

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**  
2 Minutes of the Board of Directors' meeting held on  
3 Wednesday, September 20, 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  
8 minutes are draft only and subject to change. Upon approval by the Board, these minutes  
9 become the Official Minutes of the meeting.  
10

11 **Item 1: Call to Order**

12 Leighton Hills called the meeting of the Muir Beach Community Services District Board of  
13 Directors to order at approximately 7:05 pm.  
14

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

20 **Item 2: Approval of Agenda**

21 Item(s) not included in this agenda: None.

22 MOTION: That the agenda is approved as submitted.

23 Moved: Taylor, seconded by Murray

24 Vote: AYES: Unanimous.  
25

26 **Item 3: Board Vacancy Appointment**

27 Board will appoint a new Director to serve out the remaining term of the seat vacated by  
28 Director Paul Jeschke on 7/31/23. The new appointee will serve until December 2024.  
29

30 Board President Hills stated that Nikola Tede is the only one who's applied, and she's a very  
31 good candidate. She is traveling today in Germany so is unable to be present, but we could  
32 proceed with the appointment and then District Manager Halley could swear her in after her  
33 return, which does not have to happen within a meeting. Directors Taylor and Murray are also  
34 in favor.  
35

36 MOTION: To appoint Nikola Tede to the remainder of Paul Jeschke's term,  
37 which extends to December 2024

38 Moved: Murray, seconded by Taylor

39 Vote: AYES: Unanimous.  
40

41 **Item 4: Election of Board Officers (if the Board deems necessary prior to January 2024)**

42 Board will elect a Board Vice President.

43 Article 2.3 of the CSD Bylaws (available on the CSD website) provides: "The Board President  
44 and Board Vice President shall be elected at the first meeting of the calendar year or at  
45 another subsequent meeting as determined by the Board of Directors. The term of office shall

1 commence upon election and shall continue for one year and until his/her successor is  
2 elected and takes office.”  
3 The Election of Officer(s) will proceed accordingly:  
4 (1) Nominations – Candidate(s) for Board Vice President should be nominated by any one or  
5 more Directors.  
6 (2) Motion to Close Nominations – A motion should then be made to close the nominations,  
7 seconded and voted upon.  
8 (3) Vote – The Board President should then call a vote for or against each nominated  
9 candidate, and declare the outcome of the election.  
10 Hills became Board President with Jeschke’s departure, with a term ending in December  
11 2024. Normally the Directors are in a rotation to be the next President. Shaffer would be next,  
12 but he has offered for Murray to take his place, in line to become President in 2025.  
13  
14 Board President Hills stated that the officer’s election process normally envisions a number of  
15 people running for the office, but in this case, it is just one, so a motion could be made to  
16 appoint Director Murray as Vice President of the Board. Still in January 2025 any member  
17 could then become President.  
18

19 MOTION: To appoint Director Murray to Board Vice President  
20 Moved: Taylor, seconded by Hills  
21 Vote: AYES: Unanimous.  
22

23 **Item 5: Consent Calendar**

- 24 A. Approval of Draft-Minutes from Regular Board Meeting of 6/28/23. (See attached)  
25 B. Approval of Quarterly Financial Reports dated 6/30/23. (See attached)  
26

27 MOTION: To approve the consent calendar.  
28 Moved: Murray, seconded by Taylor  
29 Vote: AYES: Unanimous.  
30

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

32 None.  
33

34 **Item 7: NPS Update – Mia Monroe**

35 NPS Park Ranger and Marin Community Liaison Mia Monroe will give an NPS update.  
36

37 Mia Monroe opened that she had very exciting news from Muir Woods. Heavy equipment is  
38 reconfiguring the creek to restore vital nursery habitat for salmon – meandering channel,  
39 deep pools, undercut banks, and huge logs going back into the stream. Nursery habitat has  
40 been identified as a key thing we can do something about.  
41

42 Going down the road into Frank Valley, Monroe attended the meeting for the FLAP (Federal  
43 Lands Access Program) project last week, which is a federal and county highways project.  
44 We learned from a story map, which is available online via Marin County’s project website,

1 [https://publicworks.marincounty.org/frank-valley-road-near-muir-woods-national-](https://publicworks.marincounty.org/frank-valley-road-near-muir-woods-national-monument/)  
2 **monument/**. If you'd like to submit comments, suggestions, or questions, you have until  
3 October 14. Note that now it's in a scoping period, with 30% design. The environmental  
4 compliance assessment is underway and will be available for public review and public  
5 comment in February of 2024. The project aims to fix Frank Valley Road, replace 37 failing  
6 culverts, replace the concrete bridge that is falling down, offers a safe route through Frank  
7 Valley with design features that are sensitive to Redwood Creek and fish habitat. The county  
8 is bringing in 11% of the funds, and the federal highways 89%. We are well aware of the need  
9 for emergency access at all times and to support the operational needs of Mt Tam State Park  
10 at their Kent Canyon headquarters there, and we will utilize the reservation system and  
11 modifications to the shuttle system to minimize use issues during the construction period.  
12 Please look at the story map and remember that comments, suggestions, ideas can be  
13 submitted until 10/14.

14  
15 Next topic: invitation to come to coast cleanup this Saturday, 9-12pm. One of the focal points  
16 is Muir Beach. Several groups are signed up to clean the dunes, the beach, the fire rings, and  
17 the creek. I hope you'll come to join. Final topic is to express to community that we profoundly  
18 wish we could do a better job with your concerns about the fires at night, the fire rings, and  
19 the disruption. As I've shared with some neighbors, it's a high priority, and we hope in the  
20 next fiscal year, which could start in October, we'll be able to get the gate fixed, signs up,  
21 some improved trash, and to enhance patrols. We feel that safety and managing visitation is  
22 very important, though we may have some different interpretations on how to do it. I've also  
23 briefed the Superintendent several times and every comment that's been sent has been  
24 forwarded to him for consideration.

25  
26 Leslie Riehl asks what Superintendent Smith specifically said he would be doing about the  
27 rave parties, fires, street sideshow in parking lot, and drunk drivers leaving. Monroe replies  
28 that she has briefed him in writing and in person, and he told her to convey that this is a place  
29 where they want to do better, and she has conveyed the specific things they've directed staff  
30 to do: to clear and clean the beach within a reasonable hour in the evening, to fix the gate, to  
31 put up adequate signage, and to spend more time and attention cleaning the beach.

32  
33 Conversation continues about people's behaviors on the beach.

34  
35 Monroe emphasizes that NPS has never asked or suggested that any member of the  
36 community talk to the public about fires or any other issue. We ask if you see something to  
37 please call the Park Dispatch number. I have also offered my email and phone number if  
38 you'd like me to make this call. We have never suggested anyone to make that contact. Chief  
39 Gove also underscores this point, that people should never approach anyone directly, but to  
40 leave that to the authorities, and again asks people to call Dispatch.

41  
42 Dispatch telephone number: **415-561-5505**  
43 David Smith email **david\_smith@nps.gov**

44

1 Discussion continues about how to make reports about conditions on the beach. Monroe says  
2 to please be assured that all your concerns go to the right places.

3  
4  
5 **Item 8: Transfer of the title to the Terwilliger Grove Property on Pacific Way from**  
6 **Audubon Canyon Ranch (ACR) to Muir Beach** – Jim White

7 Jim White suggests that we accept the Terwilliger Grove property as a nature park. We  
8 convert it more into natural bird habitat and nesting birds. That we could have a park. And I  
9 want to emphasize that parks are a gift to future generations. We realize the value of parks.  
10 Here in Muir Beach, we have the chance to have a park more or less for free, so I'm hoping  
11 you'll think this is a good idea.

12  
13 Discussion ensues around the topic of whether trees posing potential liability issues could be  
14 removed either before or after the transfer, whether it should be a condition of the transfer, or  
15 whether the CSD could do it, and other details. Jim is in contact with Audubon Canyon  
16 Ranch, in particular Tom Gardali the CEO and Nils Warnock the chief science advisor, who  
17 advised him about this possibility. Jim will convey the Board's thoughts.

18  
19 April Randle points out that one, it might be a good idea to get an estimate for doing the tree  
20 removal ourselves. And two, if the trees would be a safety issue, then we would want ACR to  
21 deal with the trees regardless. Then third, the land is probably worth a lot of money, so if we  
22 were to split the cost of cutting the trees it might be worth it to us financially, and also we  
23 don't want an outside party to take over the property who might be a problem.

24  
25 Tayeko Kaufman mentions about a grant that would support planting trees – she'll find the  
26 info and forward.

27  
28 Jim White comments that there is at least one tree that may be on an easement and probably  
29 our responsibility, and another big one at the bridge might be on a community easement as  
30 well, so that the two biggest trees might already be our responsibility. Also, he would like to  
31 see something other than Monterey Pines, as those are thought to be only native south of SF  
32 Bay, so we might want to go for native plants, helping out the birds and other beings.

33  
34 Director Hills states that the trees would need to be removed prior to the CSD accepting the  
35 property. Director Taylor agrees pointing out that the liability for the trees is not the district's  
36 until we accept it, and therefore the trees would need to be removed first.

37  
38 There is enthusiasm for the idea and Jim White will pursue discussing concerns, terms, and  
39 conditions with ACR and report back.

40  
41 **Item 9: MERA PG&E Transformer Easement – Leighton Hills**

42 PG&E needs to install a new transformer for the MERA tower under construction at the  
43 CSD's Overlook Tank parcel. This transformer will also provide service to the future firehouse  
44 as well as for the water tank equipment (which is currently being served by a small power line  
45 from the Smith's home). The easement is proposed to be 5 feet deep and 15 feet wide and

1 would be close to the property line with the Smiths. It's in an area that won't interfere with the  
2 firehouse driveway or the water main leading to the Overlook Tank.

3  
4 Oftentimes transformers are placed in the right of way but here there isn't enough width of the  
5 right of way to give it the legally required distance from the lanes of traffic on Seacape. As a  
6 result, PG&E will pay the CSD a one-time fee of \$1,000 for the easement for this transformer.  
7 The transformer itself is considerably smaller than the proposed easement but the size  
8 satisfies all legal requirements for clearance.

9  
10 This is an action item for the Board to authorize the DM to execute the easement on behalf of  
11 the District.

12  
13 MOTION: To have PG&E put in the transformer that they need to put in, and to  
14 authorize District Manager Halley to sign the easement.

15 Moved: Shaffer, seconded by Taylor

16 Vote: AYES: Unanimous.

17  
18 **Item 10: Development of Activity Court – Chris Vallee**

19 Muir Beach resident Chris Vallee will present for discussion his request for the CSD to  
20 consider development of a community court that would be tennis court size so that it is  
21 capable of being utilized as a multi-sport space, i.e. tennis, pickleball (4 courts fit on one  
22 tennis court), basketball, badminton etc. .

23  
24 Hills says that the property that comes to mind is the property up FVR that is a well site, it's  
25 totally flat and in the middle of nowhere. It would probably have a environmental assessment.  
26 We'll hear from Chris Vallee at the next meeting.

27  
28 **Item 11: District Cybersecurity – Christine Murray/Leighton Hills**

29 Cybersecurity Ad hoc subcommittee to provide a brief progress report on this continuing  
30 project.

31  
32 Productive meeting with the security advisers from CISA (Cybersecurity & Infrastructure  
33 Security Agency), which is part of the Department of Homeland Security. This led to a  
34 comprehensive review where our IT and OT tech assets were assessed. The future road map  
35 ahead is that we will continue to work with them on having more on-site visits and ensuring  
36 that all areas of our IT/OT strategy are covered. This is funded through Homeland Security  
37 and so is not costing the CSD anything.

38  
39 **Item 12: District Manager Report**

40 Halley provides some highlights from the report, which as always is available in full as part of  
41 each meeting packet at <https://muirbeachcsd.com/meetings/> .

42  
43 Redwood Creek is down to monitoring levels again – we'll see when or if we will need to go to  
44 conservation measures.

1 The MBCSD collaborated with Inverness, Bolinas, and Stinson, applying for a \$ million NOAA  
2 Climate Resiliency Regional Challenge, for a Track One grant: to be able to explore how we  
3 can collaborate and find ways to be more resilient. What we find in the exploratory phase may  
4 enable Track Two. The basis of that would have to be collaborative with other districts.  
5 Bolinas and Stinson went for a Track Two to look at their septic systems given sea-level rise.

6  
7 Another possibility that has come up is that our Supervisor has been holding quarterly water  
8 meetings with all water districts in Marin, looking for ways we could collaborate and looking at  
9 water as regional concept. There is grant money coming through for inter-ties where water  
10 systems are connected. Marin Water now has a line running to Muir Woods, and if we could  
11 get an intertie between Muir Woods and Muir Beach, then come late summers when it would  
12 be beneficial not to be drawing from the Redwood Creek aquifer, and since we're a small  
13 district, Marin Water is interested in seeing how an intertie could be mutually beneficial – we  
14 could provide water when the creek is full, and receive water when creek flows are low. Right  
15 now it's just in the "is this a possibility" stage, but Marin Water is willing to put together  
16 enough information that if a grant came along for a collaborative intertie, that we'd have  
17 something in hand to start the grant process in terms of cost numbers etc. Also, as Mia  
18 Monroe pointed out, Frank Valley Road is about to be repaved and major improvements to it,  
19 around Spring 2026. If we could put something together to coordinate with that project, that  
20 would remove cost of any road demolition, or re-paving over, if we could lay this line in while  
21 they were in the middle of that construction process. This is also important because after that  
22 work is done (two years), Marin County will put a moratorium on it for 5-10 years to keep  
23 anyone from digging into it. So, the window for this is now, or it would be many years from  
24 now.

25  
26 Firehouse: \$100,000 grant promise. Rodoni recommended to CDA, and basically what we  
27 received is a grant promise that when we start construction, they will have the money ready  
28 to contribute. Gove can expand on that timeline.

29  
30 The Fire barn now has the 2-year contract and insurance worked out with NPS.  
31 The CC Parking project is well underway, with a few bumps along the way.  
32 Community Directory is being updated after a recent push.

33  
34 Taylor: Great work on Prop 68. He remembers years ago talking about the intertie, and hopes  
35 that can happen, now that MMWD has a water line right to Muir Woods.

36  
37 Laurie Piel asks when will events be back at the Community Center. Mid-October.

38  
39

40 **Item 13: Public Open Time**  
41 Laurie Piel asks about the roof over the deck of the Community Center. Last year it rained  
42 inside the deck. Halley responds: In progress. Some work has already been done; it has been  
43 a priority and Chris Gove has been trying to get those panels. A contractor is ready to do the  
44 project, we're just waiting on the roof panes.

45

1  
2 **Item 14: Recognitions & Board Member Items**  
3 Everyone would like to recognize Paul Jeschke's serving on the board for more than 5 years.  
4 Thank you Paul!

5  
6  
7 **Item 12: Adjournment**  
8 Next Agenda Meeting Date: Wednesday, November 7, 2023  
9 Next Board Meeting Date: Wednesday, November 15, 2023.

10  
11 There being no further business to come before the board, the meeting is adjourned.  
12 Meeting adjourned at 8:45 pm.