

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 Minutes of the Board of Directors' meeting held on
3 Thursday, October 10, 2024
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 Meeting is called to order at 7:05.

13
14 Board: Leighton Hills (Board President), Christine Murray (Board Vice President), Steven Shaffer
15 (Director), David Taylor (Director), Nikola Tede (Director)
16 Staff: Mary Halley (District Manager), Chris Gove (Fire Chief)
17

18 **Item 2: Approval of Agenda**

19 *Item(s) not included in this agenda: A report on Muir Beach Lan was not included as it is not in the*
20 *CSD's jurisdiction.*

21
22 MOTION: That the agenda is approved as submitted.
23 Moved: Tede, seconded by Taylor
24 Vote: AYES: Unanimous.
25

26 **Item 3: Consent Calendar**

27 A. Approval of Quarterly Financial Reports dated 9/30/24. (*See attached*)
28 B. Approval of Draft Minutes from Regular Board Meeting on 7/24/24. (*See attached*)
29

30 MOTION: To approve the consent calendar.
31 Moved: Taylor, seconded by Tede
32 Vote: AYES: Unanimous.
33

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

35 None
36

37 **Item 5: NPS Redwood Creek Update and USGS New Guage Monitoring**

38 Darren Fong, Aquatic Ecologist for the GGNRA for the past 30 years, gives an update on the status of
39 various aquatic critters in Redwood Creek and streamflow monitoring. Darren presents the NPS
40 request for the CSD Water District to contribute 50% of the annual USGS gauge monitoring fee of
41 \$27,880 (CSD share \$13,940) for the continuation of monitoring using the current gauge in the
42 Redwood Creek located at the Muir Beach Highway 1 Bridge.
43

44 ***Darren Fong's full presentation, and subsequent discussion, can be heard on the recording***
45 ***available at <https://muirbeachcsd.com/meetings/>, from 01:57 to 38:00.***
46

47 His presentation covers important species found within the Redwood Creek Watershed, which is a
48 biodiversity hotspot. These include the California red-legged frog, the pond turtle (see
49 <https://baynature.org/article/if-turtles-could-talk/>), and the California tidewater goby. Their habitats are

1 affected by the water levels in Redwood Creek, which the USGS monitoring helps track, including
2 showing clear effects on water level from the pumping conducted by the Muir Beach Community
3 Services District.

4
5 He also addresses issues in creek flow which are beneficial to habitat but create a problem for
6 property-owners. They are working with Carolyn Shoulders to find a solution. For the winter there will
7 be a bypass channel for water to flow through.

8
9 The park has been left as the only contributor to the cost of the gauge, which they can't afford
10 anymore, and so that's why they're asking the MBCSD to contribute to this valuable service.

11
12 Murray asks for clarification about a graph, which Fong explains shows that when the pumps are on,
13 there is a lag time where there is not a response at the creek, and then after a lag time we can see a
14 response at the Hwy 1 gauge, which is significant enough that it is measurable. In the winter you don't
15 see anything due to the noise and high flow, but when flow is lower, it's a measurable difference.
16 Discussion continues with the suggestion that it may be worth experimenting further with spreading
17 out pumping, pumping shorter periods spread throughout the day and night, rather than simply
18 pumping all night, under certain creek conditions.

19
20 **Item 7: Adoption of Special Creek Monitoring Fee**

21 The NPS is asking the Water District to contribute 50% of the annual USGS gauge monitoring fee of
22 \$27,880 (CSD share \$13,940). For the District to be able to accommodate this additional cost, the
23 District would need to consider including an additional Special Creek Management Fee of \$87.67 per
24 meter (or \$14.61 p/bi-monthly billing) to go into effect immediately starting retroactively with the 7/16
25 billing with 3 installments being paid with the 11/16 billing ($3 \times 14.61 = \$43.83$) to make sure we can fully
26 cover the first year of this new annual cost.

27
28 Discussion about the extremely high water use at the Pelican Inn (70,000 gal/month) and possible
29 approaches to that, including whether they could contribute particularly to this fee, or the option of
30 opening our other well site for untreated water for landscaping purposes.

31
32 Hills is hesitant to contribute to this cost, and wonders if there are other ways to monitor this, such as
33 installing our own pressure sensor at David Taylor's house. Discussion continues about whether or
34 not to contribute to this fee. Hills will address additional questions to Darren Fong and we can in the
35 meantime pursue alternatives.

36
37 **Item 5: Fire Department Report** – Fire Chief Chris Gove

38 Fire Chief Chris Gove gives his quarterly report including Firehouse update. (*See attached.*)

39
40 **ACTIVITY**

41 There have been 43 calls year to date.

42 We completed the intensive weekend training in Pt. Reyes. It was a great opportunity to train
43 alongside professionals and learn new skills working in training environments that are new to us.

44 We participated in the countywide Sidewalk CPR program in August and trained over 50 people
45 and dispensed Narcan and fentanyl test kits.

46 The MERA Gen 2 radio system went live on October 3rd. This is new system includes the
47 MERA radio tower at the Overlook. The county dispatch system has been re-organized, and we are
48 familiarizing our team with how that operates. This upgrade included a new set of compatible pagers
49 for each volunteer to keep at home. When the 911 system is activated, we receive notifications on our

1 phones via SMS and via an app called Tablet Command as well as on the pagers – pagers work even
2 where there is no cell signal.

3 We also received a generous donation from Zendesk. This company contacted us to donate
4 equipment as they were moving to a new office building. We received a wide range of emergency
5 medical and disaster supplies including a number of AED’s. This could improve our response time for
6 cardiac arrest as each volunteer will have an AED and medical bag in their personal vehicle. We will
7 train on the new equipment and have ordered new power supplies and pads.

8 As part of a Marin County EMS grant, we are receiving a Lucas automated CPR device
9 (<https://www.lucas-cpr.com>) This will also enhance our capacity to support individuals in cardiac
10 arrest. We have started training on this device this week.

11 FIREHOUSE

12 Our permit is still pending with the county. It is a very slow process. The county has requested
13 additional information from the soils and civil engineers on the project and there have been
14 considerable delays in obtaining the necessary responses from the engineering teams. The process
15 can only resume once a complete set of responses is re-submitted. One remaining item is pending
16 from an engineer. It cannot be done piecemeal.

17 Once we have the permit, we can make the next payment to the building construction company
18 and move forward.

19 FIREWISE

20 The PG&E grant funds were used to remove several dead trees on Sunset and Pacific Way.
21 There is one remaining chipper event this year. The community has removed many tons of debris this
22 year and we applaud them.

23 BBQ

24 The last BBQ had a profit of over \$74,000 and we are in the planning stage for the next one.

25 DISASTER COUNCIL

26 The group is planning an event October 20th called STAY BOX to discuss the supply’s you
27 should have on hand in case you must shelter in place for a time.

28 MWPA

29 We expect that work will begin on the Southbound side of the Hwy 1 evacuation corridor later in
30 2024 or in 2025. This is the portion of the highway between Muir Beach Overlook and Sunset Way on
31 the slope that rises from the Banducci Ranch property and is a high fire risk area. The overall project
32 stretches in segments from Inverness to Muir Beach. This phase is anticipated to be an initial limited
33 clearance of up to 25 feet from the roadway – mostly in the CalTrans Right of Way. We will work with
34 every property owner adjacent to the ROW in case there is a benefit to do fuel reduction. No work will
35 be conducted without an individually signed Right to Enter agreement and a discussion between
36 homeowner and MWPA vegetation management specialist about what areas would be treated.

37 Please see attached detailed FAQ document regarding this project.

38 In addition, PG&E hopes to secure approval to remove a dozen dead Monterey pines from the
39 Audubon Canyon Ranch Terwilliger site – this could happen before the storm season. MWPA is
40 working together with Audubon and PG&E to support this important hazard tree removal.

41 **Item 8: Revisions to Marin Wildfire’s JPA Agreement** – Chris Gove/David Taylor/ Christine Murray

42 Marin Wildfire Protection Authority (MWPA) was created when 17 local Marin agencies with fire
43 prevention responsibility entered into a joint exercise of powers agreement and the voters adopted a
44 tax measure to fund the agency in March 2020. Thanks to the efforts of the drafters of the original
45 agreement, the document has provided a solid and efficient structure for the agency. During the four
46 years that the agreement has been in use, member agencies and Marin Wildfire staff have noted
47 several provisions that would benefit from revision. These three areas are the most significant
48 revisions: Section 3. Membership / Section 7. Advisory Technical Committee / Section 9(c). Funding
49

1 (See attached MWPA Amendment Agenda Item). To take effect, the Amended JPA Agreement must
2 be executed by three-fourths of the governing boards of the Marin Wildfire member agencies
3 (Amended JPA Agreement § 21) and for which the MBVFD is a member. Accordingly, the
4 amendments are being presented to this body for approval. (See *attached Proposed JPA*
5 *Amendments for Member Agencies Clean for Signature*)
6

7 Murray reports that it's a very straightforward, noncontroversial set of changes.
8

9 MOTION: That we approve the revisions to the MWPA's JPA agreement.
10 Moved: Murray, seconded by Taylor
11 Vote: AYES: Unanimous.
12

13 **Item 9: District Cybersecurity** – Christine Murray *Cybersecurity Ad hoc subcommittee to provide a*
14 *brief progress report on this continuing research project.*

15 We received an assessment back from the Department of Homeland Security and they have made
16 some recommendations. Murray and Hills and Halley will discuss in private.
17

18 **Item 10: District Manager Report** – Mary Halley A. District Manager Mary Halley will present brief
19 highlights from her DM report (see attached). Her report as always is available in full as part of each
20 meeting packet at <https://muirbeachcsd.com/meetings/> .
21

22 **Item 11: Request for New Footpath along Highway 1 from Seacape to Sunset** – Linda Caplinger
23 Resident Linda Caplinger from White Way is requesting the MB Board to consider the construction of
24 a safe footpath from Shoreline/Seacape south to Shoreline/Sunset using the right-of-way along
25 Shoreline Highway. The Board will first need to investigate the ability to obtain a Caltrans
26 Encroachment Permit for such a project, and the legality of the CSD building and maintaining a
27 footpath that is not in a District easement, and also budget constraints as many other existing
28 footpaths and trails are still waiting for funding to become available for those repairs and
29 improvements.
30

31 Linda Caplinger noticed in a July 2007 issue of the Beachcomber that there used to be public access
32 to the steps to the Community Center, but the current owners there will not allow that access.
33 Caplinger, and also the owners at 4 White Way, feel they are a kind of island and would love to have
34 a safe way to get down to the beach or up to the Community Center. Idea is a footpath so that people
35 on White Way and people at the beginning of Sunset would have a safe way to get up, which could
36 also provide a firebreak for the Hamilton property.
37

38 Hills: CalTrans right of way is typically 60 feet, and the pavement is much less than that, so it could
39 work. Hills asks Caplinger to inquire with CalTrans about the possibilities. As a water district, we may
40 not have a right to put in a walkway, but they might accept it, nonetheless. Hills will provide a contact
41 person for her to continue that research. Discussion continues as to other factors, such as Coastal
42 Commission, where the right-of-way falls, and potential costs. Hills indicates that the CSD would
43 support the project, but that neighbors may be asked to raise funds themselves.
44

45 **Item 12: Public Open Time**

46 None
47

48 **Item 13: Recognitions & Board Member Items**

49 None

1

2 **Item 14: Next Meeting Date and Adjournment**

3 Next Board Meeting Date: **January 29, 2024.**

4

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

6 Meeting adjourned at 8:30 pm.