

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 Minutes of the Board of Directors' meeting held on
3 Wednesday, **July 27, 2022**
4

5 **OFFICIAL MINUTES ONLY UPON APPROVAL**
6

7 Prior to approval of these minutes by the Board of Directors in a public meeting, these minutes
8 are draft only and subject to change. Upon approval by the Board, these minutes become the
9 Official Minutes of the meeting.
10

11 **Item 1: Call to Order**

12 David Taylor called the meeting of the Muir Beach Community Services District Board of
13 Directors to order at approximately 7:03 pm.
14

15 Board: David Taylor (Board President), Steve Shaffer (Director), Leighton Hills
16 (Director), Paul Jeschke (Director), Christine Murray (Director)
17 Staff: Mary Halley (District Manager), Chris Gove (Fire Chief), Ernst Karel (Meeting
18 Secretary)
19

20 **Item 2: Approval of Agenda**

21 Nothing added.
22

23 MOTION: To approve the agenda as submitted.
24 Moved: Shaffer, seconded by Hills
25 Vote: AYES: Unanimous
26

27 **Item 3: Consent Calendar**

- 28 1. Approval of Draft-Minutes from Regular Board Meeting of 6/22/22. (See attached)
29 2. Approval of Quarterly Financial Reports dated 6/30/22. (See attached)
30 3. Approve Resolution 2022-8 to make the findings that the proclaimed State of Emergency
31 continues to impact the ability to meet safely in person and declaring that the Board of Directors
32 will continue to meet remotely in order to ensure the health and safety of the public for the next
33 30-day period extending from July 28, 2022 to August 26, 2022 in order to hold (if necessary) our
34 next regularly scheduled Board Meeting on August 24, 2022. (See attached MBCSD Resolution
35 2022-8: AB 361 30-Day Extension 7-28-22 to 8-26-2022)
36 Minutes shall be corrected to reflect Steve Shaffer is not Board President.
37

38 MOTION: To approve the consent calendar.
39 Moved: Shaffer, seconded by Hills
40 Vote: AYES: Unanimous
41

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

43 None.
44

45 **Item 5: Fire Department Quarterly Report**

46 ACTIVITY: Year to date we have responded to 48 calls which is a higher volume than usual.
47 Last month we bid farewell to Sandor Hatvany. He was a valued member of our dept for
48 several years -- he and his family have moved back to the UK. Jackson and Austin Moore are
49 off to college after serving us both as regular firefighters and Junior fire fighters since they were
50 16. All three of them will be missed. We will actively be recruiting new members while we try to

1 maintain the level of service the community has come to expect. Please refer all possible
2 recruits to any member of the department. David and I are currently taking a 40-hour
3 engineering class put on by Bolinas fire. It's very informative and we look forward to sharing
4 what we are learning with the rest of the crew

5
6 BBQ: After a 2-year hiatus because of covid the BBQ came roaring back. A lot of new
7 volunteers joined the longtime team, and we had a beautiful and successful afternoon. We
8 grossed ~\$78,000 and netted approximately \$47,000 -- considerably more than we have in
9 years

10
11 FIREWISE: The Firewise committee continues to make progress educating our community and
12 helping to reduce the chance of wildfire. We had a very successful chipper day last month. Our
13 next and final chipper day for the year is the week of September 26th. We will be sending out
14 notices and reminders.

15
16 FIREHOUSE: I have requested three bids for custom engineered prefabricated buildings. I'm
17 working with the county to get permission to start grading before we get a permit for the whole
18 site. The MERA tower now appears to be starting at the first of the year, I'm talking to the
19 building dept to see what our options are. While the state budget was signed a few weeks ago
20 the potential funding for the firehouse awaits the passage of a rider bill next month.

21
22 DISASTER COUNCIL: We had a very successful evacuation drill last month. Fully 25% of the
23 community participated. Normal participation county wide has been about 10%. I was quite
24 pleased with the collaborative interaction of all the agencies involved. The drill was co-
25 sponsored by our dept and the Marin County Office of Emergency Services. We were joined by
26 the CHP, State Park Rangers, Marin County Fire Department and Marin County Sheriff. We all
27 met at the picnic grounds and had a very informative talk from the Firewise group here along
28 with some words from the OES.

29
30 MWPA: We obtained additional funding for the coming fiscal year and rolled over FY22 funds as
31 we wait for environmental approval for our project on the old Banducci's hillside below Highway
32 1 as part of our Southern Marin Core evacuation corridor project. We have also used local
33 Measure C funds to help with tree removal around the community.

34
35 Thank you for allowing us to be of service.
36 Chris Gove, Chief, MBVFD

37
38 Discussion ensues about the reasons the BBQ was better this year.
39 Jeschke asks about GGNRA with regard to the MWPA project. Taylor and Gove say that
40 GGNRA has been very cooperative, but it's a large bureaucracy and so moves slowly.

41 42 43 **Item 6. Charlotte's Way Water Leak**

44 Discussion of most recent water leak at the Collier lot on Charlotte's Way – it's cause and clean-
45 up.

46
47 Hills summarizes: Water leak was due to a water service line fitting breaking. Started at
48 midnight. It was a 1" water service line. The water flowed into the ditch along Charlotte's Way,
49 about 40-50 yards back to a newly installed culvert, and then the water safely discharged
50 through the culvert. It flows into a flexible conduit which was designed to carry the water down
51 to the creek without causing erosion. As we understand it, Don Cohon had not been happy with

1 the appearance of the pipe and asked for the lower part to be cut off. In this event, erosion
2 started right where the pipe was cut off, about 20' from the creek, so a portion of the bank slid
3 into the ditch.

4 (11:30 my recording)

5

6 Questions were: was this related to the landslide in October? No. Didn't use the same culverts
7 and was in a slightly different location. Was the drainage system not engineered with enough
8 capacity to carry the water leak? No, in that (1) drainage capacity is calculated for rainfall, not
9 leaks, and (2) the leak was about 40 gal/min, whereas in the drainage analysis (attached), the
10 engineer estimated that each of the two culverts could handle 4,000 gal/min in each of them.

11

12 Hills says that this is a huge wake-up call that once there's real rainfall, if that flexible culvert is
13 not reinstalled or some other solution, it will wash the mud down into the creek, similar to last
14 October, possibly blocking Cohon's culvert which results in the water coming down Sunset and
15 to the Somers' house again. This is all private property; CSD did not install any of this drainage
16 system. So, if someone has the ability to reach out to Don Cohon about this, it would be helpful.
17 A coupler would be needed to reinstall the flexible pipe.

18

19 Jeschke: Does the cost escalate if that flexible pipe is buried, given that Cohon didn't like the
20 visual aesthetics? Hills: that was offered as an option. It was a project supervised by John
21 Schick. It's not a CSD project and we shouldn't be involved in it. It's on Cohon's property and we
22 don't have any authority to be there.

23

24 Tayeko Kaufman asks for clarification about the engineering of the drainage system. Hills
25 believes that John Schick has a drainage easement across Don Cohon's property, so this is an
26 issue between them, on private property. The pipe that goes under Charlotte's Way is a 12"
27 diameter culvert. Then it goes almost vertical, and pipes have tremendous capacity when they
28 have that much slope, so an 8" pipe is more than sufficient for that.

29

30 Josh Ferguson comments that John Schick presented to Don the option to bury it; Don chose it
31 to be on the surface to save money; then he didn't like its visual appearance, and asked John to
32 remove it, and Josh paid to remove it.

33

34 Discussion continues.

35

36 Marilyn Laatsch asks if the CSD can provide status reports about other culverts in Muir Beach.
37 Taylor assures her that the CSD does maintain all the culverts it's responsible for. As for
38 identifying all culverts, there's not a single map that contains all of them. Tayeko asks about the
39 CSD taking ownership of Charlotte's Way.

40

41 **Item 7: District Manager Report**

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

45

46 Reminder that elections are coming up. We are monitoring Redwood Creek – haven't gone into
47 conservation mode yet; foggy days have been helpful.

48

49 On the Community Center, we finished the fire screening under the building, and treated the
50 whole building with weather treatment, all with Measure A funds. On the parking project, all
51 three bids came in too high. One contractor made suggestions for modifications to the plans, but

1 the structural engineer thought it would actually add to the cost, so we're getting another bid on
2 the original plan. It may be that with costs rising in general, that costs have simply got higher
3 than our grant. Looking at larger trends in the economy and considering using additional
4 Measure A funds and continuing to consider options on that project.

5
6 We are looking for a few more CC facilitators.
7

8 On the budget: this is last and final version coming up for final approval tonight. We have all the
9 final numbers in June – including our water revenues. Water use down 21%, revenues down
10 11%. Had to make adjustment from the actuals, assuming that the drought will continue and that
11 the community will continue to conserve water. Brings water operations to about a \$12,000 gap,
12 but this is just a budget estimate.

13
14 Taylor asks if other districts are facing similar shifts (lowered usage, therefor lower revenue).
15 Halley says quite a few have added a fee, a "drought fee", to account for lower usage. It's a
16 challenge that districts are looking at, especially as they mandate conservation.

17

18 **Item 8: Y22-23 Final Draft-Budget**

19 The proposed FY22-23 Final Draft-Budget will be presented by the District Manager for any
20 further discussion and final approval. (*See attached FY22-23 Final Draft-Budget*)

21

22 MOTION: That the final budget be approved
23 Moved: Hills, seconded by Shaffer
24 Vote: AYES: Unanimous.
25 The motion passes.
26

26

27 **Item 9: Public Open Time**

28 Shaffer asks about the possibility of moving to meetings every other month. Hills suggests doing
29 so and having the next meeting in September. Discussion ensues.

30

31 Halley points out that if we're still under this Covid resolution, we can approve the resolution at
32 the beginning of the meeting because other districts are doing this as well.

33

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

35 Marilyn Laatsch says Steve Shaffer looks fabulous, following his recent hospitalization.

36

37 **Item 14: Adjournment**

38

39 Next Agenda Meeting Date: Wednesday, September 28, 2022

40 Next Board Meeting Date: Wednesday, September 21, 2022.

41

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

43 Meeting adjourned at 20:40.