

REGULAR MEETING OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT
COMMUNITY CENTER JANUARY 17, 1990 7:30 P.M.

PRESENT: YAMAMOTO, TEAGUE, SHAFFER, AND PINTO

ABSENT: BENNETT

1. Meeting called to order by Shaffer, Chair at 7:42 P.M.
2. Approval of Agenda
M/S Teague - Yamamoto to approve the agenda as amended. Ayes all.
3. Approval of December 20th meeting minutes.
Shaffer asked the minutes be corrected to omit the last sentence appointing Yamamoto to chair.
M/S Yamamoto - Pinto to approve the minutes as corrected. Ayes all.
4. CHAIR'S REPORT:

A. Shaffer gave Hyde's water project status report as Hyde was unable to be present. Jobs completed:

1. Well # 2 has been cleaned and tested, \$1,500.00
2. Installed a new pump in well # 2 \$7,295.00
3. New electrical service to well # 2 and pump motor protector \$1,980.00
4. Special existing chlorine pump parts, \$116.60
5. Sand removal unit, electrical valve relay for new well pump # 2 emergency generator safety switch \$ 2,330.00
6. Special : Rehabilitate Well # 1 and provide backup chlorine pump \$2,003.10

Total cost to date \$15,388.70...Authorized to date \$15,705.00

Work to be completed, estimate additional cost \$6,525.00

Recommendation: the Board authorize an additional \$6,500.00 for the work to be completed.

5. Ranger Mia Munroe's Report:

Munroe reported on the two good spawning- runs with up to 50 fish, 30 + inches in length salmon. The creeks look good for salmon. April to November it becomes critical for the fish habitat.

She proposed we take a community approach, a sensible plan by all working together; open forum education. The Friends of Redwood Creek being formed. Muir Beach CSD should sit with them, National Park Service, Zen Center, Banducci, Fish & Game Dept. Water rights is main problem. An open discussion of all parties will be scheduled sometime in February.

The recycling center will be under Park Svc. Marin Conservation Corp. will man the area every two weeks, signs to be posted. The money collected will be going to Muir Woods projects.

The work is going well on sewer line project.

Jeff Wagner, Ranger now living in Muir Beach in the ranger's house at 1790 Shoreline Hwy.

The visitors center was dedicated on January 17th.

6. REPORTS:

A. WATER MANAGER

Keane reported all is going well in upgrading the system; back-up system works fine; removal of original well casing has been replaced, the sand removal system flushed out every two days. He is preparing to install back-up pump in lower tank, needs to be hooked up and electrical bills will be lower. The debris left on roadside to be cleaned within next week.

B. COMMUNITY CENTER COMMITTEE

Yamamoto reported in Knox's absence, there will be a dinner served next month before the meeting. They would like more information on the manager's job duties.

C. FIRE DEPARTMENT

Sward reported the fire hydrants are being scraped and cleaned. Reihl reported having had two fire department meetings; practiced two man drills on small truck; cleaned the fire barn; began a big drive to recruit new volunteers, currently have seven active volunteers, 2 new ones acquired this month.

Estimated ending cash balance a/o 10-18 \$5,400.00

She presented a 89/90 Capital Budget Request; a detailed list of equipment to help complete the outfitting of the small truck.

The amount requested from the CSD \$3,270.00... (tools \$1,300 and communication equipment \$1,970.00) No fire calls.

7. DISCUSSION ITEMS:

A. SURCHARGE

Yamamoto reported there will be more information sent to residents with the next months bills. A lot of opposition has been voiced and it does need to be explained. She will draft a letter.

B. CSD Procedures, continued

Yamamoto read a list of additional suggestions of CSD procedures.

8. THE DISTRICT SECRETARY will draw up the CSD agenda, submit it to the Beachcomber before its deadline (about 10 days before the CSD meeting).

9. Develop a "log of concerns" so that year-long planning can take place.

10. Clarify accounting system, so that we understand how much is spent, and on what, as go through the fiscal year. Keep separate files on grants, including ledger sheets.

12. Add "CSD RESOLUTIONS" to CSD PROCEDURES #6 (developing CSD files in the CC office)

COOKIE TIME BREAK took place 9:30 - 9:48 pm.

8. ACTION ITEMS

A. APPROVAL OF BILLS:

Bills submitted and paid Dec. 21-Jan 17, 1990

John Keane, wages 12/24-1/6 29 hrs. @ \$12.00	\$348.00
Medical plan for January	100.00
Hazel Melo, wages	553.84
Pacific Bell, svc to 1/7 Manager's phone	17.87
Signal channel	27.72
svc to 12/19 Coin box, CC center	33.23
Shoreline Disposal, Inc. Comm Center 1-1-3-31	105.30
Wm Caddell, rental fee firebarn for one year	50.00
Marin Co; Revenue, 272 voting specific publications	130.98
No. Marin Water Dist. 2 potable samples tested, Nov.	22.00
2 " " " " Dec.	22.00
J.G. MacPhee Co; 1 qt. PVC Cement	8.37
Bell Industries Co; freight #45-90-404 12?12	32.34
P.G.&.E. svc to 12/14 pump house	328.97
Comm Center	77.55

TOTAL \$1,858.17

The following need Board approval for payment:

Kennedy-Jemks-Chilton, sampling and analytical svcs.	\$549.00
Forster Pump, Inc. remove, inspect, repair #1 well	2,003.10
freight charges for discharge	21.00
progress billing for work completed	2,330.00
Total	\$4,354.10

Hazel Melo, expenses: postage 8.40, photo copies 30.45,
envelopes 8.80, spray paint to mark meter
locations 3.27

50.92

M/S Teague- Yamamoto to pay the bills.

Teague yes, Yamamoto yes, Pinto abstained (conflict of interest)

Motion passed

B. CHANGE IN WATER DEPOSIT CHARGE:

M/S Yamamoto - Teague to charge \$50 deposit from \$20.00 Ayes all.

C. AVAILABILITY OF NEW LOAN:

M/S Yamamoto- Pinto to table this to next meeting. Ayes all.

D. NEW COPIER:

A lengthy discussion followed with final decision to be made at February meeting. M/S Teague- Pinto Ayes all.

E. CSD PROCEDURES:

1. M/S Pinto - Yamamoto the Beachcomber be published on Wednesday before each CSD meeting and include all 6 items listed in December minutes (A-F) Ayes all

2. Increase communications between CSD and community tabled to next meeting.

3. Eliminate oral reports;

M/S Teague - Yamamoto to eliminate the oral reports given by the Manager, MBVFD, Water Committee. Ayes Teague, Yamamoto. Pinto no. Motion passed.

4. DESIGNATE SECRETARY to attend all closed sessions and keep a record of topics discussed and decisions reached at the meeting. (not for public record)

5. DEVELOPE CSD FILES IN CC OFFICE:

M/S Teague - Pinto the CSD files be duplicated and kept in the Community Center files. Ayes all.

6. INVESTIGATE WAYS TO IMPROVE THE OPERATIONS OF OUR CSD.

This will be done.

7. ESTABLISHING A ROTATING CSD CHAIRPERSON:

M/S Teague- Yamamoto we reinstate our previous policy and establish a new chair person every six months. Yamamoto was then appointed to chair the meetings, starting in February. Ayes all.

M/S Teague - Yamamoto the commended Shaffer on his past duties as Chair, a job well done. Ayes all.

F. JUMINITH WHALE MAINTENANCE:

M/S Pinto-Yamamoto to have 2 truck loads of base rock gravel, not to exceed \$450.00, contingent the manager agrees work be done.

Ayes Pinto, Yamamoto. Teague abstained. Motion passed.

G. COMMUNITY CENTER INSURANCE/WAIVER AND ASSUMPTION OF RISK:

The Community Center Committee is reserching the insurance.

H. INVERNESS PUD RE: Special District Augmentation Fund.

Yamamoto will speak to Terry Onorato; this project and report back next meeting.

9. CORRESPONDENCE :

1. Letter from Neil Jon Bloomfield, Attorney for Ken Frankel asking for a water connection at 236 Sunset Way. This will be done when we receive the connection fee, etc.

2. Letter from Mediation Services, Citizens Service office offering their help if we need them to resolve problems.

10. Adjourn

There being no further business,
meeting was adjourned at 11:07 P.M.

Respectfully submitted,

Hazel Melo

Hazel Melo, District Secretary

Steven Shaffer, Chair

The next regular meeting will be held on February 21, 1990
Community Center 19 Seacape Dr. 7:30 P.M.

REGULAR MEETING OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT

COMMUNITY CENTER

FEBRUARY 21, 1990

7:30 P.M.

Present: Yamamoto, Teague, Pinto, Bennett, and Shaffer

Absent: None

1. CALL TO ORDER.

Meeting called to order by Yamamoto, Chair at 7:42 P.M.

2. APPROVAL OF AGENDA

M/S Teague - Shaffer to approve the agenda. Ayes all.

3. APPROVAL OF JANUARY 17th meeting minutes.

M/S Shaffer - Teague to approve the minutes as circulated. Ayes Pinto, Teague, Shaffer. Bennett abstained, due to his not being at the January meeting.

4. CHAIR'S REPORT:

Yamamoto asked the meeting to move along smoothly and quickly. She read the following rules. These rules relate to order and decorum:

1. Speakers may not be interrupted, except by a point of order or by the Chair speaking within her privileges.

2. Speakers must confine themselves to the question immediately before the assembly, and avoid personalities. It is not the person, but the issue, which is being debated.

3. Speakers cannot reflect on any past act of the Board, unless they intend to conclude their remarks with a motion to amend or reconsider such action, or else while debating such a motion.

4. Swearing, yelling, and/or speaking in a disrespectful tone of voice are not allowed.

5. During debate, a vote, or while the Chair is speaking, members of the assembly must refrain from disturbing the assembly by whispering, walking around the room, etc. Individuals should quietly leave the room if they need to confer privately.

6. Speakers should try to refrain from speaking to the same motion more than twice during debate, and should limit their remarks each time to five minutes.

7. There is no limit to the number of times an individual may ask questions or make suggestions.

She doesn't wish to eliminate E-3 (CSD Procedures) all oral reports can be heard. There will be no Chair's report after this meeting written.

5. REPORTS:

A. District Manager

Keane reported on the recycling being under Marin Conservation Corp. and they get the money collected to use on Muir Woods projects.

They will do the trail maintenance. Items will be glass, cans, and newspapers. The miscellaneous garbage is our responsibility and the wood chips must be moved. Discussion on renting a chipper to clear debris the residents have been dumping at the pump house area. Also the missing garbage cans are to be replaced. The Board asked Keane to buy the cans, chain and lock them, (three cans)

Bennett will investigate with Shoreline Disposal for better service at Muir Beach.

Keane asked for help to install the three service connections, as he had never been trained in this line of his job.

Discussion followed on having Sward do the training for a fee, to be settled on after the meeting.

M/S Teague - Pinto we have Sward train Keane as needed and the cost per hour to be agreed upon, after the meeting. Ayes all.

Keane then reported on Juminith Whale. There are some pot holes, didn't see any draining or flooding problems, some water in pot holes. Was asked to fill the pot holes with basic gravel. As to the brush cuttings along Sunset Way, it will be cleaned.

B. COMMUNITY CENTER COMMITTEE. Copier purchase

The Community Center Committee did not make a recommendation on upgrading the present copier, because not all the proposals from the five different companies had been received. One company representative, Christine Eways of Ricoh, brought her proposal to the meeting and asked to talk about it to the directors. After her talk, Marilyn Kriegel of the Community Center Committee said their recommendation will be based on two things; the finances involved, and the value of the copier as a community service. This will be an action item at the March 21st CSD meeting. Also, Bryce Browning announced that the Beachcomber is no longer using the copier, and that the life of the Beachcomber is not dependent on the choice of copier.

Knox reported there will be another work party 9-4pm, date to be posted. Also asked if it is Keane's routine job to check all lights on paths.

C. WATER COMMITTEE:

1. Hyde spoke on the State's program of a new loan. There are 21 items to be answered. Recommendation not to go for the loan.

2. Status of water improvements: the electrical work must be done and suggested as Forester Pump Co. was in a slack period they should be contacted to do the work.

M/S Shaffer - Teague we authorize the funding of \$6,525 and to proceed with electrical work as defined in memo to the Board in December meeting. Ayes all.

D. FIRE DEPARTMENT:

Sward reported on the various items needed by the department to help complete the outfitting of the small truck. Every volunteer has a pager some need replacement or repairs. He will present an amended budget next meeting. They have held three meetings to discuss the Bar-B*Que preparation and practice hose lay and discussed equipment needed.

New Assistant Chief appointed: Bill Parkas. Had two calls, tree down on Hwy 1 and a cliff rescue south of Muir Beach.

6. A Planning Redwood Creek and meeting.

Pinto reported an informational meeting to be rescheduled to March, will post the date on bulletin board.

There was a "water right" discussion; we assume we have it. Hyde and Maiden will investigate, and report back with their findings.

B. CSD PROCEDURES:

1. Yamamoto will amend items going to Beachcomber.

2. HIRING A MINUTES SECRETARY TO WRITE MORE COMPREHENSIVE MINUTES.

Lengthy discussion on currently written minutes not being satisfactory to some residents; also the size of paper should be letter size. She will post a "WANTED" part time MBCSD recording secretary. Approximately 5 hours a month at \$21.00 each.

M/S Pinto - Teague we hire an recording secretary and we try the more comprehensive minutes for a period of three months in which time it will be evaluated. Ayes Pinto, Teague, Bennett. Shaffer abstained. Motion passed.

Coffee BREAK: cookies and coffee was served. 10:35-10-47.

7. Action Items;

A. Approval of Bills.

Bills submitted and paid Jan 18-Feb 20, 1990

John Keane, Medical plan for February	-----	\$100.00
Hazel Melo, wages	-----	553.84
Pacific Bell, svc. to Jan 19 coin box Comm. Center	-----	31.70
" " Feb. 7 signal channel	-----	27.72
Manager's phone	-----	14.30
P.G. & E. svc. to 1-16 pump house	-----	269.60
Comm Center	-----	83.82
J.G. MacPhee, Teflon tape, wire brush, PVC bushings	-----	14.10
Bell Industries, balance due, deferred invoice	-----	3.05
Chase Third Century Leasing, contract pmt. #27	-----	232.02
(includes a late charge of 21.09)		
Hazel Melo, expenses: postage 17.75, photo copies 39.29	-----	57.04
TOTAL *****		\$1,387.19

M/S Bennett-Teague to accept bills reported. Ayes All.

B. HARDSHIP AMENDMENT - SURCHARGE:

Hyde gave a "Hardship" definition. The State Board of Resources quotes 1% of income is just. One can pay either \$15.00 a month or \$180.00 a year. He presented a MBCSD water system monthly service charge comparison by other districts. See attached. More research to be presented next meeting. A "lifeline" decision will be set up next month, a low-income rate will be in the packet.

Pinto will write a notice to be sent out with minutes re: water connection and surcharge. You may qualify for lower rates of surcharge, by responding.

C. INVERNESS PUD RE: SPECIAL DISTRICT AUGMENTATION FUND.

Yamamoto explained why we should support the proposal to develop legislation to equalize contribution to, and allocations from the Special District Augmentation Fund.

A letter is also being sent to Senator Milton Marks urging him to be the author of such bill.

M/S Shaffer - Teague we sign the resolution and send letter to Marks. Ayes all.

8. CORRESPONDENCE:

A. Cost Of Impact Survey.

M/S Teague - Shaffer that Hyde fill out the Impact survey. Ayes Shaffer, Bennett, Teague. Pinto abstained. Motion passed.

B. Shaffer presented a letter from Gerry Pearlman to Board of Directors.

1. Matter of a loan, the present surcharge, the problem of whether it is

legal without a 2/3 majority vote and questions if such thing as a special account can be set up with the County Auditor.(yes but no interest earnings)

2. His other concern is the matter of purchasing another copier. He says leave things as they are.

C. A notice and application from the Safe Drinking Water Bond Law, filing deadline for placement on the priority list form to be filled by Teague.

C. SCHEDULE OF SPECIAL MEETINGS:

1. Evaluation of water Manager to be scheduled for 2/28 at 7:00 P.M. (closed session)

2. Sward asked for a fee of \$20.00 per hour to train Keane..will take approximately 4 hours or so.

3. The Budget 1990-91 will be started in April.

4. Prop M..on next month's meeting agenda.

5. The Water Committee resigned their roll. Teague and Pinto with power to add people as needed.

6 Roads; An open meeting will be scheduled.Committee to include one Board member. Shaffer will oblige.

7. Teague asked for a field check, wants hands on the system as to switches geography, etc. This was scheduled for 3/7 at 4:30 pm.

There being no further business, meeting was adjourned 12:33 A.M.

Respectfully submitted,

Hazel M. Melo
Hazel M. Melo, Dist. Secty.

Judy Yamamoto, Chair

THE NEXT REGULAR MEETING WILL BE HELD ON MARCH 21,1990
Community Center 19 Seacape Drive 7:30 P.M.
Dinner will be served at 6:30 P.M.

MUIR BEACH COMMUNITY SERVICES DISTRICT

2/21/90 P/K

BOX 221 • STAR ROUTE • SAUSALITO, CALIFORNIA • 94965

Judy Yamamoto, Chair Gordon Bennett Erin Pinto
Steven Shaffer Jonathon Teague

AGENDA (Feb 21st REGULAR MEETING)

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF JANUARY 17th MEETING MINUTES
4. CHAIR'S REPORT
5. REPORTS
 - A. DISTRICT MANAGER KEANE
Recycling center, connections, Juminith Whale gravel work
 - B. WATER COMMITTEE
Availability of new loan
 - C. FIRE DEPARTMENT
Capital Budget
 - D. COMMUNITY CENTER COMMITTEE
Insurance waiver, Copier purchase
6. DISCUSSION ITEMS/NEW BUSINESS
 - A. Planning Redwood Creek and planning meeting
 - B. CSD PROCEDURES
- COOKIE BREAK
7. ACTION ITEMS
 - A. APPROVAL OF BILLS
 - B. HARDSHIP AMENDMENT --SURCHARGE
 - C. INVERNESS PUD RE: SPECIAL DISTRICT AUGMENTATION FUND
8. OTHER BUSINESS
 - A. CORRESPONDENCE
 - B. ANNOUNCEMENTS
 - C. SCHEDULE OF SPECIAL MEETINGS
9. ADJOURN

Smith & Hanson
(Swords)
360 Sutton
P. Lee
Santa Rosa
D. Hurdish
Spide (Hurry)





MUIR BEACH COMMUNITY SERVICES DISTRICT

BOX 221 • STAR ROUTE • SAUSALITO, CALIFORNIA • 94965

BOARD OF DIRECTORS

Judy Yamamoto, Chair Jonathan Teague Erin Pinto
Steven Shaffer Gordon Bennett

FINANCIAL REPORT run date 02/01/90

FUND # 105166 MBCSD

Balance a/o 12-27 -----	-\$37,042.12
Current receipts -----	14,770.23
(water revenue \$3,518.23 surcharge \$1,252.00 1 deposit \$20.00 agreement County of Marin/CSD Account # 2102 \$10,000)	
Current transfers, tax monies -----	2,080.96
Current disbursements -----	6,555.72
Balance a/o 1-26 -----	\$47,337.59

FUND # 105168 MBCSD REC.&COM SVC.

Balance a/o 12-27 -----	\$792.10
Current receipts -----	0.00
Current transfers -----	0.00
Current disbursements -----	697.00
Balance a/o 1-26 -----	\$95.10

FUND # 105169 MBCSD Fire Svc.

Balance a/o 12-27 -----	\$653.49
Current receipts -----	0.00
Current transfers -----	0.00
Current disbursements -----	50.00
Balance a/o 1-26 -----	\$603.49

MUIR BEACH COMMUNITY SERVICES DISTRICT MEETING

February 21, 1990

CHAIR'S REPORT

My role: As Chair for the next six months (February - July) my job is to conduct the meetings of the Board, following Robert's Rules of Order, State laws, and previous Board procedures. I will limit my participation in the debate of issues before the Board, since I must impartially represent the assembly. However, I will respond to factual questions. I will vote only when my vote serves to change the outcome.

My two major objectives are to facilitate Board meetings by emphasizing order and decorum, close attention to the agenda, and a helpful attitude toward our District components (Manager, Water Committee, MBVFD, Community Center Committee) and to the public; and to maximize citizen participation.

I begin my term as Chair with great thankfulness for the tremendous amount of work done by Board members, paid staff people, and the volunteer organizations and individuals working with the District. I also encourage all community members to attend CSD meetings and contribute to our deliberations.

Order and Decorum: It is the responsibility of the Chair to enforce the rules, without debate or delay. It is also the right of any member who notices the breaking of a rule to insist upon its enforcing, by calling "Point of order". A point of order is an assertion that a rule is being violated and a request that the rule be enforced by the Chair. To facilitate debate, I am suggesting to the Board that we follow some rules (most of them from Robert's Rules of Order). I urge community members, especially those skilled in group dynamics and organizational development, to attend the 2/21/90 CSD meeting and assist with the development of a framework for debate. These rules relate to order and decorum:

1. Speakers may not be interrupted, except by a point of order or by the Chair speaking within her privileges.
2. Speakers must confine themselves to the question immediately before the assembly, and avoid personalities. It is not the person, but the issue, which is being debated.
3. Speakers cannot reflect on any past act of the Board, unless they intend to conclude their remarks with a motion to amend or reconsider such action, or else while debating such a motion.
4. Swearing, yelling, and/or speaking in a disrespectful tone of voice are not allowed.
5. During debate, a vote, or while the Chair is speaking, members of the assembly must refrain from disturbing the assembly by whispering, walking around the room, etc. Individuals should quietly leave the room if they need to confer privately.
6. Speakers should try to refrain from speaking to the same motion more than twice during debate, and should limit their remarks each time to five minutes.
7. There is no limit to the number of times an individual may ask questions or make suggestions.

Robert, of Robert's Rules of Order said that his rules were written "to assist an assembly to accomplish the work for which it was designed, in the best possible manner. To do this it is necessary to restrain the individual somewhat, as the right of the individual in any community, to do what he pleases, is incompatible with the interests of the whole. Where there is no law, but every man does what is right in his own eyes, there is the least of real liberty."

Special and Closed Meetings: We have a great deal of community business which, except for litigation and the hiring, evaluation and dismissal of personnel, must be deliberated upon and acted upon in public. It will be necessary to set up special meetings, and in fact we have already scheduled the first one with National Park Service Ranger Mia Monroe. That meeting concerns Redwood Creek management planning. At the end of the 2/21/90 CSD meeting, the Board will identify, prioritize, and schedule special meetings, some of which will discuss the budget, manager's job description, Water Committee, Measure M, and roads. Also, a closed meeting to discuss the Hyman lawsuit will be scheduled.

Please Come to our Meetings! They are open, public meetings. A Cookie Break will separate Discussion Items/New Business and Action Items/Old Business. Also, the Community Center Committee will be serving dinners, for a very nominal fee, from 6:30 to 7:30 pm.

Judith Lamonte

Wade Holland, general manager of the Inverness Public Utility District, has requested the MBCSD to join other Marin County special districts in support of a proposal to develop legislation which freezes independent special districts' SDAF contributions and allocations at the same amount (allocations may not be greater than contributions). Wade Holland is also requesting the MBCSD to write a letter to Sen. Milton Marks asking him to be the author of such a bill. This matter will be discussed and voted on at the 2/21/90 CSD meeting. Reprinted here are a Marin County SDAF history and preliminary draft of the legislative proposal, from Wade Holland; the latest letter from Mr. Holland with an update on the proposed legislation; and a brief history of the SDAF, most of which I have condensed from a report entitled "Where the Fund Came From," published by the California Special Districts Association.

Judith Yamamoto

SPECIAL DISTRICT AUGMENTATION FUND - MARIN COUNTY

THE FUND IN MARIN COUNTY

For 1979/80, the Fund's first year in existence, the Marin Board of Supervisors determined that the Fund (then amounting to some \$2.65 million) should be allocated to fire districts, street lighting, and the County Library District, in the ratios 89.2% to fire, 1.5% to street lighting, and 9.3% to the Library. Within the street lighting and fire districts, the allocations were based on a complex formula derived from an analysis of each district's budgetary needs, as developed in John Barrows' office.

For 1980/81, the basic 89.2/1.5/9.3 split between fire, street lighting, and the Library was maintained. However, the allocation within the fire districts of their 89.2% share was changed on the basis of a recommendation received from the fire districts, which had organized as the Fire Districts Association of Marin (FDAM). FDAM's formula was based on the ratio of each district's 5-year average operating budget to the aggregate of the 5-year average operating budgets of all the participating districts.

Unfortunately, due to the press of time and oversight, not all the fire districts were participants in the discussions that created the new formula. Districts that were not aware that a new formula was being devised until after it had been accepted by the Supervisors, and whose 80/81 allocation was reduced by the new formula from what they had received in 79/80, were understandably unhappy.

Although FDAM hastened to insure that all affected fire districts were subsequently included in the organization's deliberations, the FDAM formula remained in effect for three more years (through 1983/84).

For the 1984/85 year, FDAM recommended some modifications to its formula in an attempt to address the concerns of fire districts that continued to object to the original formula. At the same time, the Supervisors were coming under increasing pressure from special districts that were contributing to the Fund but receiving no allocation (which now had grown to \$4.2 million). Accordingly, in 84/85 Flood Control Zone #7 (Santa Venetia) received an allocation for the first time.

This still left five contributing districts that received no allocation and five districts receiving an allocation that was less than their contribution. In November 1984, John Barrows released an analysis of the SDAF. He concluded that the allocation formula had become "very difficult to justify, especially since the only rationale for this situation was a series of funding decisions made in 1978/79 without knowledge that they were establishing a formula for contribution."

Barrows recommended "a policy gradually leading to allocation equal to contribution."

On January 29, 1985, the Board of Supervisors took up Mr. Barrows' recommendations, which by this time had been amplified to include the following:

"...the inequities in the present method of distribution tend to outweigh the values of the Fund... This leads to the conclusion that the Fund itself should be abandoned. The most effective means would be through legislation [emphasis added]. The same effect could be achieved [by allocating] to the districts the amount which they have contributed to the fund."

Barrows' proposal was accepted by the Board, which directed that the new policy (allocation = contribution) be phased in over a five-year period, closing one-

fifth of the difference between each district's contribution and allocation in each of the five years.

The current year, 1989/90, completes the five-year transition period. On October 3, 1989, the Supervisors adopted the current year's allocations, which for the first time gave to each and every participating district an amount equal to its contribution.

WHAT OF THE FUTURE?

Marin County's adoption of the "allocation = contribution" formula is no more than a policy of the current members of the Board of Supervisors. As the composition of the Board changes, as it inevitably will, there is no assurance that new Supervisors will not have a different attitude towards the allocation process. Even now, the Supervisors still have to go through the entire procedure of public and district notification, a public hearing, and a formal allocation motion. Moreover, this allocation does not occur until the fall of the year for which the Fund is being allocated. In other words, it is entirely possible that after nearly one-third of a fiscal year has passed, some districts could discover that the revenue they had budgeted from SDAF was not going to materialize.

It is to remove this element of uncertainty in the annual SDAF allocation process, and to insure that SDAF allocation does not again become an emotionally-charged controversy among Marin special districts, that a proposal has been put forth to fix in State law the "allocation = contribution" formula for Marin County independent special districts.

PRELIMINARY DRAFT OF LEGISLATIVE PROPOSAL

To add subdivision (n) to §98.6 of the Revenue and Taxation code, as follows:

- (n) The governing body of Marin County shall not allocate to any special district, other than a special district governed by the county board of supervisors or whose governing board is the same as the county board of supervisors, an amount that is less than the amount computed for that district pursuant to subdivision (a), except that if the allocation to a special district shall cause the special district to exceed its appropriations limit as determined pursuant to Section 7910 of the Government Code, the governing body of Marin County shall reduce the allocation to that district by an amount equal to the amount that is in excess of the district's appropriations limit.

Explanation

Subdivision (a) of §98.6 sets the method by which each district's contribution to the SDAF is determined. The proposed measure says that your allocation from the Fund cannot be less than your contribution. An exception is provided in the event the allocation would cause a district to exceed its appropriations limit. In such a case, the Supervisors must reduce the allocation, but by no more than is necessary to keep the district within its appropriations limit.

Note on Dependent Special Districts

The proposed measure does not apply to the eight dependent special districts that participate in the Fund (a dependent district is one that is governed directly by the Board of Supervisors). There are two reasons for this:

- (1) The SDAF statute already handles independent and dependent districts differently, in that the contributions from dependent district are still determined annually on the basis of the original contribution formula; the contributions from independent districts were frozen in 1985 at the 1984/85 level (and no longer change from year to year).
- (2) To apply the measure to the dependent districts would infringe on the rights and responsibilities of the Board of Supervisors to exercise fiscal control over the districts they govern directly.

Thus, the measure would not, strictly speaking, affect the dependent districts. However, it could have an indirect effect on them because the aggregate amount available to allocate to dependent districts could not exceed the total of the contributions from the dependent districts.

Inverness Public Utility District

P.O. Box 205 • Inverness, California 94937

☐ Inverness
Water System
(415) 669-1414

☐ Board of Directors
(415) 669-1414

☐ Inverness
Fire Department
(415) 669-7151

February 2, 1990

To: Independent Special Districts, Marin County

Here is an update on the status of the proposed legislation to stabilize our allocations from the Special District Augmentation Fund.

... Plus something important -- but quick and easy -- that you can do to help us get over the next hurdle.

CURRENT STATUS

The proposal (to freeze into State law that each Marin County independent special district must receive from the Fund no less than its "contribution" to the Fund) was included by the Board of Supervisors on January 23 in the County's 1990 Legislative Program.

Twelve districts have gone on record in support of the proposal. One district (Muir Beach CSD) will take it up later this month. The Tamalpais FPD Board decided not to take a position.

The proposal has already started its way through the legislative process in Sacramento, under the watchful eyes of Mark Thiesen of Wagerman Associates, the County's legislative advocates. I am impressed with Mark's handling of the measure and his interest in it. He is doing a great job for us!

At this moment, it is in the hands of the legislative counsel, where it is being put into the form of a bill that can be introduced. We will have a copy of the actual bill sometime this month, because it has to be ready before the March 2 deadline for introduction of legislation.

WHAT YOU CAN DO

We do not yet have a commitment from any legislator to be the author of the bill. Senator Marks (who represents Marin County) has seen the proposal, and is knowledgeable about the SDAF. However, he hasn't decided whether or not he will carry it.

So... it is critically important that we give him some encouragement. A quick letter to his office will be most helpful. Especially if we all write and let him know that stability of funding is vital to us and that the bill has broad support throughout the County, he'll be happy to take it on. Writing is no big deal; in fact, letters that are brief and to the point often have the greatest impact.


Please write -- it needs to be done right away (and send me a blind copy of your letter). His address is as follows:

Senator Milton Marks
Room 5035
State Capitol
Sacramento CA 95814

As soon as we receive the text of the actual bill, I will send a copy to each district.

Give me a call if you have any questions.

Cordially,


Wade B. Holland
General Manager

POST-PROP 13 STATE FUNDING LEGISLATION FOR SPECIAL DISTRICTS

<u>SB 154 (1978)</u> <u>BAILOUT</u>	<u>AB 8 (1979)</u> <u>SPECIAL DISTRICT</u> <u>AUGMENTATION FUND</u>	<u>AB 1849 (1984)</u> <u>FROZE CONTRIBUTIONS</u>	<u>AMOUNT</u> <u>CONTRIBUTED</u>	<u>AMOUNT</u> <u>ALLOCATED</u>
1978-79			-	\$8753.00
	1979-80		\$10,520.00	-
	1980-81		11,321.	-
	1981-82		12,107.	-
	1982-83		13,477.	-
	1983-84		14,631.	-
		1984-85	14,631.	-
		1985-86	14,631.	2926. *
		1986-87	14,631.	5552. *
		1987-88	14,631.	8778. *
		1988-89	14,631.	11,704. *
		1989-90	<u>14,631.</u>	<u>14,630. *</u>
		<u>TOTAL</u>	\$149,842.	\$52,643.

Proposition 13 (1978) cut property taxes (a major source of special district funding) from \$954 million in 1977-78 to \$532 million in 1978-79. Also, besides losing this revenue, special districts were severely limited in their ability to raise property tax rates. Prior to 1978 tax rates were set locally, based on what local agencies needed for their budgets each year.

SB 154 (1978) was a one-year "bailout" measure passed by the State legislature which provided \$878 million in block grants to ensure that special districts' budgets would not fall below 90% of what they would have been had Prop. 13 failed. It replaced the ability of local agencies to set tax rates by allocating revenues from the 1% property tax to all cities, counties, and special districts on a pro rata basis. This rate was determined by the average percentage of property tax revenue each county's local agencies collected in the preceding three years. For example, if a special district generated 10% of the property tax revenue in its county, it received 10% of the shrunken revenues. It also mandated that fire or police districts must receive an amount sufficient to maintain the same level of protection as in 1977-78.

AB 8 (1979) was the first long-term solution to the finance problem. It shifted some of the school districts' property tax revenues to local agencies and replaced the schools' losses with increased subsidies from the State General Fund. It also set up the Special District Augmentation Fund (SDAF), but sent the money to the boards of supervisors, giving them complete discretion in the allocation of the funds. As can be seen in the chart, above, no funds were allocated to Muir Beach between 1979-80 and 1985-86.

AB 1849 (1984) froze "contributions" at their 1983-84 levels. It also sent the special districts' growth in assessed valuation directly to the district instead of into the SDAF.

Contributions are taken out of school district property tax revenues by the county auditor in a confusing procedure called the "AB 8 shift". The contribution goes from school district's share of property tax revenues, to the special district's, and then to the SDAF. Until the amount of the contribution was frozen in 1984 its size was determined by the county auditor, who used a ratio based on the special district's bailout in 1977-78 and the growth in assessed value since then.

Allocations from the SDAF are determined by county boards of supervisors. In 1985-86 the Marin County Board of Supervisors decided to equalize all contributions and allocations by 1989-90. This was done by adding one fifth of the 1983-84 allocation each year, cumulatively, to the frozen 1983-84 figure, from 1985-86 to 1989-90.

*These figures were extrapolated a couple of years ago, therefore are not exact.

MUIR BEACH COMMUNITY CENTER COMMITTEE
MINUTES
2/8/90

PRESENT: Nancy Knox, Maureen Ketchum, Marilyn Kriegel

CORRECTION OF PREVIOUS MINUTES: Minutes approved as read

TREASURER'S REPORT:

- a. Leslie gave Nancy a report with year to date cash flow as of 12/29. Nancy will review disbursement and Income categories as we will discuss this at next meeting.
- b. Balance: 293.02
- c. Railing needs to be paid for. Nancy will transfer money from savings and close savings account.
- d. Persis requested that she be paid as a consultant. Nancy will talk with Leslie about issuing a 1099.

EQUIPMENT & SUPPLIES:

- a. Maureen brought in first aide kits. They are to be placed in the main room, office and childcare rooms.
- b. Maureen is still looking for a dolly.
- c. Nancy is still looking for a pencil sharpener.
- d. We need to have garbage cans moved back from recycling center to Community Center deck.
- e. Nancy will ask Cathy where dolly should be located.
- f. Discussion about whether we should build a shed for garden tools, dolly. We will discuss at next meeting.

COPIER:

- a. Judith is getting competitive bids from Sharp, Xerox, Minolta, Ricoh and Mita.

MAINTENANCE:

- a. Work party 2/4/90: Nancy reported that they filled in propane trench and weeded.
- b. Next work party March 4 9-1. Nancy will put up posters.
- c. Light bulbs have been changed and fixed. Marilyn will check bulbs on path from Sunset and report to CSD.

PROGRAMMING:

- a. Senior Committee: Trish reported that their questionnaire recieved a lot of response from people who wanted to help, but no seniors who want them. Trish is going to put a letter in Beachcomber about county services.
- b. CSD Dinner Nights: Nancy will make dinner in February. Marilyn in March. We will ask for volunteers for April etc. at meeting.
- c. Kids: Leslie reported that the next priority is to refurbish the Child Care Room. She discussed a number of possibilities such as a Sand Castle contest, Talent show, and simply asking the parents who are using the room to contibute money to fix it up. They are also thinking about starting a "reading Time" story hour for kids, and are planning another Easter Egg Party.

- d. Block Grant: Maureen will check with Judith about how the grant was written in the past.
- e. Welcome Wagon: Nancy will check with Jo to see what is happening.

IMPROVEMENTS:

- a. Propane tank is installed and inspected and approved by county.
- b. Stair railings are installed. We discussed extending them to child care room and asked Maureen if that would be an appropriate use of Block Fund monies? She will check.
- c. Trees: Nancy has not spoken to Eric and will.
- d. Heating research: Nancy reported that there is not room under the floor for forced air heat. Other possibility is to hang a heater which is noisy. Nancy will distribute information before next meeting and ask Aaron for follow up on an earlier discussion and to come to the next meeting.

INSURANCE:

- a. SDIA proposal for renters insurance: We will recommend to the CSD that we not get it because we don't rent enough to warrant the expense.

FIRE REPORT:

- a. The saga continues: Maureen has to bring the fixture in to get the right glass. It seems that there are hundreds of different fixtures.

CHARTER:

- a. Postpone discussion to next meeting.

NEXT MEETING: MARCH 8, 1990 9:00 AM

TO: CSD BOARD MEMBERS

JANUARY 17, 1990

FROM: MUIR BEACH VOLUNTEER FIRE DEPARTMENT

SUBJECT: 1989/90 CAPITAL BUDGET REQUEST

ATTACHED PLEASE FIND A DETAILED LIST OF THE EQUIPMENT THE MBVFD IS REQUESTING TO PURCHASE FOR THE SMALL TRUCK AND COMMUNICATION EQUIPMENT REQUIRED FOR NEW RECRUITS. TOTAL EXPENDITURE AMOUNT IS \$3,270. THE CSD CURRENTLY HAS BUDGETED \$3,500 FOR THESE EXPENDITURES.

AS EXPLAINED IN OUR BUDGET REQUEST LETTER DATED JUNE 29, 1989 WE REQUIRE THIS EQUIPMENT TO HELP COMPLETE THE OUTFITTING OF THE SMALL TRUCK. EARLIER THIS YEAR THE MBVFD PURCHASED THE TANK AND PUMP FOR THE SMALL TRUCK, AND THE ATTACHED LIST OF EQUIPMENT IS A PARTIAL LIST OF THE REQUIRED EQUIPMENT. WE WILL NOT REQUEST ANY ADDITIONAL FUNDS FROM THE CSD FOR SMALL TOOLS THIS YEAR.

DURING 1989 THE MBVFD HAD A LARGE TURNOVER OF VOLUNTEERS. OVERALL WE LOST 7 VOLUNTEERS, BUT ALSO GAINED 4 WITH THE POSSIBILITY OF 3 MORE. TOTAL ACTIVE VOLUNTEERS TO DATE IS 9. WE REQUIRE GOOD COMMUNICATION EQUIPMENT TO PROVIDE TO OUR VOLUNTEERS IN ORDER TO ALLOW FOR GOOD RESPONSE TIME AND LIMIT MAINTENANCE EXPENSE.

REQUEST BOARD APPROVAL TO PURCHASE THE ATTACHED LIST OF EQUIPMENT WITH THE UNDERSTANDING THE TOTAL AMOUNT WILL NOT EXCEED \$3,500.

LIST OF TOOLS FOR SMALL TRUCK

RECHARGABLE LANTERN	\$ 95
HARDWARE FOR 110 CHARGING LINE	110
PRY AXE	150
HIGH LIFT JACK	250
BOLT CUTTERS	70
SHOVEL	45
BASIC TOOL BOX	250
EMERGENCY BLANKETS	50
SIGN PAINTER/LOGO & # ON TRUCK	200
CONES	50
POTABLE WATER CONTAINER	30
TOTAL SMALL TOOLS:	\$1,300

LIST OF COMMUNICATION EQUIPMENT

PAGERS (2)	\$1,200
PORTABLE RADIO (1)	770

TOTAL COMMUNICATION EQUIPMENT: \$1,970

TOTAL REQUESTED FROM CSD: \$3,270

TOTAL INCLUDED IN CSD BUDGET: \$3,500

REGULAR MEETING OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT
COMMUNITY CENTER MARCH 21, 1990 7:30 P.M.

Present: Judith Yamamoto, Steven Shaffer, Erin Pinto, Gordon Bennett
and Jonathan Teague

Absent: None

1. CALL TO ORDER

Meeting called to order by Yamamoto, Chair at 7:38 P.M.

2. APPROVAL OF AGENDA

M/S Shaffer - Bennett to approve the Agenda as submitted. Ayes all.

3. Approval of February 21st meeting minutes.

Correction: modify to show the Water Committee has not resigned. (article C-5 under Schedule of Special meetings.) Teague and Pinto to act as liaison as to adding people to the committee.

M/S Teague - Shaffer to accept corrected minutes. Ayes all.

4. ACTION ITEMS / OLD BUSINESS

A. Approval of Bills

Bills submitted and paid Feb. 21 - March 21, 1990

John Keane, wages 2/18-3/3 30 hrs. @ \$12.00	\$370.00
medical plan for March	100.00
Hazel Melo, wages	553.84
Pacific Bell, Svc. to 2/19 Coin Box, Community Center	31.74
" " 3/7 signal channel	27.57
Manager's phone	14.53
James Land, deposit refund	20.00
State Comp. Ins. Fund 1/5/89 to 1/5/90	1,070.40
P.G. & E. Co; Svc to 2/13 pump house	242.12
Comm Center	68.53
Public Employee's Retirement System	40.00
Chase Third Century Leasing, contract pmt. # 28	210.93
P.G. & E. Co; svc to 3/16 pump house	246.25
Comm. Center	57.63

TOTAL \$3,053.54

THE FOLLOWING BILLS NEEDED APPROVAL:

P.G. & E. Co. agreement to install pole riser	\$54.00
McPhails, propane installation, Comm. Center	1001.75
Hazel Melo, expenses - postage 6.50, photo copies 46.50	53.00
Forster Pump & Engineering, Inc. excavate trench for electric power, etc.	2,230.05

TOTAL ** \$3,339.49

Total of all bills \$6,593.03

M/S Teague - Pinto to accept bills as paid. Ayes all.

B. SURCHARGE --HARDSHIP AMENDMENT

Bennett presented the "Hardship" programs of P.G. & E and Pacific Bell. Suggested that Muir Beach simply follow the pattern established by the other utilities; if you qualify with them, you qualify with us. All applicants would re-apply every year, starting October 1990. Please refer to the "pink or lime green" notice sent out as to payment, etc.

C. MINUTES SECRETARY

Brief discussion re; amount of hours needed at \$12.00. Postponed to next meeting, action item.

D. REDWOOD CREEK MEETING

Mia Munroe reported that an agenda is to be written for their meeting scheduled for April 25th. 7:30 - 9:30 P.M. at Community Center. Presented a proposal: Redwood Creek Watershed Information Exchange.

Goals: Educate, inform and start a dialogue in the affected communities. Make available current studies, proposals, plans. Identify future needs for planning, research, education, work. Form a working group for future watershed planning and management. Bring together for informational exchange all decision-makers, landowners and affected parties.

M/S Pinto - Shaffer to have Teague call County Counsel as to what exposure are we getting into and have a meeting with her. Ayes all.

5. REPORTS

A. Recycling Center:

Bennett spoke on his scheduled meeting with Michael Hughes. He was to send a letter to Larry Johnson, President of Shoreline Disposal re: Muir Beach's recycling, garden waste disposal, and garbage service and set up a meeting with him. Bennett will get estimates on renting a chipper or hire 2 men to get rid of all debris, at one time.

B. WATER MANAGER

Keane reported his health has kept him close to home.

Having trouble with his feet and nervous system. Has been checking on the maintenance of system, pumping being run manually. Will start his monthly reports as of April month. The gravel on Juminith Whale and meters installed all to be done by next meeting. The new electrical system takes about 1/2 of the time to run.

C. WATER COMMITTEE:

Hyde reported Forester has completed their job of excavating trench for electric power. P.G. & E. requested \$54.00 to install a pole riser; the schedule for cleaning and inspection of the upper zone water storage tank is on April 16, 17, and 18th. The District will provide continuous water service during this period. If you have questions regarding this project, or if for any reason you experience water service problems during this period, please contact John Keane at 381-1663/388-6261 or Henry Hyde at 388-0362.

D. FIRE DEPARTMENT:

Action Item - Capital Budget request; to use money for tools. M/S Bennett - Teague the CSD appropriate the money requested for tools, and communication equipment. Ayes all. Sward reported they have begun preparations for the 1990 Bar-B-Que: the tickets are now being printed. Obtained \$7,100 from West Marin Emergency Fund, available on July 1, 1990. Money to be used to purchase hose, medical equipment for trucks. Workman's Compensation insurance for volunteers from the county. (free) Leslie Riehl is now working only on the books. Robert Allen the secretary will be Administrator and doing their minutes.

E. COMMUNITY CENTER COMMITTEE: action item, copier upgrading.

It is the committee's recommendation that the copier not be changed at least until the present rental agreement has been completed. At that time the committee will reassess whether to upgrade the copier. Next work party will be April 8th. They will schedule work parties every second Sunday so as not to conflict with the Fire Dept. meetings. The Saturday Bistro will be changed to Sundays 10:00 - 1:00.

COOKIE BREAK (10:05-10:15)

6. DISCUSSION ITEMS / NEW BUSINESS

A. Correspondence

Yamamoto reported all letters should be in the packets. She spoke on her answers to Holland and Marks re: amount of allocations from the Special District Augmentation Fund. Senate bill No. 2369

B. CSD Procedures: Budget update.

Shaffer, Bennett and Teague will start work on a budget plan. Pinto spoke re: Water Committee's resignation, a resolution was never made and the Board should honor the resignation. She will speak to members and fill the vacancies, if any. M/S Bennett - Shaffer the Board resolve old committee and form up a new committee. Ayes all.

C. SCHEDULE OF SPECIAL MEETINGS:

Yamamoto scheduled a budget work shop to be held on April 4th. 7:30 P.M. All residents are welcome. There being no further business, meeting adjourned 11:00 P.M.

Respectfully submitted,

Hazel Melo
Hazel Melo, Dist. Secty.

Judith Yamamoto, Chair

NEXT REGULAR MEETING OF THE CSD WILL BE ON MAY 18, 1990
COMMUNITY CENTER 7:30 P.M.

+++++
NOTICE

On May 9th. a budget workshop, open to all interested residents will be held... Community Center.

6:30 to 7:30 Water Committee
7:30 to 8:30 Fire Department
8:30 to 9:30 Community Center
9:30 on Roads Committee, etc.
(all budgets must be in by May 2nd.)

+++++

REGULAR MEETING OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT
Community Center April 18, 1990 7:30 P.M.

Present: Judith Yamamoto, Steven Shaffer, Gordon Bennett, Erin Pinto,
and Jonathan Teague

Absent: None

1. CALL TO ORDER

The meeting was called to order by Yamamoto, Chair at 7:30 P.M.

2. APPROVAL OF AGENDA

M/S Teague - Shaffer to approve the agenda. Ayes all.

3. APPROVAL OF MARCH 21st MEETING MINUTES

M/S Shaffer - Teague to approve the minutes with corrections of Water Committee offered their resignation, the Board had not acted on it. The Board accepted the Water Committee resignation and appointed Pinto and Teague to form a committee.

In addition to 3/21 minutes the Fire Department will work on a procedures manual, first draft in 3 months, highlights (outline) in 6 weeks. To be published in May CSD packet. Ayes all.

4. ACTION ITEMS/OLD BUSINESS

A. Approval of Bills:

Bills submitted and paid March 22-April 18, 1990

John Keane, Medical plan for April -----	\$100.00
Hazel Melo, wages -----	553.84
Pacific Bell, svc. to 3/19 Coin Box Community Center--	31.58
" " 4/7 Manager's phone -----	14.79
Signal channel -----	27.57
Discover Ofc. Systems, Heater roller kit, cleaner kit--	183.93
(copier at Community Center)	
Chase Third Century Leasing, pmt. # 29, copier-----	210.93
Paradise Pool Svc. 16 gallons CHLOR liquid-----	34.76
Shoreline Disposal, garbage svc. 3 cans x1 Comm.Center	105.30

TOTAL \$1,262.70

THE FOLLOWING BILLS NEED APPROVAL

Hazel Melo, expenses: postage 16.50, photo copies 56.05, reimbursement meter readers(2) and truck rental with driver at \$30.00 each=90.00 and ledger book for bill payments record 9.34 -----	\$171.89
John Kelley, repair work on broken water main, Franks Vly. road, backhoe and dump truck-----	825.20
John Sward, emergency repair on pipe, leak 7 hrs.@25.00-	175.00
Total--	\$1,222.09

M/S Bennett - Shaffer to approve the bills. Ayes all.

B. Minutes Secretary

Yamamoto spoke on the financial amount to be spent; use a Recording Secretary for a trial period of 3 months, to hire on a temporary basis.

M/S Teague - Shaffer we hire a Recording Secretary and have a trial period of 3 months at \$12.00 per hour. Ayes all.

She will record CSD meetings, write minutes of CSD meetings, update monthly budget and distribute monthly packets a day before meetings.

C. SURCHARGE

Bennett reported the Social Security check is not enough to get an exemption of surcharge. A final notice is going out immediately requesting all residents qualifying for hardship must make arrangements with the District Secretary by April 23rd. Disconnects will start on April 24.

C. REDWOOD CREEK MEETING.

Mia Munreo reported we put off the scheduled meeting until 5/23 due to some people unable to attend the 4/25 date. She handed out some background information and is preparing charts as to life cycle of fish, etc.

5. REPORTS

A. DISTRICT MANAGER/HENRY HYDE'S PROPOSAL

Yamamoto reported John Keane has been unable to perform the work and is no longer on our payroll, due to illness. Interim Manager to be Henry Hyde & Associates. He presented an agreement to be signed (approved) by the Board. His proposal is for a six month trial period at a monthly fixed fee of \$500.00. He will work as an independent contractor and not as employee of the CSD. He may employ individuals to assist the basic operation services, support services, emergency and special services upon prior approval by the CSD. and HHA reserves the right to terminate this agreement time for any reason.

Pinto the CSD approve the agreement contract, view for conformation by the Board by 4/21. Ayes all.

Bennett will put an ad in the Independent-Journal for Maintenance Manager (Asst.) the deadline 5/8/90 for cover letter and resume. Interview for Minutes Secretary Tuesday 5/1 at 7:30 P.M. and for Maintenance Mgr.Asst. 5/23.

B. RECYCLING CENTER

Bennett reported the recycling area at the pump house is back in operation and until we have a Water Manager he will continue to manage the area. We can call Marin Conservation Corps when needed to pick up the material glass and metal. Shoreline Disposal will continue to pick up the newspaper. The garbage question is still pending. Wants curb-side pickups for free, since it seems that Shoreline is and has been obligated to provide free of charge one pickup per month which they have not done...he was informed by Shoreline a current contract does not exist.

C. WATER COMMITTEE

Yamamoto spoke re; a letter from Phil Wendt, Chief, Dept. of Water Resources regarding our agency having submitted a conservation loan application for Muir Beach project. On 11-27-89 we were informed that this project was now within the funding range and Phase 11 application package was sent to Gerry Pearlman requesting additional information to be submitted by 3-1-90. They received no response, and calling GP they were informed he would be out of town for three months and no one else was assigned to the project. Our agency may apply for similar future funding Prop 82 and an application will be available within the next few months.

Hyde reported the booster pump is all connected and all tanks are $\frac{1}{2}$ full at present. The major leak on Franks Vly. Rd repaired. He commended Sward for his work on leak. The tank cleaning has been rescheduled to 4/30-5/1.

Appointed members are now Henry Hyde, Julian Knox, Brent and Julie Smith, Aron Collier and Jonthan Teague.

D. FIRE DEPARTMENT

Sward reported having conducted full Sunday drill with volunteers. Is in process of acquiring tools and equipment for the small truck. Getting ready for the Bar-B-Que. Discussed proposed 1990 Capital and operating budget, new procedures manual currently being developed. He presented a procedure outline: 4-17-90 and a drill and call list received 3/12 through 4/16.

E. COMMUNITY CENTER COMMITTEE

Knox reported the tree trimming estimates are staggering; presented a proposed tree cutting priority list.

M/S Teague - Bennett we authorize the expense of \$2000.00 to spend on tree cutting at Community Center. Ayes all.

COOKIE BREAK 9:50-9:58

6. DISCUSSION ITEMS/ NEW BUSINESS

A. Budget - Yamamoto announced at a special CSD budget meeting held on 4/4 was discussed CSD functioning, identified several tasks and set up a schedule for future budget meetings. Our objective is to approve a final budget at the regular 6-20-90 CSD meeting.

B. MEASURE "M". Yamamoto reported she has not received a reply as yet to letter she sent to Alexis McBride, County Counsel.

C. WATER RIGHTS

Teague reported having sent a letter via Telefax to Alexis McBride County Counsel's office with a draft proposal for an informational meeting to be held on April 25th at the Community Center regarding the management of Redwood Creek and the MBCSD's pending application for water rights for our wells. She was not able to attend and the meeting date was changed to 5/23.

D. CSDIA LIGHTS

Letter re: cutting energy use in outdoor lighting by converting incandescent and mercury vapor lamps to high-or-low pressure sodium vapor lamps. No action taken due to we do not have mercury vapor lamps.

F. Sward reported during the leak repair on Franks Vly. road a problem was created. It is on county property and needs proper repair.

7. OTHER BUSINESS

A. CORRESPONDENCE

Letter to residents of Muir Beach from Cesar Augusto Guadamuz, Mayor of the city of San Juan del Sur sending greetings and stating they have not lost confidence in the Sandinistas.

B. CSD PROCEDURES

Yamamoto requested that all mail be addressed to Box 221 (both in and out). Give residents letters to the Beachcomber.

There being no further business, meeting adjourned 10:30 P.M.

Respectfully submitted,

Hazel M. Melo
Hazel Melo, Dist. Secty.

Judith Yamamoto, Clerk

MINUTES

REGULAR MEETING OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT

JUNE 20, 1990

Present: Judith Yamamoto, Chair; Gordon Bennett, Erin Pinto, Steven Shaffer,
Jonathan Teague

1. Call to order

The meeting was called to order by J. Yamamoto, Chair at 7:45 pm.

2. Approval of Agenda:

- a) Item 6. A: remove and schedule a special budget meeting.
- b) *Add:* 5. H: Safety Committee Report
- c) *Change:* 5. A to Water Manager
- d) *Add:* 5. B 3, Redwood Creek: GGNRA Aquatic Resources Management Plan; Marin County Urban Creek Restoration Program.
- e) *Add:* under 3, "new minutes format discussion/packet format discussion."
- f) 6. B. should read "Global Warming Resolution."
- g) E. Pinto made the motion to approve the agenda; J. Teague seconded it. Ayes all.

3. Approval of May 16, June 6 meeting minutes/new minutes format discussion/packet format discussion:

- a) May 16 meeting: S. Shaffer made the motion to approve the minutes. Ayes all.
- b) June 16 budget meeting: *3. B. (1) should read:* "G. Bennett reported that according to our auditor, Mr. Eliapoulous, only general taxes are the monies that fall under the appropriations limit." *3. B. (2) should read:* "It was clarified that the appropriations limit can be voted upon each year, not every four years, if not currently in effect." *C. (3) should read:* "It was decided by consensus to turn off the water of the one user with a past due surcharge and delinquent water bill." G. Bennett made the motion to approve the June 6 budget meeting. Ayes all.

c) New minutes format: It was decided for the purposes of clarification, to place informational additions in brackets.

d) Packet format discussion: (1) In order to eliminate the quantity of paper and information included in the packet it was decided after much discussion that an abbreviated packet will include: the expanded minutes, the agenda with action items noted, the budget summary, and a "table of contents" listing all interoffice memos which will include the date of the correspondence, to and from, and where correspondence can be found in the Community Center office file. The motion also included having a "hot file" (one complete packet including all correspondence and department reports) to be filed in the Community Center office and on both bulletin boards. E. Pinto made the motion to approve the abbreviated packet; S. Shaffer seconded it. Ayes all. (2) J. Teague proposed that community members requesting a full packet would be granted one free of charge. The motion was made to make a trial run of this procedure. S. Shaffer seconded it. Ayes all.

D. Insurance:

(1) Renewal of policy: G. Bennett reported that it is not necessary to carry the boiler and machinery insurance. It is not necessary to insure the Fire Barn except for liability and its contents. The Board agreed by consensus to add \$736 to the budget to insure the fire trucks as "contents" and be covered for "compensation and collision."

(2) Judith announced that the SDRMA resolutions [re: name change (from SDIA to SDRMA) and commitment (required term of membership for district joining SDRMA after 3/1/90)] were sent in.

(3) Re: Firemen's Barbeque Workers Comp. - G. Bennett stated that we did get the insurance but have not received the bill.

(4) Re: SDRMA Safety Workshop: It was decided that depending upon where the workshop is it may not be cost effective to send someone.

(5) Certificate of Insurance for \$10,000 grant - G. Bennett stated that it is being worked on.

(6) Certificate of Insurance for renters, contractors, property owners, employees of CSD - Gordon stated that he will draft a proposal.

(7) It was decided that questions which arise from the hiring of CSD volunteers shall be solved by CSD Procedures.

E. Roads:

(1) S. Shaffer agreed to gravel K. Anderstatter's road by July 15.

(2) After much discussion re: roads and easements, J. Teague noted Robin Collier's statement that the original reason there was a commitment to pave the roads was for fire protection and public safety.

(3) Weed eater: S. Shaffer stated that this tool is too heavy and potentially dangerous to the user, and is not to be rented.

F. Fire Department

(1) It was stated that the Procedures Manual was being worked on.

(2) Question re: unspent funds. S. Shaffer stated that these monies will not automatically roll over to the next year.

(3) After a question from the audience (K. Anderstatter) and some discussion J. Yamamoto stated that the procedures of the Fire Dept. will be stated in the Procedures Manual.

(4) S. Shaffer stated that it is procedure that the Board approve the election of new volunteer fire chief.

G. Community Center Committee

(1) \$100 honorarium to tree expert: G. Bennett made the motion to make the honorarium. J. Teague seconded the motion, S. Shaffer naye, E. Pinto abstain.

(2) J. Yamamoto stated that there have been major changes in bookkeeping, that these changes need to be implemented into policy, and this will be a *discussion item* at the budget meeting.

(3) After question from the audience it was decided to put on hold discussion re: bistro, walkathon, and raising the price of bistro food.

H. Safety Committee:

(1) G. Bennett stated that an electrician came to the Community Center, lights work; Regan has replaced children's room door.

6. Discussion Items/New Business

A. Budget: a special meeting will be scheduled [before next regular meeting].

B. Global Warming Resolution: After some discussion re: J. Teague's resolution, E. Pinto made the motion to adopt the resolution; S. Shaffer seconded. Ayes all. Jonathan was commended for his good work, and it was agreed he would prepare resolution for signatures.

7. Other Business

A. Correspondence:

(1) K. Anderstatter stated that her questions were answered at the meeting and she did not need a written reply to her 5/23/90 letter to the Board.

B. CSD Procedures:

(1) Judith stated that the numbering of CSD resolutions is determined by the date. The Board decided by consensus to change the numbering system to read: year first, month, and number of resolution, i.e., 900620.

(2) Judith requested copies of all resolutions and ordinances, but because that was difficult, it was decided that the Board would keep track of all resolutions and ordinances beginning at this time.

(3) J. Yamamoto suggested attaching corrected memos to the minutes. It was decided this would be an item for further discussion.

(4) Re: CSD Procedures Addition: Item #12 reading: *A summary of the comprehensive water test results (required every year) will be distributed to residents with their water bills.* J. Teague made the motion to approve; G. Bennett seconded. Ayes all.

(5) A question brought up earlier from the audience re: memos and official correspondence was delayed by the Chair to be discussed in Procedures and then forgotten.

C. Announcements:

(1) Special Budget Meeting: July 11, 7:30 pm

(2) Closed Meeting to discuss Hyman/Land litigation: July 11, 6:30 pm

8. Adjournment: The meeting was adjourned by the Chair Yamamoto at 12:00 a.m.

MINUTES

SPECIAL BUDGET MEETING OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT

JULY 11, 1990

Present: Judith Yamamoto, Chair; Gordon Bennett, Erin Pinto, Steven Shaffer,
Absent: Jonathan Teague

1. Call to order

The special budget meeting was called to order by J. Yamamoto, Chair at 7:45 pm.

2. Approval of Agenda:

a) S. Shaffer made the motion to approve the agenda; G. Bennett seconded; ayes all.

3. Agenda

A. New Budget Format:

(1) Re: Titles/Code Identifications - 105166 is Water. 105168 is Rec/Community Center. 105169 is Fire.

(2) #2115 includes Water testing

(3) After much discussion it was clarified that if there arises a need for a new program which is not budgeted for, an account can easily be added at any time to the budget and that the funds can be shifted.

(4) A question from Hazel Melo re: Mr. Eliapoulous' question to her re: why MBCSD is not taking out unemployment insurance from paychecks - after some discussion it was decided not to add it to the budget at this time since the amount was negligible.

(5) S. Shaffer made the motion to approve the amended new format; E. Pinto seconded. Ayes all.

B. Water Quality Testing:

(1) \$750 was added to line #2115 making the total \$1550.

C. Health Insurance - Action Item

(1) G. Bennett stated that after his discussion with Richard Arrow it was clarified that a 5-person minimum is needed to form a sub-group from MB in order to obtain a Health Plan. It was determined that this might be obtained if needed.

(2) A new account number will be added in Water for Medical Insurance. (Amount \$784). Dental is not included.

(3) G. Bennett made a motion to accept the health insurance proposal; S. Shaffer seconded; ayes all.

D. 1990-91 Budget:

(1) Figures were discussed and agreed upon for each account.

a) re: Comm. Center account - some discussion followed re: G. Bennett's proposal to add \$50/mo. for administrative help. It was decided that the final decision should rest with the appropriate committee.

(2) It was decided that the budget would be ratified at the next regular meeting.

(3) The motion was made by S. Shaffer to approve the budget contingent upon the surcharge; G. Bennett seconded; ayes all.

4. Budget Funding

A. Emergency Clean Water Grant: G. Bennett stated that money (\$21,000) received by MBCSD has been accounted for by bills previously submitted by Henry Hyde.

B. Annual Surcharge Review - Discussion Item:

(1) G. Bennett opposed to raising water rates. Feels water bills should pay for water maintenance. Feels that once the rates are raised it becomes difficult to lower them again after the capital improvements are complete. Agrees with special tax or surcharge for specific project. Prefers a tax over other options. Would like to eliminate Measure M.

(2) S. Shaffer does not want to raise water rates. He feels the surcharge is working; it is generating capital. A surcharge or tax generates a measurable amount of income. He is in favor of amending Measure M; in support of Measure N.

(3) J. Yamamoto solicited comments from the audience: a) Robin Collier stated his preference to raising water rates (vs. surcharge) in efforts to combine conservation with a progressive collection if a proposed tax did not pass; although a tax is preferable to a surcharge. b) Gerry Pearlman stated that he would like to see money for capital improvements come out of available money or contingency fund rather than raising taxes or implementing a surcharge.

(4) J. Yamamoto spoke for some people in the community who are unhappy with the surcharge who feel there should be a graduated charge based upon usage, which 1) encourages conservation; 2) allows people on the low water-end use to save money. She stated the Marin Muni Water Dept. does not make a differentiation between capital improvements and operating & maintenance expenses. She stated favor for water rates because 1) little policing from the Board is required; 2) water rates do not require as much work as for example, re-wording Measure N, or amending M.

(5) E. Pinto stated that she is in favor of combining an amended Measure M and a progressive water rate; the elimination of the surcharge.

(6) Discussion of Measure M and N followed re: what to put on the ballot. G. Bennett stated that the timetable for submitting preliminary language for the November ballot is July 26.

(7) S. Shaffer made the motion to approve the budget as is and to continue further discussion re: surcharge. G. Bennett seconded; ayes all.

C. Resolution to Replace Surcharge with Amended Measure "M" (Ballot Measure) - Discussion Item

(1) After discussion re: New Measure "M" it was decided that #2 [page 18 of the packet] would read "...separate habitable structures *as determined by the Assessor's Office*..."

(2) After discussion it was agreed to add to the beginning "...for the purposes and duration *not to exceed 1995* specified in the underlying Resolution..."

(3) It was stated that if the vote is in favor of "N," Measure "M" is rescinded; if the vote is against "N," Measure "M" still remains. It was determined after more discussion with input from the audience that this left too many choices open.

(4) S. Shaffer made the motion to adopt the proposal for Special Tax Measure "N" with the changes and to vote at the next meeting to decide a continuation of the discussion. G. Bennett seconded; ayes all.

5. Other Business

A. Announcements

(1) J. Yamamoto stated that there was a water leak on Tuesday, July 10. Judith reported on events/phone calls re: trees being cut near CSD Seacape Parkway easement. The Discussion followed re: the issue of cutting trees which make a view for one, is eliminating a shield and protection for another. It was agreed that it is important to have a good communication system re: the cutting of trees. S. Shaffer stated that he will call Hathaway Watson.

(2) Gerry Pearlman read a letter from Karla Anderstatter stating that she does not want the CSD to give any money to the bistro, the fire dept, the community center.

B. Adjournment

The meeting was adjourned at 11:00 pm

JULY 18, 1990

Don Carter Committee



MUIR BEACH COMMUNITY SERVICES DISTRICT

BOX 221 • STAR ROUTE • SAUSALITO, CALIFORNIA • 94965

BOARD OF DIRECTORS
Judith Yamamoto, Chair Erin Pinto Steven Shaffer
Jonathan Teague Gordon Bennett
COMPREHENSIVE PACKET

AGENDA

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF JUNE 20th and JULY 11th MEETING MINUTES
4. ACTION ITEMS / OLD BUSINESS
 - A. Approval of bills
 - B. Surcharge Accounting
 - C. 1990-91 Budget Funding - Action Item
 1. Surcharge
 2. Measures "M" and "N"
 3. Increase / Restruction Water Rates
 - D. Budget Ratification

COOKIE BREAK

5. REPORTS

- A. WATER MANAGER
- B. WATER COMMITTEE
- C. RECYCLING
- D. INSURANCE
- E. SAFETY COMMITTEE
- F. ROADS COMMITTEE
- G. M.B.V.F.D.
- H. COMMUNITY CENTER COMMITTEE

6. DISCUSSION ITEMS / NEW BUSINESS

7. OTHER BUSINESS

- A. ELECTION OF CHAIRPERSON FOR 6 - MONTH TERM
- B. CORRESPONDENCE
- C. CSD PROCEDURES
- D. ANNOUNCEMENTS

8. ADJOURN

MINUTES

REGULAR MEETING OF THE MUR BEACH COMMUNITY SERVICES DISTRICT

JUNE 20, 1990

Present: Judith Yamamoto, Chair; Gordon Bennett, Erin Pinto, Steven Shaffer,
Jonathan Teague

1. Call to order

The meeting was called to order by J. Yamamoto, Chair at 7:45 pm.

2. Approval of Agenda:

- a) Item 6. A: remove and schedule a special budget meeting.
- b) *Add:* 5. H: Safety Committee Report
- c) *Change:* 5. A to Water Manager
- d) *Add:* 5. B 3, Redwood Creek: GGNRA Aquatic Resources Management Plan; Marin County Urban Creek Restoration Program.
- e) *Add:* under 3, "new minutes format discussion/packet format discussion."
- f) 6. B. should read "Global Warming Resolution."
- g) E. Pinto made the motion to approve the agenda; J. Teague seconded it. Ayes all.

3. Approval of May 16, June 6 meeting minutes/new minutes format discussion/packet format discussion:

- a) May 16 meeting: S. Shaffer made the motion to approve the minutes. Ayes all.
- b) June 16 budget meeting: *3. B. (1) should read:* "G. Bennett reported that according to our auditor, Mr. Eliapoulous, only general taxes are the monies that fall under the appropriations limit." *3. B. (2) should read:* "It was clarified that the appropriations limit can be voted upon each year, not every four years, if not currently in effect." *C. (3) should read:* "It was decided by consensus to turn off the water of the one user with a past due surcharge and delinquent water bill." G. Bennett made the motion to approve the June 6 budget meeting. Ayes all.
- c) New minutes format: It was decided for the purposes of clarification, to place informational additions in brackets.
- d) Packet format discussion: (1) In order to eliminate the quantity of paper and information included in the packet it was decided after much discussion that an abbreviated packet will include: the expanded minutes, the agenda with action items noted, the budget summary, and a "table of contents" listing all interoffice memos which will include the date of the correspondence, to and from, and where correspondence can be found in the Community Center office file. The motion also included having a "hot file" (one complete packet including all correspondence and department reports) to be filed in the Community Center office and on both bulletin boards. E. Pinto made the motion to approve the abbreviated packet; S. Shaffer seconded it. Ayes all. (2) J. Teague proposed that community members requesting a full packet would be granted one free of charge. The motion was made to make a trial run of this procedure. S. Shaffer seconded it. Ayes all.

4. Action Items/Old Business

A. Approval of Bills:

- (1) Add: Linda Moore, 28 hours @ \$12.00 - total \$336.00
- (2) After discussion re: hydrant repair, Harrington Plastics bill and L. Moore's time, the motion was made by G. Bennett to approve the bills. J. Teague seconded. Ayes all.

B. Surcharge :

- (1) After some discussion it was decided by consensus that the letter written by J. Yamamoto to the one person delinquent with surcharge was fine and should be sent.
- (2) Surcharge annual review: after some discussion it was decided by consensus that it will be a *discussion item* at the special budget meeting and at that meeting it will be decided what its status is.

C. Appropriations Limit: After some discussion and explanation it was decided that the appropriations limit would not be on the agenda at this time.

D. Measure "M": Much discussion followed in attempts to clarify the confusion over this measure. G. Bennett stated that he will propose in the next Budget Meeting an amendment or supersession of "M" that would clarify the language and limit it to the projects listed in the Harris Report. G. Bennett stated that the deadline for getting the measure on the November ballot is July 27.

E. Highway One: After much discussion it was decided that S. Shaffer would not write a letter re: ideas and alternatives for closure of Highway One, following his discussion with Ethlyn Hanson [Marin County Planning Dept.] because 1) there was no official Board position; 2) the letters might not reflect the views of the community. She informed S. Shaffer that the dirt would be removed via Panoramic, not Highway One; she felt our views were premature as EIR is due out in August 1990. It was decided that J. Yamamoto would inform Cal Trans and County Counsel of our correct address. It was announced that there was a public meeting on June 27 at the Stinson Beach Community Center for discussion of the highway closure. J. Yamamoto would request a copy of the minutes from this meeting.

F. Clarification of Administrator's Position: The Board thanked Gerry Pearlman for his efforts as administrator. A resolution was passed stating that the position of administrator is no longer an official position, and has been terminated. S. Shaffer made the motion to adopt this resolution; E. Pinto seconded it. Ayes all.

G. Letter to Giacomini: Changes to J. Yamamoto's draft [re: funding for water system improvement plan] were discussed. Judith stated she would send the letter in a few days.

5. Reports

A. Water Manager

- (1) Memo of agreement for Interim Asst. District Manager:
 - (a) It was agreed that Regan McNeil's official title is "Assistant District Manager."
 - (b) Board agreed by consensus to change the Memorandum of Agreement to read in line 4: *Health insurance coverage for Regan McNeil will be provided in the amount of 50% of the county Kaiser Plan and 50% dental.*
 - (c) Board agreed by consensus to specify who qualifies as a volunteer and is thereby eligible for the Health Insurance Plan.
 - (d) Board agreed by consensus that G. Bennett will revise the health plan for next meeting.

- (e) It was agreed that S. Shaffer will attempt to retrieve tools from former Water Mgr.
- (2) Board agreed by consensus that Hazel can direct Henry Hyde to make decisions about shutting off water for non-payment.
- (3) Discussion re: payment of two bills listed in Henry's report as action items. Motion was made by S. Shaffer to authorize payment; seconded by J. Teague. Ayes all.
- (4) H. Hyde agreed to make copies of water system drawings; and manual of Standard Operating Procedures for the Community Center office files.
- (5) Discussion of the surcharge for the GGNRA and the State will be on agenda for budget meeting.
- (6) H. Hyde will check to see if Horse Corral [State Parks & Rec] meter is running.

B. Water Committee:

- (1) Water quality testing:
 - (a) H. Hyde ascertained that a comprehensive water test has not been done in the last six months.
 - (b) E. Pinto reported re: organic analysis test of the water. Much discussion followed re: obtaining a more comprehensive analysis of water supply. Erin's question is what tests should be done and who should pay for them: The State, CSD or a combination thereof. The Board agreed by consensus that Erin would 1) gather all information necessary; 2) check what needs to be paid for, and who will pay.
- (2) Water Bond Law - loan application: J. Teague reported on the grant and the loan programs designed for conserving water supply. It was determined that MB does not qualify. The Board agreed by consensus to remove this item from the agenda.
- (3) Redwood Creek:
 - (a) J. Teague stated that the initial meeting [the Redwood Creek Watershed Info Exchang] is still in the planning stages.
 - (b) Re: E. Pinto's draft letter to Terri Thomas re: Aquatic Resources Management Plan - E. Pinto made the motion to pass a resolution for the MBCSD to endorse the preparation of a comprehensive management plan for Redwood Creek. J. Teague seconded it. Ayes all.
 - (c) Marin County Urban Creek Restoration Program: J. Teague reported that because we do not have a plan for creek restoration at this point, we are not eligible to apply for grant money. The program is on-going and is a possibility for the future.
- (4) Water Rights: It was stated that there has been no response to the letters written to the State [Water Resources Control Board, 5/19/90], and that the issue will continue to be pursued.

C. Recycling:

- (1) G. Bennett reported that Regan McNeil is following through with recycling duties as put forth in the job description.
- (2) The trash can at the mailboxes has been removed.
- (3) Re: G. Bennett's meeting with Barry at the Pelican Inn re: moving the recycling center - Gordon stated that Barry is not happy about the idea. Gordon stated that a permit and a large fee is required in order to move the center. Barry is interested in trading properties. Item put on hold until budget is finalized.
- (4) The June 5 public hearing [County Garbage Collection Franchise] was postponed to a future date.
- (5) Re: shredder - still in negotiation with Peter Rudnick at Zen Center.
- (6) G. Bennett stated that for the Residents Handbook he will write a one-page sheet re: policies, rates, where Shoreline Recycling Center is, etc.

D. Insurance:

(1) **Renewal of policy:** G. Bennett reported that it is not necessary to carry the boiler and machinery insurance. It is not necessary to insure the Fire Barn except for liability and its contents. The Board agreed by consensus to add \$736 to the budget to insure the fire trucks as "contents" and be covered for "compensation and collision."

(2) Judith announced that the SDRMA resolutions [re: name change (from SDIA to SDRMA) and commitment (required term of membership for district joining SDRMA after 3/1/90)] were sent in.

(3) **Re: Firemen's Barbeque Workers Comp.** - G. Bennett stated that we did get the insurance but have not received the bill.

(4) **Re: SDRMA Safety Workshop:** It was decided that depending upon where the workshop is it may not be cost effective to send someone.

(5) **Certificate of Insurance for \$10,000 grant** - G. Bennett stated that it is being worked on.

(6) **Certificate of Insurance for renters, contractors, property owners, employees of CSD** - Gordon stated that he will draft a proposal.

(7) It was decided that questions which arise from the hiring of CSD volunteers shall be solved by CSD Procedures.

E. Roads:

(1) S. Shaffer agreed to gravel K. Anderstatter's road by July 15.

(2) After much discussion re: roads and easements, J. Teague noted Robin Collier's statement that the original reason there was a commitment to pave the roads was for fire protection and public safety.

(3) **Weed eater:** S. Shaffer stated that this tool is too heavy and potentially dangerous to the user, and is not to be rented.

F. Fire Department

(1) It was stated that the Procedures Manual was being worked on.

(2) **Question re: unspent funds.** S. Shaffer stated that these monies will not automatically roll over to the next year.

(3) After a question from the audience (K. Anderstatter) and some discussion J. Yamamoto stated that the procedures of the Fire Dept. will be stated in the Procedures Manual.

(4) S. Shaffer stated that it is procedure that the Board approve the election of new volunteer fire chief.

G. Community Center Committee

(1) **\$100 honorarium to tree expert:** G. Bennett made the motion to make the honorarium. J. Teague seconded the motion, S. Shaffer naye, E. Pinto abstain.

(2) J. Yamamoto stated that there have been major changes in bookkeeping, that these changes need to be implemented into policy, and this will be a *discussion item* at the budget meeting.

(3) After question from the audience it was decided to put on hold discussion re: bistro, walkathon, and raising the price of bistro food.

H. Safety Committee:

(1) G. Bennett stated that an electrician came to the Community Center, lights work; Regan has replaced children's room door.

6. Discussion Items/New Business

A. Budget: a special meeting will be scheduled [before next regular meeting].

B. Global Warming Resolution: After some discussion re: J. Teague's resolution, E. Pinto made the motion to adopt the resolution; S. Shaffer seconded. Ayes all. Jonathan was commended for his good work, and it was agreed he would prepare resolution for signatures.

7. Other Business

A. Correspondence:

(1) K. Anderstatter stated that her questions were answered at the meeting and she did not need a written reply to her 5/23/90 letter to the Board.

B. CSD Procedures:

(1) Judith stated that the numbering of CSD resolutions is determined by the date. The Board decided by consensus to change the numbering system to read: year first, month, and number of resolution, ie., 900620.

(2) Judith requested copies of all resolutions and ordinances, but because that was difficult, it was decided that the Board would keep track of all resolutions and ordinances beginning at this time.

(3) J. Yamamoto suggested attaching corrected memos to the minutes. It was decided this would be an item for further discussion.

(4) Re: CSD Procedures Addition: Item #12 reading: *A summary of the comprehensive water test results (required every year) will be distributed to residents with their water bills.* J. Teague made the motion to approve; G. Bennett seconded. Ayes all.

(5) A question brought up earlier from the audience re: memos and official correspondence was delayed by the Chair to be discussed in Procedures and then forgotten.

C. Announcements:

(1) Special Budget Meeting: July 11, 7:30 pm

(2) Closed Meeting to discuss Hyman/Land litigation: July 11, 6:30 pm

8. Adjournment: The meeting was adjourned by the Chair Yamamoto at 12:00 a.m.

MINUTES

SPECIAL BUDGET MEETING OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT

JULY 11, 1990

Present: Judith Yamamoto, Chair; Gordon Bennett, Erin Pinto, Steven Shaffer,
Absent: Jonathan Teague

1. Call to order

The special budget meeting was called to order by J. Yamamoto, Chair at 7:45 pm.

2. Approval of Agenda:

a) S. Shaffer made the motion to approve the agenda; G. Bennett seconded; ayes all.

3. Agenda

A. New Budget Format:

(1) Re: Titles/Code Identifications - 105166 is Water. 105168 is Rec/Community Center. 105169 is Fire.

(2) #2115 includes Water testing

(3) After much discussion it was clarified that if there arises a need for a new program which is not budgeted for, an account can easily be added at any time to the budget and that the funds can be shifted.

(4) A question from Hazel Melo re: Mr. Eliapoulous' question to her re: why MBCSD is not taking out unemployment insurance from paychecks - after some discussion it was decided not to add it to the budget at this time since the amount was negligible.

(5) S. Shaffer made the motion to approve the amended new format; E. Pinto seconded. Ayes all.

B. Water Quality Testing:

(1) \$750 was added to line #2115 making the total \$1550.

C. Health Insurance - Action Item

(1) G. Bennett stated that after his discussion with Richard Arrow it was clarified that a 5-person minimum is needed to form a sub-group from MB in order to obtain a Health Plan. It was determined that this might be obtained if needed.

(2) A new account number will be added in Water for Medical Insurance. (Amount \$784). Dental is not included.

(3) G. Bennett made a motion to accept the health insurance proposal; S. Shaffer seconded; ayes all.

D. 1990-91 Budget:

(1) Figures were discussed and agreed upon for each account.

a) re: Comm. Center account - some discussion followed re: G. Bennett's proposal to add \$50/mo. for administrative help. It was decided that the final decision should rest with the appropriate committee.

(2) It was decided that the budget would be ratified at the next regular meeting.

(3) The motion was made by S. Shaffer to approve the budget contingent upon the surcharge; G. Bennett seconded; ayes all.

4. Budget Funding

A. Emergency Clean Water Grant: G. Bennett stated that money (\$21,000) received by MBCSD has been accounted for by bills previously submitted by Henry Hyde.

B. Annual Surcharge Review - Discussion Item:

(1) G. Bennett opposed to raising water rates. Feels water bills should pay for water maintenance. Feels that once the rates are raised it becomes difficult to lower them again after the capital improvements are complete. Agrees with special tax or surcharge for specific project. Prefers a tax over other options. Would like to eliminate Measure M.

(2) S. Shaffer does not want to raise water rates. He feels the surcharge is working; it is generating capital. A surcharge or tax generates a measurable amount of income. He is in favor of amending Measure M; in support of Measure N.

(3) J. Yamamoto solicited comments from the audience: a) Robin Collier stated his preference to raising water rates (vs. surcharge) in efforts to combine conservation with a progressive collection if a proposed tax did not pass; although a tax is preferable to a surcharge. b) Gerry Pearlman stated that he would like to see money for capital improvements come out of available money or contingency fund rather than raising taxes or implementing a surcharge.

(4) J. Yamamoto spoke for some people in the community who are unhappy with the surcharge who feel there should be a graduated charge based upon usage, which 1) encourages conservation; 2) allows people on the low water-end use to save money. She stated the Marin Muni Water Dept. does not make a differentiation between capital improvements and operating & maintenance expenses. She stated favor for water rates because 1) little policing from the Board is required; 2) water rates do not require as much work as for example, re-wording Measure N, or amending M.

(5) E. Pinto stated that she is in favor of combining an amended Measure M and a progressive water rate; the elimination of the surcharge.

(6) Discussion of Measure M and N followed re: what to put on the ballot. G. Bennett stated that the timetable for submitting preliminary language for the November ballot is July 26.

(7) S. Shaffer made the motion to approve the budget as is and to continue further discussion re: surcharge. G. Bennett seconded; ayes all.

C. Resolution to Replace Surcharge with Amended Measure "M" (Ballot Measure) - Discussion Item

(1) After discussion re: New Measure "M" it was decided that #2 [page 18 of the packet] would read "...separate habitable structures *as determined by the Assessor's Office*..."

(2) After discussion it was agreed to add to the beginning "...for the purposes and duration *not to exceed 1995* specified in the underlying Resolution..."

(3) It was stated that if the vote is in favor of "N," Measure "M" is rescinded; if the vote is against "N," Measure "M" still remains. It was determined after more discussion with input from the audience that this left too many choices open.

(4) S. Shaffer made the motion to adopt the proposal for Special Tax Measure "N" with the changes and to vote at the next meeting to decide a continuation of the discussion. G. Bennett seconded; ayes all.

5. Other Business

A. Announcements

(1) J. Yamamoto stated that there was a water leak on Tuesday, July 10. Judith reported on events/phone calls re: trees being cut near CSD Seacape Parkway easement. The Discussion followed re: the issue of cutting trees which make a view for one, is eliminating a shield and protection for another. It was agreed that it is important to have a good communication system re: the cutting of trees. S. Shaffer stated that he will call Hathaway Watson.

(2) Gerry Pearlman read a letter from Karla Anderstatter stating that she does not want the CSD to give any money to the bistro, the fire dept, the community center.

B. Adjournment

The meeting was adjourned at 11:00 pm

Memo to: MBCSD Board
From: Judith Yamamoto

Date: 6/30/90 & 7/12/90
Re: Surcharge Billing

1. GGNRA

I contacted Fran Keane, and she said that she was prepared to pay the surcharge billing for the ranger's house, accepting the "2 for 1" agreement worked out with the Board when G. Bennett was negotiating with her. She requested that Hazel bill her separately for all past due surcharges, as the government will not accept xeroxed copies of bills and she had returned the originals to Hazel with her water payments.

2. State Parks & Rec Horse Corral

Hazel Melo and Regan McNeil will be checking the Horse Corral water meter on Sunday, July 1st, when they read meters. If water is being used and the meter is not working, the situation will be remedied. I will write a letter to State Parks clearing up both matters, payment of the surcharge and billing for water use, after the first of the month.

3. Partial Payment

In talking to Hazel it has come to my attention that one or more residents are not paying their full current surcharge, and/or not making partial payments on past due surcharge balances, as required by the CSD. I have drafted another notice (below) to be sent out to them. I suggest that the District Secretary send this notice out with the water bill and if the resident does not comply, a shutoff notice be sent out immediately after the date filled in on the notice. The date should be set near, but not at, the end of that month's billing; I suggest three weeks into the month (i.e., the 22nd of the month in which the bill is sent out). This allows us to complete the procedure in one month without slopping over into the next month's billing.

4. Water Turnoff for lack of surcharge payment (Shelly Dunnegan House)

David Martin, a tenant in this house, called me on 7/9/90 to say that he'd returned from his honeymoon to find his water turned off (and also the electricity) after paying \$600 in his share of the bills to the downstairs tenant, Constance Coffernan, who proceeded to ignore the bills. The Martins have a four month old baby. I explained that he would have to pay a \$50 fee to reconnect the water, he agreed, and I told Regan to reconnect on 7/10/90. He asked if Board would grant him any reprieve on past due bills, and I said I would ask the Board at the regular 7/18/90 meeting.

* * * * *

MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER SYSTEM SURCHARGE NOTICE

Past due bills for the MBCSD surcharge for water system improvements were due in full by April 9, 1990, unless an application for hardship allowance was submitted by April 9, 1990.

Full payment of current surcharge billing is required each month.

Partial payment is allowed only on arrears. If payment in full of past due balances is difficult, you may arrange with the District Secretary for payment on your past due balance of not less than \$5 per month. This arrangement must be made by _____ and maintained continuously thereafter, until past balances are paid off, or you will be subject to discontinuation of your water service.

The fee for reconnection of water service is \$50.

p. 10

MUIR BEACH BUDGET SUMMARY

	<u>'90</u>	<u>PROPOSED '91</u>	<u>APPROVED 7/11/90</u>
<u>GENERAL AND ADMINISTRATIVE</u>			
EXPENSES: Labor	250	2,160	
Supplies and Maintenance	3,000	8,300	6,300
Total Expenses	3,250	10,460	8,460
INCOME: Taxes	42,873	44,592	
Grants, etc	2,426	2,527	
Total Income	45,299	47,119	
LESS REQ'D BY ROAD/WATER/CDMM/FIRE	<34,582>	<47,214>	<49,798>
NET CHANGE TO CSD GENERAL CONTINGENCY	+7,469	<10,555>	<11,139>
<u>ROADS AND EASEMENTS</u>			
EXPENSES: Labor	0	8,240	
Supplies and Maintenance	1,457	3,457	
Equipment and Building	1,000	0	
Total Expenses	2,457	11,697	
INCOME: Total Income	0	0	
NET REQUIRED FROM G&A TAXES:	2,457	11,697	
<u>WATER</u>			
EXPENSES: Labor	23,800	21,290	22,074
Supplies and Maintenance	39,795	20,545	21,345
Equipment and Building	0	19,000	15,000
Total Expenses	63,595	60,835	58,419
INCOME: Water Sales	44,099	44,000	
NET REQUIRED FROM G&A TAXES:	19,496	16,835	14,419
<u>SURCHARGE ACCOUNT</u>			
EXPENSES: Harris Projects	12,608	41,000	
INCOME: Grants	31,608	10,000	
Surcharge	12,000	26,000	
Total Income	43,608	36,000	
NET CHANGE TO SURCHARGE CDNTINGENCY:	+31,000	<5,000>	
<u>COMMUNITY CENTER</u>			
EXPENSES: Labor	0	1,100	
Supplies and Maintenance	12,539	15,269	
Equipment and Building	1,000	4,600	
Total Expenses	13,539	20,969	
INCOME: Activities	8,900	9,442	7,442
NET REQUIRED FROM G&A TAXES:	4,639	11,527	13,527
<u>FIRE DEPARTMENT</u>			
EXPENSES: Labor	0	600	
Supplies and Maintenance	4,790	8,555	
Equipment and Building	8,394	8,177	11,177
Total Expenses	13,184	17,326	
INCOME: Grants	5,194	10,171	
NET REQUIRED FROM G&A TAXES:	7,990	7,155	10,155
TOTAL CSD EXPENSES	108,633	162,287	
TOTAL CSD INCOME	147,100	146,732	
CSD GENERAL CONTINGENCY ENDING BALANCE	38,524	32,224	21,085
CSD SURCHGE CONTINGENCY ENDING BALANCE	31,000	26,000	
FIRE DEPT SEPARATE CHECKBK EXPENSES	26,030	18,200	
FIRE DEPT SEPARATE CHKBK INCOME	21,287	19,000	
FIRE DEPT SEPARATE CHKBK END BALANCE	11,697	12,497	

MUIR BEACH C.S.D. WATER DEPARTMENT
STATUS REPORT: June, 1990

WATER SYSTEM OPERATION

The water system operation for the month of June, 1990 has been relatively normal. Basic operation services performed during the period include:

1. Daily check of the system and maintain the daily log book.
2. Monthly bacteriological samples (2) - acceptable results.
3. Reported water quality problem at the end of Pacific Way. Flushed hydrant to clean the line.
4. Shut-off of water service for non-payment of past due bills by one customer.
5. Exercised backup well pump (6 days) and upper system booster pump (8 hours).

Water use data for the month of June includes:

- | | |
|------------------------------|--------------------|
| 1. Volume of water produced: | 1,104,800 gallons |
| 2. Average daily use: | 36,800 gallons/day |
| 3. Maximum day use: | 61,200 gallons/day |

SUPPORT ACTIVITIES

Support activities initiated and/or completed during this period include:

1. Completed water system budget for F.Y. 1990-91.
2. Organized the water system files and records.
3. Supervision and training of Reagan McNeil. Activities included assignment of maintenance-cleanup tasks and water system operation training.
4. Obtained monthly bacteriological samples and delivered to North Marin Water District Laboratory for analysis. Results were sent to the County Health Department.
5. Flushing of selected fire hydrants scheduled for monthly line cleaning.

EMERGENCY REPAIRS

Repair of new leak in 4-in. cast iron main in Franks Valley Road. The leak occurred on July 4 about 3 feet from the previous leak in the same section of pipe. The leak was repaired on July 5 with resumption of pumping at 12 noon. Water service was not interrupted during this period.

We will consider replacing this section of pipe in conjunction with the distribution system intertie project in the next couple of months.

SPECIAL SERVICES

No activities to report.

FINANCIAL REPORT

Approximate operation and maintenance expenditures incurred during this period include:

1.	Payment for new ladder for upper storage tank (Forester)	\$3,290
2.	Labor and materials for new electrical service to maintenance shed (Forester)	206
3.	Copies of water system drawings	93
4.	North Marin Water District Laboratory Services	65
5.	Miscellaneous O&M supplies and materials	<u>100</u>
	Approximate O&M Expenditures	\$3,754

Respectfully submitted,



Henry Hyde & Associates
Water System Manager

July 6, 1990

TO: Community Services District
Board of Directors

FROM: Henry Hyde
Water System Manager

RE: July 18 Board Meeting
Agenda Action Items

The following action item is requested for consideration by the CSD Board at the July 18 meeting:

1. Authorization for project to provide a new water production meter, automatic control valve and piping modifications in the Pump House to include removal of obsolete piping, valves and equipment. Estimated Cost: Not-to-exceed \$8,000. This project is included in the FY 90-91 budget.

The purpose of the project is to upgrade the water supply metering and piping system in the Pump House to provide an accurate measurement of water production and to increase system reliability by scheduled replacement of the obsolete piping, valves and the main water line control valve (25 years old).

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Environmental Health Services

COUNTY OF MARIN

Hall of Justice • Civic Center • San Rafael, CA 94903

(415) 499-6907

TO:

FROM: Marin County Environmental Health Services

SUBJECT: EMERGENCY NOTIFICATION PLAN

Health and Safety Code Section 4029 states in part that: "No person shall operate a public water system without an emergency notification plan which has been submitted to and approved by the department. Such emergency notification plan shall provide for immediate notice to the customers of the public water system of any significant rise in the bacterial count of water or other failure to comply with any primary drinking water standard which represents an imminent danger to the health of the water users".

If there are any questions in regards to this requirement please call this office.

District Sanitarian

AMM:cs

JUDY:

THIS WAS SUBMITTED TO THE
HEALTH DEPT. AS REQUIRED.
COMMENTS??

H.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Environmental Health Services

COUNTY OF MARIN

Hall of Justice • Civic Center • San Rafael, CA 94903

(415) 499-6907

WATER QUALITY EMERGENCY NOTIFICATION PLAN

Name of Utility: Muir Beach Community Services District

System & Location Star Route Box 221, Muir Beach, CA 94965

The following persons have been designated to implement the plan upon notification by the Marin County Environmental Health Services that an imminent danger to the health of the water users exists:

Name	Telephone	
	Day	Evening
1. <u>Judith Yamamoto (Board of Directors)</u>	<u>388-4803</u>	
2. <u>Henry Hyde (Water Manager)</u>	<u>388-0362</u>	
3. <u>Hazel Melo (District Secretary)</u>	<u>388-1313</u>	

The implementation of the plan will be carried out with the following Environmental Health Services staff:

1. <u>Arthur M. Marthinsen</u>	<u>Supervisor</u>	<u>415-499-6907</u>
2. <u>Edward J. Stewart</u>	<u>Chief</u>	<u>415-499-6907</u>

NOTIFICATION PLAN

Describe methods or combinations of methods to be used (radio, television, door-to-door, sound truck, etc.) For each section of your plan give an estimate of the time required, necessary personnel, estimated coverage, etc. Use the other side if necessary. (See attached Plan)

Report Prepared by:

Henry Hyde
Henry Hyde, Water System Manager
Signature & title

6-25-90
date

**Muir Beach Community Services District
Water System
Emergency Notification Plan**

Emergency procedures currently in place to immediately notify water customers of any significant water quality problems regarding excessive bacterial counts or chemical constituents in violation of primary drinking water standards include:

1. Notification of customers through the "telephone tree" network established for such purposes. Specific telephone tree persons are notified who in turn notify others on a predetermined list.

Time Required	30 minutes
Personnel	Six (6) current designated
Estimated Coverage	Entire community (150 services)

2. Isolate the problem. Determine as soon as possible the cause and location of the problem. Depending upon the problem, the following steps will be implemented immediately:

- a) Re-sample and analyze the water to confirm the violation.
- b) Advise residents by telephone tree and notices (see attached) delivered to each household (150 total) to boil the water or not use the water (use bottled water or substitute until the emergency is resolved) or conserve water.
- c) Identify the cause and location of the problem by system isolation (e.g. well supply-pumping system, chemical feed system, storage tanks (2), distribution system).

3. Correct the problem.

- a) Repair any identified physical system problem (e.g. leak, cross-connection, contamination source, etc.) as soon as possible.
- b) Increase chlorine dosage if required.
- c) Implement additional physical/chemical treatment if required.
- d) Re-sample and analyze the water to confirm resolution of the problem.
- e) Notify all customers by telephone and notice of the restoration of normal water service.

**Community Services District
Notice of
Water System Emergency**

The District hereby notifies you of a water system emergency that requires you to take one or more of the following temporary actions IMMEDIATELY until further notice:

1. Do not use any water. (Use bottled water or other substitute).
2. Boil all drinking water before use.
3. Conserve water use to the extent possible.

The District is making every effort to identify and correct the problem as soon as possible. The District will notify you by telephone and notice when normal service is restored.

For any questions or information, please leave a message at 381-1663 or contact Henry Hyde at 388-0362.

MUIR BEACH VOLUNTEER FIRE DEPARTMENT

MINUTES, DRILL AND CALL RECORD FOR 6-14-90 THROUGH 7-12-90

MEETINGS:

6-28-90

Executive Meeting

Attending: Farkas, Allen

Discussion: Procedural Manual

7-8-90

Executive Meeting

Attending: Farkas, Allen, F. Smith, Felix

Discussion: Procedural Manual

7-9-90

Attending: Sward, Farkas, Allen, Marshall, Clark, Felix

Discussion: New Procedural Manual

New communications equipment, function, etc.

Recruitment of new members

Correspondence

Grass fire attack, county response, aerial response

Activities: Report on Air Bags in vehicle accidents by Allen

DRILLS:

6-24-90

Unscheduled Drill

Attending: Sward, Farkas, Allen, Clark, Felix, Collier,
F. Smith

Discussion: Fireman's Association

Foam injector for additional explosive protection

Activities: Ladder Drill - entire company

Hose lay engine 680, preconnect at top of Seacape

Hose reel, squad 660

Drills cont.

7-1-90

Night Drill

Attending: Sward, Farkas, Kaufman, Allen, F. Smith, Felix

Discussion: Canceled call on Panoramic, boundary of jurisdiction, cause for cancellation

Activities: Hose lay engine 680, Starbuck
Hose reel squad 660
Air packs

CALLS:

6-15-90 Possible stroke, Pelican Inn

Responding: Allen, Felix, F. Smith, Marshall

Details: County paramedics handled call. Volunteers assisted in removal of victim and traffic control.

6-21-90 Chest pain, Pacific Way

Responding: Farkas, Felix, Sward, Marshall

Details: Volunteers were first on scene. Checked medical history, medication, took vital signs. Turned call over to county paramedics for transportation to hospital.

6-23-90 Grass Fire, Panoramic Highway

Responding: Entire company.

Details: Canceled upon departure from firehouse.

Mark J. Riesenfeld, AICP, Director

NOTICE OF PUBLIC HEARING

REVISIONS TO THE HOUSING ELEMENT OF THE COUNTYWIDE PLAN, AND
NEGATIVE DECLARATION OF ENVIRONMENTAL IMPACT THEREOF


NOTICE IS HEREBY GIVEN that the Marin County Board of Supervisors will hold a public hearing to consider the revised Housing Element of the Countywide Plan. The revised Housing Element updates all the information contained in the Housing Element adopted by the Board of Supervisors in 1984. The revised Housing Element identifies housing needs within unincorporated areas in Marin, and proposes specific programs (including dates of implementation) necessary to address these needs.

NOTICE IS HEREBY FURTHER GIVEN that prior to taking action on the revised Housing Element, the Board of Supervisors will consider adoption of a Negative Declaration of Environmental Impact that has been prepared for the project.

NOTICE IS HEREBY FURTHER GIVEN that the public hearing will be held during the regular meeting of the Marin County Board of Supervisors on Tuesday, July 24, 1990 in the Marin County Board of Supervisors Chambers (Room 322 - Administration Building), Civic Center, San Rafael, California at the hour of 2:30 p.m. Any interested party may appear and be heard at this time.

NOTICE IS HEREBY FURTHER GIVEN that if you challenge in court the revisions to the Housing Element or Negative Declaration of Environmental Impact thereof, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Board of Supervisors at, or prior to, the public hearing (Government Code Section 65009(b)(2)).

Mark J. Riesenfeld
Planning Director


Michael Richardson
Planner

CSD PROCEDURES

1. Print and distribute to residents' mailboxes, 5 days in advance of each CSD meeting, an Agenda/Minutes Packet containing:
 - A. Minutes of the previous CSD meeting
 - B. Agenda for the current CSD meeting
 - C. Current budget summary
 - D. Table of contents listing staff/committee reports, official correspondence, inter-District memos/reports, and community correspondence.
2. Print and distribute to District staff and volunteer committees, MBVFD, a Comprehensive Packet containing:
 - A. Minutes of the previous CSD meeting
 - B. Agenda for the current CSD meeting
 - C. Current budget summary
 - D. Table of contents listing staff/committee reports, official correspondence, inter-District memos/reports, and community correspondence.
 - E. All of the documents listed in the table of contents (2E, above) except for community correspondence
3. Make the Comprehensive Packet available to the public by posting one copy on each bulletin board, placing one copy in the Community Center library, and having 10 copies available at the current meeting. In addition, for a trial period, distribute packets to residents who request them from the District Sec.
4. Eliminate the reading of written reports by the District staff and volunteer committees and MBVFD when those reports have been printed in the packet. Instead, agenda space will be devoted to staff items which require discussion and/or action.
- . Closed sessions: designate the District Secretary to attend closed sessions and keep a record of topics discussed and decisions reached at the meeting. This minutes book is not a public record. The meeting Chairman must contact County Counsel before each closed session and obtain a memo authorizing the closed session pursuant to Government Code Section 54956.9(c). Notice of the closed session must be publicly posted 72 hours in advance.
6. Develop CSD files in the Community Center office, including:
 - A. CSD minutes
 - B. CSD resolutions
 - C. County run sheets
 - D. Inter-district memos
 - E. Staff/committee/MBVFD reports
 - F. Special reports
 - G. Reference/educational materials
 - H. CSD grants
7. Investigate (seminars, libraries, etc.,) ways to improve the operation of our CSD (planning, financial management, personnel policy, community and inter-governmental relations, etc.).
8. Establish a rotating CSD chairmanship.
9. Designate the District Secretary to draw up the CSD agenda.
 - D. Develop a "log of concerns" so that year-long planning can take place.
11. The MBCSD chairperson must be informed before any MBCSD expense over \$500 is incurred. If the expenditure is already included in the current CSD budget, the expenditure can be acted upon at the current meeting.

MINUTES
REGULAR MEETING OF THE MUIR BEACH COMMUNITY SERVICES
DISTRICT

AUGUST 15, 1990

Present: Jonathan Teague, Chair; Gordon Bennett, Erin Pinto, Steven Shaffer, Judith Yamamoto.

1. Call to Order

The meeting was called to order by J. Teague at 7:45 pm.

2. Approval of Agenda

- a) Add to Agenda: 6. D.: Sunset Way speed bumps
- b) Move: 6. A. Community Center Committee Requests to be added to reports, 5. A. Community Center Committee
- c) S. Shaffer motions to approve agenda; E. Pinto seconds; ayes all.

3. Approval of July 18 Meeting Minutes

- a) It was noted that although last month's minutes read under Surcharge Accounting, page 4, (4) "*. . Hazel would contact the tenant and propose the plan to re-connect the water with no charge,*" Hazel did collect \$50.00.
- b) Correction: F. (2) should read: "*. . . duties of the Assistant District Manager.*"
- c) E. Pinto made the motion to approve July 18 Minutes; J. Yamamoto seconds; ayes all.

4. Action Items/Old Business

A. Approval of Bills:

- (1) Discrepancy between minutes (page 6) which stated that the fee for the Marin County Minutes is \$15 while \$33 was submitted as the bill. Judith stated that the fee includes the agenda as well as the minutes and it was agreed that this was fine to subscribe to at the \$33 rate.
- (2) S. Shaffer made the motion to approve the bills; G. Bennett seconded; ayes all.

B. Submittal of Measure "N" ballot language - to be renamed Measure "E".

- (1) J. Teague questioned whether the Measure would provide revenue in a timely fashion, as it would not be received until December 1991. It was confirmed the surcharge would continue until the time Measure E was approved.
- (2) J. Yamamoto suggested putting into the Beachcomber the Special Tax Measure as revised by the County and the Underlying Resolution. She agreed to write an explanatory paragraph on the Appropriations Limit.

(3) S. Shaffer made the motion to adopt Measure E as corrected, and the Underlying Resolution; G. Bennett seconded; ayes all.

(4) J. Teague stated that there is a verification statement for arguments and rebuttals of the Measure which needs to be submitted by August 20. G. Bennett stated that he will write an argument in favor of Measure E.

C. County Accounting Format

(1) G. Bennett stated that the County is changing its system and that Paul Eliopolous said we could have what we wanted (separate funds) but that the system would not go into effect until October. It would basically be the same as shown in the revised budget: one fund for all the departments except for the surcharge.

(2) J. Yamamoto pointed out that in Gordon's letter to P. Eliopoulos (page 16 of August 15 Comprehensive Packet), the amount in fourth paragraph should be \$21,608.

D. Surcharge Accounting

(1) Ntl. Park Service: have not paid surcharge, but will. They have requested separate billing.

(2) State Parks & Rec: waiting for an answer due by September 14.

(3) Hardship Applications: Much discussion followed re: eligibility. S. Shaffer made the motion: Anyone requesting hardship status may be granted same on date of approval of PGE or other qualified agency. The surcharge must be paid from November 1989 to that date, unless special exemption has been granted by the Board. E. Pinto seconded; ayes all except G. Bennett abstained. Judith agreed to write a note to H. Burn-Callender and send her the new resolution.

(4) Discussion followed re: eligibility of G. Pearlman's hardship allowance. Hazel agreed to call Gerry to get his full paperwork.

(5) Surcharge Management: Judith stated that she would like to turn those responsibilities over to J. Teague.

5. Reports

A. Community Center Committee:

(1) Nancy Knox stated that the Committee would like to withdraw its request for \$800 for playground set.

(2) The Committee plans to formulate a Master Plan for Community Center grounds improvement to be presented in October. Nancy requested a statement from the Board which would support the Committee's preparation of this Master Plan; she said that funding will come from fundraising and grants, but that the Board should be aware that it may be asked to cover the Committee's shortfall on non-budgeted items for this budget year. After much discussion re: plans and funding, J. Teague requested a motion. J. Yamamoto began formulating the wording of the motion. Karla Andersdatter called for "point of order" stating that because J. Yamamoto is involved with the CCC and the Board, this represented a conflict of interest. J. Yamamoto stated that as an advisory member of the CCC, she had no conflict of interest.

(3) J. Teague clarified that what the Committee is asking of the Board is an expression of interest for what the Committee is doing and for a

resolution to support the development of a Master Plan; that there is no commitment from the budget and no committing of resources.

(4) S. Shaffer stated that he and the Board are in support of a Master Plan, but that it is not necessary to have a resolution.

(5) E. Pinto made the motion for a resolution to support the development and implementation of a Master Plan for the improvement of the Community Center grounds and related improvements subject to the Board's approval. Karla called for "point of order." The motion was not seconded.

(6) Nancy Knox stated the Committee plans to submit for discussion an additional budget item for Community Center programs. This would be a discussion item for the next meeting.

(7) Nancy stated that \$280 was collected to date from July 1 as rental income.

(8) Community Center Committee Requests:

a. Retention of fundraising revenues- Nancy Knox stated that the Committee would like to have an assurance that when funds are raised they go specifically for the purpose they were raised for. The Committee would also like the money, when not being used, to be collecting interest.

b. CCC Meeting Childcare - A request that the \$50/month [allocated to "salary, recreational and other"] be used to reimburse Committee members for childcare during Committee meetings. G. Bennett feels that the \$500 should be held, to use for other things if the Committee doesn't want to use it for administrative use. He feels attendance at meetings is not administrative. J. Yamamoto and J. Teague felt the attendance of meetings was an appropriate use for the funds. Much discussion followed.

- J. Yamamoto made the motion for the Board to approve the request of the CCC to spend the allocated money for childcare enable CCC members to attend meetings. E. Pinto seconded. Karla Andersdatter called "point of order" because Judith is on CCC. Ayes: Judith, Erin, Jonathan. Nays: Gordon, Steve.

- Discussion followed re: grant-writing and responsibilities and duties of volunteers and how much they can be expected to do and take on.

S. Shaffer stated that the \$600 approved by the Board for administrative purposes was approved specifically to reimburse volunteers for extra work, or grant-writing purposes. Judith stated that it is a primary concern of the Board to develop a good working relationship with the community's volunteers.

c. Omission of Porch Overhangs from final budget- been resolved. The item was not omitted from the budget [budget item #4048]

(9) G. Bennett requested more clarity on the membership of the CCC.

Confusion and disagreement as to who is and who is not a member, who votes, what the term of office is; is the CCC an advisory committee?

Nancy Knox stated that the CCC is revising its Charter, and working on procedures for membership and the Brown Act.

B. Water Manager

- (1) Water Manager not present; submitted report was approved.
- (2) G. Bennett stated that the request for replacement of 3 water meters should be discussion for the next meeting as it is over \$500, and not in the budget.
- (3) Authorization to proceed with the plan and design of first distribution system (Harris Report Project D-2, Highway 1 and Franks Valley Road.) G. Bennett made the motion to pre-approve the authorization; S. Shaffer seconded; ayes all.
- (4) J. Teague clarified the need for water meters to be replaced as necessary. It was agreed that this would be a discussion item for next the meeting.
- (5) The Board approved by consensus to approve the Emergency Back-up Procedures.

C. Recycling

- (1) G. Bennett stated that there was nothing new to report

D. Insurance

- (1) G. Bennett stated that there was nothing new to report

E. Safety Committee

- (1) Nancy Knox reported that a conditional approval of the Fire Inspection indicated that 1) fire extinguishers be re-filled; 2) Scottish Broom be cleared near outside fence [south side of Community Center grounds.]
- (2) John-John stated he will set a date Sept/Oct. to re-fill fire extinguishers.
- (3) It was agreed that Regan would clear Scottish Broom at the direction of S. Shaffer.
- (4) G. Bennett stated that maintenance of the fire extinguishers is the responsibility of the Community Center Committee.

F. Roads Committee

- (1) S. Shaffer stated that Mike Fletcher had joined Committee; Ron Halliwell is a maybe.
- (2) H. Hyde/Hathaway Watson controversy [trees] is on hold. Both have agreed to continue discussions; nothing has happened thus far.
- (3) S. Shaffer stated that the Seacape sign on Nina White's property on corner of Seacape and Highway 1 is not an easement and is not part of the Seacape subdivision; it is private property. CSD requests that community members do not take care of sign which includes weeding, removal of trees, etc. S. Shaffer stated that he is working with Nina and the Roads Committee to develop a proposal and compromise to keep sign.
- (4) Sunset Way speed bumps: S. Shaffer reported that after the sink hole on Sunset was filled there was a good amount of asphalt left over. A resident requested a speed bump be put in which Regan McNeil did. After this was done Steve received three complaints from residents wondering why this had gone in with no approval. Steve had the speed bumps removed, deciding that it was necessary to have the approval of the

offered the sum of \$5,000 on behalf of the District and Land as full settlement of all damages sustained by Dr. Hyman. (Dr. Hyman's current and projected medical expenses are less than that sum.) This offer was never responded to by Dr. Hyman's attorney, and it lapsed. Our attorney is now preparing a Motion for Summary Judgment to be filed with the Court. It will be argued before the Court that the District has no liability for Land's alleged conduct, insofar as (1) assault and battery are not within the course and scope of Land's employment, and (2) in any event, Land was not working for the District on the day the fight took place. It is likely that this Motion will be heard in early September. At this time no trial date has been set. All future inquiries regarding the litigation should be directed to board member Gordon Bennett, who can apprise you of further details."

(2) G. Bennett reported correspondence re: upgrading of fire rating for homeowner's fire insurance. More information is required from Fire Chief and Water Manager. It was approved by consensus that this next step would be taken in filling out the forms.

(3) Letter from Sharon Savage re: speed bumps - will be discussed at next meeting.

B. CSD Procedures:

(1) It was decided that there was no good reason to include job descriptions of employees with CSD Procedures. A motion was made by G. Bennett to take out job descriptions; J. Yamamoto seconded; ayes all.

(2) Judith stated that "Respectively Submitted" needs to be added to the monthly minutes. *Respectfully?*

C. Announcements:

(1) Re: closed employee review meeting - The Board reviewed in part the performance of Henry Hyde and Regan McNeil. Also, the Board reviewed the performance of Linda Moore, Recording Secretary, and by unanimous vote, authorized a one-year contract for her.

(2) J. Teague thanked Nancy Knox for the wonderful dinner, and Judith for delicious dessert.

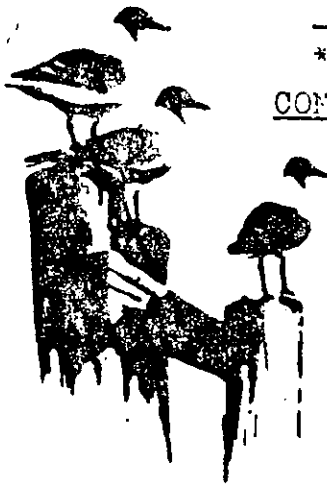
6. **Adjournment:** The meeting was adjourned at 11:15 pm.

Respectively Submitted,



Linda Moore, Recording Secretary

Jonathan Teague, Chair



*****SEPTEMBER 19,1990*****

COMMUNITY CENTER

7:30 P.M.

MUIR BEACH COMMUNITY SERVICES DISTRICT

BOX 221 • STAR ROUTE • SAUSALITO, CALIFORNIA • 94965

BOARD OF DIRECTORS

Jonathan Teague, Chair Steven Shaffer Erin Pinto
Judith Yamamoto Gordon Bennett

COMPREHENSIVE PACKET

AGENDA

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF AUGUST 15th MEETING MINUTES
4. DISCUSSION ITEMS /NEW BUSINESS
 - A. SPEED BUMPS - MARKING EXISTING BUMPS AND MAKING ADDITIONS.
 - B. FIRE DEPARTMENT CHARTER
 - C. COMMUNITY CENTER CHARTER
 - D. CONTINGENCY FUNDS
5. ACTION ITEMS
 - A. APPROVAL OF BILLS
 - B.
 - C.
 - D.

COOKIE BREAK

6. REPORTS

- A. COMMUNITY CENTER
- B. FIRE DEPARTMENT
- C. DISTRICT MANAGER
- D. WATER COMMITTEE

7. OTHER BUSINESS

- A. CORRESPONDENCE
- B. CSD PROCEDURES
- C. ANNOUNCEMENTS
- D. Safe Drinking Water Bond has Priority List
- E.

8. ADJOURN

REGULAR MEETING OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT

September 19, 1990

TABLE OF CONTENTS

<u>AGENDA ITEM</u>	<u>PAGE NUMBER</u>
2. Approval of Agenda	
September 19, 1990 MBCSD Agenda	1
3. Approval of August 15th Meeting Minutes	
Aug. 15 Minutes	3
4B. Fire Department Charter	
MBVFD Operating Procedures / July 1990	9
4D. Contingency Funds	
Memo to CSD from G. Bennet re: Budget Report	16
Letter to CSD from Marin County Administrator re: Property Tax .	
Assessment Charges	17
5A. Approval of Bills	
Bills Submitted and Paid 8/16/90-9/12/90	19
Memo to Hazel and CSD Board from G. Bennet re: Bills Submitted ...	20
Memo to Regan McNeil from G. Bennet re: Categorizing Hours	22
Contract Between County & CSD re: \$10,000 for Harris Plan funding	23
6A. Community Center Committee	
Status Report	27
6B. Fire Department	
Status Report	28
Correspondence Between G. Bennett and MBVFD	30
6C. District Manager	
Status Report	39
7A. Correspondence	
Letter to Shoreline Disposal from G. Bennett re: Collection Service ..	41
Letter from National Park Service re: Mt. Tam Radar	42
7C. Announcements	
SDRMA 1990-91 Insurance Policy	43
Ballot E Wording	44
7D. Safe Drinking Water Bond Law Priority List	
Letter to CSD from Dept. of Health Services re: Priority List	46

MINUTES
REGULAR MEETING OF THE MUIR BEACH COMMUNITY SERVICES
DISTRICT

AUGUST 15, 1990

Present: Jonathan Teague, Chair; Gordon Bennett, Erin Pinto, Steven Shaffer,
Judith Yamamoto.

1. Call to Order

The meeting was called to order by J. Teague at 7:45 pm.

2. Approval of Agenda

- a) Add to Agenda: 6. D.: Sunset Way speed bumps
- b) Move: 6. A. Community Center Committee Requests to be added to reports, 5. A. Community Center Committee
- c) S. Shaffer motions to approve agenda; E. Pinto seconds; ayes all.

3. Approval of July 18 Meeting Minutes

- a) It was noted that although last month's minutes read under Surcharge Accounting, page 4, (4) ". . . Hazel would contact the tenant and propose the plan to re-connect the water with no charge," Hazel did collect \$50.00.
- b) Correction: F. (2) should read: ". . . duties of the Assistant District Manager."
- c) E. Pinto made the motion to approve July 18 Minutes; J. Yamamoto seconds; ayes all.

4. Action Items/Old Business

A. Approval of Bills:

- (1) Discrepancy between minutes (page 6) which stated that the fee for the Marin County Minutes is \$15 while \$33 was submitted as the bill. Judith stated that the fee includes the agenda as well as the minutes and it was agreed that this was fine to subscribe to at the \$33 rate.
- (2) S. Shaffer made the motion to approve the bills; G. Bennett seconded; ayes all.

B. Submittal of Measure "N" ballot language - to be renamed Measure "E".

- (1) J. Teague questioned whether the Measure would provide revenue in a timely fashion, as it would not be received until December 1991. It was confirmed the surcharge would continue until the time Measure E was approved.
- (2) J. Yamamoto suggested putting into the Beachcomber the Special Tax Measure as revised by the County and the Underlying Resolution. She agreed to write an explanatory paragraph on the Appropriations Limit.

(3) S. Shaffer made the motion to adopt Measure E as corrected, and the Underlying Resolution; G. Bennett seconded; ayes all.

(4) J. Teague stated that there is a verification statement for arguments and rebuttals of the Measure which needs to be submitted by August 20. G. Bennett stated that he will write an argument in favor of Measure E.

C. County Accounting Format

(1) G. Bennett stated that the County is changing its system and that Paul Eliopolous said we could have what we wanted (separate funds) but that the system would not go into effect until October. It would basically be the same as shown in the revised budget: one fund for all the departments except for the surcharge.

(2) J. Yamamoto pointed out that in Gordon's letter to P. Eliopoulos (page 16 of August 15 Comprehensive Packet), the amount in fourth paragraph should be \$21,608.

D. Surcharge Accounting

(1) Ntl. Park Service: have not paid surcharge, but will. They have requested separate billing.

(2) State Parks & Rec: waiting for an answer due by September 14.

(3) Hardship Applications: Much discussion followed re: eligibility. S. Shaffer made the motion: Anyone requesting hardship status may be granted same on date of approval of PGE or other qualified agency. The surcharge must be paid from November 1989 to that date, unless special exemption has been granted by the Board. E. Pinto seconded; ayes all except G. Bennett abstained. Judith agreed to write a note to H. Burn-Callender and send her the new resolution.

(4) Discussion followed re: eligibility of G. Pearlman's hardship allowance. Hazel agreed to call Gerry to get his full paperwork.

(5) Surcharge Management: Judith stated that she would like to turn those responsibilities over to J. Teague.

5. Reports

A. Community Center Committee:

(1) Nancy Knox stated that the Committee would like to withdraw its request for \$800 for playground set.

(2) The Committee plans to formulate a Master Plan for Community Center grounds improvement to be presented in October. Nancy requested a statement from the Board which would support the Committee's preparation of this Master Plan; she said that funding will come from fundraising and grants, but that the Board should be aware that it may be asked to cover the Committee's shortfall on non-budgeted items for this budget year. After much discussion re: plans and funding, J. Teague requested a motion. J. Yamamoto began formulating the wording of the motion. Karla Andersdatter called for "point of order" stating that because J. Yamamoto is involved with the CCC and the Board, this represented a conflict of interest. J. Yamamoto stated that as an advisory member of the CCC, she had no conflict of interest.

(3) J. Teague clarified that what the Committee is asking of the Board is an expression of interest for what the Committee is doing and for a

resolution to support the development of a Master Plan; that there is no commitment from the budget and no committing of resources.

(4) S. Shaffer stated that he and the Board are in support of a Master Plan, but that it is not necessary to have a resolution.

(5) E. Pinto made the motion for a resolution to support the development and implementation of a Master Plan for the improvement of the Community Center grounds and related improvements subject to the Board's approval. Karla called for "point of order." The motion was not seconded.

(6) Nancy Knox stated the Committee plans to submit for discussion an additional budget item for Community Center programs. This would be a discussion item for the next meeting.

(7) Nancy stated that \$280 was collected to date from July 1 as rental income.

(8) Community Center Committee Requests:

a. Retention of fundraising revenues- Nancy Knox stated that the Committee would like to have an assurance that when funds are raised they go specifically for the purpose they were raised for. The Committee would also like the money, when not being used, to be collecting interest.

b. CCC Meeting Childcare - A request that the \$50/month [allocated to "salary, recreational and other"] be used to reimburse Committee members for childcare during Committee meetings. G. Bennett feels that the \$500 should be held, to use for other things if the Committee doesn't want to use it for administrative use. He feels attendance at meetings is not administrative. J. Yamamoto and J. Teague felt the attendance of meetings was an appropriate use for the funds. Much discussion followed.

- J. Yamamoto made the motion for the Board to approve the request of the CCC to spend the allocated money for childcare enable CCC members to attend meetings. E. Pinto seconded. Karla Andersdatter called "point of order" because Judith is on CCC. Ayes: Judith, Erin, Jonathan. Nays: Gordon, Steve.

- Discussion followed re: grant-writing and responsibilities and duties of volunteers and how much they can be expected to do and take on.

S. Shaffer stated that the \$600 approved by the Board for administrative purposes was approved specifically to reimburse volunteers for extra work, or grant-writing purposes. Judith stated that it is a primary concern of the Board to develop a good working relationship with the community's volunteers.

c. Omission of Porch Overhangs from final budget- been resolved. The item was not omitted from the budget [budget item #4048]

(9) G. Bennett requested more clarity on the membership of the CCC.

Confusion and disagreement as to who is and who is not a member, who votes, what the term of office is; is the CCC an advisory committee?

Nancy Knox stated that the CCC is revising its Charter, and working on procedures for membership and the Brown Act.

B. Water Manager

- (1) Water Manager not present; submitted report was approved.
- (2) G. Bennett stated that the request for replacement of 3 water meters should be discussion for the next meeting as it is over \$500, and not in the budget.
- (3) Authorization to proceed with the plan and design of first distribution system (Harris Report Project D-2, Highway 1 and Franks Valley Road.) G. Bennett made the motion to pre-approve the authorization; S. Shaffer seconded; ayes all.
- (4) J. Teague clarified the need for water meters to be replaced as necessary. It was agreed that this would be a discussion item for next the meeting.
- (5) The Board approved by consensus to approve the Emergency Back-up Procedures.

C. Recycling

- (1) G. Bennett stated that there was nothing new to report

D. Insurance

- (1) G. Bennett stated that there was nothing new to report

E. Safety Committee

- (1) Nancy Knox reported that a conditional approval of the Fire Inspection indicated that 1) fire extinguishers be re-filled; 2) Scottish Broom be cleared near outside fence [south side of Community Center grounds.]
- (2) John-John stated he will set a date Sept/Oct. to re-fill fire extinguishers.
- (3) It was agreed that Regan would clear Scottish Broom at the direction of S. Shaffer.
- (4) G. Bennett stated that maintenance of the fire extinguishers is the responsibility of the Community Center Committee.

F. Roads Committee

- (1) S. Shaffer stated that Mike Fletcher had joined Committee; Ron Halliwell is a maybe.
- (2) H. Hyde/Hathaway Watson controversy [trees] is on hold. Both have agreed to continue discussions; nothing has happened thus far.
- (3) S. Shaffer stated that the Seacape sign on Nina White's property on corner of Seacape and Highway 1 is not an easement and is not part of the Seacape subdivision; it is private property. CSD requests that community members do not take care of sign which includes weeding, removal of trees, etc. S. Shaffer stated that he is working with Nina and the Roads Committee to develop a proposal and compromise to keep sign.
- (4) Sunset Way speed bumps: S. Shaffer reported that after the sink hole on Sunset was filled there was a good amount of asphalt left over. A resident requested a speed bump be put in which Regan McNeil did. After this was done Steve received three complaints from residents wondering why this had gone in with no approval. Steve had the speed bumps removed, deciding that it was necessary to have the approval of the

Board. It was agreed that this would be a discussion item for the next meeting.

(5) S. Shaffer said that marking speed bumps is one of the Roads Committee's priorities.

(6) J. Yamamoto reported that a pile of old brush needs to be removed on Charlotte's Way. S. Shaffer agreed to have Regan remove, and to go over easements with him.

(7) The weed-eater from John Keene has not been returned. Steve reported that the chain saw had been returned. Judith agreed to call Keene.

(8) Melissa Loui requested speed bumps on Seacape and Starbuck which are County maintained roads. Some discussion followed and it was noted that this would be a discussion item for the next meeting.

G. MBVFD

(1) The Board has not received the Procedures Manual. It will be delivered to Jonathan in the following week.

(2) John-John reported that all firemen are in the process of getting their Class B licenses which means they can drive the fire truck; this is a new law.

H. Water Committee

(1) E. Pinto stated that the Committee has not met; there is nothing to report.

(2) Re: Redwood Creek - J. Teague reported that all the agencies involved decided to have an informal strategy meeting which for now is in abeyance due to 1) time; 2) Mia Munroe has been transferred.

(3) Re: water rights application - J. Teague stated that the decision has been made not to press the application at this time.

(4) Judith reported that an aide from Giacomini's office had called stating that \$10,000 for this year for Harris Plan [water tank replacement] was available. She will continue trying to get a formal answer to CSD request for a long-term commitment from Giacomini.

6. Discussions Items/New Business

B. Ocean Riders of Marin Request: G. Bennett made the motion to approve the request subject to filling out standard hold-harmless agreement. S. Shaffer seconded; ayes all.

C. Muir Beach Telephone Directory Funding: S. Shaffer made the motion to approve the printing costs of the directory not to exceed \$100. E. Pinto seconded; ayes all.

7. Other Business

A. Correspondence:

(1) Re: Hyman suit - G. Bennett stated that with the approval of CSD attorney some of the information about the suit can be made public. Gordon read from the letter: "To: Muir Beach Residents. From: MBCSD. Re: Hyman vs. Land Lawsuit. It is our attorney's opinion that the District has no liability for any damages suffered by Dr. Hyman as a result of the alleged assault and battery by James Land. However, in the interest of a quick resolution of this matter, we recently

offered the sum of \$5,000 on behalf of the District and Land as full settlement of all damages sustained by Dr. Hyman. (Dr. Hyman's current and projected medical expenses are less than that sum.) This offer was never responded to by Dr. Hyman's attorney, and it lapsed. Our attorney is now preparing a Motion for Summary Judgment to be filed with the Court. It will be argued before the Court that the District has no liability for Land's alleged conduct, insofar as (1) assault and battery are not within the course and scope of Land's employment, and (2) in any event, Land was not working for the District on the day the fight took place. It is likely that this Motion will be heard in early September. At this time no trial date has been set. All future inquiries regarding the litigation should be directed to board member Gordon Bennett, who can apprise you of further details."

(2) G. Bennett reported correspondence re: upgrading of fire rating for homeowner's fire insurance. More information is required from Fire Chief and Water Manager. It was approved by consensus that this next step would be taken in filling out the forms.

(3) Letter from Sharon Savage re: speed bumps - will be discussed at next meeting.

B. CSD Procedures:

(1) It was decided that there was no good reason to include job descriptions of employees with CSD Procedures. A motion was made by G. Bennett to take out job descriptions; J. Yamamoto seconded; ayes all.

(2) Judith stated that "Respectively Submitted" needs to be added to the monthly minutes.

C. Announcements:

(1) Re: closed employee review meeting - The Board reviewed in part the performance of Henry Hyde and Regan McNeil. Also, the Board reviewed the performance of Linda Moore, Recording Secretary, and by unanimous vote, authorized a one-year contract for her.

(2) J. Teague thanked Nancy Knox for the wonderful dinner, and Judith for delicious dessert.

6. **Adjournment:** The meeting was adjourned at 11:15 pm.

Respectively Submitted,



Linda Moore, Recording Secretary

Jonathan Teague, Chair



**Muir Beach
Volunteer Fire Department**

MUIR BEACH VOLUNTEER FIRE DEPARTMENT

OPERATING PROCEDURES

JULY 1990

CHIEF: JOHN SWARD

TO ALL VOLUNTEERS:

It is a privilege to be a member of the Muir Beach Volunteer Fire Department. Only a few residents of Muir Beach will ever share the honor of membership. Along with membership comes the prestige of being a Muir Beach firefighter and the respect of the community for your efforts.

Membership carries a heavy responsibility because you, as a firefighter, literally have in your hands the lives and property of the residents and visitors in Muir Beach and the surrounding area.

You belong to an organization that has an excellent reputation and one that the community turns to in emergencies.

You have a responsibility to past and present members of the Fire Department to ensure that the reputation and public confidence that it enjoys is not compromised in any way. Therefore, the following guidelines are set forth that you should understand the ethical implications and responsibilities that you have assumed as a member of the Muir Beach Volunteer Fire Department.

ALL MEMBERS SHALL:

Have the obligation to participate in all drills and department functions, and to respond to all emergencies and incidents.

Know that punctuality is required.

Always be courteous, respectful and discreet in their dealings with the public, fellow members, and other agencies.

Follow the orders of superior officers, incident commanders, and those members performing the duties of a higher rank.

Maintain a professional demeanor while engaged in public, training or emergency situations. There shall be no personal disagreements regarding methods employed or techniques used while in public or at the scene of an emergency. In the event that a member requires assistance, advice or guidance, during an emergency, it shall be given in such a way as not to compromise the management of the incident, care of the patient or embarrass the member of the department.

Understand that disagreements between members shall be remedied at the fire station after leaving the scene of the incident. It shall be mediated by a department officer.

Participate in drills and training exercises with interest and an intent to learn.

Understand that in matters of general conduct, members shall be governed by the ordinary and responsible rules of behavior observed by law-abiding and self-respecting citizens, and shall commit no act tending to bring reproach or discredit upon the Muir Beach Volunteer Fire Department or its members.

Not wear the uniform of the Muir Beach Volunteer Fire Department for any other purpose than department business. It shall not be worn casually in public or in any place of business while off duty.

Not indulge in any intoxicating beverage or substance while in uniform or on duty.

Understand that members must drive and operate department apparatus with due regard for the safety and welfare of the public and other members of the fire department.

Understand that inefficiency or indifference of members in the performance of their duties shall be sufficient cause for disciplinary action.

Understand the wrongful or injurious exercise of authority on the part of any member shall be cause for disciplinary action.

NEW MEMBERS:

All new applicants to the Muir Beach Volunteer Fire Department must be sponsored by a current member.

All new applicants must be at least 18 years of age and have been a resident of Muir Beach or the surrounding jurisdictional area for at least 6 months.

All new applicants will be required to attend drills and meeting for one month with good attendance and punctuality.

After one month, the members of the volunteer fire department will vote in private for the applicants membership. A unanimous vote is required for acceptance to the department.

During the next six months the new member is required to fulfill the following:

1. Move hose and equipment as directed by the fire chief.
2. Drive and operate the apparatus in a safe and appropriate manner.
3. Obtain a class B license.
4. Receive a minimum First Responder Certificate.
5. Maintain an excellent attendance record.

After the six month probationary period, and the completion of the above listed requirements, the applicant is a voting member of the department.

OFFICERS:

The officers of the fire department are to be voted into office by the membership of the fire department. Candidates are to be nominated by a member and voted into office with a basic majority. Officers will maintain the highest level of professionalism and a leadership role. Officers will never abuse the privilege to serve as an officer and will maintain the highest ethical and moral standards. Officers will maintain their rank until termination or resignation.

The chief of the fire department is elected to office as other officers are, with the addition of a majority approval by the Community Service District Board.

DISCIPLINARY ACTION:

Any member of the department may be suspended at any time by the chief for conduct unbecoming to the department.

Any member of the department may be terminated at any time by the chief for reckless use of the fire department equipment or apparatus, or for endangering the lives or property of the public or any member of the department.

Any officer can be removed, suspended or terminated with the unanimous vote of the membership (less officer in question).

Any member can be suspended or terminated with the unanimous vote of the membership (less member in question).

Any member can be suspended or terminated for lack of participation in drill, meetings, calls or other department activities by a unanimous vote of the membership (less member in question).

RESPONSIBILITIES:

1. Medical Emergencies.
2. Vehicle Accidents.
3. Fight Fires.
4. Surf Rescues.
5. Cliff Rescues.
6. Earth Quakes / Natural Disasters.
7. Airplane Accidents.

When our members are the first on scene during an emergency call, communicate with Woodacre first. Give location, observation of incident and any information that may help in determining the type and scale of assistance necessary. It is better to have too much equipment responding than not enough. Other responding departments can always be canceled.

In the event of a medical emergency, members will assume First Responder role when first on scene. Immediately communicate with Woodacre giving location, nature of emergency and any other pertinent information. Members should stabilize patient(s), if appropriate: stop bleeding, give CPR, give oxygen, treat for shock, take pulse, take blood pressure, check neurological signs. The first responder should reassure the patient, check allergic and medical history and get pertinent information about patient (name, address, phone #, people to notify if any). In our area, paramedics will normally respond to medical calls as well. Upon their arrival on scene, the first responder should turn the patient over to the paramedics, giving all information about the patient already taken. Members should remain on scene and assist the paramedics or other authorities as needed.

The first responder should never attempt to move a patient unless a fire or explosive situation is eminent.

TRAINING:

All members must learn all aspects of the safe operations of the firefighting apparatus. Regular attendance to drills and meetings is the only way to gain this practical, hands-on knowledge. A training list in the firehouse will be maintained and updated with the skills acquired by each member.

All members must receive firefighting, cliff and surf rescue training.

All members must receive first aid training, with a minimum of a First Responder Certificate. EMT training is highly encouraged.

Occasionally training classes will be given by other agencies in the county. These classes will be optional but highly encouraged.

JURISDICTION:

Jurisdiction shall be dictated by the Marin County Communications system in Woodacre which defines our response zone as half the distance to Stinson Beach on Highway 1, as far east as Three Corners (Highway 1 @ Panoramic), and Four Corners (Frank Valley Road @ Panoramic) unless requested by the county or other governing agency.

Under no circumstances will any members of the Muir Beach Volunteer Fire Department assume law enforcement duties. It is a members responsibility to report to and request law enforcement through county communications or by telephone.

Members are to respond to Woodacre paged emergencies and to emergencies found through the direct observation of a fire or medical emergency only.

If responding to an apparent emergency, through direct observation rather than a paged call, all members must notify Woodacre as quickly as possible through county communications or by telephone.

If responding as a concerned citizen to an incident, other than described as part of department members responsibilities, under no circumstances should the name Muir Beach Volunteer Fire Department, department equipment or authority as a fire department member be used.

INCIDENT COMMAND:

While responding to a fire or medical call in our area, the highest ranking or most senior member on scene is the incident commander. The incident commander should assess the situation and direct the members of both his and other responding departments. If incident commander chooses, and the situation calls for it, the incident command can be passed on the other authorities or department officers with more knowledge or expertise. Use common sense. In a rapidly escalating fire, county firefighters would be better equipped to direct ours and other departments in a joint effort.

DRIVING REGULATIONS:

All members of the Muir Beach Volunteer Fire Department must have a current California Drivers' License. By the expiration of this license, each member, by California Law, must obtain a Class B license to operate a firefighting vehicle or apparatus.

Always leave the firehouse in a safe manner. Do not endanger the lives of equestrians or horses with careless operation of the firefighting apparatus. This means opening the firehouse door after notifying any equestrians of your upcoming actions, checking carefully for a clear path and no operation of lights or sirens until well clear of the firehouse and stables.

Under no circumstances will a member of the fire department drive any emergency vehicle or firefighting apparatus with a family member, friend or any other non-member.

Always observe all safe driving rules and laws as dictated by the State of California.

EQUIPMENT:

All members shall participate in the regular maintenance and upkeep of all medical and firefighting equipment.

All equipment assigned to individual members is the property of the fire department. All department vehicle placards, communications equipment, turn out gear, files or other materials are the property of the fire department and must be turned in upon termination of membership.

All members shall participate in the regular cleaning and upkeep of the firehouse.

ADMINISTRATION:

The Muir Beach Volunteer Fire Department will maintain records of all meetings, drills, calls and other activities and provide these records to the CSD on a regular basis.

The Muir Beach Volunteer Fire Department will maintain a clear set of books and provide fiscal reports to the CSD on a regular basis.

The Muir Beach Volunteer Fire Department will maintain files containing correspondence and provide copies to the CSD on a regular basis.

To: CSD Board

From: Gordon Bennett

Date: September 10, 1990

Re: Budget Report

As I reported at our last meeting, our Auditor informed us that Marin County was changing its accounting software and would thus be unable to implement our new Budget format until their October 31 computer run (possibly November 30 run). In the meantime, however, we should acknowledge the several adjustments to our Budget.

Per my 7/24/90 letter to our Auditor, our Budget's General Contingency Reserve was projected at \$16,568 at year end. The following adjustments should be made to that figure:

1) At our June 20 Meeting, we approved adding collision insurance for the Fire Trucks at a cost of \$736. This figure was not picked up in my 7/24 letter, and will thus result in a reduction of our reserve.

2) On 8/27, we were informed that the State will not reimburse us for the balance of the Mandated Firefighters Protective Clothing. A figure of \$2,500 was included in our Budget in expectation of this reimbursement, so this will also result in a reduction of our reserve.

3) On 8/24, we were informed that the State is requesting the County to charge us for our prorata cost of collecting property taxes, or \$582. At a 9/12 meeting with the County Administrator, we were informed that he is requesting that only 5/12 th's of this cost be charged this year. If the Supervisors reduce this fee to \$243 (5/12 th's), this will also result in a reduction of our reserve.

Projected Reserve after above adjustments: \$13,089.

Budget Report also includes letter to Hazel re Bills and letter to Regan McNeil re Breakdown of Hours & Expenses



COUNTY OF MARIN
OFFICE OF THE ADMINISTRATOR

THOMAS F. CAMPANELLA
ADMINISTRATOR

MARTIN J. NICHOLS
ASSISTANT ADMINISTRATOR

August 24, 1990

To All Cities, School Districts and Special Districts

SUBJECT: Property Tax Assessment

As you are aware, the State of California, in setting its budget, reduced funding for the counties. Marin County will receive \$3,588,218 less from the State for the current fiscal year. To assuage their conscience, the State authorized the counties to charge the cities, schools, and special districts for the cost of property tax assessment, collection, and distribution.

The counties of the State will be meeting to establish a uniform method to determine the costs of this program. In the interim, we have tentatively established a formula. When the Countywide method is determined, we will compare it to ours, and make any adjustments that are necessary. Attached is our tentative allocation for Fiscal Year 1990-91.

I have asked the Board of Supervisors to act on this issue and others at their meeting of September 18. I have further asked them to authorize me to meet with you to implement this program.

I am aware that you have concluded your budget deliberations and now must face this potential increased cost. I, too, have this problem. By working together, I am convinced we can find a satisfactory method to meet all of our needs without much undue hardship on the other. Your continuing cooperation and patience is truly appreciated.

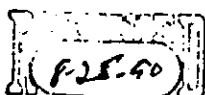
Very truly yours,


THOMAS F. CAMPANELLA
County Administrator

TFC:ma

Attachment

cc: Board of Supervisors



ATTACHMENT A.

ALLOCATION OF PROPERTY TAX ASSESSMENT, COLLECTION AND DISTRIBUTION COSTS

AL AGENCY	1989-90 FY ALLOCATION FACTOR	ANNUAL AGENCY COSTS \$3,348,275
COUNTY LIBRARY TOTAL	0.01243703	41,643
DEPENDENT DISTRICTS (UNDER BOS)		
MURRAY PARK SEWER MAINT	0.00007749	259
SAN QUENTIN VILL SEWER MAINT	0.00004205	141
CSA#1 LOMA VERDE	0.00006988	234
CSA#4 PARADISE CAY		0
CSA#6 SANTA VENETIA	0.00023201	777
CSA#8 STINSON BEACH		0
CSA#9 NORTHBRIDGE	0.00002079	70
CSA#13 LUCAS VALLEY	0.00040036	1,341
CSA#14 HOMESTEAD VAL OPR	0.00018759	628
CSA#16 GREENERAE	0.00013192	442
CSA#17 KENTFIELD	0.00015348	514
CSA#18 GALLINAS VIL	0.00027985	937
CSA#19 FIRE PROT. SERV	0.00167135	5,596
CSA#20 INDIAN VAL	0.00002356	79
MARIN CO HIGHWAY LTNG	0.00082073	2,748
FCZ#1 NOVATO	0.00395134	13,230
FCZ#3 RICHARDSON BAY	0.00253555	8,490
FCZ#4 BEL AIRE	0.00077987	2,611
FCZ#5 STINSON BEACH	0.00006357	213
FCZ#6 SAN RAFAEL MEADOWS	0.00003881	130
FCZ#7 SANTA VENETIA	0.00038693	1,296
FCZ#9 ROSS VALLEY	0.00039238	1,314
BOLINAS HIGHLANDS PRD	0.00001108	37
MONTE CRISTO PRD	0.00000719	24
INVERNESS S-DIV #2	0.00000449	15
MT. VIEW-LAG. PRD	0.00000446	15
PARADISE ESTATES PRD	0.00005458	183
TOTAL DEPENDENTS	0.01234131	41,322
INDEPENDENT DISTRICTS		
OPEN SPACE DIST.	0.01022538	34,237
MARIN-SONOMA MOSQ. ABATMNT	0.00291628	9,765
BAY AREA AIR QUAL MGT	0.00195596	6,549
TRANSIT DISTRICT	0.00543803	18,208
BEL MARIN KEYS CSD	0.00105060	3,518
MARIN CITY CSD	0.00045141	1,511
MARINWOOD CSD ADMIN	0.00226715	7,591
MUIR BEACH CSD	0.00017391	582
TAMALPAIS CSD	0.00115700	3,874
ALTO-RICH BAY FIRE DIST	0.00390744	13,083
BOLINAS FIRE DIST	0.00031747	1,063
KENTFIELD FIRE DIST	0.00389529	13,043
NOVATO FIRE DIST	0.02330181	78,021
LEEPY HOLLOW FIRE DIST	0.00129049	4,321
STINSON BEACH FIRE DIST	0.00051856	1,736



MUIR BEACH COMMUNITY SERVICES DISTRICT

BOX 221 • STAR ROUTE • SAUSALITO, CALIFORNIA • 94965

BOARD OF DIRECTORS

JONATHAN TEAGUE, CHAIR STEVEN SHAFFER ERIN PINTO
JUDITH YAMAMOTO GORDON BENNETT

BILLS SUBMITTED AND PAID AUGUST 16 - SEPTEMBER 12, 1990

James Clark, extra hire 8/17, 8/18 10.5 hrs. @ \$8.00 -----	\$84.00
Hazel Melo, wages -----	553.84
Henry Hyde, wages August per contract -----	500.00
Regan McNeil wages 7 1/4 hrs. @ 12.00 ea. -----	861.00
expenses: routine mileage 212 mi. @ 23¢ -----	48.76
dump fee, tree cuttings -----	10.00
Linda Moore, wages 11 hrs. @ 12.00 ea. -----	132.00
expenses: 2 tapes for recorder -----	17.14
Erin Pinto, reimbursement, purchase of Sony Recorder ---	79.97
M.B. Community Center, reimbursement, check # 696 for a rubber stamp, check # 598 for towels, tissue -----	21.49
Pacific Bell, Manager's phone -----	14.55
Signal Channel -----	26.61
Coin Box, Comm. Center -----	30.84
Chase 3rd. Century Leasing, Pmt. # 32 Copier -----	210.93
P.G. & E. svc. to 8/17 Pump House -----	540.87
Comm. Center -----	75.53
19 Seacape Dr. -----	7.62
Ted Kipping, Payment for honorarium on "trees" ----	100.00
Community Center, reimbursement Bistro expenses paid to Persis Norton for supplies by Chk. 599 -----	100.00
Juana Gonzales, cleaning of Comm. Center August 11 hrs. @ \$10.00 ea. -----	110.00
John Sward, labor and materials for water at 320 Pacific Way and replace broken shovel ----	168.21
Bruce Fletcher, deposit refund -----	20.00
No. Marin Water District, samples tested 2 potable and 2 pH adjusting tested in July -----	40.00
Bell Ind. Plumbing Supply, Hvy. duty wrench, tape --	18.22
Goodman's Bldg. Supply PVC cells, couplings, etc. for water pipe break -----	34.77
Paradise Pool Service, 16 gallons liquid chlorine ---	34.00
Sensus Technologies, Inc. balance from previous invoice Tax 121.88 and transportation fee 79.56 -----	201.44

Bills only up to
9/12 ---more to be added
on final report.

Hazel

To: Hazel and the Board for Discussion

From: Gordon Bennett

Date: 9/10/90

Re: "Bills Submitted and Paid"

I have some suggestions that I believe will help the Board to better use your report for its budget process.

1) You have occasionally put a little handwritten note on your report to indicate that certain of the bills relate to Henry Hyde's activities (i.e. water department). I have found this to be very helpful and wonder if you couldn't do the same for bills in the other departments, so that your list would be organized by department, the same way as our new budget is.

2) Once we can easily see what departments the bills are for, it would be even nicer to know what budget category the bills are going under. All the budget categories have codes that you need to use when you send the county your ARM's 50's. I think it would be helpful if you could include this number at the end of the description you always type up for each bill on your list.

3) Lastly, you usually type up your first list of bills about a week before the Board meeting, then add on to the bottom of the list, those bills that you have gotten just prior to the meeting. It would actually be more useful to the Board if you divided up the bills on a slightly different timetable. If you included in your first list only those bills received by the county by month end, then this first list would all be included on the county run sheets we get. Your second list would then be all bills you would send to the county after the first of the month, up to the time of the meeting. If you change the timing of your two lists like this, it would be easy for the Board to look at the county run sheet information, and simply add your second list of bills to create an up-to-the-minute budget report.

To give you a concrete example of what I'm talking about, I'll take your last "Bills Submitted and Paid July 19 - August 8, 1990" and recast it with my suggested format. Please excuse my ignorance as to which Department or budget account, or timing on some of these bills (my ignorance is a good example of why I'm suggesting these changes). You usually add your second list on the same page under your first list, which is fine; my typewriter needs more space, so I put the two lists on two separate sheets. Either way is OK, just as long as the two lists are clearly separated as per the county run sheet.

If you have any comments or questions about this, give me a call...otherwise, I'll see you at the next meeting.....Gordon

BILLS SUBMITTED AND PAID JULY 19 - JULY 31, 1990

ADMIN: SDRMA insurance 90/91 #2059-----\$10,469.00

Judith Yamamoto, pymt for seminar on 8/17 #2049-----65.00

subscribe cnty agenda, minutes #2049-----33.00

ADMIN TOTAL: \$10,567.00

ROADS: Forester Pump, repair road base #2094-----1,375.48

Goodmans Bld. concrete mix, shovel #2094-----162.36

McPhails, bld matl #2094-----100.41

Martin Bros, 6 yds crushed rock #2094-----172.13

Jacksons Hdwrwe, 1 gal oil, file for saw #2094-----21.91

ROADS TOTAL: \$1,832.29

WATER: James Clark, extra hire 32 3/4 hrs @ \$8 #1004-----\$262.00

Hazel Melo, wages #1003-----553.84

Henry Hyde, wages July 1-31 per contract #1005-----500.00

reimburse office supply, maps #2133-----53.39

Forster Pump, emerg repair old pump house #2077-----354.55

Sensus Technology, prepay chg prdctn meter #4197-----1,950.00

Paradise Pool, 16 gal chlorine #2115-----34.00

PG&E svc to 7/19 pump house #2535-----547.77

seacape pump #2535-----10.29

WATER TOTAL: \$4,265.84

COM CNTR: Pac Bell to 7/19 coin box #2534-----30.97

PG&E to 7/19 #2535-----75.77

CCC, 5 bales hay for childrens Big Wheel safety #2369 31.61

Chase 3rd Cent Leasing, pmt 31 #2137-----210.93

'90 county prop tax pymt 0 #2137-----46.65

COM CNTR TOTAL: \$395.93

FIRE, \$0, SRCHG, \$0 ALL DEPTS TOTAL: \$17,061.06

BILLS SUBMITTED AND PAID AUGUST 1 - AUGUST 15, 1990

ADMIN Linda Moore Record Secretary July 15 hrs @ \$12 #1003-----\$180.00

WATER Regan McNeil, wages 7/8 to 8/4 87 hrs @ \$12 #1028-----1,044.00

routine mileage 275 mi @ 23 #2479-----63.25

reimburse generator repair, gas #2077-----219.81

Bell Industries, pipe fittings #2077-----226.03

Hazel Melo, postage #2130-----15.65

photo copies, envelopes #2133-----16.27

reimburse meter readers #1004-----90.00

WATER TOTAL: \$1,675.01

CDM CNTR Coffee Carafe for kitchen #2366-----18.59

ROADS: \$0; FIRE: \$0; SRCHG: \$0

ALL DEPT TOTAL: \$1,873.60

TOTAL JULY 19-31: \$17,061.06

TOTAL ALL BILLS JULY 19-AUG 15: \$18,934.66

To: Regan McNeil

From: Gordon Bennett

Date: September 10, 1990

Re: Categorizing Your Hours and Expenses

As I'm sure you're aware, you have a number of different "bosses":

Henry for Water_Dept duties;

Steve for Roads_and_Easements;

Nancy and myself for Community_Center maintenance, recycling and repair.

One of my other jobs is to try to keep track of our Budget and to make sure that expenses go into the right place. So, what I need from you is a breakdown of your hours and expenses into the three above cost centers. It doesn't need to be exact to the minute, but as accurately as you are able to estimate would be helpful.

Starting with the very next time you turn in your hours and expenses to Hazel for payment, would you please break them down into these three categories: Water, Roads or Community Center.

Also, I need from you your best guess as to this same breakdown of your hours and expenses on your previous bills back to July 1. Sorry about asking you to go 2 1/2 months backwards...your best guess on the past will be fine. The breakdown on each of your current bills from now on should be easier, and will be helpful for us to understand our budget.

p.s. As I indicated when we spoke last Wednesday, I have a number of small repair/construction projects for you to handle in the Community Center (porch overhangs, childcare handrail, enclose mezzanine as office). You should continue to give priority to Henry, Steve, and Nancy for their projects, but when you have some time and want more work, please see me.

Thanks,

Gordon

AGREEMENT

THIS AGREEMENT, made and entered into this 10th day of _____, 1990, by and between the COUNTY OF MARIN, a political subdivision of the State of California, hereinafter referred to as "County", and MUIR BEACH COMMUNITY SERVICES DISTRICT, hereinafter referred to as "Contractor".

WITNESSETH:

In consideration of the mutual promises and covenants hereinafter contained, the parties hereto do hereby agree as follows:

1. Contractor shall, in a satisfactory and proper manner, as determined by County, supply all necessary facilities, supplies and staff required for satisfactory performance of, and shall perform those certain services described and set forth in the Program Description attached hereto as Exhibit A and made a part hereof. Said program shall be available to any resident of Marin County who is eligible under the standards specified in Exhibit A.

2. The parties hereto agree that this Agreement shall not be construed as creating an employment or agency relationship, but that Contractor is an independent contractor. In this connection, all personnel staffing the programs enumerated herein shall be employees of Contractor or its delegate agencies. It is understood and agreed that County shall have no direct control of or responsibility for employees of Contractor or its delegate agencies.

3. In consideration of Contractor operation of the aforesaid services, County agrees to pay Contractor or its delegated fiscal agent the sum of not to exceed \$10,000, said sum to be payable, on demand, as follows, subject to timely receipt of required reports and compliance with insurance requirements as hereinafter provided:

Within 10 days of execution of Agreement \$10,000

4. Contractor shall expend the funds in accordance with the Program Budget attached hereto as Exhibit B and made a part hereof and shall submit to County quarterly financial reports showing expenditures of the funds payable hereunder on behalf of the various programs. Contractor shall render a final accounting not later than July 15, 1991. Should Contractor's expenditure of County funds hereunder be less than the amount payable hereunder, Contractor shall return the difference to County not later than August 1, 1991.

5. Contractor agrees that the amount specified in paragraph 3 above shall be reduced by the amount of any funds not specified in Exhibit B received by Contractor from any governmental body or public or private organization, including the United Way, when such funds are provided for the purpose of supporting the identical program and level of service described in the attached Exhibit A. Contractor further agrees that it shall promptly report the receipt of any such funds to County.

6. Contractor shall maintain, on a current basis, complete program and financial records and accounts, to assure proper accounting of the expenditure of funds and the performance of services pertaining to this Agreement. Contractor shall retain said records for three years after the expiration or termination of this Agreement unless permission to destroy them is granted in writing by County.

7. Should County wish to do so, it may undertake an independent audit and/or evaluation of Contractor's records and accounts of expenditures and program activities at its own expense, and Contractor agrees to furnish all items necessary in County's discretion to complete said audit and/or evaluation, subject to restrictions on confidentiality as may be required by law. Said audit and/or evaluation may include, but shall not be limited to, the expenditure or receipt of program funds, program quality, the number and service characteristics of Contractor's clientele, and the relationship of Contractor's services to services provided by other agencies in the community.

8. None of the services described in Exhibit A shall be subcontracted nor shall any interest in this Agreement be assigned by Contractor without the prior written consent of County.

9. Contractor shall not discriminate against anyone employed in the performance of this Agreement, or against any applicant for employment because of sex, race, creed, color, age, national origin, or handicapping condition. This requirement shall apply to, but not be limited to, the following: employment, upgrading demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship.

10. Contractor shall, in the performance of this Agreement, comply with all applicable laws, ordinances, regulations and codes of the Federal, State and local governments.

11. None of the funds, materials, property or services contributed by County or Contractor under this Agreement shall be used in the performance of this Agreement for any partisan political activity, to further the election or defeat of any candidate for public office, or for any religious worship, instruction or proselytization.

12. Contractor shall indemnify, defend and hold harmless the County of Marin, its officers, agents, and employees, from any and all claims, liabilities or causes of action, including contractual claims for injuries or death to persons, or damage to persons or property, arising out of or in connection with the organization, promotion or operation of any program funded pursuant to this Agreement. In this connection, Contractor agrees to maintain public liability insurance with limits of \$100,000 per person and \$300,000 per accident for bodily injury, and \$25,000 for property damage, naming the County of Marin and its officers and employees as additional insureds during the term of this Agreement. Prior to payment of any and all claims under this Agreement, Contractor shall provide County with evidence of said insurance by filing with County and keeping up to date a certificate by the insurer to the effect that the insurance required by this Agreement is extended in favor of "the County of Marin, its officers, agents, and employees". Said certificate shall further state the insurance policy number, the effective dates (both commencement and expiration) of the policy, the kinds and levels of insurance provided, and that the policy provides that notice of cancellation, termination, or any material change in coverage shall be delivered to County ten (10) days in advance of the effective date of such cancellation, termination or change.

13. This Agreement, including the exhibits attached hereto and made a part hereof, can be amended only by written agreement of the parties hereto.

14. This Agreement shall continue from July 1, 1990 to June 30, 1991, unless earlier terminated as hereinafter provided. Either party hereto shall have the right to terminate this Agreement at any time upon giving the other party hereto at least thirty (30) days' written notice prior to the effective date of such termination. In the event of termination, then County's obligation to Contractor hereunder shall terminate forthwith, and Contractor will no longer be obligated to operate said programs, with the exception that Contractor will still be obligated to provide and/or maintain the reports and audits provided for in Sections 4, 6, and 7.

15. Without prejudice to the foregoing, Contractor agrees that if, prior to termination or expiration of this Agreement, it is determined by County, upon any final or interim audit by County, that Contractor shall have failed in any way to comply with any requirements of this Agreement, then Contractor shall forthwith bring itself into compliance and shall pay to County forthwith whatever sums are so disclosed to be due to County or shall, at County's election, permit County to deduct such sums from whatever amounts remain not yet disbursed by County to Contractor pursuant to this or any subsequent Agreement; or if this Agreement shall have terminated or expired, and it shall be disclosed upon such audit, or otherwise, that such failure shall have occurred, Contractor shall pay to County forthwith whatever sums are so disclosed to or determined by County to be due to County. In the event of litigation between County and Contractor arising out of this Agreement, the prevailing party shall be entitled to recover its attorney's fees from the other party in such an amount as may be fixed by the court.

16. This Agreement shall not be assigned without the prior approval of the Board of Supervisors of the County of Marin.

17. Notice under this Agreement shall be delivered to County in care of:

Board of Supervisors
Room 315, Civic Center
San Rafael, CA 94903

and to Contractor at:

Box 221, Star Route
Sausalito, CA 94965

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

COUNTY OF MARIN

By _____
Chairman of the Board of Supervisors

ATTEST:

Clerk

MUIR BEACH COMMUNITY SERVICES DISTRICT

By *James G. Gennick* Director

MARIN COUNTY / MUIR BEACH CONTRACT 9/10/90
EXHIBITS A & B

WATER SYSTEM SCHEDULE OF IMPROVEMENTS

Priority Group	Project/ Priority	Estimated Cost (1988)	Completion Schedule	Service Area
A.	Supply Improvements	\$ 23,300	1989	All
B.	Fire Flow Improvements			
	D-2: 330' -6"/PRV (Hwy 1 & Frank Valley)	36,700	1990	Pelican Inn, Pacific Way
	D-5: 500' -4" (Charlotte's Way-Sunset)	42,500	1991	Sunset Way
	D-4: 250' -4" (Sunset-Pacific)	13,800	1992	Sunset Way- Pacific Way
	Subtotal B	\$ 93,000		
C.	Distribution Improvements			
	D3: 190' -6"/PRV (Hwy 1 & Sunset)	29,200	1993	Sunset Way
	D7: 370' -4" (Starbuck Ext.)	22,100	1994	4 Lots
	D6: 300' -4" (Cove Ln.)	14,500	1995	4 Lots
	Subtotal C	\$ 65,800		
D.	High Zone Reservoir Replacement	\$ 233,800	2000 (1)	All
Total Cost (1988 Dollars)		\$ 415,900		

(1) The high zone reservoir replacement may be completed sooner depending upon outside financing (e.g. grants).

STATUS REPORT

TO: Community Services District Board

FROM: Community Center Committee

RE: Agenda items for 9/19/90 meeting

DATE: September 14, 1990

I. DISCUSSION ITEMS

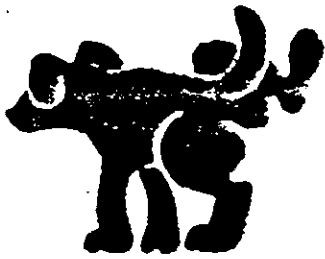
1. The CCC recommends that all CSD branches (Roads Committee, Fire Department, Water Committee and Community Center Committee) pay \$.05 (five cents) per copy for use of district copier. It is the Committee's unanimous opinion that since all funds are CSD monies it makes no sense to charge its agencies any more than cost.

2. The CCC requests that the CSD establish a new line item in the budget, "New Programs and Related Improvements" - \$2000. It is the Committee's unanimous opinion that this item is needed to both respond to needs for new programs that arise during the year and to be able to respond in a timely manner to program needs and request during the year. There is currently no avenue except CSD contingency fund which requires a 4/5 vote or the reallocation of monies.

3. The CCC requests that Fund Raising Revenues including grants and donations, be retained by the Community Center Committee for programs and related improvements. It is the Committee's unanimous opinion that the procedure for getting money from the CSD is cumbersome and since the monies raised are designated for specific activities there is no reason for them not to be immediately available to the Committee.

II. ACTION ITEMS

1. The CCC requests that the CSD support the concept of the CCC developing a master plan for the improvement of the Community Center grounds. It is the Committee's unanimous opinion that this is a necessary step in order to have guidelines for future decisions.



**Muir Beach
Volunteer Fire Department**

MUIR BEACH VOLUNTEER FIRE DEPARTMENT

MINUTES, DRILL AND CALL RECORD FOR 8-10-90 THROUGH 9-14-90

MEETINGS:

8-13-90

Attending: Sward, Farkas, Allen, F. Smith, Felix, Marshall,
Rudnick.

Discussion: New member, Peter Rudnick from Green Gulch.
Green Gulch fire preparedness, hydrants, equipment, etc.
Plan tour of area during next drill, map of area with
hydrants and building located.

Class B drivers licence requirements, all members notified.

8-20-90

Attending: Sward, Marshall, Kaufman, Felix, Allen, F. Smith.

Discussion: Equipment purchases. Tour of Green Gulch planned
for 9-8-90.

Activities: Cleaned firehouse.

9-13-90

Executive Meeting

Attending: Sward, Allen, Farkas.

Discussion: Purchase of new hose for Engine 680, New 5 Minute
Pack for Squad 660, 2 additional D cylinders (oxygen) for
Squad 660 and 2 additional airpack cylinders.

Budgeting for upcoming year.

DRILLS:

9-2-90

Attending: Farkas, Allen

Discussion: Keys and combinations to access fire roads in area.

Activities: Squad 660 fire road tour. Engaged 4x4 feature on squad truck. Operation of pump and hose reel. Cleared drain for water dept. at top of Seacape. Cleaned truck.

9-8-90

Attending: Sward, Allen, Farkas, Felix, Marshall, Kaufman, Collier, Rudnick.

Discussion: Upcoming West Marin Fire Chiefs meeting, Sward and Allen to attend.

Activities: Entire company drill in Engine 680 and Squad 660. Complete tour of Green Gulch Farm, facilities and fire hydrant system. Discussed access and fire attack strategies for various facilities.

CALLS:

8-22-90 Vehicle Accident, Frank Valley Road

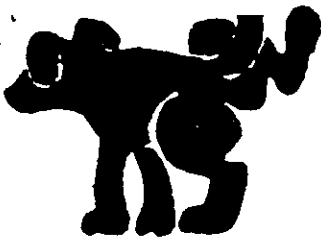
Responding: Marshall, Allen, Kaufman

Details: Head on accident, multiple victims, volunteers assisted county paramedics in removal of victims. Paramedics transported victims to hospital.

9-2-90 Medical Call, Hwy. 1

Responding: Sward, Allen

Details: No victim located by Muir Beach Volunteers or by county personnel. Call canceled.



**Muir Beach
Volunteer Fire Department**

August 15, 1990

Chairperson
Muir Beach Community Services District
Star Route Box #221
Muir Beach, CA 94965

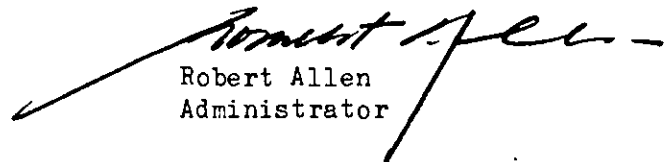
Re. Fire Dept. Correspondence

Dear Chair,

Enclosed please find copies of recent correspondence between the Volunteer Fire Dept. and board member Gordon Bennett. These items were omitted from the last CSD package.

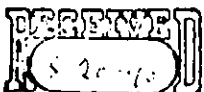
I believe that they will be of interest to both the board and the community.

Sincerely,


Robert Allen
Administrator

RA:ec

Enc. Gordon's Letter
MBVFD Response
Procedural Manual



To: Fire Dept (John/Rob/Bill) From: Gordon Bennett Re: Procedures 7/3/90

Since you will be working up the Fire Departments proposed "Policies and Procedures" for the next CSD meeting 7/18/90, I am providing (or have provided) you with copies from the CSD files of the following related documents, together with my comments on them:

- Ordinance #7 (enclosed)
- Community Center Charter (enclosed)
- Medical Plan Proposal and Definition of Volunteer (enclosed)
- SDRMA Safety Committee and Vehicle Safety Policies (enclosed)
- Gallagher Safety Survey (provided on 4/28))
- Administrative Procedures
- Complaint Procedures

Ordinance #7

This was the original ordinance which created and empowered the Volunteer Fire Dept. Please note Section II, which notes: "The MBVFD and the MBCSD shall have administrative jurisdiction for control and prevention of fire". However, the Muir Beach Emergency Plan states: "By law, the Fire Chief is Commander-in-Chief in an emergency." This conflicting information about the chain-of-command needs to be resolved. For your information, I spoke with Bill Doyle of the County Office of Emergency Services. Mr Doyle knew of no such law as cited in the Emergency Plan. I also spoke to Stan Rowan, the County Fire Chief, who indicated that the only law determining the authority responsible in an emergency related to hazardous materials, which are under police authority. Since it appears that there is no determining law, the Dept might want to consider recommending that the CSD adopt a resolution formally assigning this responsibility to the Fire Chief.

Regarding non-emergency situations, Mr Rowan indicated that, in spite of Muir Beach having its own Volunteer Fire Dept, our community is under the jurisdiction of his County Fire Dept, not the MBVFD. According to Mr Rowan, the MBVFD lacks this authority because, he said, "the MBVFD does not meet the same standards as do the Stinson, Bolinas, or Inverness Volunteer Fire Departments". This appears to result in the insurance companies' increasing each residents homeowners insurance rate. Although the Fire Department's May 7, 1988 Community Presentation states: "Because of the existence of the Muir Beach Fire Department, homeowners insurance rates for every resident of Muir Beach are significantly reduced", this statement seems to have no actual basis in fact. Per my 6/19/90 letter to the Commercial Risk Services (which I have previously provided you a copy), I have asked that the insurance rating service rate our community "on its own merit". Only if our water system and fire department make the grade will the statement in the Community Presentation be correct; otherwise, I would suggest that this statement be stricken from the Presentation.

Ordinance #7 (continued)

Also note Section III, which states: "the Chief of the Department...shall be appointed by, and serve at the pleasure of the Board of Directors of the MBCSD". Presumably, this appointment was what was referred to in the Dept's Community Presentation as "formally elected Fire Chief at a community meeting". The Dept might want to consider recommending that the CSD adopt a slightly different procedure to permit the Dept to have some formal input into the selection of Chief. One possibility is that the Dept could establish a procedure to formally prepare a list of candidates (or candidate) from which the CSD would appoint the Chief...ie similar to the balance of power between the President and the Senate on the selection of Cabinet members. Appointment of Assistant Chiefs would need to follow the same procedures, since they would be in the formal chain-of-command.

Finally, note Sections IV and V, which establish parking and towing regulations and state: "the MBCSD shall appoint...the MBVFD to issue citations for violations...and to initiate towaway procedures". People have told me that this concern came about because of the 1971 fires, access to which was blocked due to cars parked too far into the road. My concern is that if the CSD has passed this ordinance and then fails to enforce it, we could become liable in a lawsuit by a resident that has a fire to which access is blocked. The Dept might want to consider recommending that the CSD either revoke this section of the ordinance or notice a public meeting to discuss its implementation.

Charter Statement MB Community Center

I thought you might be interested in seeing the basic policies and procedures of another Department of the CSD.

Medical Plan Proposal

To draft this, I have drawn upon the Community Center Charter Statement and also the State Law attendance requirements for CSD Directors. Please especially review the section on the Fire Dept Volunteers...some non-discriminatory standards for accepting volunteers are suggested.

SDRMA Safety Committee and Fleet Loss Control Policies

The Dept should either establish its own Safety Committee, or join in with the Community Center's (either in person or by letter). Safety Committee minutes must be submitted monthly to the CSD because we are required to discuss them in our meeting and send both our meeting minutes and the committee's meeting minutes to the SDRMA. Fleet Loss Control policy is self explanatory.

Gallagher Safety Survey (1987)

As I noted in my 4/28 cover letter: "I've taken the liberty of yellow marking the sections of the report that cover the areas that you are concerned with. Needless to say, I feel that fixing all outstanding "needs" (including those listed as missing under "Program Elements") should be at the top of the list." As a concrete example of this, this 1987 Survey found that: "The fire extinguishers in the building [Community Center] were found to be discharged. They should be recharged and inspected regularly." However, in 1988, the County Fire Dept inspection also found the extinguishers needed recharging. In '89 the County Fire Dept inspection once again found the extinguishers needed recharging and noted that "This list is nearly identical to that of last year. Since some of the items reflect very little expense, the process of compliance seems to have been neglected more than anything else". Most recently, on June 13, 1990, the County Fire Dept once again found the extinguishers needed recharging. As I noted in my 4/20 letter to the Dept: "It would probably be a good idea just to schedule [the extinguisher recharges] each year at the same time, just like you do the b-b-que."

Administrative Procedures

Although the Fire Dept status reports are excellent, and the Dept did present its first annual equipment inventory, maintenance schedule, and training roster, there still remain areas of concern. In the Dept's 7/7/89 letter to the CSD, the Dept announced its policy of providing the CSD with copies of all correspondence, but it appears that this policy is somewhat erratic. Specifically, I would appreciate a response to my 5/29/90 letter, which asked: "Please provide the CSD with copies of all recent Fire Department correspondence. Presumably there have recently been numerous letters, forms, requests, Certificates of Insurance, etc relating to the B-B-Q". Another example of where the implementation of this policy could be improved: I see that the Dept published in the last Beachcomber a May letter that has yet to be sent to the CSD. Another example: Fire Dept status reports indicate that the Dept has applied for Worker Comp coverage from the County, yet the CSD has no records of any application forms. Please note that in the upcoming budget, I have proposed adding an expense of \$50 per month for each area's administrative functions. I would appreciate the Dept's recommendation as to how best to use this for purposes of increased communication, better record keeping, etc. Furthermore, as I pointed out in my 5/29 letter, after-the-fact copies may not be enough, since "there really should be provisions made for providing the CSD with drafts of letters before they go out on matters for which the CSD will ultimately be held responsible." I would appreciate this concern being addressed in the Dept's new procedures.

Complaint Procedure

Lastly, some provision ought to be made in the Fire Dept procedures for handling resident complaints. There are many examples of citizen review boards created to address these concerns. Unfortunately, due to unpleasant incidents allegedly caused by Fire Dept Volunteers in the past, some of our residents are extremely sensitive to actions taken in the present by members of the Department. With some fair procedure for handling this, both the resident and the Volunteer would have at least some assurance that the facts would be established, if not a clear resolution achieved. At least some records ought to be maintained of these incidents and the responses to them. For example, the 4/19/89 CSD minutes record that the Fire Dept noted "the Pervier letter received re: the removal of the fire station due to the unpleasant incident which took place in their yard, being the final straw for them and they look forward to a speedy relocation of [the] fire house." The CSD has no copy of this letter, though the removal of the fire station is clearly an issue of community concern and CSD finances.

Public Notice

AMENDED NOTICE

To all residents of the MUIR BEACH COMMUNITY SERVICES DISTRICT. Motion No. 553 by MILLER to adopt Ordinance No. 7 relating to fire control and parking. Motion seconded by HALL, AYES: (Unanimous) Directors MOORE, HALL, MILLER, MRS. STUMP and MRS. CLARK.

ORDINANCE NO. 7

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

Section I. To administer the State, County and District fire laws, rules, regulations and ordinances there is hereby created in the Muir Beach Community Services District a department to be known as the Muir Beach Volunteer Fire Department.

Section II. The Muir Beach Volunteer Fire Department and the Directors of the MBCSD shall have administrative jurisdiction for the control and prevention of fire on all lands within this District.

Section III. The Muir Beach Volunteer Fire Department shall be administered by a fit and proper person to be known as the Chief of the Department who shall be appointed by, and serve at the pleasure of the Board of Directors of the MBCSD.

Section IV. It shall be unlawful for any person to do any of the following acts in the Muir Beach Community Services District:

(a) It shall be unlawful for any person to interfere with or obstruct any fire organization or its members while in the lawful discharge of its or their duties under this ordinance pertaining to the control of fires.

(b) It shall be unlawful for any person to start or maintain an open fire anywhere out-of-doors within this District except that this shall not apply to a Fire Officer of the District setting a fire for training purposes or for the abatement of a fire hazard. This section shall not apply to enclosed barbecue fires used for cooking purposes only provided such barbecue fires are not located within ten feet of any combustible material.

(c) It shall be unlawful at any

Public Notice

time for any person to park or place any vehicle or object within six feet of the center of any roadway or in such a manner as to obstruct the free passage of fire apparatus and equipment.

(d) It shall be unlawful at any time for any person to park or place any vehicle or object alongside the entrance to any structure or fire hydrant and/or in front of any driveway so as to obstruct the free passage of fire equipment and firemen to such structure or hydrant. Any vehicle or object shall not be placed within 15 feet of any existing fire hydrant.

Section V. Any person violating the provisions of this ordinance is guilty of a misdemeanor and upon conviction thereof, is punishable by a fine of not less than \$5.00 or more than \$500.00 or by imprisonment in the County Jail for not more than six months, or by both such fine and imprisonment.

(a) Any vehicle found in violation of Section IV (c) and (d) may, after having been cited for violation of this Section, be towed away to the nearest public garage having such facilities and such costs of towing shall be paid by the violator. Such charges shall constitute a lien against the vehicle and must be paid before the vehicle is released.

(b) The Board of Directors of the MBCSD shall appoint the General Manager of the MBCSD or any member of the Muir Beach Volunteer Fire Department to issue citations for violations of Section IV (c) and (d) and to initiate tow-away procedures as outlined in Section V (a).

Section VI. This Ordinance shall go into effect 30 days from its final passage. It shall be published at least once in a newspaper of general circulation within the County of Marin, State of California prior to the expiration of 15 days after its passage.

The foregoing Ordinance was passed and adopted at a General Meeting of the Board of Directors of the Muir Beach Community Services District, County of Marin, State of California on the 2nd day of August, 1975 by the following vote to wit:

Ayes: MOORE, HALL, MILLER, MRS. STUMP and MRS. CLARK.

6. RICHARD O. MOORE

Chairman, Board of Directors MBCSD

15. HEZEL NELLO

Secretary, Board of Directors MBCSD

No. 142 Sept. 13, 1975



**Muir Beach
Volunteer Fire Department**

July 11, 1990

Dear Gordon,

The MBVFD was founded as an all volunteer fire department. The intent was, and still is, to create an organization that in emergencies can act immediately as a buffer between such emergencies and the response of county professionals from 'over the hill.' In the event of a major catastrophe in Marin County, our own department can respond to community emergency needs when county personnel may be responding to greater or more numerous emergencies. The fact that the department exists and that there are men and women in our small community willing to volunteer their time and sweat to maintain and improve the department, is a great credit to us all.

As the new administrator for the department I have begun the process of learning about my position. Much of the correspondence, meeting references, ordinances, etc. that you refer to mean nothing to me since I have none on file. Big deal. For practical purposes, let us both assume we are starting anew.

Our department is in a renewal phase. We have many new members (including myself), new energy and a new dedication to become a better fire department and better prepared to serve the emergency needs of our community. We are solid in numbers, drilling regularly and awaiting emergency medical training that will begin Sept. 10th. We are green but willing.

Responding specifically to your lengthy letter:

During a major catastrophe, the chief of our department, as the rest of available volunteers would naturally respond to the situation of greatest danger or most life threatening. The local sheriff or militia would no doubt assume the role of "Commander in Chief", if such a need was to arise. I trust the rest of us would be governed by common sense and a community spirit. I doubt that many people in Muir Beach are concerned about this "conflict" you have unearthed.

Muir Beach is under Marin County supervision. The MBVFD is under Marin County supervision. We are paged for fire and medical calls by Marin County communications in Woodacre. On scene, as directed by the Marin County Emergency Operations Plan and by accepted standards, the first person of rank to arrive is the incident commander. Unless our members have completed the call prior to the arrival of county professionals, we normally turn over incident command upon their arrival to the member with the highest rank or greatest expertise.

Regarding insurance v. the MBVFD. The fact that our department does not meet the same requirements as the Stinson or Bolinas Fire Departments is self evident. Both communities in the comparison have larger and better organized departments. There is a reason. Both these communities are larger and pay their fire chiefs. If you, the CSD or the community at large would like to pay for a part-time or full-time chief in trade for a reduction in homeowners insurance rates, the membership of the MBVFD supports such a move.

Regarding section III. The chief and other officers of the department should be selected by popular vote by the members of the department. The CSD cannot appoint a chief as it has no practical knowledge of the individual candidates skill or his/her ability to lead a company of firefighters. The volunteers must respect and trust their chief and officers for their safety as a firefighter depends on his/her command. In all due respect of the ordinance that created the department, only the members of our department should have the right to choose with whom they will serve and possibly risk their lives. We recommend that the elected officers of our fire department simply be accepted or rejected by the CSD. This formality could be called an "appointment" to satisfy ordinance #7.

Sections IV and V should be revoked. The county enforces fire and parking law in our community. Volunteers are instructed to call the sheriff or CHP for law enforcement matters.

Regarding the safety committee. It will not be a department function to join this group, but I'll join it if someone wishes to organize it.


Program elements are provided by volunteers with the time and inclination to provide them. They are not requirements for membership on the fire department. Contrary to some beliefs, the MBVFD is not a professional organization. It is all volunteer. There is a reasonable limit one must expect in the time and paperwork associated with the safe operation of such a small department. To respond to your "concrete" example; Although the fire department did offer to check fire extinguisher in the past, this was offered by a few members with the time, knowledge and inclination to do so. It is our suggestion, that if either the CSD or the CCC are concerned about the condition of extinguishers in their structures, that they purchase new ones or hire a professional to check them on a schedule that they determine. This will not be a function of the fire department. We will however continue to offer extinguisher and smoke detectors to the community at a yearly date to be scheduled soon.

Complaints have been few and one must consider the source of such complaints. In the future all complaints will be reviewed by the department officers and the member(s) in question regarding the specific complaint. The fire department will provide the CSD with all information pertaining to the complaint with a recommendation. If disciplinary action is warranted, the department officers will act accordingly.

The annual cost to maintain the volunteer fire department to the community is minimal compared to the potential loss/savings without one. The County of Marin has funded most of the departments major purchases, and the department itself contributes a large portion of its operating capital through volunteer fund raising efforts. The CSD has a reasonable expectation of accountability from the department. This has been provided through fiscal reports. This will continue to be provided through fiscal reports, activity reports and copies of correspondence.

We need a fire department. If only one volunteer responds to a fire call, knows how to operate the apparatus and gets water to a fire before a major catastrophe occurs, then all our efforts have been rewarded. If only one volunteer responds to a medical call and provides CPR to a victim, then we all share in that miracle.

Sincerely,


Robert Allen
Administrator

Enc. New Operations Procedure for you files.

MUIR BEACH C.S.D. WATER DEPARTMENT
STATUS REPORT: August, 1990

WATER SYSTEM OPERATION

The water system basic operation services performed during the month of August, 1990 includes:

1. Daily check of the system and maintain the daily log book.
2. Monthly bacteriological samples (2) - acceptable results.
3. Shut-off of water service for non-payment of past due bills by one customer.

Water production for the month of August was about 9 percent above the annual average of 36,000 gallons/day.

- | | | |
|----|---------------------------------|-------------------------------------|
| 1. | Volume of water produced: | 1,219,800 gallons |
| 2. | Average daily production: | 39,323 gallons/day |
| 3. | Maximum day production: | 68,000 gallons/day |
| 4. | Volume of water used (metered): | 1,086,200 gallons |
| 5. | Unaccounted for volume | 133,600 gallons (11% of production) |

SUPPORT ACTIVITIES

Support activities initiated and/or completed during this period include:

1. Supervision and training of Reagan McNeil. Activities included assignment of maintenance-cleanup tasks and water system operation training.
2. Obtained monthly bacteriological samples and delivered to North Marin Water District Laboratory for analysis. Results were sent to the County Health Department.
3. Performed annual physical and chemical water analyses. Results will be distributed to customers in October.
4. Routine fire hydrant flushing for line cleaning.

EMERGENCY REPAIRS

No repairs this month.

SPECIAL SERVICES

Special services continued in August included:

1. Resetting of water meter boxes, inspection and maintenance of the water meters and check for leaks. The first thirty high use services (20% of system) have been completed.

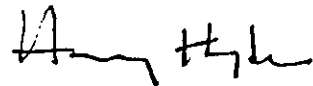
Meters will be removed and tested at the Pump House for accuracy and operating condition. Malfunctioning meters will be replaced with new meters as necessary.

2. The annual chemical and mineral water quality analyses was completed by the North Marin Water District. The organic chemical analysis is being developed by Erin Pinto. Results of the chemical and mineral analyses will be compiled and an explanation of the results will be prepared by H. Hyde for distribution to our customers in October.
3. Development of the first distribution system capital improvement project (Harris Report Project D-2 - Highway 1 and Franks Valley Road Interconnection) was continued. Work is continuing on the preparation of the bid documents (contract documents and drawing) and surveying, layouts, easements and a CalTrans encroachment permit (Highway 1).
4. Investigation is continuing on water treatment methods to control corrosion in the system. It appears that the use of a limestone contactor and/or CO₂ removal are the best available treatment methods to adjust the water pH and alkalinity. I am currently developing cost estimates for consideration by the District.

Approximate expenditures incurred during this period include:

1.	North Marin Water District Laboratory Services	\$ 40.00
2.	Miscellaneous O&M supplies and materials	<u>210.00</u>
	Approximate Expenditures	\$250.00

Respectfully submitted,



Henry Hyde & Associates
Water System Manager

MUIR BEACH COMMUNITY SERVICES DISTRICT
Community Center Box 207 Star Route
Muir Beach, CA 94965

Shoreline Disposal
PD Box 430, Cotati, CA 94931

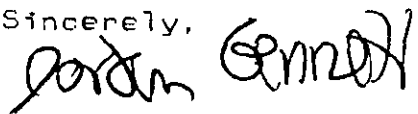
September 6, 1990

Re: Service at 19 Seacape Drive in Muir Beach
and at our Recycling Center on Franks Valley Road

Per our phone call to you on or about July 1, we requested a change in our service at 19 Seacape from three cans per week to two. On our most recent bill, July-September, we were billed and paid \$105.30, still the three can rate. Please give us the appropriate \$35.10 credit on your next quarterly bill, which should be at the two can rate of \$70.20 less this credit, or a net of \$35.10.

You currently provide two newspaper recycling bins at our Recycling Center on Franks Valley Road in Muir Beach. Since you also provide curbside pickup of these same newspapers, we will want you to make a final pick-up of these bins as soon as we have informed our residents of your curbside service. Please continue to service the bins until we give you the date of final pick-up.

Sincerely,



Gordon Bennett, Director
415-389-1828

**WE CAN NOW
ACCEPT 2-LITER
PLASTIC SODA BOTTLES
(the CA Redemption Value)
FOR RECYCLING**

NATIONAL PARK SERVICE

For Immediate Release
September 4, 1990

Michael Feinstein (415) 556-4484
TDD only (415) 556-2766

GOLDEN GATE NATIONAL RECREATION AREA ADVISORY COMMISSION TO MEET
OCTOBER 4 AT TAMALPAIS HIGH SCHOOL IN MILL VALLEY ON FAA
PROPOSALS FOR MOUNT TAMALPAIS RADAR

The Golden Gate National Recreation Area (GGNRA) Advisory Commission will meet at 7:30 p.m. on Thursday, October 4, 1990 in Marin County at the Tamalpais High School Student Center in Mill Valley, California. The meeting will be a joint meeting with the Marin Municipal Water District (MMWD).

The main agenda item at this meeting will be public response to the Environmental Assessment of the Proposed Mill Valley Long Range Radar on Mount Tamalpais which was prepared by the Federal Aviation Administration (FAA).

The Federal Aviation Administration proposes to upgrade existing radar facilities on Mount Tamalpais, within the boundaries of the Golden Gate National Recreation Area, by elimination of one of two existing radomes with a new single radome and other site specifications.

Under P.L. 95-625, Sec. 317 (b) for the Golden Gate National Recreation Area, a public hearing is required for this project. As required under the National Environment Protection Act (NEPA), a Notice of Availability of Environmental Assessment and a Finding of No Significant Impact have been issued in the Federal Register by the Department of Transportation, Federal Aviation Administration.

Interested individuals, representatives of organizations, and public officials are invited to express their views in person at the October 4 public meeting. Those not wishing to appear in person may submit written statements to the Superintendent of the Golden Gate National Recreation Area on the above-mentioned agenda item.

Persons wishing to receive a copy of the Environmental Assessment of the Mill Valley Long Range Radar on Mount Tamalpais should write to: FAA - Western Pacific Region, AWP-400, P. O. Box 92007, WWPC, Los Angeles, California 90009.

received 9/14/90



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

INSURED/PARTICIPANT
SDRMA/MUIR BEACH CSD
STAR ROUTE BOX 221
SAUSALITO, CA 94965

August 16, 1990

CERTIFICATE OF INSURANCE

CERTIFICATE HOLDER
MUIR BEACH CSD
STAR ROUTE BOX 221
SAUSALITO, CA 94965

THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY
AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS
CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE
AFFORDED BY THE POLICIES BELOW

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE
FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR
OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE
AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH
POLICIES.

POLICY DATE: August 1, 1990 to August 1, 1991

Limits

Comprehensive General Liability/Auto Liability:

Company: Special District Risk Management Authority
Company: Lloyds of London Policy No. GHV 1350/1

\$ 250,000 per occurrence
1,000,000 per occurrence

Public Officials Liability:

Company: Special District Risk Management Authority
Company: Lloyds of London
Policy No. GHV 1350/1

\$ 250,000 per occurrence
1,000,000 per occurrence
1,250,000 aggregate

Property Coverage:

Company: Special District Risk Management Authority
Company: Lloyds of London - Policy No. GHV 1350/1
Company: Affiliated FM - Policy No. EC 170

Replacement Cost for Property
on File with Company
Less: \$2,000 deductible

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING
COMPANY WILL ENDEAVOR TO MAIL THIRTY (30) DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER. BUT FAILURE TO MAIL
SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR
REPRESENTATIVES.

Authorized Representative

MEASURE SUBMITTED TO VOTE OF VOTERS

DISTRICT

MUIR BEACH COMMUNITY SERVICES DISTRICT WATER SYSTEM IMPROVEMENT SPECIAL TAX - MEASURE E

E Shall the ordinance of the Board of Directors of the Muir Beach Community Services District imposing a special tax annually until November 30, 1995 for the purposes of improving the water system, as specified in the District's underlying resolution, in amounts not to exceed those specified below be confirmed and the appropriations limit of the District be increased by an amount equal to the proceeds of said tax for a period of four (4) years?

1. \$1,000.00 per parcel on commercially zoned and improved property;
2. \$150.00 per separate habitable structure (determined by the Units listed in the Assessment Roll) on parcels containing residential improvements;
3. \$150.00 per parcel on all other parcels; For purposes of this tax, all contiguous lots under common ownership shall be considered a single parcel.

Imposition of the tax shall be subject to the conditions that:

(a) The District's Resolution of October 18, 1989 imposing a surcharge of \$180.00 per water connection per year will be rescinded effective December 1, 1991, and will not be re-enacted while this tax is in effect; and,

(b) Special Tax Measure M passed on November 2, 1982, will be rescinded immediately.

MUIR BEACH COMMUNITY SERVICES DISTRICT WATER SYSTEM IMPROVEMENT SPECIAL TAX - MEASURE E FULL TEXT OF UNDERLYING RESOLUTION

Whereas; The Muir Beach Community Services District has been empowered by its' voters to supply water service to the District, and, Whereas; such service and the maintenance and improvement of facilities and equipment to provide such are of benefit to all parcels within the District to which they are made available, whether or not the service is actually used, both by increasing the value of the land, improvements, and their possible future uses and by reducing the risk of their destruction by fire, and, Whereas; the present water sales charges and connection fees neither raise the revenue necessary to pay the costs of improving this service nor equitably distribute the costs to all those who benefit from it,

Be it therefore resolved that

1) The improvements desired, their proposed timetable, and their estimated cost in 1988 dollars shall be the Water System Schedule of Improvements developed by Harris and Associates and the Water Committee in 1988-89, Priority Groups B and C (see attached)

2) The charges shall be set each year by the Board in a duly noticed public hearing such that said improvements can be accomplished as quickly as possible. If in the final year of the improvement's schedule, the Board's best estimate of the final year charges necessary to pay for the final year's improvement costs proves to be too great, then the balance shall be retained as a contingency fund to pay for installation, maintenance, repair, alteration, or replacement of any facilities, systems, or equipment for supplying water service to the parcels in the District.

WATER SYSTEM SCHEDULE OF IMPROVEMENTS

(developed by Harris & Assoc. & MBCSD Water Committee in '88 & '89)

Priority Group	Project/ Priority	Estimated Cost (1988)	Completion Schedule	Service Area
A.	Supply Improvements	\$ 23,300	1989	All
B.	Fire Flow Improvements			
	D-2: 330' -6"/PRV (Hwy 1 & Frank Valley)	36,700	1990	Pelican Inn, Pacific Way
	D-5: 500' -4" (Charlotte's Way-Sunset)	42,500	1991	Sunset Way
	D-4: 250' -4" (Sunset-Pacific)	13,800	1992	Sunset Way- Pacific Way
	Subtotal B	\$ 93,000		
C.	Distribution Improvements			
	D3: 190' -6"/PRV (Hwy 1 & Sunset)	29,200	1993	Sunset Way
	D7: 370' -4" (Starbuck Ext.)	22,100	1994	4 Lots
	D6: 300' -4" (Cove Ln.)	14,500	1995	4 Lots
	Subtotal C	\$ 65,800		

IMPARTIAL ANALYSIS BY COUNTY COUNSEL MEASURE E

If this measure is adopted by a two-thirds vote, the ordinance of the Board of Directors of the Muir Beach Community Services District imposing a special annual tax, in the amounts set forth in the measure, until November 30, 1995 for the purpose of improving the water system as specified in the District's underlying resolution, will be confirmed, subject to the conditions contained in the measure, and the appropriations limit of the District will be increased by an amount equal to the proceeds of the tax for a period of four years.

Dated: August 23, 1990

DOUGLAS J. MALONEY
County Counsel

Measure E - Continued Next Page

ARGUMENT IN FAVOR OF MEASURE E

Measure E will provide the funds our water system needs for improved water quality and increased flow for fire protection. The money raised can only be used for the specific list of projects developed in 1989 by our Water Committee and the Harris Engineering firm.

Measure E (at \$150 per year) replaces the current water bill Surcharge (at \$180 per year). Measure E (a specific tax of limited duration) also replaces the current Measure M (a tax of unlimited duration not restricted to water system projects). Therefore, Measure E strengthens the voters' voice in deciding exactly what projects they wish to tax themselves for.

If passed, Measure E funds will not become available until December 1, 1991. Until that time, the CSD Board plans to keep the current Surcharge in order to pay for the ongoing improvements. Therefore, a vote against the Measure E tax will not reduce your bills, because it will mean the Surcharge will remain in effect.

Finally, Measure E, unlike the Surcharge, is income tax deductible for all voters who itemize.

The "Underlying Resolution" outlining the need for Measure E, as well as the complete Harris Engineering Report with the project descriptions is available for your review at the Community Center.

Measure E was placed on the ballot by unanimous vote of the Muir Beach Community Services District Board of Directors. If you have any questions regarding Measure E or how it applies to your property, please contact the Board.

AND PLEASE VOTE "YES" ON E.

s/ Gordon Bennett

21-205E.5

**NO ARGUMENT AGAINST THIS MEASURE
WAS SUBMITTED**

End of Measure E

DEPARTMENT OF HEALTH SERVICES

714/744 P STREET

P.O. BOX 942732

—ACRAMENTO, CA 94234-7320

SEP 10 1990



(916) 445-9107

MUIR BEACH COMMUNITY SERVICES DIST.

ATTN: JUDITH YAMAMOTO
MUIR BEACH #268
SAUSALITO, CA 94965

SAFE DRINKING WATER BOND LAW PRIORITY LIST

Pursuant to the information contained in your pre-application, your water system has been evaluated in accordance with Safe Drinking Water Bond Law criteria for placement on the priority list. The priority list has been adopted following a public hearing held on May 15, 1990. Your project has been ranked in Category: I.

Unfortunately, there are insufficient funds remaining from the 1988 Bond Law to be able to provide assistance to all water systems on the priority list. Due to the shortage of funds, only those top ranking priority systems in Categories A through E will be asked to submit complete applications for potential funding. Your system's position on the priority list is such that we are unable to offer you financial assistance at this time. This is unfortunate because we realize that your system has a serious need for financial assistance to address your drinking water problems.

Your system will remain on the priority list and if the legislature provides additional funds through future Bond Acts, funding may become available for your system.

If you have any questions, please call (916) 445-9107 for assistance.

[Handwritten signature]
Daniel J. Corrigan, Chief
Safe Drinking Water Bond Law Program
Office of Drinking Water

MINUTES
REGULAR MEETING OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT

SEPTEMBER 19, 1990

Present: Jonathan Teague, Chair; Gordon Bennett, Erin Pinto, Steven Shaffer, Judith Yamamoto.

1. Call to Order

The meeting was called to order by J. Teague at 7:45 pm.

2. Approval of Agenda

- a) G. Bennett stated that a closed meeting needed to be scheduled.
- b) 4.B. (Fire Dept. Charter) and 4.C. (Community Center Charter) moved to 6. Reports.
- c) Add: 6.E. Safety Committee Reports
- d) S. Shaffer motioned to approve agenda as changed; J. Yamamoto seconds; ayes all.

3. Approval of August 15 Meeting Minutes

- a) Correction: Page 6, Item B. 2 should read: 30 water meters.
- b) Page 5, Item 8 - add sentence to first paragraph (a): *According to the county auditor this is not feasible.*
- c) Correction: Page 5, Item b - should read \$600.
- d) Page 7, Item H. 2 - the minutes read that Mia Munroe was transferred; it is to be noted that she has in fact, not been transferred.
- e) Correction: Page 8, Item B. 2 - should read: *Judith stated that "Respectfully Submitted" needs to be added . . .*
- f) Correction, Page 8: "Respectively Submitted" should read *Respectfully.*
- g) G. Bennett made motion to approve August 15 Minutes; E. Pinto seconds; ayes all.

4. Discussion Items/New Business

A. Speed Bumps - Marking existing bumps and making additions.

- (1) J. Teague gave a brief history of the situation: The previous CSD Board a few years ago decided it was necessary to install speed bumps on Sunset Way; materials to finish the job were depleted and the project was dropped. More recently when road repairs on Sunset Way left a surplus of material a speed bump was installed; some community members became upset, and the speed bump was removed. This situation raised a red flag signalling that the job had not been completed. Recently two letters have been received by the Board, one requesting speed bumps, another requesting no speed bumps.
- (2) S. Shaffer ascertained that whether or not new speed bumps are added, existing speed bumps will be marked with white lines.
- (3) J. Teague stated that the CSD has jurisdiction to put speed bumps on roads that it is responsible for maintaining. J. Teague stated the reasons for speed bumps are to prevent cars from speeding on roads where children and pets are playing.

- (4) Discussion followed with comments from the audience voicing their opinions re: pros and cons of speed bumps.
- (5) G. Bennett questioned the process by which speed bumps would or would not be installed. S. Shaffer suggested that the residents on Sunset be polled, and based upon the information that the Roads Committee receives and recommends, the CSD Board would make a decision as to how to proceed. S. Shaffer agreed to get a letter/questionnaire to the residents on Sunset Way prior to the next meeting and to set up a Roads Committee public hearing at 6:30 pm on October 17, 1990 (before the CSD meeting).
- (6) The Board suggested that Seacape residents organize a Block Party perhaps inviting county mediation services to discuss speeding on Seacape (county maintained) roads.

B. Contingency Funds:

- (1) G. Bennett referred to his submitted report and stated that because the County is in the process of changing its budgeting system and accounting software, it was difficult to determine the exact amount of the reserve.

5. Action Items

A. Approval of the Bills:

- (1) After some discussion, S. Shaffer made the motion to approve the bills as submitted; G. Bennett second; ayes all.
- (2) Discussion followed re: new format of submitted bills. Hazel agreed to try the new format.
- (3) It was decided that "Bills Submitted and Paid" would go out as usual with the monthly packet as up to date as possible; then, after each monthly meeting the complete listing of bills will be included with the next month's packet.

B. Approval of Water Meters:

- (1) After some discussion, S. Shaffer made the motion to approve \$1320 to buy 30 water meters; E. Pinto seconds; ayes all.

6. Reports

A. Community Center:

- (1) Marilyn Kriegel stated that the CCC is in the process of reviewing its charter.
- (2) G. Bennett made the motion to constitute the following as a Community Center Committee: Kathy Sward, Nancy Knox, Marilyn Kriegel, Maureen Ketchum and Russell Munsell; E. Pinto seconds; S. Shaffer abstained.
- (3) G. Bennett made the motion that the newly appointed Community Center Committee write a charter to be submitted to and approved by the CSD Board; J. Yamamoto second; ayes all.
- (4) Re: CCC's recommendation that all branches of CSD pay \$.05 per copy for use of district copier: it was agreed that each CSD department and committee would have its own card for copier.
- (5) Re: CCC's request to establish a new line item in the budget, "New Programs and Related Improvements": This would allow the Committee to start new programs during the year.
 - S. Shaffer stated that he is not in favor of it because he feels that the purpose of a budget is to plan ahead. He stated that he would consider it at the planning stage of the next budget.
 - Kathy Sward stated that the line item had appeared in previous budgets, and an oversight failed to include it in the current budget.

- After much discussion, Gordon Bennett made the motion to establish the line item "Other Programs and Related Improvements" to be unfunded at this meeting; the October 17 meeting will deal with funding - how much, whether or not to fund, etc., **action item**. E. Pinto seconds; all ayes, except S. Shaffer, nay.

(6) G. Bennett made the motion to raise the Community Center Committee petty cash limit to \$500, raising the balance from \$600 to \$1100. S. Shaffer seconds; ayes all.

(7) Nancy Knox announced a Community Center landscape project meeting on September 29 at 10:00 am; all community members are welcome.

(8) Re: the CCC's request that fundraising revenues be retained by the CCC for programs and related improvements - Marilyn Kriegel stated that it is in the CCC's best interest to have money raised from fundraising events go directly into the CCC account, and become immediately available.

- G. Bennett reiterated that expenses over \$500 must be approved by the Board; that the CCC is a sub-committee of the CSD, which is, ultimately responsible for money raised.

- Nancy Knox stated the purpose of the CCC is to make decisions for what its money is being spent on. The CCC feels that if they have done research, etc. the question of how the money should be spent, is not the Board's decision, but the CCCs.

- E. Pinto stated that she was concerned with the elements of disincentives for volunteers re: fundraising. She felt that if the various committees and departments raised money on their own in excess of income from water revenue, taxes, etc. that it should be the committees' decision as to how the money should be spent, provided it was a CSD-related expense.

- E. Pinto feels that the Board should take an official stand to approve fundraising activities by committee members provided that the funds are spent on items specified within their charter and that the purpose for the fundraiser is specified beforehand.

? { - S. Shaffer suggested the option of an extra-curricular/committee outside the scope of CCC, and to then use money raised in any way it pleases.

- J. Yamamoto clarified the Committee's request: the Committee wishes to keep revenue it raises through fundraising donations for specific items or programs in a separate account, spend it on those projects and require no further approval from the CSD Board as to how the money would be spent.

(9) G. Bennett made the motion that the CSD support the concept of the CCC developing a master plan for the improvement of the Community Center grounds; that there is no commitment from the budget and no committing of resources. S. Shaffer seconds; ayes all.

(10) Marilyn Kriegel announced that CCC meetings will be held at the Community Center the second Monday of each month at 9 am.

(11) G. Bennett made the acknowledgement that the Community Center Committee is operating under the provisions of the Brown Open Meeting Act. Other committees of the CSD (Water Committee, Roads Committee) are governed under the Brown Act and are required, amongst other things, to put up written [agendas] and notices announcing meeting times.

B. Fire Department

(1) John Sward reported that the MBVFD has begun ordering \$7,100 of fire fighting equipment the West Marin funds. [Budget item #9377 - \$10,177].

- G. Bennett made the motion to approve the ordering of the supplies listed in the Fire Department's April 30 budget as submitted to the CSD for a total not to exceed \$7,100 out West Marin funds; S. Shaffer second; ayes all.

(2) John stated that any comments, questions, etc. re: MBVFD Operating Procedures can be submitted in writing to the MBVFD. **Discussion item** for October 17 CSD meeting.

(3) John reported that the First Aid course is going fine; 14 people are taking the course - 2 of these are possible new fire department volunteers.

(4) John reported that two pagers have been ordered.

(5) J. Teague thanked John and the Department on the outstanding job done on the Procedures Manual.

C. Water Manager

(1) Henry Hyde reported that there were no problems.

(2) He reported that tools have been returned from John Keene.

(3) Henry announced that the Water Committee will meet on October 3 to discuss among things, water rights.

(4) Re: emergency back-up procedures - Henry agreed to contact people on list to make sure they were willing to be back-ups, and at what rate.

D. Water Committee

(1) Erin Pinto reported that the County requires an organic analyses of the water quality to be performed by January 1991. The cost is \$250, and no state funds are available. Erin stated that she is in the process of doing more research and will report at a another meeting what further analyses need to be performed in addition to the required test.

E. Safety Committee

(1) G. Bennett reported that the Scottish Broom has been removed.

(2) The next meeting is October 8.

F. Recycling

(1) G. Bennett stated that he will write a letter to community members informing them of the recycling center, where it is, what can be recycled, that there is curbside pick-up of paper, etc.

(2) J. Teague thanked Gordon for his letter to Shoreline Disposal.

7.

Other Business

A. Correspondence:

(1) National Park Service - re: GGNRA's plans for Mt. Tamalpais Radar Station. J. Teague said that he would study it.

(2) Re: Safe Drinking Water Bond Law Priority List: J. Teague reported that the CSD does not qualify, and probably never will.

(3) Re: Letter #1 - it was decided that "surcharge exemption" would be the proper term used, not "hardship allowance." J. Teague agreed to call and convey apologies. It was decided that the shut-off date will be October 15 unless exemption status can be determined.

- The policy was stated that payment for surcharge and water is due 30 days from when the water bill goes out. If it is not paid, a shut-off notice of 2 weeks will appear on the next month's bill. (Example: September payment is due by September 30. If no payment is received by then, the October bill will announce that water will be shut off in two weeks, on October 15.)

- G. Bennett stated clarification on granting surcharge exceptions: a person qualifies for exemption from the date the exemption is approved by another agency (PGE, Pacific Bell) as well as the latest date of a person's application to the CSD. In order to continue to qualify persons must apply annually to the CSD.

(4) Letter #2 - Correspondent owes 2 months on water bill. If not paid, Hazel will send two week shut-off notice on next bill.

B. CSD Procedures:

(1) It was stated that if community members want to submit materials, correspondence, etc. to members of the Board for consideration, the Board respectfully requests that it be done with a signature.

(2) J. Yamamoto suggested that there be a section in Procedures stating the surcharge policy and volunteered to write it.

(3) Linda Moore's contract was signed.

(4) Revised copy of disconnection notice as written by Judith was approved.

(5) Runsheet, etc. procedure: It was decided that Hazel would give runsheet and other information that goes to CSD Directors to Linda to zerox and file.

(6) Judith asked which board members wanted to continue to receive County agenda and minutes: Gordon, Steve, and Jonathan - no. Erin and Judith- yes.

(7) Re: mailing minutes each month to County Counsel. It was decided that Linda would give a copy of corrected minutes to Jonathan to sign and he would give to Hazel to mail.

(8) G. Bennett clarified that the procedure is to notify the Board before ordering any single item over \$500.

(9) Because of time constraint it was decided that questions re: Roads Committee, Water Committee and the Brown Act be put on agenda for next meeting.

C. Announcements:

(1) Judith Yamamoto made a request that packet contents be received two Mondays preceding the monthly CSD meeting.

(2) Closed meeting re: litigation scheduled for October 1, 7:00 am.

(3) J. Teague thanked Aran Collier for great dinner, and Judith for cookie break.

8. Adjournment: The meeting was adjourned at 11:30 pm.

Respectfully Submitted,

Linda Moore, Recording Secretary

Jonathan Teague, Chair

MINUTES
REGULAR MEETING OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT
OCTOBER 17, 1990

Present: Erin Pinto, Acting Chair; Gordon Bennett, Steven Shaffer, Judith Yamamoto. **Absent:** Jonathan Teague

1. Call to Order

The meeting was called to order by E. Pinto at 7:45 pm.

2. Approval of Agenda

- a) S. Shaffer reported that because there were not enough responses from the speed bump survey, Item 6. B. 1 "Installation of speed bumps" would be moved to next month's meeting.
- b) Community Center Committee report moved to 4. A. 1
- c) S. Shaffer motioned to approve agenda as changed; J. Yamamoto seconds; ayes all; J. Teague, absent.

3. Approval of September 19 Meeting Minutes

- a) Correction: Page 6, Item B. 1. should read: [Budget Item #4093, \$8,177]
- b) S. Shaffer made motion to approve September 19 minutes as corrected; J. Yamamoto seconds; ayes all; J. Teague, absent.

4. Action Items/Old Business

A. Approval of Bills

- (1) Matt Bruce, extra hire tree cutting (\$125) should be moved to Roads.
- (2) Wages for Recording Secretary should be moved to G & A category.
- (3) J. Yamamoto made the motion to approve the bills; S. Shaffer seconds; ayes all; J. Teague, absent.

A.1. Community Center Committee report:

Marilyn Kriegel expressed the concern for making safe access via easements and stairs. S. Shaffer assured the Committee that the stairs on the Community Center Big Beach easement [Seacape Drive/Pacific Way] and the stairs on the Sunset Way/Pacific Way easement, especially at the top end, near the stop sign at Sunset Way and Highway 1 are high priority repairs, and they will be finished by the end of October. Steve agreed to look into the cost of handrails for stairs and report at the next meeting.

(1) Funding for new budget line item "Other Programs and Related Improvements" Action Item: J. Yamamoto made the motion that the CSD fund the line item for other programs and related improvements pro-rated from \$2,000 to \$1500. G. Bennett seconds; J. Yamamoto aye; G. Bennett and S. Shaffer nays; J. Teague, absent. Motion did not pass. G. Bennett made the motion to amend the first motion to \$500. J. Yamamoto seconds; ayes all; J. Teague, absent.

(2) Separate CCC account for grants, fundraisers, donations. Action Item: After much discussion re: a separate account for grants, fundraisers and donations, the question of the validity of CCC's charter was discussed. It was stated that the present charter remains in effect while it is being revised. The revised charter will be ready by December. It was

decided that this Action Item would be tabled until the charter is approved. Gordon clarified that the money collected from the Walkathon was intended for children's programs which were not allocated in the budget, therefore there was the problem of how to spend the raised money.

B. Budget

(1) Special district augmentation fund annual allocations hearing: Went through at the Board of Supervisors Meeting on October 9. CSD will be receiving \$14,000.

(2) Marin County property tax collection fees and proposed utility tax: contact/lobbying with California Special Districts Assoc: S. Shaffer stated that the CSD must pay the non-optional \$243. J. Yamamoto stated that it is possible to protest at the State level, and that she will ask J. Teague to contact the CSDA.

(3) Accounting for special assistance grant for water system: It was decided that this will be discussed at the next meeting.

C. Measure E Publicity:

(1) G. Bennett suggested changing the order of J. Yamamoto's draft: 1. Rescind the current surcharge; 2. Rescind Measure M; 3. impose a special tax; 4. Increase the appropriations limit.

(2) S. Shaffer that he will call and instigate a phone tree in order to educate people on this measure.

(3) Publicity will include the Beachcomber, flyers in all mailboxes and on the bulletin boards.

(4) Judith agreed to re-draft. Hazel will make copies and put in boxes.

5. Discussions Items/New Business

A. Muir Beach mailboxes: securing green box, relocating Winkleman row, placing boxes in correct numerical order.

(1) It was agreed by consensus that Regan will fix the green box to prevent it from the possibility of falling on someone.

(2) Much discussion followed re: moving Winkleman Row. It was decided that it was not the responsibility of the CSD but as a service to the community J. Yamamoto would ask Kisha about adding another row of boxes above the existing ones on Mailbox Row, and then to ask the box owners if they would mind have their boxes moved. It was also decided to ask Kisha about Postal Regulations re: the move, height requirements, etc.

B. California fair political practices commission workshops: tatements of economic interests: Postponed to November 21 CSD meeting.

C. FAA Radar Installation on Mt. Tam: Discussion postponed to next meeting.

6. Reports:

A. CCC: discussed under 4. A.1.

B. Roads Committee

(1) Report of speed bumps on Sunset postponed due to lack of response from questionnaire. The questionnaire was sent to residents from #190 to the ocean because these residents are most affected by the decision. The Roads Committee is considering putting 2 more speed bumps in between #190 and Cove Lane.

(2) Steve reported that existing bumps are being marked.

(3) Re: easement from stop sign at Sunset and Highway 1 which goes to Pacific Way: stairs will be repaired. He also stated he will look into the easement that runs down to the ocean between Sunset Way and Cove Lane.

- (4) S. Shaffer reported that Regan has been clearing existing easements; cleaning drainage on Sunset.
(5) Steve also stated that the Committee is looking for members. The Committee now consists of S. Shaffer and Michael Fletcher.

C. Volunteer Fire Department

(1) Approval of operating procedures. Action Item.

Re: re-instating a member to the MBVFD:

John Sward reported that the procedure is the same as the procedure for new members, which requires a 100% vote from all existing members. S. Shaffer made the motion to approve the MBVFD Procedures Manual with changes; Judith seconds; ayes all; J. Teague, absent.

2) John Sward reported that fire extinguishers are being serviced on October 27. Also there will be fire extinguishers and smoke detectors for sale. Flyers will go in mailboxes.

3) The Halloween Dance will be on October 27.

4) Several members of the Fire Dept. will be attending the Propane Fire Seminar in Petaluma.

5) John also reported that First Aid is going well.

6) Judith commended the Fire Dept. for its Operating Procedures Manual.

D. Safety Committee

(1) G. Bennett reported that re: fire inspection - all items were taken care of, except that the compost needed to be removed which will be done on the October 21 work party. Re: items #1-6 on Gordon's 7/4/90 Memo - all items have been taken care of except for children's room which Regan will complete after Nancy Knox calls Steve Shaffer to arrange a time.

E. Insurance

(1) G. Bennett stated that there was nothing to report.

F. Recycling

(1) Gordon reported that the Community Center received a credit on its bill. The CC is now using 2 bins.

(2) Shoreline Disposal will be extending curbside recycling to all services around the first of the year collecting glass, cardboard, paper, plastic, and magazines at the curbside. This service will cost more. Details about the program are forthcoming. G. Bennett stated that when the program is in place, we can close the recycling depot.

G. Water Manager

- Henry Hyde reported a major leak (10,00 gallons/day) at 1705 Shoreline

- Re: Emergency Procedure Back-up: Henry contacted John Sward and Aran Collier. Henry recommended that John remain second back-up after Regan McNeil, and that Aran be third back-up. They will work as sub-contractors for Henry at \$25/hour. G. Bennett made that motion to approve the procedure as recommended by H. Hyde; S. Shaffer seconds; ayes all; J. Teague, absent.

- Re: proposed contracts for Henry and Regan - Henry would like his contract to read "Henry Hyde and Associates." Judith agreed to change and to give to Jonathan.

(1) Water quality test results & mail out: E. Pinto reported that results went out in last water bill. Erin thanked Henry for putting the report together.

(2) Surcharge Billing: Hazel reported that Correspondents #1 & #3 do qualify for surcharge exemption. She said that Correspondent #2 will be billed for surcharge if she does not receive payment by the time the October bill is sent.

(3) The agenda called "Surcharge Billing" will be changed to "Water Shut-off."

H. Water Committee:

- H. Hyde reported on the research that is taking place re: water rights, treatment, and drawing surface water vs. ground water. He stated that in 1991 the State will require more costly treatment of surface water. Henry feels that it is in the interests of the CSD to establish a ground water source because: 1. water rights are not necessary; 2. the water need not be treated as extensively.
- Henry stated that he has written to the State asking for their criteria re: determining whether the water is from a ground or surface water source.
- Erin stated that to meet County requirements MB must do a basic organic analysis to test organic chemicals by January 1, 1991. Henry stated that he will do.
- Erin reported that while it may be cheaper in the long run to draw from ground water, there will be investigation costs; it will cost \$9,000 to drill a 150' well (Weeks Drilling).

7.

Other Business

A. 9/19 90 closed session: evaluation & contract renewal of WaterManager & Assistant District Manager: Judith announced that there was a closed session; that the contracts have been evaluated and renewed.

B. 10/9/90 Closed session: Hyman litigation: Erin announced that there was a closed session.

C. CSD Procedures:

(1) Surcharge exemption procedure:

- S. Shaffer stated that on Draft 1 of procedure (page 33 of packet), items C.3 & C.4 should be deleted.
- Judith stated that the title would be changed to "Surcharge Policy," and an introductory sentence would precede the exemption procedure.
- A sentence will be added to F. stating that "The District Secretary will notify those who qualified for exemptions in the previous year."

(2) Additions & Revisions [page 33 of packet]:

- It was agreed that the Table of Contents will be eliminated from the small packets.
- It was agreed that the name of the "Comprehensive Packet" would be changed to "Board Packet."
- The number of hours required for publicly posting closed sessions was corrected to read 24 hours.
- #10 is eliminated, "develop a log of concerns."
- After some discussion it was decided that a procedure re: policy on approval for spending grant monies, fundraising money and donations would be discussed at the next meeting. It was agreed that Steve and Gordon would work on this.

(3) Committee Status: Re: Judith's report and meeting with Betty Smith Harrison - it was Judith's recommendations that: 1. research continue on efficient management procedures; 2. that until something better is developed all MBCSD committees follow the Brown Act; 3. that if a workshop on the structure of the MBCSD is planned, this subject will be discussed more fully.

(4) 1990 special districts seminar recommendations: agenda requests, personnel policy, administrative code, document retrieval, etc:

- it was agreed by consensus that for \$100 the MBCSD join the California Special Districts Association. Judith will also purchase two books: "Open Meeting Laws (Calif. Attorney General's Office) and "Open and Public: a User's Guide to the Brown Act" (Ted Fourkas).

- it was agreed that discussion of agenda requests, personnel policy and administrative code would be put on hold.
- document retrieval: Judith will get from the County copies of the Enabling Act and Petition for Formation.
- J. Yamamoto presented her "Agenda Form," and it was agreed that if there were any changes or discussions, they would be discussed at another time.

D. Oral Communications

- (1) It was agreed to change the title to "Announcements."
- (2) E. Pinto reported that two mountain bikes were stolen on Sunset Way.
- (3) Re: page 36 of packet, item not on agenda: The letter from County Counsel is in response to J. Teague's letter re: legality of Board member serving on Board approved subcommittees. Counsel's opinion is that Board members "do not encounter a conflict of interest when voting or discussing matters which concern the subcommittees on which they serve."
- (4) Erin thanked Kathy Sward and Nancy Knox for dinner, and Judith for her cookies.

E. Correspondence

- (1) CSDA annual membership: this was agreed on under "C. 4"
- (2) State of California Air Resources Board: MBCSD Global Warming Resolution: Erin reported that a response from J. Teague's letter was received from the Chairwoman of the Air Resources Board, Jeananne Sharpless. Judith stated that it would be important to thank Jonathan for his resolution, and that a copy should remain in the files.

8. **Adjournment:** The meeting was adjourned at 11:20 pm.

Respectfully Submitted,

Linda Moore, Recording Secretary

Jonathan Teague, Chair

REGULAR MEETING MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT

COMMUNITY CENTER

NOVEMBER 21, 1990

7:30 P.M.

PRESENT: JONATHAN TEAGUE, JUDITH YAMAMOTO, ERIN PINTO, STEVEN SHAFFER
AND GORDON BENNETT

ABSENT: NONE

1. CALL TO ORDER

Meeting called to order by Teague, Chair at 7:30 P.M.

2. APPROVAL OF AGENDA

Add 4-B (3) State of Mandated Costs and change title of 4 to
Action Items / Old Business.

M/S Shaffer-Yamamoto to accept the Agenda as corrected. Ayes all.

3. APPROVAL OF OCTOBER 17, 1990 MEETING MINUTES

M/S SHAFFER - YAMAMOTO to approve the minutes. Ayes all.

4. ACTION ITEMS/ OLD BUSINESS

A. APPROVAL OF BILLS

M/S Bennett- Yamamoto to accept bills as presented. Ayes all.

B. BUDGET

1. Accounting for Special Assistant Grant for Water System.

Yamamoto suggested the \$10,000 from Giacomini be put in a
special account. We are required to use the money in one year,
we lose it if not used. She suggested we give this item to the
Water Committee.

2. Report on Contact/Lobbying with California Special District
Association re: Additional County Taxes.

M/S Bennett- Yamamoto propose we write a letter to the Board
of Supervisors that we as a Board object to the utility tax.
Ayes all.

GUESTS: Mayumi Oda and Dean Rolston attended the meeting to discuss
an abatement of the huge water bill caused from a leak in
the irrigation system.

Teague read aloud their letter regarding the two separate
leaks in their system and the attached memorandum summar-
izing the events surrounding the substantial water leak.
The water bill for the amount of October was for \$1,099.80
M/S Bennett -Shaffer to deduct from her October bill the
average amount paid in the preceding six months, and to
charge that amount for October. The excess(leakage) amount
will be billed separately so that she may send it to her
insurance company, and payment of that amount to the MBCSD
will be temporarily deferred during this process. At her
request, Water Manager Henry Hyde will provide a letter of
clarification to Mayumi Oda's insurance company.
THE MBCSD IS NOT RESPONSIBLE FOR THIS LEAK. Yes all.

C. MUIR BEACH MAILBOXES.

Regan is to secure the large green box at the dairy. It
was recommended the box owners move their boxes. The law
calls for boxes to be 8 feet from edge of road. Kisha, mail-
carrier, to notify residents.

D. CALIFORNIA FAIR POLITICAL PRACTICES WORKSHOP RE: STATEMENT
OF ECONOMIC INTERESTS. December meeting on 11th. Emeryville.

Teague will report on the meeting. It will be re: filing
officers and officials for Statement of ECONOMIC Interests.

E. FAA RADAR INSTALLATION ON MT. TAMALPAIS.

This was taken off the agenda.

COOKIE BREAK:

Delicious cookies baked by Yamamoto were served.

REPORTS:

A. ROAD COMMITTEE

Shaffer reported on the jobs completed:

1. Repainted speed bumps on Sunset Way.
2. Moved wood from Kriegle's to Comm. Center.
3. Raked existing gravel on Charlottes Way.
4. Removed tree limb on Seacape near Hwy. #1.

B. Projects This Month.

1. Replace all non-working light bulbs above and below Comm. Center on easement.
2. Clear and repair lower easement from Sunset Way to Little Beach.
3. Clear drainage ditch between Ahab and Sunset Way.
4. Add steps to easement beginning at the corner of Sunset Way and Hwy. #1.

C. RECOMMENDATIONS TO CSD BOARD.

1. Add crushed rock to Charlottes Way (2 truck loads AB rock to cost \$324.80. (This amount is within R&E budget)
2. Discontinue speed bumps program for Sunset Way. The survey results: 4 yes, 19 noes, 8 no pref.
3. Write to County Council for clarification of property owners rights vs CSD rights on existing easements.

Teague in behalf of Board commended Shaffer on his report.

FIRE DEPARTMENT:

Kathy Sward reported volunteers Sward, Farkas, Allen and Collier have completed a 60 hour "1st Responder" emergency medical training class and all passed.

M/S Bennett - Yamamoto the Board gives a Commendation to those completing the course. Ayes all.

C. SAFETY COMMITTEE:

The Community Center safety items, watersafety items, roads safety items will hereafter be combined for Safety committee. Bennett will call SDRA for a new inspection of area.

D. RECYCLING:

Bennett reported new rates will be forthcoming regarding size of cans.

E. WATER MANAGER:

1. Hyde presented action items for consideration by the Board.

A. Authorization to advertise for bids for Harris Project D-2 (Interconnection at Hwy 1 and Muir Woods Road) The project is included in the FY 90-91 budget for \$41,000.

B. Consideration of geo-technical services regarding the preliminary investigations for a new water well to circumvent the need for surface water rights and the new surface treatment requirements.

He reported all samples, monthly bacteriological, acceptable results.

C. Routine fire hydrant flushing for line cleaning done.

Supervision and training Regan McNeil. Activities included assignment of maintenance-cleaning tasks and water system operation training.

M/S Bennett - Yamamoto to have Hyde put out the bids on the Harris Project D-2. Ayes all.

The Board commended Hyde on his report.

G. COMMUNITY CENTER COMMITTEE:

Sward reported the stair strips need completion; the Child Care room door needs to be replaced to open outwards; moving the compact bin for fire dept. to other location.

Bennett reported Ads for carpenter bids on work to be done for the CSD office, plans to be approved by Community Center Committee.

M/S Shaffer - Bennett to allow Bennett on getting bids to change the library to an CSD office.

Ayes: Pinto, Shaffer, Bennett

Noes: Yamamoto

Sward reported they are operating under the old charter.

6. OTHER BUSINESS:

A. CSD PROCEDURES.

1. ADDITIONS: CHAIR TO VOTE.

It will facilitate the cutting down of discussion, this was a discussion item tonight but will be an action item next meeting.

2. 1990 SPECIAL DISTRICTS SEMINAR RECOMMENDATIONS: AGENDA REQUESTS, PERSONNEL POLICY, ADMINISTRATIVE CODE, DOCUMENT RETRIEVAL.

MELO to write various districts for their personnel policies, administrative codes.

3. FILING AT CSD OFFICE:

Melo will give all material to Linda to file.

B. ORAL COMMUNICATIONS:

Melo will write for the Internal Service (IRS) and the (EDD) Employment Development Department for Form SS-8 "Info for use in determining whether a worker is an employee for Federal Employment taxes and income tax withholding". The EDD forms will determine the status of workers differently.

C. CORRESPONDENCE:

If any resident requests to be on the mailing list for "Packet" please request by mail.

D. ADJOURN:

There being no further business, meeting was adjourned at 11:22 P.M.

THERE WILL BE NO MEETING HELD IN DECEMBER DUE TO HOLIDAYS AND NO QUORM EXPECTED.

RESPECTFULL SUBMITTED,

Hazel M. Melo

HAZEL M. MELO, DIST. SECTY.

JONATHAN TEAGUE, CHAIRMAN

NEXT REGULAR CSD MEETING WILL BE HELD IN JANUARY 16, 1991

COMMUNITY CENTER 19 SEACAPE DR. 7:30 P.M.

REGULAR MEETING MUIR BEACH COMMUNITY SERVICES DISTRICT

NOVEMBER 21, 1990

COMMUNITY CENTER

7:30 P.M.

**MUIR BEACH COMMUNITY SERVICES
DISTRICT**

BOX 221 • STAR ROUTE • SAUSALITO, CALIFORNIA • 94965

BOARD OF DIRECTORS

Jonathan Teague, Chair Steven Shaffer Erin Pinto
Judith Yamamoto Gordon Bennett

AGENDA / **BOARD PACKET**

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF OCTOBER 17, 1990 MEETING MINUTES
4. DISCUSSION ITEMS / NEW BUSINESS
 - A. APPROVAL OF BILLS
 - B. BUDGET
 1. ACCOUNTING FOR SPECIAL ASSISTANT GRANT FOR WATER SYSTEM.
 2. REPORT ON CONTACT/LOBBYING WITH CALIFORNIA SPECIAL DISTRICT ASSOCIATION re: ADDITIONAL COUNTY TAXES.
 - C. MUIR BEACH MAILBOXES - CONTINUED FROM LAST MEETING
 - D. CALIFORNIA FAIR POLITICAL PRACTICES COMMISSION WORKSHOPS - STATEMENTS OF ECONOMIC INTERESTS (5 RESERVATIONS MADE FOR DECEMBER 11 MEETING IN EMERYVILLE).
 - E. FAA RADAR INSTALLATION ON MT. TAMALPAIS

COOKIE BREAK

5. REPORTS

- A. ROADS COMMITTEE:
REPORT POLL RESIDENTS ON SUNSET WAY
SPEED BUMP MARKING AND INSTALLATION (ACTION ITEM)
- B. FIRE DEPARTMENT
- C. SAFETY COMMITTEE/ INSURANCE
- D. RECYCLING / WASTE DISPOSAL
- E. WATER MANAGER: WATER SHUT-OFFS
- F. WATER COMMITTEE
- G. COMMUNITY CENTER COMMITTEE

6. OTHER BUSINESS

- A. CSD PROCEDURES
 1. ADDITIONS: CHAIR TO VOTE
 2. 1990 SPECIAL DISTRICTS SEMINAR RECOMMENDATIONS: AGENDA REQUESTS, PERSONNEL POLICY, ADMINISTRATIVE CODE, DOCUMENT RETRIEVAL
 3. FILING AT CSD OFFICE
- B. ORAL COMMUNICATIONS
- C. CORRESPONDENCE
- D. ADJOURN

REGULAR MEETING OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT

November 21, 1990

Table of Contents/ Board Packet

<u>AGENDA ITEM</u>	<u>PAGE NUMBER</u>
2. Approval of Agenda November 21, 1990 Agenda	1
3. Approval of October 17, 1990 Board Meeting Minutes October 17, 1990 Board Meeting Minutes	3
5B. Fire Department MBVFD Status Report	8
5E. Water Manager Memo from Water Manager Hyde re: Action Items - November 21 Board Meeting..	10
Status Report	11
Incident Report Form	13
Letters to customers from Water Manager Hyde re: high water readings ..	14
6A. CSD Procedures revised Surcharge Policy	17

MINUTES
REGULAR MEETING OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT
OCTOBER 17, 1990

Present: Erin Pinto, Acting Chair; Gordon Bennett, Steven Shaffer,
Judith Yamamoto. **Absent:** Jonathan Teague

1. Call to Order

The meeting was called to order by E. Pinto at 7:45 pm.

2. Approval of Agenda

- a) S. Shaffer reported that because there were not enough responses from the speed bump survey, Item 6. B. 1 "Installation of speed bumps" would be moved to next month's meeting.
- b) Community Center Committee report moved to 4. A. 1
- c) S. Shaffer motioned to approve agenda as changed; J. Yamamoto seconds; ayes all; J. Teague, absent.

3. Approval of September 19 Meeting Minutes

- a) Correction: Page 6, Item B. 1. should read: [Budget Item #4093, \$8,177]
- b) S. Shaffer made motion to approve September 19 minutes as corrected; J. Yamamoto seconds; ayes all; J. Teague, absent.

4. Action Items/Old Business

A. Approval of Bills

- (1) Matt Bruce, extra hire tree cutting (\$125) should be moved to Roads.
- (2) Wages for Recording Secretary should be moved to G & A category.
- (3) J. Yamamoto made the motion to approve the bills; S. Shaffer seconds; ayes all; J. Teague, absent.

A.1. Community Center Committee report:

Marilyn Kriegel expressed the concern for making safe access via easements and stairs. S. Shaffer assured the Committee that the stairs on the Community Center Big Beach easement [Seacape Drive/Pacific Way] and the stairs on the Sunset Way/Pacific Way easement, especially at the top end, near the stop sign at Sunset Way and Highway 1 are high priority repairs, and they will be finished by the end of October. Steve agreed to look into the cost of handrails for stairs and report at the next meeting.

(1) Funding for new budget line item "Other Programs and Related Improvements" Action Item:

J. Yamamoto made the motion that the CSD fund the line item for other programs and related improvements pro-rated from \$2,000 to \$1500. G. Bennett seconds; J. Yamamoto aye; G. Bennett and S. Shaffer nays; J. Teague, absent. Motion did not pass. G. Bennett made the motion to amend the first motion to \$500. J. Yamamoto seconds; ayes all; J. Teague, absent.

(2) Separate CCC account for grants, fundraisers, donations.

Action Item: After much discussion re: a separate account for grants, fundraisers and donations, the question of the validity of CCC's charter was discussed. It was stated that the present charter remains in effect while it is being revised. The revised charter will be ready by December. It was

decided that this Action Item would be tabled until the charter is approved. Gordon clarified that the money collected from the Walkathon was intended for children's programs which were not allocated in the budget, therefore there was the problem of how to spend the raised money.

B. Budget

(1) Special district augmentation fund annual allocations hearing: Went through at the Board of Supervisors Meeting on October 9. CSD will be receiving \$14,000.

(2) Marin County property tax collection fees and proposed utility tax: contact/lobbying with California Special Districts Assoc: S. Shaffer stated that the CSD must pay the non-optional \$243. J. Yamamoto stated that it is possible to protest at the State level, and that she will ask J. Teague to contact the CSDA.

(3) Accounting for special assistance grant for water system: It was decided that this will be discussed at the next meeting.

C. Measure E Publicity:

(1) G. Bennett suggested changing the order of J. Yamamoto's draft: 1. Rescind the current surcharge; 2. Rescind Measure M; 3. impose a special tax; 4. Increase the appropriations limit.

(2) S. Shaffer that he will call and instigate a phone tree in order to educate people on this measure.

(3) Publicity will include the Beachcomber, flyers in all mailboxes and on the bulletin boards.

(4) Judith agreed to re-draft. Hazel will make copies and put in boxes.

5. Discussions Items/New Business

A. Muir Beach mailboxes: securing green box, relocating Winkleman row, placing boxes in correct numerical order.

(1) It was agreed by consensus that Regan will fix the green box to prevent it from the possibility of falling on someone.

(2) Much discussion followed re: moving Winkleman Row. It was decided that it was not the responsibility of the CSD but as a service to the community J. Yamamoto would ask Kisha about adding another row of boxes above the existing ones on Mailbox Row, and then to ask the box owners if they would mind have their boxes moved. It was also decided to ask Kisha about Postal Regulations re: the move, height requirements, etc.

B. California fair political practices commission workshops: tatements of economic interests: Postponed to November 21 CSD meeting.

C. FAA Radar Installation on Mt. Tam: Discussion postponed to next meeting.

6. Reports:

A. CCC: discussed under 4. A.1.

B. Roads Committee

(1) Report of speed bumps on Sunset postponed due to lack of response from questionnaire. The questionnaire was sent to residents from #190 to the ocean because these residents are most affected by the decision. The Roads Committee is considering putting 2 more speed bumps in between #190 and Cove Lane.

(2) Steve reported that existing bumps are being marked.

(3) Re: easement from stop sign at Sunset and Highway 1 which goes to Pacific Way: stairs will be repaired. He also stated he will look into the easement that runs down to the ocean between Sunset Way and Cove Lane.

- (4) S. Shaffer reported that Regan has been clearing existing easements; cleaning drainage on Sunset.
- (5) Steve also stated that the Committee is looking for members. The Committee now consists of S. Shaffer and Michael Fletcher.

C. Volunteer Fire Department

(1) Approval of operating procedures. Action Item.

Re: re-instating a member to the MBVFD:

John Sward reported that the procedure is the same as the procedure for new members, which requires a 100% vote from all existing members. S. Shaffer made the motion to approve the MBVFD Procedures Manual with changes; Judith seconds; ayes all; J. Teague, absent.

2) John Sward reported that fire extinguishers are being serviced on October 27. Also there will be fire extinguishers and smoke detectors for sale. Flyers will go in mailboxes.

3) The Halloween Dance will be on October 27.

4) Several members of the Fire Dept. will be attending the Propane Fire Seminar in Petaluma.

5) John also reported that First Aid is going well.

6) Judith commended the Fire Dept. for its Operating Procedures Manual.

D. Safety Committee

(1) G. Bennett reported that re: fire inspection - all items were taken care of, except that the compost needed to be removed which will be done on the October 21 work party. Re: items #1-6 on Gordon's 7/4/90 Memo - all items have been taken care of except for children's room which Regan will complete after Nancy Knox calls Steve Shaffer to arrange a time.

E. Insurance

(1) G. Bennett stated that there was nothing to report.

F. Recycling

(1) Gordon reported that the Community Center received a credit on its bill. The CC is now using 2 bins.

(2) Shoreline Disposal will be extending curbside recycling to all services around the first of the year collecting glass, cardboard, paper, plastic, and magazines at the curbside. This service will cost more. Details about the program are forthcoming. G. Bennett stated that when the program is in place, we can close the recycling depot.

G. Water Manager

- Henry Hyde reported a major leak (10,00 gallons/day) at 1705 Shoreline

- Re: Emergency Procedure Back-up: Henry contacted John Sward and Aran Collier. Henry recommended that John remain second back-up after Regan McNeil, and that Aran be third back-up. They will work as sub-contractors for Henry at \$25/hour. G. Bennett made that motion to approve the procedure as recommended by H. Hyde; S Shaffer seconds; ayes all; J. Teague, absent.

- Re: proposed contracts for Henry and Regan - Henry would like his contract to read "Henry Hyde and Associates." Judith agreed to change and to give to Jonathan.

(1) Water quality test results & mail out: E. Pinto reported that results went out in last water bill. Erin thanked Henry for putting the report together.

(2) Surcharge Billing: Hazel reported that Correspondents #1 & #3 do qualify for surcharge exemption. She said that Correspondent #2 will be billed for surcharge if she does not receive payment by the time the October bill is sent.

(3) The agenda called "Surcharge Billing" will be changed to "Water Shut-off."

H. Water Committee:

- H. Hyde reported on the research that is taking place re: water rights, treatment, and drawing surface water vs. ground water. He stated that in 1991 the State will require more costly treatment of surface water. Henry feels that it is in the interests of the CSD to establish a ground water source because: 1. water rights are not necessary; 2. the water need not be treated as extensively.
- Henry stated that he has written to the State asking for their criteria re: determining whether the water is from a ground or surface water source.
- Erin stated that to meet County requirements MB must do a basic organic analysis to test organic chemicals by January 1, 1991. Henry stated that he will do.
- Erin reported that while it may be cheaper in the long run to draw from ground water, there will be investigation costs; it will cost \$9,000 to drill a 150' well (Weeks Drilling).

7.

Other Business

A. 9/19 90 closed session: evaluation & contract renewal of WaterManager & Assistant District Manager: Judith announced that there was a closed session; that the contracts have been evaluated and renewed.

B. 10/9/90 Closed session: Hyman litigation: Erin announced that there was a closed session.

C. CSD Procedures:

(1) Surcharge exemption procedure:

- S. Shaffer stated that on Draft 1 of procedure (page 33 of packet), items C.3 & C.4 should be deleted.
- Judith stated that the title would be changed to "Surcharge Policy," and an introductory sentence would precede the exemption procedure.
- A sentence will be added to F. stating that "The District Secretary will notify those who qualified for exemptions in the previous year."

(2) Additions & Revisions [page 33 of packet]:

- It was agreed that the Table of Contents will be eliminated from the small packets.
- It was agreed that the name of the "Comprehensive Packet" would be changed to "Board Packet."
- The number of hours required for publicly posting closed sessions was corrected to read 24 hours.
- #10 is eliminated, "develop a log of concerns."
- After some discussion it was decided that a procedure re: policy on approval for spending grant monies, fundraising money and donations would be discussed at the next meeting. It was agreed that Steve and Gordon would work on this.

(3) Committee Status: Re: Judith's report and meeting with Betty Smith Harrison - it was Judith's recommendations that: 1. research continue on efficient management procedures; 2. that until something better is developed all MBCSD committees follow the Brown Act; 3. that if a workshop on the structure of the MBCSD is planned, this subject will be discussed more fully.

(4) 1990 special districts seminar recommendations: agenda requests, personnel policy, administrative code, document retrieval, etc:
- it was agreed by consensus that for \$100 the MBCSD join the California Special Districts Association. Judith will also purchase two books: "Open Meeting Laws (Calif. Attorney General's Office)" and "Open and Public: a User's Guide to the Brown Act" (Ted Fourkas).

- it was agreed that discussion of agenda requests, personnel policy and administrative code would be put on hold.
- document retrieval: Judith will get from the County copies of the Enabling Act and Petition for Formation.
- J. Yamamoto presented her "Agenda Form," and it was agreed that if there were any changes or discussions, they would be discussed at another time.

D. Oral Communications

- (1) It was agreed to change the title to "Announcements."
- (2) E. Pinto reported that two mountain bikes were stolen on Sunset Way.
- (3) Re: page 36 of packet, item not on agenda: The letter from County Counsel is in response to J. Teague's letter re: legality of Board member serving on Board approved subcommittees. Counsel's opinion is that Board members "do not encounter a conflict of interest when voting or discussing matters which concern the subcommittees on which they serve."
- (4) Erin thanked Kathy Sward and Nancy Knox for dinner, and Judith for her cookies.

E. Correspondence

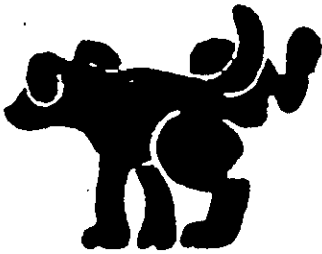
- (1) CSDA annual membership: this was agreed on under "C. 4"
- (2) State of California Air Resources Board: MBCSD Global Warming Resolution: Erin reported that a response from J. Teague's letter was received from the Chairwoman of the Air Resources Board, Jeananne Sharpless. Judith stated that it would be important to thank Jonathan for his resolution, and that a copy should remain in the files.

8. **Adjournment:** The meeting was adjourned at 11:20 pm.

Respectfully Submitted,

Linda Moore, Recording Secretary

Jonathan Teague, Chair



**Muir Beach
Volunteer Fire Department**

MUIR BEACH VOLUNTEER FIRE DEPARTMENT

MINUTES, DRILL AND CALL RECORD FOR 10-12-90 THROUGH 11-13-90

MEETINGS:

11-12-90

Attending: Sward, Farkas, Allen, Moore, Marshall, Collier, Clark, Felix.

Discussion: Possibility of department sponsored EMT class or EMT recertification class at the community center. Sward to seek West Marin Funds in 1991. Allen to speak with possible instructors.

Helmet insignias to be ordered by Allen.

Catalog of equipment, Clark and Marshall to plan and implement.

Plans for a follow up drill on LPG for entire department.

Developed list of medical equipment purchases, Farkas to purchase.

Developed vehicle maintenance schedule, Marshall to implement.

New drill schedule for 1991, Allen to provide to department.

DRILLS:

11-3-90

Attending: Sward, Farkas, Allen, Collier, Felix, Clark.

Discussion: Upcoming LPG training.

Activities: Squad 660 pump operations. Engine 680 hose lay.

11-5-90

Interagency Training

Attending: Farkas, Allen, F. Smith, Collier, Clark.

Activities: Training at Petaluma firehouse included 2 hours classroom lecture and films regarding LPG storage, leakage, fires and proper emergency response. Volunteers participated in a hands on drill and attack on a burning LPG tank.

OTHER:

Volunteers, Sward, Farkas, Allen and Collier have completed a 60 hour "1st Responder" emergency medical training class taught by Jim Irving, Southern Marin's Paramedic Captain.

CALLS:

10-12-90 Grass fire, Muir Beach Overlook.

Responding: Felix

Details: False Call.

10-24-90 Medical Call, Sunset.

Responding: Allen Farkas.

Details: 3am call for resident complaining of chest pains.

Volunteers responded with medical equipment, reassured patient, took vital signs, obtained patient history, administered oxygen and assisted Paramedics upon their arrival.

11-9-90 Fire, Banducci's Farm.

Responding: F.Smith, Felix.

Details: Trash Fire. Call came from Mt. Tam, possible fire Frank's Valley Area. Volunteers responded to find a controlled rubbish fire. Responsible party received citation for burning without permit.



Henry Hyde & Associates
Civil and Environmental Engineering

Star Box 605 □ Sausalito, CA 94965 □ 415 388-0362

November 12, 1990

TO: MUIR BEACH C.S.D.
Board of Directors

FROM: Henry Hyde
Water Department Manager

SUBJECT: Action Items - November 21 Board Meeting

The following action items are presented for consideration by the Board at its November 21 Board Meeting:

1. Authorization to advertise for bids for Harris Project D-2 (Interconnection @ Hwy. 1 and Muir Woods Road). The project is included in the FY 90-91 budget for \$41,000.
2. Consideration of geo-technical services regarding preliminary investigations for a new water well to circumvent the need for surface water rights and the new surface water treatment requirements. (Please refer to my information report on this subject). A proposal is being prepared by Harding Lawson Associates (Novato) for discussion at the meeting. This item is not included in the FY 90-91 budget.

MUIR BEACH C.S.D. WATER DEPARTMENT
STATUS REPORT: October, 1990

WATER SYSTEM OPERATION

The water system basic operation services performed during the month of October, 1990 includes:

1. Daily check of the system and maintain the daily log book.
2. Monthly bacteriological samples (2) - acceptable results.
3. Shutoff two services for delinquent payment of bills.

Water production for the month of October was 36 percent above the annual average of 36,000 gallons/day.

- | | |
|------------------------------------|-------------------------------------|
| 1. Volume of water produced: | 1,513,200 gallons |
| 2. Average daily production: | 48,813 gallons/day |
| 3. Maximum day production: | 86,600 gallons/day |
| 4. Volume of water used (metered): | 1,183,344 gallons |
| 5. Unaccounted for volume | 329,856 gallons (22% of production) |

The suspected reasons for the increase in water use in October are leaks discovered in several service lines (after the meter) and the unusually warm weather leading to increased irrigation (e.g. five customers accounted for 150,000 gallons or 13 percent of the total use.). Semi-annual hydrant flushing also accounts for some of the increase.

SUPPORT ACTIVITIES

Support activities initiated and/or completed during this period include:

1. Supervision and training of Reagan McNeil. Activities included assignment of maintenance-cleanup tasks and water system operation training.
2. Obtained monthly bacteriological samples and delivered to North Marin Water District Laboratory for analysis. Results were sent to the County Health Department.
3. Routine fire hydrant flushing for line cleaning.

EMERGENCY REPAIRS

1. A significant leak was discovered at 1705 Shoreline Highway (Nathan) and repaired by the property owner (see attached Incident Report).
2. Additional suspected service line leaks were identified from meter readings. Letters were sent to the property owners for appropriate action (attached).

SPECIAL SERVICES

Special services continued in October included:

1. Resetting of water meter boxes, inspection of the water meters and check for leaks.

Meters are being removed and tested at the Pump House for accuracy and operating condition. Old meters are being replaced with new meters as necessary.

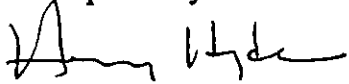
2. The first distribution system capital improvement project (Harris Report Project D-2 - Highway 1 and Franks Valley Road Interconnection) is continuing with the preparation of the bid documents (contract documents and drawing) and surveying. An encroachment permit (Highway 1) is being completed by CalTrans.
3. Work began on the Pump House piping modification and replacement project. The work is now scheduled for completion by mid-November.
4. Investigation of the water rights issue and future treatment requirements for surface water (underflow) was conducted to determine appropriate action for consideration by the Board. A separate report will follow regarding relevant information and the linkage of these two issues.

Approximate expenditures incurred during this period include:

1.	New Roof on Pump House	\$500.00
2.	Chlorinator Replacement Parts (Forester)	36.00
3.	North Marin Water District Laboratory Services	41.00
4.	Miscellaneous O&M supplies and materials	<u>123.00</u>

Approximate Expenditures \$700.00

Respectfully submitted,


Henry Hyde & Associates
Water System Manager

Date: October 19, 1990

INCIDENT REPORT FORM

Problem:

A significant leak was discovered at 1705 Shoreline Highway (Nathan) on October 12 while servicing (replacing) the existing water meter. Upon notification of the resident (Dean Ralston) and investigation, it was noted that the filter on the house service line was leaking and that a significant amount of water was passing through the irrigation system header pipe although the "automatic" system was not operating. Further investigation on October 15 and a review of the meter readings confirmed the problems.

Also, beginning on October 10, we had difficulty maintaining the upper storage tank level indicating that the leak probably became significant at this time. The next door neighbor (1821 Shoreline) also complained of irrigation system pressure problems at this time.

Alternatives:

We closed the shutoff valve on the irrigation system and the house service and recommended that the residents keep the service shut off when not at home. We also recommended that they have a plumber and/or irrigation system person inspect the system for leaks and repair the leaks as soon as possible.

Solution:

The residents had the leaks identified and repaired on or about October 17. The system appears to be back to normal operation.

Completed by: Henry Hyde



MUIR BEACH COMMUNITY SERVICES DISTRICT

BOX 221 • STAR ROUTE • SAUSALITO, CALIFORNIA • 94965

BOARD OF DIRECTORS

October 23, 1990

June White
210 Sunset Way
Star Box 223
Muir Beach, CA 94965

RE: WATER USE

Dear Customer:

Your water meter reading for the past month has increased significantly from the usual reading indicating a potential leak or other reason to explain the increased water use. We have checked the meter reading, inspected the meter and District service line, and found no problem.

Therefore, unless you have increased your water use (e.g., irrigation), we suspect that there is a water leak in your service line from the meter to the house or in the plumbing system inside the house. Since you will be billed for the water use based on the meter reading, we recommend that you investigate your service line and plumbing system and repair any identified leaks as soon as possible.

If you have any questions or need assistance, please contact me at 388-0362.

Sincerely,

Henry Hyde
C.S.D. Water Manager



MUIR BEACH COMMUNITY SERVICES DISTRICT

BOX 221 • STAR ROUTE • SAUSALITO, CALIFORNIA • 94965

BOARD OF DIRECTORS

October 23, 1990

Tom and Paula Norton
320 Sunset Way
Muir Beach, CA 94965

RE: WATER USE

Dear Customer:

Your water meter reading for the past month has increased significantly from the usual reading indicating a potential leak or other reason to explain the increased water use. We have checked the meter reading, inspected the meter and District service line, and found no problem.

Therefore, unless you have increased your water use (e.g., irrigation), we suspect that there is a water leak in your service line from the meter to the house or in the plumbing system inside the house. Since you will be billed for the water use based on the meter reading, we recommend that you investigate your service line and plumbing system and repair any identified leaks as soon as possible.

If you have any questions or need assistance, please contact me at 388-0362.

Sincerely,

Henry Hyde
C.S.D. Water Manager



MUIR BEACH COMMUNITY SERVICES DISTRICT

BOX 221 • STAR ROUTE • SAUSALITO, CALIFORNIA • 94965

BOARD OF DIRECTORS

October 24, 1990

RICHARD
Ben Galland
310 Sunset Way
Box 274
Muir Beach, CA 94965

RE: WATER USE

Dear Customer:

Your water meter reading is usually greater than 1,000 cu. ft. (7,480 gallons) per month. Upon checking the meter reading, we have noticed that your meter box is always full of water. We have inspected the meter and District service line and have found no problem (e.g., leak at the meter).

Therefore, we suspect that there may be a water leak in your service line from the meter to the house or other reason for the water in the meter box. Unless there is an explanation for the water in the meter box, we recommend that you investigate your service line for leaks.

If you have any questions or need assistance, please contact me at 388-0362.

Sincerely,

Henry Hyde
C.S.D. Water Manager

SURCHARGE POLICY

On 10/18/89 the MBCSD Board passed a resolution imposing a surcharge of \$15.00 per water connection, added to each water bill every month for a period not to exceed six years beginning November, 1989.

On 3/21/90 the MBCSD Board initiated the following Surcharge Exemption Procedure:

- A. The surcharge exemption is 100% of the \$15.00 per month surcharge.
- B. Eligibility requirements are the same as those of Pacific Bell's Universal Lifeline Telephone Service and the State of California's Home Energy Assistance Program.
- C. To apply, send to MBCSD Secretary (Box 221) any one of the following:
 - 1. a copy of your current Pacific Bell phone bill showing Lifeline Service, or
 - 2. a copy of your current PG&E bill showing "low-income" pricing.
- D. Eligibility for the surcharge exemption begins on the same date as compliance with any one of the two criteria listed in C-1 and C-2. The surcharge must be paid from November 1, 1989 until that date.
- E. Nonpayment of the surcharge exemption will result in termination of water service, following the same procedure as termination for nonpayment of water bills. In both cases, payment is due 30 days from the billing date. Nonpayment of a bill will result in a two-week shut-off notice delivered with the following month's bill.
- F. Applicants must reapply each October, beginning October 1, 1990. The District Secretary will notify those who qualified for exemptions in the previous year.
- G. Appeals to this procedure will be heard during regular meetings of the MBCSD Board (third Wednesday of each month).

REGULAR MEETING MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT

COMMUNITY CENTER

NOVEMBER 21, 1990

7:30 P.M.

PRESENT: JONATHAN TEAGUE, JUDITH YAMAMOTO, ERIN PINTO, STEVEN SHAFFER
AND GORDON BENNETT

ABSENT: NONE

1. CALL TO ORDER

Meeting called to order by Teague, Chair at 7:30 P.M.

2. APPROVAL OF AGENDA

Add 4-B (3) State of Mandated Costs and change title of 4 to
Action Items / Old Business.

M/S Shaffer-Yamamoto to accept the Agenda as corrected. Ayes all.

3. APPROVAL OF OCTOBER 17, 1990 MEETING MINUTES

M/S SHAFFER - YAMAMOTO to approve the minutes. Ayes all.

4. ACTION ITEMS/ OLD BUSINESS

A. APPROVAL OF BILLS

M/S Bennett- Yamamoto to accept bills as presented. Ayes all.

B. BUDGET

1. Accounting for Special Assistant Grant for Water System.

Yamamoto suggested the \$10,000 from Giacomini be put in a
special account. We are required to use the money in one year,
we lose it if not used. She suggested we give this item to the
Water Committee.

2. Report on Contact/Lobbying with California Special District
Association re: Additional County Taxes.

M/S Bennett- Yamamoto propose we write a letter to the Board
of Supervisors that we as a Board object to the utility tax.
Ayes all.

GUESTS: Mayumi Oda and Dean Rolston attended the meeting to discuss
an abatement of the huge water bill caused from a leak in
the irrigation system.

Teague read aloud their letter regarding the two separate
leaks in their system and the attached memorandum summar-
izing the events surrounding the substantial water leak.

The water bill for the amount of October was for \$1,099.80
M/S Bennett -Shaffer to deduct from her October bill the
average amount paid in the preceding six months, and to
charge that amount for October. The excess(leakage) amount
will be billed separately so that she may send it to her
insurance company, and payment of that amount to the MBCSD
will be temporarily deferred during this process. At her
request, Water Manager Henry Hyde will provide a letter of
clarification to Mayumi Oda's insurance company.

THE MBCSD IS NOT RESPONSIBLE FOR THIS LEAK. Yes all.

C. MUIR BEACH MAILBOXES.

Regan is to secure the large green box at the dairy. It
was recommended the box owners move their boxes. The law
calls for boxes to be 8 feet from edge of road. Kisha, mail-
carrier, to notify residents.

D. CALIFORNIA FAIR POLITICAL PRACTICES WORKSHOP RE: STATEMENT
OF ECONOMIC INTERESTS. December meeting on 11th. Emeryville.

Teague will report on the meeting. It will be re: filing
officers and officials for Statement of ECONOMIC Interests.

E. FAA RADAR INSTALLATION ON MT. TAMALPAIS.

This was taken off the agenda.

COOKIE BREAK:

Delicious cookies baked by Yamamoto were served.

REPORTS:

A. ROAD COMMITTEE

Shaffer reported on the jobs completed:

1. Repainted speed bumps on Sunset Way.
2. Moved wood from Kriegle's to Comm. Center.
3. Raked existing gravel on Charlottes Way.
4. Removed tree limb on Seacape near Hwy. #1.

B. Projects This Month.

1. Replace all non-working light bulbs above and below Comm. Center on easement.
2. Clear and repair lower easement from Sunset Way to Little Beach.
3. Clear drainage ditch between Ahab and Sunset Way.
4. Add steps to easement beginning at the corner of Sunset Way and Hwy. #1.

C. RECOMMENDATIONS TO CSD BOARD.

1. Add crushed rock to Charlottes Way (2 truck loads AB rock to cost \$324.80. (This amount is within R&E budget)
2. Discontinue speed bumps program for Sunset Way. The survey results: 4 yes, 19 noes, 8 no pref.
3. Write to County Council for clarification of property owners rights vs CSD rights on existing easements.

Teague in behalf of Board commended Shaffer on his report.

FIRE DEPARTMENT:

Kathy Sward reported volunteers Sward, Farkas, Allen and Collier have completed a 60 hour "1st Responder" emergency medical training class and all passed.

M/S Bennett - Yamamoto the Board gives a Commendation to those completing the course. Ayes all.

C. SAFETY COMMITTEE:

The Community Center safety items, watersafety items, roads safety items will hereafter be combined for Safety committee. Bennett will call SDRA for a new inspection of area.

D. RECYCLING:

Bennett reported new rates will be forthcoming regarding size of cans.

E. WATER MANAGER:

1. Hyde presented action items for consideration by the Board.

A. Authorization to advertise for bids for Harris Project D-2 (Interconnection at Hwy 1 and Muir Woods Road) The project is included in the FY 90-91 budget for \$41,000.

B. Consideration of geo-technical services regarding the preliminary investigations for a new water well to circumvent the need for surface water rights and the new surface treatment requirements.

He reported all samples, monthly bacteriological, acceptable results.

C. Routine fire hydrant flushing for line cleaning done.

Supervision and training Regan McNeil. Activities included assignment of maintenance-cleaning tasks and water system operation training.

M/S Bennett - Yamamoto to have Hyde put out the bids on the Harris Project D-2. Ayes all.