

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 Minutes of the Board of Directors' meeting held on
3 Wednesday, January 25, 2023

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 are
8 draft only and subject to change. Upon approval by the Board, these minutes become the Official
9 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 Directors to
13 order at approximately 7:00 pm.

14
15 Board: David Taylor (Board President), Paul Jeschke (Board Vice-President),
16 Christine Murray (Director), Leighton Hills (Director), Steve Shaffer (Director)
17 Staff: Mary Halley (District Manager), Chris Gove (Fire Chief), Ernst Karel
18 (Meeting Secretary)
19

20 The three newly elected candidates, Leighton Hills, Steve Shaffer, and Christine Murray, are formally
21 sworn in by District Manager Halley.
22

23 **Item 2: Approval of Agenda**

24 Item(s) not included in this agenda:

- 25 A. Requested item that the Board "discuss sending a letter to our Supervisor asking that Pacific
26 Way be paved from Highway 1 to just past the bridge" was not included in the agenda as Pacific
27 Way and Pacific Way Bridge were discussed with Supervisor Rodoni at the September 28
28 Board meeting during the Supervisor's MB Office Hours. The District Manager has sent an email
29 to Supervisor Rodoni's aide Rhonda Kutter passing along the paving request.
- 30 B. Requested item to discuss "with the rainy season approaching the issue of who is responsible
31 for keeping the drains on our roads and the county roads" was not included in the agenda as the
32 responsibility of road maintenance is set. The CSD has been keeping clear the street drains on
33 the portion of upper Pacific Way that is not County, the drainage grates and street drainage
34 ditch on Sunset Way and on Starbuck extension, and now since adopting this year, the street
35 drainage ditch and grates on Charlotte's Way. The County of Marin maintains, and sweeps
36 monthly, the streets and drainage grates on Ahab Drive, Seacape Drive, Starbuck Drive, and
37 the County's portion of Pacific Way along with the Overlook, and also did come out last year
38 during the storm to unplug a clogged drain at the Starbuck cul-de-sac.
- 39 C. Requested item asking "for a railing on the steps going down to little beach" will need the
40 property owner's permission before the CSD can take it under consideration.

41 MOTION: To approve the agenda as submitted.

42 Moved: Hills, seconded by Shaffer

43 Vote: AYES: Unanimous
44

45 **Item 3: Election of Board Officers**

46 Board will elect a Board President and Vice President.

47 Article 2.3 of the CSD Bylaws (available on the CSD website) provides: "The Board President and
48 Board Vice President shall be elected at the first meeting of the calendar year or at another
49 subsequent meeting as determined by the Board of Directors. The term of office shall commence
50 upon election and shall continue for one year and until his/her successor is elected and takes office."

51 The Election of Officers will proceed accordingly:

- 1 (1) Nominations – Candidate(s) for Board President should be nominated by any one or
2 more Directors.
3 (2) Motion to Close Nominations – A motion should then be made to close the nominations,
4 seconded and voted upon.
5 (3) Vote – The Board President should then call a vote for or against each nominated
6 candidate, and declare the outcome of the election.

7 The process should be repeated for the Board Vice President.

8 The elected Board President should chair the remainder of the meeting.

9 MOTION: To elect Paul Jeschke as board president, Leighton Hills as vice president.

10 Moved: Murray, seconded by Taylor

11 Vote: AYES: Unanimous.
12
13
14

15 **Item 4: Consent Calendar**

16 Approval of Draft-Minutes from Regular Board Meeting of 11/16/22.

17 A. Approval of Quarterly Financial Reports dated 12/31/22. (See attached or view at
18 <http://muirbeachcsd.com/wp-content/uploads/2023/01/2022-12-Financial-Reports.pdf>)

19 B. Approval of Draft-Audits FY 2022 (See [http://muirbeachcsd.com/wp-](http://muirbeachcsd.com/wp-content/uploads/2022/12/MBCSD-Draft-Audit-Report-6.30.22.pdf)
20 [content/uploads/2022/12/MBCSD-Draft-Audit-Report-6.30.22.pdf](http://muirbeachcsd.com/wp-content/uploads/2022/12/MBCSD-Draft-Audit-Report-6.30.22.pdf))

21 C. Approve Resolution 2023-1 to make the findings that the proclaimed State of Emergency
22 continues to impact the ability to meet safely in person and declaring that the Board of
23 Directors will continue to meet remotely in order to ensure the health and safety of the public
24 for the next 30-day period extending from January 25, 2023 to February 24, 2023. (Please see
25 attached MBCSD Resolution 2023-1: AB 361 30-Day Extension 1-25-23 To 2-24-2023)
26

27 MOTION: To approve the consent calendar.

28 Moved: Shaffer, seconded by Taylor

29 Vote: AYES: Unanimous.
30
31
32

33 Unanimous
34

35 **Item 5: Items Removed from Consent Calendar**

36 None.
37

38 **Item 6: Fire Department Report**
39

40 ACTIVITY. This last year we responded to a record number of calls. We responded 78 times, an
41 increase of over ten percent from recent experience. 55% of these calls were in the community and
42 adjacent NPS spaces such as the Overlook and Big Beach. 25% of our responses were on roads
43 and highways which of course are integral to the community as well.

44 Training continues to recover slowly from the pandemic period and we have had 25 drills this year
45 which is below the ~30 we target for ourselves.

46 The community overall escaped serious damage in the recent series of storms. The fire department
47 removed a half dozen trees and responded to protect drivers from downed wires and landslides.

48 Please be aware that when power lines are down and PG&E has not surveyed the damage it is not
49 safe to pass near any downed lines. Please cooperate with fire and law enforcement personnel.
50

1 FIREWISE. The committee completed another survey of the community and applied for and received
2 a renewed certificate. Every two years we must show improvement to a set of guidelines to maintain
3 membership and we are showing continued improvement. The community has really done some great
4 work on their yards, and we salute their involvement.

5
6 FIREHOUSE. MERA has postponed their construction schedule yet again -- this time for weather. I
7 have applied for an extension for our coastal permit and will report soon on the status.

8
9 DISASTER COUNCIL. They continue to drill and meet, and most will take a CERT course later this
10 month. CERT stands for Community Emergency Response Team and is a specialized training on how
11 to assist first responders in an emergency. The department appreciates their efforts.

12
13 MWPA. We just completed the first round of fuel reduction on the north side of HWY 1. Twelve acres
14 were cleared in total. This was a 100' buffer alongside the highway that was done under the joint
15 supervision of MWPA and NPS by teams from Forrester & Kroeger and others. Working with Mike St
16 John from MWPA we were able to complete the project with minimal disruption to the community.
17 They reported that the area had the densest growth that they had ever seen in Marin and we do not
18 yet know how many tons were chipped. All the biomass was chipped and distributed on site. The
19 way in which this was done was to preserve islands of habitat and remove invasive species and
20 ladder fuels.

21 We are in process for applying for additional funds to continue the project. Working with multiple
22 agencies it came together well and we thank GGNRA and CALTRANS for their assistance.

23
24 SCBA. We have settled on our order and are awaiting final pricing and delivery dates for the new
25 items. It will be considerably less expensive than first thought -- in the \$5-7K range.

26
27 CALTRANS. A slide has been developing on HWY 1 south of the 1853 Shoreline Hwy and
28 CALTRANS engineers have decided that an emergency repair is necessary. The plan is to install a
29 series of piers in early February.

30
31 660. We've had an ongoing mechanical issue with our smaller engine and have finally identified the
32 issue and it is in the shop for repairs at this time.

33
34 Thank you for allowing us to be of service,
35 Chris Gove, Chief MBVFD

36
37 David Taylor describes the recent project of clearing growth from the North side of Highway 1 and
38 shows photos of the work being done.

39
40 **Item 7: Muir Beach Christmas Fair Report – Laurie Piel**

41 Christmas Fair organizer Laurie Piel will give a quick report and possibly present check.

42
43 Piel will be delivering a check to Mary Halley for \$1000. It's lower than it could have been because of
44 expenses in setup, and extra storm-preparedness done by Cuco.

45
46 Fair is now partnering with the California College of Art (CCA) to allow artists from there to participate.

47
48 **Item 8: District Manager Report**

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

1
2 Due to the ending of the state-wide state of emergency around COVID, this will be the last Zoom
3 meeting.

4
5 Redwood Creek is full of water. Drought level has been downgraded to "Moderate".

6
7 Charlotte's Way, because this is the first year we've adopted the road, we've been micromanaging it
8 and had no issues, but it's clear that it will need constant watching -- the mud is moving in a few
9 places.

10
11 New computer in the office, with sufficient data backup.

12
13 Three fraudulent checks submitted on our account. We were contacted and they were clearly
14 fraudulent. We need to either start a new process for checks, Positive Pay, or open a new account.
15 Positive Pay is about \$600/year. Director Halley will proceed with that because it is very complicated
16 process to open a new governmental account and re-establish all autopay systems.

17
18 **Item 9: Public Open Time**

19 Steve Shaffer says that the mailboxes are starting to lean again and need to be bolstered up again.
20 Conversation proceeds about whether the CSD would pay for that; Steve will try to do it
21 independently.

22
23 **Item 11: Recognitions & Board Member Items**

24 Halley recognizes David Taylor for excellent management of the whole Highway 1 evacuation corridor
25 ladder fuel vegetation clearing grant project.

26
27 David Taylor recognizes Bob Jacobs. There will be a funeral next month. The TV project he
28 shepherded is in progress.

29
30 **Item 12: Adjournment**

31 Next Agenda Meeting Date: Wednesday, March 15, 2023

32 Next Board Meeting Date: Wednesday, March 22, 2023.

33
34 There being no further business to come before the board, the meeting is adjourned.

35 Meeting adjourned at 19:50.