

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 Minutes of the Board of Directors' meeting held on
3 Wednesday, January 29, 2025

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5 **OFFICIAL MINUTES ONLY UPON APPROVAL**
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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.

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12 **Item 1: Call to Order**

13 Meeting is called to order at 7:05.

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15 Board: Leighton Hills (Board President), Christine Murray (Board Vice President), Steven Shaffer
16 (Director), David Taylor (Director), Nikola Tede (Director)
17 Staff: Mary Halley (District Manager), Chris Gove (Fire Chief), Ernst Karel (Meeting Secretary)
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20 **Item 2: Approval of Agenda**

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

22 Murray notes that some items will be rearranged, and that Item 6 will only include sub-item B.

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24 MOTION: That the agenda is approved with rearrangements as noted.
25 Moved: Shaffer, seconded by Taylor
26 Vote: AYES: Unanimous.

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29 **Item 3: Consent Calendar**

30 *All items on the Consent Calendar are considered to be either routine or non-controversial and will be*
31 *enacted by a single blanket action of the Board. Upon request from a Board member or any member*
32 *of the public, individual items may be removed from the Consent Calendar in which case they will be*
33 *discussed in the meeting (under Items Removed from the Consent Calendar).*

34 A. Approval of Quarterly Financial Reports dated 12/31/24. (See attached)
35 B. Approval of Draft Minutes from Regular Board Meeting on 10/10/24. (See attached)
36 C. Approval of Draft-Audits FY 2023-24 (See at [http://muirbeachcsd.com/](http://muirbeachcsd.com/wp-content/uploads/2025/01/Audit_MBCSD-Draft-Audit-Report-6.30.24.pdf)
37 [wp-content/uploads/2025/01/Audit_MBCSD-Draft-Audit-Report-6.30.24.pdf](http://muirbeachcsd.com/wp-content/uploads/2025/01/Audit_MBCSD-Draft-Audit-Report-6.30.24.pdf))
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39 MOTION: To approve the consent calendar.
40 Moved: Hills, seconded by Taylor
41 Vote: AYES: Unanimous.

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

45 None

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48 **Item 7: Fire Department Report** – Fire Chief Chris Gove

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

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2 ACTIVITY: There were 62 calls last year, a decrease compared to the prior years. Over half (51%) of
3 these calls were in our primary service area of our community, Green Gulch Farm and adjacent NPS
4 areas such as the Overlook and Big Beach.

5 We are working on maintenance of EMR certification with our paramedic trainer, Otis Guy. We have
6 completed CPR and skills training modules. We have been trained on the use of our new Lucas
7 automated CPR device and it is now on the engine.

8 The donated AED devices are not yet in service due to a nationwide shortage of batteries.

9 We are testing a new incident response app that will allow us to track firefighter availability in real time
10 and manage reporting and statistics. Stinson Beach Fire uses this app and recommended it to us
11 recently.

12 MERA radio updates and re programming are ongoing as is our training on the new system. Our local
13 MERA tower has made a big difference in reducing coastal dead zones – as we had hoped.

14 David Taylor has successfully completed Driver/Operator 1A training this month along with other West
15 Marin volunteers. We are grateful to Bolinas Fire for organizing and facilitating this type of training.

16 FIREHOUSE: We are responding to a second round of requests from County planners regarding our
17 permit application after a lengthy period of delay.

18 FIREWISE: Our Firewise group continues to do great work. The renewal application was approved.
19 Several educational events and an evacuation drill are being planned. Countywide chipper program
20 statistics show that Muir Beach managed to be the 4th highest producer of chipped wood in the whole
21 county.

22 MWPA: We are working on various MWPA committees to plan for the coming fiscal year. See
23 attached MWPA FY 23-24 Executive Summary for an overview of our work.

24 We have invited MWPA staff to make a brief presentation this evening about important upcoming
25 evacuation route clearance along HWY 1. We have funding to do this work as well as the appropriate
26 permits. We will be coordinating with the adjacent homeowners very soon. The vegetation reduction
27 work is all expected to be in the CalTrans right of way.

28 The Audobon Canyon Ranch/Terwilliger Grove hazard tree removal should be started this week under
29 the auspices of PG&E and MWPA.

30 DISASTER COUNCIL: Our hearts go out to everyone affected by the Southern California fires,
31 especially those who have lost their homes. We stand with the firefighters, local law enforcement and
32 first responders who are courageously working to contain the fires and protect lives.

33 The ongoing fire disasters in Southern California have been terrifying to witness and many people in
34 the state have been impacted. It is also a powerful stimulus to our disaster liaisons to continue to train
35 and plan for our community

36 These are some observations from MWPA and Firewise leaders:

37 *Stop Being Surprised: Wildfires are predictable based on historical patterns. Surprise leads to panic,*
38 *and panic results in poor decisions.*

1 *Historical Context of Fires: Many significant fires, including the Tubbs Fire and Oakland Hills Fire,*
2 *have repeated over decades due to predictable conditions. They will happen again.*

3 *Year-Round Preparedness: Fires are no longer seasonal; they can occur any time of the year. Society*
4 *must adapt to this reality.*

5 BBQ: The kickoff meeting for this year’s BBQ will be announced soon. We hope everyone can help
6 out and join us at the BBQ on Sunday May 25th.

7

8 David Taylor adds that at the Terwilliger Grove, PG&E will remove a dozen hazard trees next week,
9 which is a project that MWPA, Audubon Canyon Ranch supports, and they are still hoping to transfer
10 that land to the CSD after that work is done.

11

12 **Item 8: MWPA Presentation of Hwy 1 Southbound Evacuation Corridor** – Steven Peters
13 Marin Wildfire Prevention Authority (MWPA) Vegetation Management Specialist (VMS) Steven Peters
14 will give a presentation of the Hwy 1 Southbound Evacuation Route Clearance Project. This
15 vegetation clearing will take place in the Caltrans right-away at the foot of many Starbuck properties.
16 Our MBVFD Fire department will be working with those property owners separately as well. Work
17 could start as early as this March 2025.

18 Marin Wildfire, along with partners will be conducting Evacuation Route treatment along the
19 southbound lane of Highway 1. Planned work will compliment the work conducted adjacent to the
20 Northbound lane in winter 22-23. The project is intended to improve egress of residents and ingress of
21 first responders during emergency situations, such as wildfires.

22

23 **Item 9: Clearing Vegetation along Upper Park Trail** – Jeff Swarts
24 Muir Beach resident Jeff Swarts has requested that the CSD consider clearing the brush along the
25 community path between Seacape and Starbuck. Jeff states, “that other residents have also
26 expressed concern for this fire hazard. If residents have privacy concerns, they should be requested
27 to plant along their property line, but the community path should be cleared to create a firebreak.” He
28 believes that “this is also a possible matter of liability for the CSD if its jurisdiction isn’t properly
29 maintained.” And, has also “seen a chipper mulching machine deployed in the Tahoe forests for this
30 purpose. It seems fast and effective grinding all the vegetation up and leaving the chips on the ground
31 to help preserve moisture in the soil.” Jeff also states, “having witnessed the Oakland hills fire, I am
32 concerned about a carelessly thrown cigarette from a passing vehicle on Hwy 1 or a sparking trailer
33 chain pushing flames up into our neighborhood when the Diablo winds are blowing in the fall.”
34

35 Discussion ensues. This idea has come up in the recent past. David Taylor will look into what would
36 be required. There is broad consensus in favor.

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39 **Item 6: MBCC** – Alexis Chase/Lisa Eigsti/Laurie Piel/Steve Shaffer

40 **A. MBCC Event Budget Rate Increase** – Alexis Chase/Lisa Eigsti

41 ~~There are three major events that currently have a budget of \$1600 each year per event. The~~
42 ~~community sponsors for those events have found that it has been getting more expensive to put on~~
43 ~~the events and would like to ask the Board to consider increasing the budget for those three events.~~

44 **B. MBCC Deck Window Closures** – Laurie Piel/Steve Shaffer

1 The current canvas deck curtains have been getting torn up by the winter wind events. Laurie and
2 Steve would like to discuss options to make the MBCC deck more weatherproof to be able to give the
3 members of the community more options/opportunities to utilize the deck space.

4 **C. MBCC Recycle Policy and Cleaning Equipment** — Lisa Eigsti

5 Resident Lisa Eigsti has requested to discuss including the wording in the Community Center rental
6 agreement that we are an “earth friendly community” and that the renter agrees to NO SINGLE USE
7 PLASTIC, or balloons, single use plastic decorations. Use of bamboo, compostable or actual dishes
8 and real silverware should be what’s normalized. She would also like to see a dishwasher be set up in
9 the barely used space off the kitchen (aka old kids’ room) and this room could also store extra dishes,
10 table cloths, and the like.

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12 Steve Shaffer will look into getting estimates/bids for different kinds of window solutions.

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15 **Item 10: NPS Redwood Creek New Gauge Monitoring** – Leighton Hills

16 At the 10/10/24 Board meeting, the CSD Board directed Director Leighton Hills to look into the CSD
17 having its own Redwood Creek measuring device verses sharing the cost with the NPS for the USGS
18 creek monitoring system. Leighton will present a review of his findings and recommendations.

19
20 Hills found a place that makes a device that does everything their device does, for 10,200 + tax +
21 misc, \$12,000 upfront, but then only \$100/yr.

22
23 Chris Gove and Ernst Karel ask if the data would be acceptable to NPS and be able to function in the
24 same way in terms of aggregated and historical information as the current gauge. Hills responds that
25 the two would operate simultaneously.

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27 MOTION: To move forward with this, not to exceed \$12000 initial investment and
28 including annual rates of approximately \$100.
29 Moved: Shaffer, seconded by Taylor
30 Vote: AYES: Unanimous.

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33 **Item 11: District Manager Report** – Mary Halley A. District Manager Mary Halley will present brief
34 highlights from her DM report (see attached). Her report as always is available in full as part of each
35 meeting packet at <https://muirbeachcsd.com/meetings/> .

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38 **Item 12: Proposed Water Rate Increase for Consideration** – Mary Halley

39 The District’s ability and procedures for setting water rates is regulated by Prop 218 under CA Civil
40 Code. Water rate ordinances and rates can be extended by a maximum of 5-years. District Manager
41 Mary Halley presents the current status of Water Department revenues, expenses, use trends, and
42 the financial situation of the District’s Water Dept, then provides her recommendation for rate increase
43 to be considered and implemented in the near future.

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45 Ernst Karel suggested that the water team could get a better count of the current community members
46 with Flume flow-meter devices during the next meter reading as a first step to research and possibly
47 organize a drive to increase community use of these.

1 **Item 13: Proposal to change General Legal Counsel from Marin County Counsel to Emily**
2 **Longfellow currently at Epstein Holtzapple Christo – David Taylor**

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4 Marin County allows local agencies such as us to use members of its legal staff, so called County
5 Counsel, and then charges the agencies market rates for the time used. A limited number of local
6 governments in Marin use this service. Representatives assigned to us change periodically. The
7 District used Emily Longfellow, a specialist in small governmental work, presently at Epstein
8 Holtzapple Christo, for the roads and easements research conducted recently, as well as for issues
9 regarding taking over responsibility for Charlotte’s Way. Our experience was excellent with Emily.
10 Directors Leighton Hills, and David Taylor recommend that the District, as a matter of course, change
11 from using County Counsel to using Emily Longfellow for general legal advice as needed.

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13 MOTION: To designate Emily Longfellow as General Legal Counsel.
14 Moved: Hills, seconded by Shaffer
15 Vote: AYES: Unanimous.

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18 **Item 12: Public Open Time**

19 None

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

23 Christine Murray thanks David Taylor for working on the Terwilliger Grove area. Great work.

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

27 Next Board Meeting Date: March 26, 2025.

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30 There being no further business to come before the board, the meeting is adjourned.
31 Meeting adjourned at 8:34 pm.