



MUIR BEACH COMMUNITY SERVICES DISTRICT

19 Seacape Drive Muir Beach, CA 94965 415 383 9969 www.muirbeachcsd.com

AGENDA

Special Meeting of the Board of Directors

Wednesday, December 3, 2025 7:00 PM

Meeting held by Teleconference

Agenda will be emailed and posted

Zoom invitation will be emailed

MEETINGS BY ZOOM: Gov. Code section 54953(b) provides that local agencies such as the Muir Beach Community Services District may hold its meetings using teleconferencing services, such as Zoom if certain conditions are complied with, all of which have been met by the MBCSD. As such, the District will email Zoom invitations to all residents and other members of the public asking to participate in the meetings, which will also include a dial-in option using your telephone. Please participate from your own locations/homes, however, if needed (and as required by the code), you may participate from the homes of the members of the Board of Directors, being 240 Pacific Way, 1821 Shoreline Hwy, 40 Sunset Way, 209 Sunset Way, and 23 Starbuck Drive where the meeting agenda will be available.

TIMING OF AGENDA ITEMS: The Board attempts to hear all items in order as stated on the agenda, however it reserves the right to take items out of the order listed at any time during the course of the meeting. The following items will be considered, and any item can be discussed, acted upon, or approved during the course of the meeting.

SPECIAL NEEDS: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District Manager at 415-388-7804. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure participation in the meeting.

7:00 pm Item 1: Call to Order

Board: Christine Lam (Board President), Steven Shaffer (Board Vice-President), Leighton Hills (Director), David Taylor (Director), and Nikola Tede (Director)

Staff: Mary Halley (District Manager), Chris Gove (Fire Chief), Ernst Karel (Meeting Secretary)

Item 2: Approval of Agenda

The following item or items were not included in this agenda, along with the reason for not being included. Pursuant to the Bylaws of the Muir Beach Community Services District, the Board of Directors may now by motion require that the item or items be added back to this meeting's agenda. Should the item or items require research or preparation by staff or by member(s) of the Board of Directors in order to be properly heard, the item or items may be deferred to a subsequent meeting. The motion to approve this agenda may be without change or may be to re-include any item or items listed below.

Item(s) not included in this agenda:

Item 3: Cross-Connection Control Ordinance – DM Halley

District Manager Mary Halley will present the new MBCSD Cross-Connection Control (CCC) Ordinance for review and approval. The purpose of this ordinance is: to protect the public water supply system from contamination due to potential and actual cross-connections. This shall be accomplished by the establishment of a cross-connection control program as required by State regulations. This ordinance is adopted pursuant to Title 17, Section 7583 – 7605, inclusive of the California Code of Regulations, entitled “Regulations Relating to Cross-Connections”. The deadline to submit the approved CCC Ordinance and CCC Plan to the State Water Board is December 31, 2025. *(See attached: Ordinance No. 2025-2 establishing a Cross-Connection Control Ordinance to protect the public water system)*

Item 4: Next Meeting Date and Adjournment

Next Board Meeting Date: Wednesday, January 21, 2026

ORDINANCE NO. 2025-2

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT ESTABLISHING A CROSS-CONNECTION CONTROL ORDINANCE TO PROTECT THE PUBLIC WATER SYSTEM

The Board of Directors of the Muir Beach Community Services District does ordain as follows:

Section 1 Repeal of Existing Ordinance

There is no existing Cross-connection control ordinance to repeal.

Section 2 Purpose and Authority

The purpose of this ordinance is: to protect the public water supply system from contamination due to potential and actual cross-connections. This shall be accomplished by the establishment of a cross-connection control program as required by State regulations. This ordinance is adopted pursuant to Title 17, Section 7583 – 7605, inclusive, of the California Code of Regulations, entitled “Regulations Relating to Cross-Connections”.

Section 3 Responsibility

The District Manager working with a cross-connection control specialist – whether on staff or a subcontractor hired by the Muir Beach Community Services District Water System - shall be responsible for implementing and enforcing the cross-connection control program. An appropriate backflow prevention assembly shall be installed by and at the expense of the water user at each user connection where required to prevent backflow from the water user’s premises to the domestic water system. It shall be the water user’s responsibility to comply with the Muir Beach Community Services District Water System requirements.

Section 4 Definitions

For the purposes of this Ordinance, the definitions in Section 7583 of Title 17 of the California Code of Regulations shall apply.

Section 5 Cross-Connection Protection Requirements

The type of protection that shall be provided to prevent backflow into the public water supply system shall be commensurate with the degree of hazard, actual or potential, that exists on the water user’s premises. Unprotected cross-connections with the public water supply are prohibited. The type of backflow prevention assembly that may be required (listed in decreasing level of protection) includes:

1. Air-gap separation (AG)
2. Reduced Pressure Principal Backflow Prevention Assembly (RP)
3. Double Check Valve Assembly (DC)

The water user may choose a higher level of protection than required by the water system supplier. The minimum types of backflow prevention required to protect the approved water supply at the user’s water connection to premises with varying degrees of hazard are listed in Table 1 of Section 7604, Title 17. Situations which are not covered in Table 1 shall be evaluated on a case-by-case basis and the appropriate backflow prevention shall be determined by the water supplier or public health agency.

Examples of sites where backflow prevention devices are required include locations with auxiliary water supply, locations where pressurized fluids are handled, locations with plumbing connections to unpotable piping or water storage facilities, and all commercial connections.

Section 6 Backflow Prevention Assemblies

A. Only backflow prevention assemblies which have been approved by the Muir Beach Community Services District shall be acceptable for installation by a water user. A list of approved backflow prevention assemblies will be provided upon request to any affected customer. Backflow prevention assemblies shall be installed in a manner prescribed in Section 7603, Title 17. Location of the assemblies shall be as close as practical to the user's connection. The Muir Beach Community Services District shall have the final authority in determining the required location of the backflow prevention assembly.

B. Testing of backflow assemblies shall be conducted only by qualified testers and testing will be the responsibility of the water user. Backflow prevention assemblies must be tested at least annually and immediately after installation, relocation, or repair. More frequent testing may be required if deemed by the Muir Beach Community Services District. No assembly shall be placed back in service unless it is functioning as required. These assemblies shall be serviced, overhauled, or replaced whenever they are found to be defective, and all costs of testing, repair, and maintenance shall be borne by the water user. Approval must be obtained from the Muir Beach Community Services District prior to removing, relocating or replacing a backflow prevention assembly.

Section 7 Administration

The cross-connection control program shall be administered by the District Manager working with a cross-connection control specialist whether on staff or a hired subcontractor. The Muir Beach Community Services District Water System will establish and maintain a list of approved backflow prevention assemblies as well as a list of approved backflow prevention assembly testers. The Muir Beach Community Services District Water System shall conduct necessary surveys of water user premises to evaluate the degree of potential health hazards. The Muir Beach Community Services District Water System shall notify users when an assembly needs to be tested. The notice shall contain the date when the test must be completed and any subsequent actions and fees the District may impose if not completed by the completion date.

Section 8 Records

The Muir Beach Community Services District staff shall maintain records of the locations, tests, maintenance, repairs, and replacements of backflow preventers required pursuant to CCCPH section 3.2.1.

Section 9 Noncompliance

When the Muir Beach Community Services District Water System encounters water uses that represent a clear and immediate hazard to the potable water supply that cannot be immediately abated, the procedure for terminating water service shall be instituted. Conditions of water uses that create a basis for water service termination shall include, but are not limited to, the following:

1. Refusal to install or to test a backflow prevention assembly, or to repair or replace a faulty backflow prevention assembly.
2. Direct or indirect connection between the public water system and a sewer or septic line.
3. Unprotected direct or indirect connection between the public water system and a system or equipment containing contaminants.
4. Unprotected direct or indirect connection between the public water system and an auxiliary water system.

For condition 1, the Muir Beach Community Services District Water System will terminate service to a water user's premises after proper notification has been sent. If no action is taken within the allowed time period, water service shall be terminated.

For conditions 2, 3, or 4, the Muir Beach Community Services District Water System shall take the following steps:

1. Make reasonable efforts to advise the water user of intent to terminate water service;
2. Terminate water service and lock service valve. The water service shall remain inactive until correction of violations has been approved by the Muir Beach Community Services District Water System.

Section 10 Liability

The Muir Beach Community Services District shall not be liable for any injury to persons or damage to property which may result directly or indirectly from the installation, malfunction, testing, or repair of any backflow preventer.

Section 11 Effective Date

Upon approval by the Board of Directors, this ordinance shall be effective immediately.

Section 12 Severability

If any section, subsection, sentence, clause, phrase, portion or part of this ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such section shall not affect the validity of the remaining portions of this ordinance. The Board of Directors hereby declares that it would have passed this ordinance, any section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, clauses, or phrases may be declared invalid or unconstitutional.

PASSED AND ADOPTED this ____ day of _____, 2025 by the following vote of the Board of Directors.

Ayes:

Noes:

Absent:

Board President

Attest:

District Manager