

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 Minutes of the Board of Directors' meeting held on
3 Wednesday, July 23, 2025
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 Board: Christine Murray (Board President), Steven Shaffer (Board Vice President), Leighton Hills
13 (Director), David Taylor (Director), Nikola Tede (Director)
14 Staff: Mary Halley (District Manager), Chris Gove (Fire Chief), Ernst Karel (Meeting Secretary)
15

16 **Item 2: Approval of Agenda**

17 *Item(s) not included in this agenda: None.*
18

19 MOTION: To approve the agenda
20 Moved: Hills, seconded by Tede
21 Vote: AYES: Unanimous.
22

23 **Item 3: Consent Calendar**

- 24 A. Approval of Quarterly Financial Reports dated 6/30/25. *(See attached)*
25 B. Approval of Draft Minutes from Regular Board Meeting on 5/28/25. *(See attached)*
26

27 MOTION: To approve the consent calendar as submitted.
28 Moved: Taylor seconded by Hills
29 Vote: AYES: Unanimous.
30

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

32 None
33

34 **Item 5: County of Marin Planning Division – County staff presentation**

35 *The Marin County Planning Division is going to introduce their effort to amend the Marin County Local*
36 *Coastal Plan to incorporate previously approved housing-related policies from the Marin Countywide*
37 *Plan 2023-2031 Housing Element. This focused set of amendments will also implement changes to*
38 *our coastal Zoning requirements to incorporate updated state law specifically related to housing*
39 *development. The County staff will present an outline of the amendments, process, and timeline for*
40 *this effort.*
41

42 Presenters: Immanuel Bereket, Principal Planner, and Megan Alton, Senior Planner with the CDA
43 Planning.

44 Immanuel.Bereket@marincounty.gov
45 megan.alton@marincounty.gov
46

47 Basis of their presentation is here:

48 [https://www.marincounty.gov/departments/cda/planning/long-range-planning-initiatives/local-coastal-](https://www.marincounty.gov/departments/cda/planning/long-range-planning-initiatives/local-coastal-program-countywide-plan-housing-element-amendments)
49 [program-countywide-plan-housing-element-amendments](https://www.marincounty.gov/departments/cda/planning/long-range-planning-initiatives/local-coastal-program-countywide-plan-housing-element-amendments)

1
2 Coastal act will still apply to any new construction in the coastal zone. The Housing Element Sites has
3 a bigger impact in the non-coastal zone. A main issue in the coastal zone is the sanitary services. The
4 big change in the coastal zone is that they're making it a lot easier to build ADUs. Now it will still
5 require a coastal permit, but it will be a non-public hearing coastal permit.

6
7 Hills asks: What is a non-public hearing?
8 Coastal Act has a hidden thing called Minor Coastal Permit. That's defined as, you send notice to
9 property owners within 300 feet, they have 14 day period to object. If they don't object, you waive a
10 public hearing and you approve it at staff level. If they do object, it goes to a public hearing. We have
11 not fully worked out what the public hearing process will look like. We are thinking of bypassing the
12 deputy zoning administrator, treating it as an appeal, and go directly to planning commission. This
13 would streamline the process. To further streamline we are removing requirements for conditional use
14 permit and design review for ADUs, so it's just a coastal permit.

15
16 Nikola Tede asks about water use; ADUs also use as much water.
17 They do need to obtain a "will-serve" letter from the water district. That is the main constraint. At the
18 state level, a new law has just been passed that may allow districts to apply for state funding. We are
19 studying that now, and once we have a better understanding we will advise independent districts
20 about it.

21
22 Murray: Who on the board of supervisors is in support of this?
23 We have not formally presented it. It is required that we have to complete this by December 2025 to
24 remain compliant with the state law in terms of housing development. Nothing we are proposing is
25 new; it's already in effect. The state housing laws are in effect. ADU laws have been superseded by
26 state law. We're not proposing any new program.

27
28 Murray: This will eliminate some of the friction that has existed between members of this community
29 and the coastal commission. Are there more resources that you can provide?
30 Resources are available at this URL:
31 [https://www.marincounty.gov/departments/cda/planning/long-range-planning-initiatives/local-coastal-](https://www.marincounty.gov/departments/cda/planning/long-range-planning-initiatives/local-coastal-program-countywide-plan-housing-element-amendments)
32 [program-countywide-plan-housing-element-amendments](https://www.marincounty.gov/departments/cda/planning/long-range-planning-initiatives/local-coastal-program-countywide-plan-housing-element-amendments)
33 or contact Manny Bereket by email. Immanuel.Bereket@Marincounty.gov
34 We do want to elicit as much public comment as possible.

35
36 Hills: What is a "junior ADU"?
37 An existing room within a house that can be converted to a Junior ADU and rented separately, which
38 would not require any increase in septic. It can have a shared bathroom and kitchen and is limited to
39 500 sqft.

40
41 Linda Lotriet: How does the work on environmental hazards dovetail with this?
42 Completely unrelated, on purpose. The hazards section did not move forward. The coastal
43 commission withdrew their support for hazards, so the hazards process basically died. Manny
44 imagines it will be picked up sometime next year. It was bifurcated at the CC's request. The CC is
45 under pressure from housing advocates and from the state legislature; there have been efforts to
46 weaken their authority for the past three years.

47

1 **Item 6: Fire Chief Report including Fire House Update** – Chris Gove

2 ACTIVITY. So far this year we've responded to 33 incidents. We continue to train on a regular basis.
3 We are actively seeking new recruits. We have hired a mobile mechanic to do some work on the
4 trucks and have repaired the rodent damage to squad 660 and have returned the ASV tractor to
5 service.

6 FIREHOUSE. We are continuing to seek a general contractor to coordinate the overall project on
7 behalf of the CSD. We are working with Damazio Excavating to begin site preparation -- to include
8 removal of the old water tank pad. We are making the next payment on the metal building to start
9 production. We have engaged Robert Praszker as a project manager on a per diem basis. The VFA
10 is sending an additional \$175,000 towards the firehouse.

11 DISASTER PREPAREDNESS. We have taken possession of a mass casualty supply trailer
12 generously donated by Ross Valley Fire. We will be making an inventory soon and updating it to suit
13 our needs. The Disaster Council will be assisting us with the sidewalk CPR event on August 16th at
14 the beach parking lot. A disaster preparedness drill will be coordinated with the Firewise team in the
15 early fall.

16 FIREWISE. The chipper program is in full swing. There are several dates still available so make sure
17 to sign up at www.marinwildfire.org.

18 MWPA. We are working on the coastal permits to support work on the Upper Park path and Terwilliger
19 Grove.

20
21 Changes since written: interviewing second general contractor. Probably not engaging Robert
22 Praszker. On Monday we started the removal of the old concrete water tank pad.

23
24 MWPA updates from David Taylor: There are 3 projects now in the pipeline as part of Measure C.

25 1: Maintenance: work on the Banducci Ranch/N side of Hwy 1 in 2022. Maintenance will happen this
26 year.

27 2: clearing the upper park trail to make more firesafe. Pretty sure we'll get permission to do this work
28 starting this year.

29 3: Terwilliger Grove will also get the green light through the Gov's emergency proclamation.

30
31 Karel asks about CSD-owned public park that connects the upper park trail to the Overlook, which is
32 currently overgrown and full of debris, whether that can also be opened up. Taylor will look into it.

33
34 Shaffer asks about timeline for preparing the ground, with respect towards soil going towards Lagoon
35 Way. Hills thinks it will test okay because it's been tested previously, by the same soils engineer,
36 when we used it to build the berms. The CSD's priority is also Lagoon Way, and we want to keep that
37 as high a level as the firehouse. Gove is confident there will be sufficient soil, likely extra, but we won't
38 know when.

39
40 Tede: Is there anything CSD members can do to encourage newer residents to join the MBVFD?
41 Important question. We do need younger recruits. We've talked about things like opening an EMT
42 course for the community, show people the basics of wildland fire protection, to try to engage people.

43
44 **Item 9: District Manager Report** – Mary Halley A. District Manager Mary Halley will present brief
45 highlights from her DM report (see attached). Her report as always is available in full as part of each
46 meeting packet at <https://muirbeachcsd.com/meetings/>.

47
48 Supervisor Rodoni's team is still interested in doing the intertie with Muir Woods – pursuing grants
49 and a project that would go alongside MB/FV Road, that could go in *after* that project. We have also

1 been talking with NPS' Darren Fong about moving the well away from the creek and considering other
2 locations.

3
4 On the firehouse: since 2018 we've had \$340,000 in grants from VFA. Have spent \$112, 979 on soft
5 costs, planning/permitting, etc. Balance of \$227,000 with an additional \$100,000 that was received
6 from county grant , so that's \$327,000, and we will be receiving another \$175,000. So, we're putting
7 the budget together and it's looking like we can do this in phases; phase 1 should include constructing
8 and enclosing the building by October.

9
10 Karizma Wilson is the new MBCC coordinator, may also take on the role of facilitator, which could
11 mean more rentals to friends of residents, etc.

12
13 Solar panels were cleaned this past week.

14
15 Playground: requests from parents that the playground needs some maintenance. There is a lot of
16 moss, wood is splintery, things are broken, and some equipment is there which is not very interesting
17 or usable to the kids. Taking suggestions and will look into ways we can give it an uplift. So, the
18 budget includes \$5,000 for repairs and maintenance there. This could be covered under Measure A.

19
20 Parks and trails: budget upped to \$8,000, already spent \$4,000.

21
22 Lagoon: meeting with contractor tomorrow, to get idea of how he wants to approach the project, to
23 better interface between the projects, and time to when soils will be available.

24
25 Ming has asked to mention that he feels that his driveway, which is a CSD easement, was
26 compromised when the big tree came out and a truck was parked there. Perhaps while Lagoon Way
27 is being done, this could also be repaired. Further discussion ensues.

28
29 Tede: staircase from bottom of Starbuck to Seacape still needs work.

30 Halley: We may need to have our grounds crew work 2 days/week rather than just one.

31
32 **Item 8: FY25-26 Final Draft-Budget - Approval**

33 The proposed FY25-26 Final draft-Budget will be presented by the District Manager for any further
34 discussion and final approval. (See attached FY25-26 Final Draft-Budget)

35 Move straight into questions.

36
37 Murray: Given the current federal government, do we need to consider contingencies if/when some
38 funds are removed/eliminated?

39 MH: Most of our grants are at the county level. We have one at state level. The one fire tax we have
40 that's our own tax is expiring this year, and that's something that needs to be looked at. None of our
41 grants are tied to the federal government.

42
43

44 MOTION: To approve the FY25-26 Final Draft-Budget
45 Moved: Tede, seconded by Shaffer
46 Vote: AYES: Unanimous.

47

1 **Item 9: Public Open Time**

2 None

3

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

5 Taylor: Thanks the VFA for making extra funds available.

6 Halley thanks our Fire Chief for all his work on the firehouse. Also thanks to Hills for his negotiations
7 on the MERA tower, which are leading to increases in our budget. Hills suggests the extra funds get
8 used for the maintenance workers.

9

10 **Item 11: Next Meeting Date and Adjournment**

11 Next Board Meeting Date: September 24, 2025.

12

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

14 Meeting adjourned at 20:12 pm.