

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 Minutes of the Board of Directors' meeting held on
3 Wednesday, **September 22, 2021**
4

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6 **OFFICIAL MINUTES ONLY UPON APPROVAL**
7

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.
11

12 **Item 1: Call to Order**

13 Steve Shaffer called the meeting of the Muir Beach Community Services District Board of
14 Directors to order at approximately 7:02 pm.
15

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

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

25 **Item 2: Approval of Agenda**

26 Item(s) not included in this agenda: None
27

28 MOTION: To approve the agenda, with adjustment in the order
29 Moved: Jeschke, seconded by Taylor
30 Vote: AYES: Unanimous
31
32

33 **Item 3: Consent Calendar**

- 34 1. Approval of Draft Minutes from Regular Board Meeting of 7/28/21.
35

36 MOTION: To approve the consent calendar
37 Moved: Hills, seconded by Taylor
38 Vote: AYES: Unanimous
39
40

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

42 No items removed.
43
44

45 **Item 5: District Manager Report**

46 District Manager Mary Halley will present brief highlights from her DM report, a written
47 document which (as always) is included with the monthly meeting packet available online at
48 <http://www.muirbeachcsd.com/meetings>.
49

50 Governor signed AB361 extending the ability of special districts and govts to hold meetings over
51 Zoom, which was going to expire Sept 30 but is now extended.

1
2 Redwood Creek: We've been tracking water to monitor our conservation notice. Pumping has
3 been down 15%. Our largest users are down by only 15% over the two-month period.
4

5 Well-monitoring: our Well-Intel system has been installed in the 2002 well, and the team is
6 working out technical issues, and will provide good information about the level of the water
7 table.
8

9 Prop 68 Community Center project: We got soil samples completed, and soils do not look good
10 around the CC parking area. It's a slide scarp area, and so test borings had to go down to about
11 15 feet in some areas – which will mean very deep piers and will add cost to the project. We
12 also received back the coastal permit as 'incomplete' – they want us to add van-accessible ADA
13 stall. Since we have only 10 spaces, it must be van accessible, which means 17 ft wide by 18 ft
14 long, which will push one of the retaining walls to 5'7", so it's unclear what effect that will have
15 on the permitting process.
16

17 Funicular project is estimated at about \$100,000 – so we may not be able to do both at the
18 same time.
19

20 The board takes up discussion around the project, sequence, and funding. The funicular project
21 could happen later – the two projects are not necessarily linked, so either could happen first, but
22 funicular would need a parking area for off street loading.
23

24 The committee working on this will meet at the beginning of October and prepare to have
25 something to present at the October CSD meeting.
26
27

28 **Item 6: Fire Chief Report**

29 **ACTIVITY:** We've had 24 calls since June which is an increased volume. One extraordinary cliff
30 rescue by the Coast Guard last month in which we were the first on scene. Sadly there have
31 been more attempted suicides in the area than we have seen in recent years.

32 We are training regularly on wildland initial attack as we are now in a perilous fire risk period
33 combined with drought. We are using as little water as possible when we train.
34

35 **FIREWISE:** Chipper day 9/27 will be the second time this year. A lot was done in June and from
36 the size of the piles it appears that we shall have another success. Last year we removed over
37 600 yards of material. Keep up the good work: you are not only making your house safer, but
38 also helping to protect the community. If you haven't signed up yet do so at firesafemarin.org.
39 We're entering fire season again please pay attention to red flag warnings and have a family
40 plan in case of an emergency. Please prepare for power outages and the prospect of winter
41 weather closing in. Our firewise committee has sent out a series of flyers suggesting ways to
42 prepare your property.
43

44 **FIREHOUSE:** We've received a couple of bids on the new firehouse. The results are promising
45 and one more is pending. The MERA tower project has been postponed for a few months. As
46 we need to build after MERA we are waiting to pull a permit. We will share final plans here for
47 comment before we pull a permit or sign any contracts.
48

49 **MAINTENANCE:** We have installed new tires on 660. We are working with a local fire
50 department mechanic who has repaired a leak on 676 and is advising us on preventative
51 maintenance practices. It is likely that 676 will need new tires soon.

1
2 GRANTS: We applied for a grant to get new SCBAs along with other West Marin fire
3 departments. Unfortunately, it appears that we may not get funding this round. We still have one
4 more chance. We are looking to replace the entire set to match the equipment used countywide.
5 SCBA equipment includes air canisters/face masks/backpacks. Our portion of the 5% grant is
6 \$95,000 and if it fails to go through, we will have to dip into the reserves to purchase new air
7 canisters because ours become unusable at the end of this year. This apparatus is expensive,
8 and the 12 bottles (not the entire SCBA) alone will cost \$9600.
9

10 MWPA: Earlier this year MBVFD was awarded \$150,000 to work with NPS to do vegetation
11 management in the valley below Starbuck. We will make a public presentation as we get closer
12 to the expected start in summer 2022. Also, they have finally gone public with Zonehaven a
13 public notification and evacuation program we encourage everyone to sign up at both NIXLE at
14 (local.nixle.com) and Zonehaven (emergency.marincounty.org) to receive timely notices. As
15 Nexthaven was just released yesterday I'll be sending a separate notice to the community in the
16 next few days.
17

18 Thanks for letting me be of service.
19 Chris Gove, Chief MBVFD
20

21 Discussion ensues about the MERA tower and the new firehouse.
22 Halley asks how much water the VFD uses during exercises. Gove replies that they do try to
23 minimize water usage, and that they drill with water once or twice a month. Generally, it's 400-
24 500 gallons; last time it was about 250 gallons.
25

26 Bids are coming in on the new firehouse. The question comes up about whether the CSD is
27 required to pay prevailing wage for labor.
28
29

30 **Item 7: MBCC Rental Coordinator**

31 Laurie Piel and Harvey Pearlman will present their MB Community Center use plan including
32 how to enhance the Rental Coordinator job as part of the larger discussion on the MBCC rentals
33 and events. The CSD Board is being asked to listen to the presentation and possibly consider:

- 34 1. the larger purpose and uses of the MBCC,
- 35 2. issues related to CC rentals,
- 36 3. would enhancing the rental coordinator position to include events planning be useful in
37 job recruitment
- 38 4. what would be the appropriate salary to fill the Rental Coordinator's job position, and
- 39 5. when would the position need to be filled given the continuing pandemic and indoor
40 masking requirements

41
42 Joani Marinoff volunteers that she could be interested if the pay came up to \$25/hr, which based
43 on previous estimates, would be about \$350/month. It's agreed that a three-month trial period
44 would be reasonable, given it may be based on a hybrid of the old position and the newly
45 proposed expansions of that.
46

47 Joani will do preliminary research with the idea that the Community Center could open for real in
48 March 2022. For November, Joani will look at the previous job description, and the new
49 proposal, and will decide what she's interested in doing, and after that, she then she suggested
50 spending a few hours coming up with a proposed path forward.
51

1
2 **Item 8: Water Conservation Measures**

3 The State has declared that California is experiencing ‘severe’ water drought conditions. The
4 Board is being asked to review, discuss, and consider whether the MBCSD water district should
5 voluntarily implement any specific water conservation measures similar to those previously
6 adopted and implemented in the 2014 ‘Resolution Prohibiting Non-Essential Uses of Water’ until
7 drought conditions improve. (See attached Resolution 2014-8-28: A Resolution Prohibiting Non-
8 Essential Uses of Water)
9

10 Right now, we have been asking people to voluntarily conserve 25%, and that hasn’t yet
11 happened as a total community wide, and we still see people watering lawns midday in the sun
12 and/or wind, for example. Other districts are e.g. asking people to stay under 150 gallons/day
13 usage. We currently don’t have the means to enforce something like that and are not yet under
14 a State mandate to do so.
15

16 Halley provides some stats about water usage in the district:

- 17 - Overall pumping down 15%
 - 18 - Pumping averaging 24,000 gal/day community wide. Actual permit goal is to be below
19 35,000 gpd, so we’re under that mandate.
 - 20 - Highest users down only 15% since July reading.
 - 21 - Forty lowest users (including non-resident) average 36 gal/day.
 - 22 - The 19 highest residential users average 267 gal/day (if including the Pelican Inn, the 20
23 highest users average 388 gal/day per connection). Overall average is 157 gallons/day
24 per connection.
 - 25 - 105 metered connections (66%) are under 125 gal/day.
 - 26 - 115 (73%) are under 150 gal/day.
 - 27 - 43 (27%) are above 150 gal/day.
 - 28 - 12 (7.5%) are above 300 gal/day.
- 29

30 Hills’ opinion on the resolution is that it was very helpful when it was passed in 2014. It made
31 people have to look at their irrigation timers, because watering was limited to two days per
32 week, so people had to physically change their timers. That was a good opportunity for them to
33 scale back. Other items are also good – e.g., no reason to be watering in middle of day. It
34 contains the following provisions for violations:

- 35 - 1st penalty: please don’t do that
- 36 - 2nd penalty: \$100 fine, or shut off water for a short time
- 37 - 3rd violation, \$400 fine, and could put a flow restrictor on the meter.

38 Question was asked, should we just pass this again? The resolution doesn’t specify a limit on
39 gallons/day because that’s difficult to enforce.
40

41 Shaffer asks about Flume meters. So far three have been installed.
42 It was noted that what’s on the table is to reinstate the previous notice.
43

44 Currently the 20 highest users are being monitored monthly. Any that go over 14,960 gallons
45 (2000 cubic feet) in a 30-day period (or 499 gallons per day) will incur a penalty. Penalties are
46 waived if they come back into compliance after being noticed for the first penalty.
47 Taylor questions whether the penalties are sufficiently high to get people’s attention. They are
48 \$100 for 748 gal over. Next 748 gal is \$400. Hills felt that was sufficient.
49

1 Jeschke says emphasis on higher users is valuable, but need to address regular users as well,
2 to make them feel involved in the process. Water bills should include more information, for
3 example gallons/day, and how they compare to rest of community.

4
5 Discussion turns to the bills; whether more info could be included, whether people even look at
6 them, and so on. Modification is limited by the CSD use of Quickbooks, so additional info would
7 have to be presented separately from the actual bill. We can make public a spreadsheet that
8 has all the info for the whole community, listed not by name and address but by meter number.

9
10 The motion was made to reaffirm the 2014 resolution, and CSD water operator Ernst Karel will
11 look into recommendations based on neighboring communities' water restrictions for the next
12 board meeting.

13
14 MOTION: Reaffirm the 2014 resolution as it is written.
15 Moved: Hills, seconded by Taylor
16 Vote: AYES: Unanimous

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18
19 **Item 9: Public Open Time**

20
21 Hills reports that the county is requiring a Will Serve letter from the CSD in order to move
22 forward with the permit for an ADU at 69 Starbuck. This is a formal letter from the water district
23 saying we will serve water to the residence, and it is a permanent entitlement to the owner for
24 water usage. This will give an opportunity to charge the equivalent of a connection fee for that
25 usage. The question is about what that charge should be. Connection fee is basically buying
26 into the water system. Currently the connection fee here is only \$6,500, probably the lowest of
27 all Marin County. (MMWD it's \$11,000 \$15,000 and \$20,000 based on projected usage. Bolinas
28 you can't get a water meter, but they auctioned one 15 years ago and it went for \$200,000.
29 Stinson is \$17,500. Hills is just mentioning it now and requests it gets placed on the agenda for
30 the next meeting.

31
32 On being questioned about the nature of the Will Serve letter, Halley says that districts need to
33 be able to say no, we can't serve you. The Will Serve letter is a way to ask the district if they can
34 take on an additional unit. On this topic of separate meters, Hills feels like if they have an ADU
35 and get a Will Serve letter, they don't need a separate meter. We need to carefully consider this
36 because if the CSD gives a Will Serve letter here, it is setting precedent for future ADUs.
37 Discussion continues about ADUs. Will put on agenda for next time.

38
39 NPS liaison Mia Monroe comments that NPS may have been the last to get a permit and pay for
40 it, to allow for Amadeo Banducci to stay on his land and have safe water for the rest of his life.
41 Providing an informal report, and continuing with water conservation, she notes that the creek is
42 nearly dry, with disconnected pools from Muir Woods down. Appreciation to Ernst for helping
43 with aerators in those pools during the operation to relocate surviving fish up to Muir Woods
44 several weeks ago.

45
46 Thanks to four community members who showed up in the rain for coast cleanup. We cleaned
47 the beach, the dunes, the parking lot, and Pacific Way, and sent trolls under the bridge for a
48 shocking amount of trash – now clean. Also broke down fire pits, including illegal ones and ones
49 in dangerous places. Thanks to those in the community watching out for red flag days and spare
50 the air days. Thanks to those who were there to witness the return of 10 more baby turtles.
51 Another community member witnessed the return of an otter family.

1
2 The State Park doing amazing work on Redwood Creek Trail. Redwood Renewal work
3 continues. The new water line coming down from the tourist club is nearly complete. Work
4 continues at the entrance and at the third bridge. Finally, there is a proposal out for comment
5 about parking fees at several GGNRA sites, including Stinson Beach and several other sites.
6 Collecting public comments currently to see what people think of the idea.
7
8
9

10 **Item 10: Recognitions & Board Member Items**

11
12 Shaffer again comments on how great our District Manager is.
13
14

15 **Item 11: Adjournment**

16 Next Agenda Meeting Date: Tuesday, October 19, 2021

17 Next Board Meeting Date: Wednesday, October 27, 2021. Supervisor Rodoni will be present for
18 that meeting.
19

20 There being no further business to come before the board, the meeting is adjourned.
21

22 Meeting adjourned at 20:51.