no further business to come before the board, the meeting is adjourned.  
41

42 Meeting adjourned at 20:57.