



# **MUIR BEACH COMMUNITY SERVICES DISTRICT**

**BOX 221 • STAR ROUTE • SAUSALITO, CALIFORNIA • 94965**

**BOARD OF DIRECTORS**

February 4, 1992

The Muir Beach Community Services District Board will meet at 7 pm on February 5, 1992, at the Muir Beach Community Center. The meeting, to review candidates for the position of District General Manager, will be a closed session under Personnel Section 54957 of the Government Code.



# MUIR BEACH COMMUNITY SERVICES DISTRICT

BOX 221 • STAR ROUTE • SAUSALITO, CALIFORNIA • 94965

## BOARD OF DIRECTORS

Robin Collier, Chair; Nancy Wolf Lee, Hank Maiden, Erin Pinto, Judith Yamamoto

Feb. 22, 1992

The Muir Beach Community Services District Board will hold a Special Meeting on February 26th, 1992, from 8:30 am - 9:30 am, to discuss issues concerning the hiring of a General Manager, including but not limited to the job description and procedures to follow during job interviews. The public is invited to attend this meeting.

This Special Meeting will adjourn to a Closed Session (Government Code Personnel Section 54957) at 9:30 am, when interviews for the first round of candidates for General Manager will begin. Closed Session interviews are scheduled from 9:30 am to 4:45 pm.

INTERVIEW SCHEDULE FOR FIRST ROUND  
GENERAL MANAGER CANDIDATES

WEDNESDAY, FEB. 26TH • 9:30-4:00 • COMMUNITY CENTER

9:30 - 10:15: Petrita Lipkin

10:15 - 11:00: James Ryan

11:00 - 11:45: Richard Ferguson

11:45 - 12:30: Donovan McFarlane

12:30 - 1:00: break (bring a bag lunch and, if you're over-coffee-ed, some other drink. Coffee and scones, croissants, or muffins can be bought at Bistro, 9:30-11, and we can make more coffee at lunch time)

1:00 - 1:45: Nick Poppelreiter

1:45 - 2:30: William Taylor

2:30 - 3:15: Gloria De Young

3:15 - 4:00: James Musgrove (this candidate has had his phone disconnected from 2/17/92 - 2/22/92 -- I've called several times. If we don't hear from him, this interview will be cancelled. JY)



# MUIR BEACH COMMUNITY SERVICES DISTRICT

BOX 221 • STAR ROUTE • SAUSALITO, CALIFORNIA • 94965

BOARD OF DIRECTORS

1/14/92

Dear Neighbors,

The Muir Beach Community Services District Board will hold a special meeting for discussion and possible action re: approval and implementation of a plan to install a new children's playground at the Muir Beach Community Center.

The meeting will be held on Friday evening, Jan. 17th, 1992, at 7:30 pm at the Community Center.

You are invited to join us.

SPECIAL MEETING OF THE  
MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD  
January 17, 1992

MINUTES

Directors Present: Robin Collier, Chair, Erin Pinto, Judith Yamamoto. Two vacancies.

The meeting was called to order at 7:45 p.m.

The purpose of this special meeting was to discuss the renovation of the children's playground at the Community Center.

Leslie Riehl, Chairperson of the Parents' Committee, presented an update on the committee's work to date and submitted their proposal to establish the playground in the lower part of the Community Center property. The details of the committee's plan are spelled out in Leslie's January 15, 1992 memo to the Board and in the Community Center Committee's report to the CSD dated January 8, 1992.

There was some concern expressed about any permits that might be required from the County before the project could proceed. Leslie said she had spoken to Dane Anderson of the Planning Department who said the project would be exempt from all use, coastal and environmental permit requirements on the condition that a full set of drawings be submitted along with a letter describing the project and explaining that the playground doesn't represent a new land use but rather the restoration of an existing facility. The Board asked to receive written confirmation of the permit exemptions from the Planning Department, and Leslie said such a letter was being prepared.

The Health Department has no objections to building over the leach field but does not allow any posts to penetrate the field nor any structures within five feet of the septic tank. Leslie will work with John John on identifying where the posts can safely be placed.

The only possible hurdle is in meeting the requirements of the Disability Act. Leslie spoke to Alexis McBride in the County Counsel's office who said if it could be shown that doing so would place a significant burden on the community, an exemption could be made. The original drawings and cost estimates for the project prepared by David Schwartz showing that the costs for the handicapped improvements exceed 50% of the total budget have been delivered to the County Counsel's office, and Leslie has been assured that the project will receive an exemption. But it must also be shown, in a signed document, that construction began prior to January 26, 1992. Leslie is prepared to begin the work herself, if necessary, and ask a witness to attest to the fact

for recording purposes, but Robin suggested that it would be more appropriate for the initial work to be done by an employee of the CSD. He will ask Harvey.

It was decided that the long range solution to the problem of providing handicapped access could be solved by building ramps.

A discussion followed regarding the current cost estimates, volunteer versus contract labor, and the need for a detailed work plan covering landscaping issues, equipment needs, timetable, etc.

Leslie explained that the \$5,000 for site preparation includes the hiring of a paid supervisor at a flat rate to develop a work plan and supervise the heavy work such as clearing the site, lining the border with the wood, removing the BBQ and the playhouse, etc.. This work would be done by low-cost laborers. The remaining work would all be done by volunteers in cooperation with a paid overseer who would coordinate their efforts and lay out a specific strategy for accomplishing the work plan following Jim Bishoff's design.

Pea gravel has been selected as the surfacing material for which \$2,000 have been budgeted.

The Board then made and passed the following motions:

- 1) To authorize the construction of the community playground at the lower part of the Community Center.
- 2) To authorize the establishment of CSD Revenue and Expense Accounts for the playground construction. All donations received for the playground project and the \$9,473 budgeted in the 1991-92 budget by the CSD for the project will be placed in the Revenue Account to be used solely for the playground project.
- 3) To authorize the expenditure of \$5,000 for site preparation, with the understanding that authorization for the equipment will be requested after completion of the site.
- 4) Expenditures over \$250 will be preapproved by the CSD Chair until a General Manager is hired.

There being no further business to come before the Board, the meeting was adjourned at 9:15 p.m.

Respectfully submitted,



Ann Browning

Memo to: CSD Board  
From: Community Center Committee  
Date: 1/8/92  
Re: Children's Playground at the Community Center

At a Community Center Committee meeting held on 1/8/92, Leslie Riehl reported on the status to date (1/8/92) of the proposed playground:

Amount raised so far: \$21,351.

Site plan: the plan developed by Jim Bischoff was too costly for implementation because of the amount of earth-moving required.

The current plan places the playground at the bottom of the yard, a site that is already flat. It is not quite large enough (20 feet); 25 feet is needed for playground equipment and necessary clearance. To accomplish this, the site will be "bowled" to extend it into the area above, and the slope will be realigned so that it requires only a two-foot retaining wall. The excavated earth will be moved to upper areas to create planting/gardening terraces, to the former playground site, and/or to an area just below the playground site to enlarge it further. The gravel that now lies in the old playground area will be placed behind the new retaining walls. The picnic tables will be moved up to the old playground site. The sandbox will stay where it is. The BBQ pit will be dismantled and reassembled at another site (Leslie suggested buying a Weber temporarily and incorporating the old BBQ pit into future plans for enlarging the CC deck).

Site preparation estimate: \$7,280.

Play structure: the play structure will consist of three tiering platforms (plastic-coated metal) with several attachments (slides, etc.). Colors will be beige and green, and some redwood will be used. Equipment has been chosen for endurance as well as appropriate use.

Play structure estimate: \$11,500.

Job supervisor: A supervisor will be hired to oversee the job for a flat fee. No estimate given.

Legal Requirements: There have been no formal responses to Gordon Bennett's 11/8/91 letter to Gary Giacomini requesting the Board of Supervisors to waive zoning application fees, design review fees, coastal permit fees, environment fees and building permit fees, nor to his 11/8/91 letter to County Counsel asking for a written opinion confirming "within reason" retrofitting requirements for handicapped use by 7/26/95. Gary Giacomini turned his letter over to the Planning Department. The Planning Department has decided not to issue a use permit (no use permit was issued for the original playground built by the Child Care Center), but has asked to be and has been involved in the process. The plan conforms to all legal requirements.

Community Center Committee Recommendation:

1. The CCC approved the new playground plan at a meeting held on 1/8/92, and recommends its adoption by the CSD. The CCC prefers using excavated earth to enlarge the playground site before improving upper levels of the yard, unless there is enough earth to do both.

2. The CCC requests that the CSD Board hold a special meeting before Jan. 26, 1992, to approve the plan, set up revenue and expense accounts for playground construction, authorize the expenditure of up to \$5000 of CSD funds for site preparation, and designate a person to disburse those funds.

Leslie D. H. Riehl  
Parent's Committee  
Star Route Box 292  
Muir Beach, CA 94965

January 15, 1992

MBCSD  
Board of Directors  
Muir Beach, CA 94965

RE: Muir Beach Community Playground

Dear Directors:

Well, this is it. The Parent's Committee has requested the Board of Directors have a special meeting to discuss the renovation of the playground at the Muir Beach Community Center. In my letter dated July 23, 1991 I stated 5 alternatives the committee had reviewed and we actually recommended one specific alternative which called for replacing the existing structure with new safe equipment at essentially the same location. Our estimate for an all volunteer effort was \$17,000. Since the time of that letter many events have taken place. We are now recommending shifting the playground to the lower part of the yard. Specifically:

Site: Originally we thought it would be possible to replace the existing playground at the same site. This is not possible. Unfortunately all plans were too expensive. In addition, Jim Bishoff discussed the site with a soils engineer and structural engineer. Both engineers felt we were attempting to add too much dirt to the lower yard and recommended tests both before and after construction to ensure the hillside remained stable. Given all of these hurdles, not the least of which is money, we decided to see if the very lower part of the yard could hold the playground. The area is long and flat, but not very wide. We need a minimum width of 25' for play equipment. To get this we would need to remove the existing Bar-B-Que, relocate the tables and play house and cut into the hill roughly 8 feet and build a 4 foot retaining wall. All of this is doable.



Equipment: We recommend buying equipment suitable for 2 to 12 year olds. The equipment will consist of redwood posts, plastic and metal. The playstructure will be beige and green with black tenderdecks. I recommend we order the equipment only after all site preparation is complete.

Cost: Estimates to-date are as follows:

Site Preparation:	\$5,000
Surfacing:	2,000
Equipment:	14,000
Total	\$21,000

Time: A construction contract must be signed and work begun at the site prior to 1/26/92. The contractor must sign a document stating he/she begun work prior to this date in order to avoid having to equip this playground with disabled access at this time. Equipment can be ordered after this date and will take roughly 6 weeks for delivery.

Permits: No permits are required to place a play structure over a septic field. The retaining wall must be at least 5 feet from the septic tank.

Funds: The Committee has raised \$11,557 for the playground. All donations are from the community. Total funds available: \$21,030. We anticipate receiving a few more donations as we plan to arrange another bake sale and mail another letter requesting funds.

The Committee submitted a proposal to the Marin Community Foundation Neighborhood Awards on January 15, 1992. I have attached the application for your information.

The Parent's Committee believes this is the best location for the playground. We are asking the Board to take action on the following items.

1. Authorize the construction of the community playground at the lower part of the Community Center.
2. Authorize the establishment of a Revenue and Expense account for the playground construction.
3. Authorize the expenditure of at least \$5,000 for site preparation, with the understanding that authorization for the equipment will be requested after completion of the site.
4. Designate an individual to negotiate terms of the construction contract and approve expenditures up to the \$5,000 limit.

*Expenditures over \$250 will be pre-approved by the chair until a GM is hired*

Leslie D. H. Riehl  
Muir Beach Parent's Committee  
Muir Beach, CA 94965

January 14, 1992

Ms Marge Goodman  
Board of Supervisors  
Marin Civic Center  
San Rafael, CA

Dear Ms. Goodman:

Attached please find a copy of the Marin Community Foundation  
Neighborhood Awards Application. Should you have any questions please  
feel free to give me a call at 381-6349. Thank you in advance for your  
consideration.

Sincerely,

Leslie D. H. Riehl

MARIN COMMUNITY FOUNDATION

NEIGHBORHOOD AWARDS

NEIGHBORHOOD: Please describe distinguishing characteristics of the neighborhood: location and borders, types of housing, income characteristics, other information relevant to the definition of the neighborhood.

The Muir Beach Community is located 6 miles north of Mill Valley. The community has approximately 150 households, the Green Gulch Zen Center complex, the Banducci Flower Farm, and Slide Ranch. The is completely surrounded by the Golden Gate National Recreational Area. The neighborhood has approximately 450 residents with income ranging from farm workers at the Banducci Ranch to double income professional families. Muir Beach and its neighbors are very close. Due to its location, the community has always strived to be self-sufficient (we maintain our own water system, roads, community center and volunteer fire department). Most of the community activities are centered around the Muir Beach Community Center. The Center was designed and constructed in the Seventies to serve the needs of the residents. Community meetings, adult and children recreational programs, community parties and fund raisers are all held at the community center.

PROJECT/PROGRAM: Please describe the projects, endeavors, and efforts that this neighborhood plans, has initiated or completed. What have been/will be the impact on the neighborhood?

In the summer of 1990 a small group of Muir Beach parents formed a "Parent's Committee" to look into the redevelopment of the playground located at the Community Center. Due to safety regulations the playground had to be closed and ultimately torn down. The Muir Beach neighborhood currently has between 50 and 60 children under the age of 12. The playground was the focal point of the children's activities. The "Parent's Committee" realized that it was extremely important to rebuild a safe playground for the children of Muir Beach. During the past one and a half years the Committee has developed plans for a new playground at the Community Center and raised \$21,351 entirely from within the community. The design of this playground has been difficult as the Community Center is located on a hill. Though other sites were considered, the "Parent's Committee" felt it very important to continue to focus the community activities at the Community Center. Total cost of the project is estimated to be \$26,000.

VOLUNTEER PARTICIPATION: Please describe the volunteer participation in the project/program.

To a remarkable degree, what gets done in Muir Beach gets done communally. Community governance is done by a group of volunteers, all recreational activities are designed and run by volunteers (including a Quilting Bee; six organized events per year for children; a library; the maintenance of a children's room; an emergency telephone tree; community work parties to maintain the community center; monthly dinners; a writers' guild; and a monthly "lunch bunch"), and the volunteer fire department, comprised of 12 residents, provides fire and medical services fo Muir Beach, its visitors, and the surrounding area.

This project is no different. The project has been designed to incorporate a great deal of volunteer labor in its construction and maintenance. All project development and design has been donated by local professionals. To-date, volunteers have contributed over 1000 hours of their time. We anticipate this project will be completed with 95% volunteer labor, with the remaining efforts spent preparing the site and actually installing the playground equipment.

HOW AWARD WILL BE USED:

The award from the Marin Community Foundation Neighborhood Awards will be used to obtain our fund raising goal of \$26,000. All funds will be used for site preparation and playground equipment.

WHO IS INVOLVED? Please name members of the neighborhood who have been instrumental in developing projects/efforts/endeavors and in building neighborhood awareness.

This project has been spearheaded by Leslie Riehl, resident and parent of Muir Beach. Active members of the Committee are Gordon Bennett, Nina Vincent, Naomi Schalit, Maureen Ketchum, Melissa Lasky, Ross Herbertson, Sue Herbertson, David Schwartz, Jim Bishoff, Mike Moore, and Mike Herz; all are residents of Muir Beach and Slide Ranch. This group has stuck together for one and a half years. There have been many times when we all thought it would be impossible to put this project together. But we are close, and there is no doubt in our minds we will be celebrating the opening of a new playground by this summer.

REFERENCES:

NAME: Board Members: Muir Beach Community Services District:  
Robin Collier: 389-9433  
Erin Pinto: 383-4837  
Judith Yamamoto: 388-4803

ADDRESS: MBCSD: Star Route, Muir Beach, California 94965  
PHONE: See above

FISCAL AGENT: Please list the non-profit or government agency, church or civic organization that could administer the distribution of a cash award to this neighborhood.

NAME: Muir Beach Community Services District  
ADDRESS: Star Route, Muir Beach, California 94965  
PHONE: Judith Yamamoto-Chairperson, 388-4803

AWARD AMOUNT RECOMMENDED:

The "Parent's Committee" would welcome any amount the Foundation would like to award to our project.

PERSON SUBMITTING CANDIDATE: Leslie Riehl, Chairperson- Parent's Committee, 381-6349

DATE: January 14, 1992

public agenda

Regular Meeting of the Muir Beach Community Services District Board  
Community Center, 19 Seacape, Muir Beach. Wednesday, February 26, 1992. 7 pm

Directors: Robin Collier, Chair; Hank Maiden; Erin Pinto; Nancy Wolf Lee; Judith Yamamoto

All items on this agenda are for discussion and possible action.

### AGENDA

1. Call to Order
  2. Approval of Agenda
  3. Approval of Prior Minutes: *Special Meeting, January 17, 1992.* (Due to vacation of Recording Secretary, submission and approval of the January 29, 1992 Regular Minutes will be postponed to the March 25, 1992 CSD meeting)
  4. Bills & Budget / Approval of Current Bills: a. *Discussion of accounting procedures.*  
b. *Follow-up re: whereabouts of FY 1990-91 \$7100 special assistance grant*
  5. Public Open Time: *State law prohibits Board action on any item within its subject matter jurisdiction not listed on the agenda unless: 1) upon a determination by majority vote of the Board that an emergency situation exists, 2) upon a determination by two-thirds of the Board (or by unanimous vote if less than two-thirds of the members are present) that the need to take action arose subsequent to the agenda being posted, or 3) the item was posted for a prior Board meeting occurring not more than five days prior to the date action is taken on the item and, at the prior meeting, the item was continued to the meeting at which action is being taken. Other items will generally be referred to staff or received as information.*
  6. Report on 2/5/92 Special Meeting re: review of candidates for District General manager.
  7. Resolution #92-01-30: Board protest of Gov. Wilson's budget shift of \$347 million in property tax money from enterprise special district to be spent on education.
  8. Discussion & recommendations re: special meeting with NPS to discuss mutual concerns.
  9. G&A: a. *Review and approval of remaining Alta California Seminar recommendations.*  
b. *Final District Maintenance Manager contract.* c. *Memo from CSD Board to committees re: meeting agendas conforming to Brown Act clarity requirements.* d. *Draft Recording Secretary contract.* e. *CSD Operating Procedures.*
- COOKIE BREAK
10. Safety / Insurance: a. *Follow-up of request for Workers' Comp. coverage for volunteer work parties, including Resolution #92-01-29 requesting State Comp. coverage.*
  11. Water: a. *January 1992 Dist. Water Manager Status Report.* b. *Acceptance of price quote for Pacific Way -Sunset Way Intertie Project (Harris Project D-4) and authorize District Water Manager to complete project.* c. *Past due water billing policies& procedures update*
  12. Recreation: a. *Recreation Committee Status Report* b. *Sprinkler system certification by Transbay Fire Protection, Inc.* c. *Playground progress report.*
  13. Roads & Easements: a. ~~7/22/80~~ *Roads & Easements Plan, for 3/7/92 R&E Special Meeting.*  
*7/22/80, 2/16/92 + 3/21/84*
  14. Fire: a. *Process for scheduling chipper.*

REGULAR MEETING OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT

FEBRUARY 26, 1992

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SPECIAL MEETING OF THE  
MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD  
January 17, 1992

MINUTES

Directors Present: Robin Collier, Chair, Erin Pinto, Judith Yamamoto. Two vacancies.

The meeting was called to order at 7:45 p.m.

The purpose of this special meeting was to discuss the renovation of the children's playground at the Community Center.

Leslie Riehl, Chairperson of the Parents' Committee, presented an update on the committee's work to date and submitted their proposal to establish the playground in the lower part of the Community Center property. The details of the committee's plan are spelled out in Leslie's January 15, 1992 memo to the Board and in the Community Center Committee's report to the CSD dated January 8, 1992.

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There being no further business to come before the Board, the meeting was adjourned at 9:15 p.m.

Respectfully submitted,



Ann Browning



# MUIR BEACH COMMUNITY SERVICES DISTRICT

BOX 221 • STAR ROUTE • SAUSALITO, CALIFORNIA • 94965

BOARD OF DIRECTORS

## RESOLUTION # 92 - 01 - 30

Be it resolved: that the Muir Beach Community Services District protests elements of Governor Wilson's 1992 budget which would shift \$347 million in property tax money from enterprise special districts to be spent on education, on the grounds that such action would pose an undue hardship on special districts.

Adopted by the following vote:

Ayes: Robin Collier, Erin Pinto, Judith Yamamoto

Noes: None

Absent: None

Abstain: None

  
Chairperson

  
District Secretary



California  
Special Districts  
Association

915 L Street  
Suite 1000  
Sacramento, CA  
95814

916.442-7887

## LEGISLATIVE ALERT

TO: CSDA Members

FROM: David Nagler, Executive Director  
Ralph Heim, Legislative Advocate

SUBJECT: Governor's Proposed 1992 Budget

DATE: January 21, 1992

*"Scores, perhaps hundreds, of special districts throughout California would be devastated by Governor Wilson's spending blueprint, their property taxes raided to balance the state's budget, experts said Thursday."*

Sacramento Union  
January 11, 1992

Governor Wilson is proposing to strap the burden of lost state revenue on the backs of special districts. His budget shifts \$347 million in property tax money from enterprise special districts to fund education.

CSDA is launching a massive campaign to defeat this outrageous proposal.

Governor Wilson stated that, "These special districts are not generally property tax dependent and should be able to compensate for the loss in property taxes by increasing their operating income from other sources." **Translated, the Governor is requiring your district to raise fees and charges on your customers to fund his education budget.**

By forcing independent enterprise districts to raise fees and charges Governor Wilson is implementing a tax increase just called by another name. CSDA certainly doesn't question the value of education or the need for adequate funds. However, the Governor should be addressing the education issue from that perspective not by requiring independent special districts to fund his education budget.

The truth is that enterprise districts would lose between 1 percent and 50 percent of their operating revenues - threatening the continued existence of many special districts. Districts impacted by this proposal would include those agencies which offer: waste disposal, water, electric utility, port and harbor, lighting and others. See the attached sheet for a partial list of affected districts.

Executive Director  
David Nagler

Deputy Director  
Catherine Smith

Special Events Director  
Karen Roberts

Legislative Advocate  
Ralph Heim 916.442-4584

The CSDA Board of Directors is committed to the defeat of this atrocious move by Governor Wilson to once again threaten the revenue base of special districts. The Board has commissioned a report by experts to analyze the devastating impact this proposal would have on California's special districts. The CSDA staff is developing strategy to launch an effective statewide grassroots campaign against this attack on special districts.

### **WE NEED YOUR HELP!**

- \* Governor Wilson needs legislation to transfer these property taxes. Let your legislators know you are opposed and what the impact will be mean on your operations and what your customers (their constituents) will pay for services.

- \* CSDA will soon be forwarding a detailed questionnaire to you under separate cover. It is vital that you provide CSDA with the data requested in the questionnaire immediately. We will need specific cost-impact data relative to how much property tax revenue you will lose, what that will mean to the future operation of your district, etc. Please be prepared to quickly complete the questionnaire and return it to CSDA.

Your information and active participation is essential if we are to be successful in defeating this proposal. We ask that all CSDA members get involved in this grassroots campaign. Special districts must not be the scapegoat for this State's financial woes.

Governor Wilson and your Legislators can be reached at: State Capitol, Sacramento, CA 95814. The Capitol's information line is: (916) 322-9900.

For additional information contact Ralph Heim at (916) 442-4584 or CSDA headquarters at (916) 442-7887.



# MUIR BEACH COMMUNITY SERVICES DISTRICT

BOX 221 • STAR ROUTE • SAUSALITO, CALIFORNIA • 94965

BOARD OF DIRECTORS

November 1, 1991

RE: Terms of Employment

## Memorandum of Agreement

Between: MBCSD Board of Directors and Harvey Pearlman, District Maintenance Manager

1. This agreement is for a one-year period, from 11/1/91 through 10/30/92.
2. Harvey Pearlman will serve as an employee paid on an hourly basis to be invoiced monthly to the District Secretary at the rate of \$12 (twelve dollars) per hour, for a maximum of 20 hours per week.
3. Responsibilities include:
  - A. Assisting Henry Hyde & Associates with water system-related work.
  - B. Managing Roads & Easements work, including the preparation of a monthly written Roads & Easements Report.
  - C. Working under the direction of the Board until a General Manager is hired, and then under the direction of the General Manager, on other CSD work projects.
4. Health insurance coverage for Harvey Pearlman will be provided in the amount of 50% of the Kaiser Plan for medical insurance (single person) and 50% of Mr. Pearlman's dental coverage, the combined amount not to exceed the 1991-92 budget allocation.
5. This agreement may be amended by mutual consent and may be terminated by either party with 30 days written notice.

SIGNED: \_\_\_\_\_  
Robin Collier, Chair, MBCSD

\_\_\_\_\_  
Harvey Pearlman, District Maintenance Manager

DATE: \_\_\_\_\_

\_\_\_\_\_

2/4/92

Memo to: All CSD Committees  
From: Judith Yamamoto, CSD Director

re: format of meeting agenda

When Erin Pinto and I attended the Alta California Special District Seminar Workshop for Special District Directors & Staff last November, one of the things we learned was regarding the agenda format. Instead of just listing areas of discussion, as CSD committees (and the CSD) has been doing, it is necessary to describe each agenda item fully enough so that anyone looking at the agenda will understand exactly what is going to be discussed and possibly acted upon. I am attaching a copy of the Marin Bd. of Supes' agenda as an example.

We also recommend that you note on the agenda that "all items are for discussion and possible action." This protects us from angry citizens (usually those contracting for services) who expect decisions and may not get them at a particular meeting, due to the need for more research, the lack of time at the meeting, etc.

And finally, we recommend that you copy the statement appearing on the CSD agenda under Public Open Time, which explains that items not on the agenda cannot be discussed at the meeting, with the exceptions specified.

Committees must operate under the Public Meetings provisions of the Brown Act just as the MBCSD Board does. The new format is a result of revisions of those provisions, and the purpose is to keep the public as fully informed as possible by limiting board and committee discussion/action to items made specifically known in advance. Even though it means more work, it is one of those things that ultimately makes for a better world.

Onward!

BOARD OF SUPERVISORS  
COUNTY OF MARIN

AGENDA

Tuesday, July 30, 1991

Board of Supervisors Chambers, Room 322, Civic Center

2:30 pm Pledge of Allegiance.

1. Minutes of meeting of July 23, 1991.
2. Board of Supervisors matters.
3. Administrator's report.
4. Consideration of a proposal by Supervisor Bevis to restore a portion of budget cuts, particularly in Health and Human Services, by suspending, deferring or capping the raise of top level non-represented employees which were previously approved in late 1990.

Administrator notes following actions are required, per opinion of County Counsel, to attempt to secure \$600,000 by limiting previously granted salary increases to six percent or \$1,500 per year, whichever is lower:

- a. Repeal October 16, 1990, policy guaranteeing that unrepresented employees will receive the same basic compensation as represented employees.
  - b. Consider reductions of salaries of unrepresented employees as indicated on attachment.
  - c. Letter from County Counsel.
  - d. Letter from seven county employees.
5. Hearing: Appeal of Planning Commission decision, Merit Builders Design Review, Nicasio area.
  6. Hearing: Ordinance re-establishing boundaries of Supervisorial Districts.
  7. Request by Marin Hospital District for Board to appoint to Hospital Board vacancy.
  8. Appointments:
    - a. Library Commission - one vacancy.
    - b. Emergency Medical Care Committee - one vacancy. Schedule appointment for August 20, 1991.
    - c. AIDS Advisory Commission - two vacancies. Schedule appointments for August 20, 1991.
  9. Acceptance of donation, County Fair. (4/5 vote)
  10. Acceptance of grant, Transportation Voucher Program. (4/5 vote)
  11. Acceptance of grant, Library Literacy Program. (4/5 vote)
  12. (Continued) Declaration of fiscal interdependency by the Cities, Counties, and School Districts of the Bay Area.
  13. Acceptance of donation, Civic Center historic plaque.
  14. Auditor-Controller report on Proposition 4, Gann limit. (To be available 7/30/91.)
  15. Open time for public urgency matters, limited to three minutes per speaker.

CONSENT CALENDAR (Items C-1 through C-10)

.....



Directors: Robin Collier, Chair; Erin Pinto; Judith Yamamoto; two vacancies

All items on this agenda are for discussion and possible action.

## AGENDA

1. Call to Order
  2. Approval of Agenda
  3. Approval of Prior Minutes: *December 18 1991.*
  4. Bills & Budget / Approval of Current Bills: *Discussion of accounting procedures*
  5. Public Open Time: *State law prohibits Board action on any item within its subject matter jurisdiction not listed on the agenda unless: 1) upon a determination by majority vote of the Board that an emergency situation exists, 2) upon a determination by two-thirds of the Board (or by unanimous vote if less than two-thirds of the members are present) that the need to take action arose subsequent to the agenda being posted, or 3) the item was posted for a prior Board meeting occurring not more than five days prior to the date action is taken on the item and, at the prior meeting, the item was continued to the meeting at which action is being taken. Other items will generally be referred to staff or received as information.*
  6. Safety / Insurance: *a. Adoption of CSD Board resolution requesting that the State Compensation Insurance Fund extend CSD coverage to volunteer workers.*
  7. Water Dept.: *December 1991 Status Report*
  8. Discussion of special meeting re: invitation to the National Park Service to meet with MBCSD to discuss mutual concerns.
  9. Recreation Committee Report: *a. Roll-over of 1990-91 Walkathon funds): amount (\$440) and recommendations re: budget accounts from which funding can be drawn. b. Return to former Community Center bookkeeping procedure: (1) CC bills routed through the CCC treasurer before they are sent to the County for payment, and (2) the MBCSD-Community Center checkbook managed by the CCC treasurer. c. Approval of Bistro Operating Procedures or Bistro Job Description. d. Approval of Guidelines for Maintenance Manager/Roads & Easements Manager re: Community Center responsibilities. e. Expansion of "Special Neighbor" category in Community Center fee schedule to include Camino del Canyon. f. Development of a layground management process. g. Review of 1/15/92 letter from County Counsel re: playground liability.*
- ## COOKIE BREAK
10. Roads & Easements: *a. Work review, including stair-stripping and cautionary signing of easements. b. Schedule Roads & Easements Plan Update.*
  11. Fire Report
  12. G&A Procedures: *a. Determine selection process for MBCSD director positions.. b. Approve revised General Manager job description . c Maintenance Manager/Roads & Easements Manager contract review. d. Recording Secretary contract review . e. Alta CA Seminar recommendation .s. f. Determine selection process for General Manager.*
  13. Correspondence: *a. 1/15/92 Dept. of Parks & Recreation letter re: staff changes. b. 1/10/92 County Auditor letter re: utility company lawsuits for massive refunds. c. 12/13/91 Green Gulch letter re: Zen Center five-year capital campaign. d. letter from State controller Gray Davis re: reimbursement for state-mandated costs.*

January 29, 1992

RE: Terms of Employment

Memorandum of Agreement

Between: MBCSD Board of Directors and Linda Moore, Recording Secretary

1. This agreement is for a one-year period, from January 29, 1992 to June 30, 1992.
2. Linda Moore will serve as an independent contractor paid on an hourly basis to be invoiced monthly to the District Secretary at the rate of \$12 (twelve dollars) per hour. She will also be reimbursed for travel time at the rate of \$0.21/mile.
3. Responsibilities include:
  - A. Taping all regular and special (but not closed) sessions of the Muir Beach Community Services District. Tapes will be kept on file for three months before erasure.
  - B. Writing the minutes for all regular and special (but not closed) sessions of the Muir Beach Community Services District. These minutes are not to be a verbatim transcript of the meeting.
  - C. Compiling Agenda/Minutes and Board Packets and distributing them to directors, staff, MBVFD, Recreation Committee, Green Gulch Farm, and Muir Beach residents who have requested them. Non-resident Muir Beachers may receive mailed copies upon request from the District Secretary.
  - D. Working under the direction of the Board until a General Manager is hired, and then under the direction of the General Manager, on other CSD work projects.
4. The job and the job performance of the Recording Secretary will be evaluated by the General Manager in June, 1992.
5. This agreement may be amended by mutual consent and may be canceled by either party with 30 days written notice.

SIGNED: \_\_\_\_\_  
Robin Collier, Chair                      Linda Moore, Recording Secretary

DATE: \_\_\_\_\_

## CSD POLICIES AND PROCEDURES

### Agendas

#### I. Format

1. Call to Order
2. Approval of Agenda
3. Approval of Prior Minutes
4. Budget Summary / Approval of Current Bills
5. Public Open Time: *State law prohibits Board action on any item within its subject matter jurisdiction not listed on the agenda unless: 1) upon a determination by majority vote of the Board that an emergency situation exists, 2) upon a determination by two-thirds of the Board (or by unanimous vote if less than two-thirds of the members are present) that the need to take action arose subsequent to the agenda being posted, or 3) the item was posted for a prior Board meeting occurring not more than five days prior to the date action is taken on the item and, at the prior meeting, the item was continued to the meeting at which action is being taken. Other items will generally be referred to staff or received as information.*
6. Safety / Insurance
7. Water
8. Recreation
9. Roads & Easements
10. Fire
11. G&A / Procedures
12. Correspondence
13. Adjourn

II. All items on the agenda are for discussion and possible action, and this shall be noted on each agenda.

III. All items on the agenda shall be fully described.

IV. The Board will discuss items at one meeting and act on them at a subsequent meeting, unless they are presented in a written report or memo which is included in the Board Packet prior to the meeting, or unless: 1) upon a determination by majority vote of the Board that an emergency situation exists, 2) upon a determination by two-thirds of the Board (or by unanimous vote if less than two-thirds of the members are present) that the need to take action arose subsequent to the agenda being posted, or 3) the item was posted for a prior Board meeting occurring not more than five days prior to the date action is taken on the item and, at the prior meeting, the item was continued to the meeting at which action is being taken.

V. Items # 6 - 11 shall rotate in sequence each month, although an item may be moved up with the consent of the Board and of the speakers for previous items.

VI. Agendas will be posted at the three public bulletin boards at least 72 hours in advance of regular meetings and 24 hours in advance of special meetings.

### Board Resolutions and Ordinances

I. Resolutions are numbered per date enacted (a resolution enacted 6/20/90 would be # 90-06-20). When more than one resolution is enacted on the same date, the numbers of the day are changed on the subsequent resolutions. A second resolution passed on the above date would be numbered # 90-06-21.

II. Ordinances are numbered sequentially.

III. The final drafts of resolutions and ordinances passed at one meeting shall be included in the following meeting's Board Packet.

### **Minutes**

I. The Recording Secretary shall take minutes of the regular and special meetings. No minutes will be taken of closed sessions.

II. The Chair shall amend by hand the prior meeting minutes as approved at the current meeting. The Chair shall initial the changes, sign the minutes, and give them to the District Secretary to mail with the current meeting agenda to County Counsel each month.

### **Preparation of packets (Board packets and Agenda/Minutes packets)**

I. The Recording Secretary is responsible for preparation and distribution of packets.

II. Staff reports and memos, correspondence received and sent, and all requests for placing items on the agenda must be received in the Recording Secretary's mail box at the Community Center by 8 a.m. of the Friday before the CSD meeting.

III. Packet components and person(s) responsible for them or for their submission to the Recording Secretary:

- A. Agenda: Recording Secretary
- B. Table of contents: Recording Secretary
- C. Minutes: Recording Secretary
- D. Bills-to-be-approved report: District Secretary
  - (1) Deadline for department accounting to District Secretary is eight days before the CSD meeting.
- E. Budget summary: Recording Secretary
- F. Reports: District Manager, departments
- G. Correspondence sent (except as exempted by the Brown Act): author
- H. Correspondence received (except as exempted by the Brown Act): recipient
- I. Signed letters from residents: recipient

### **VI. Agenda/Minutes Packet**

#### **A. Format**

- 1. Agenda for the meeting
- 2. Minutes of the previous meeting
- 3. Budget summary page and current bills-to-be-approved report

B. Distribution: Agenda Packets will be distributed free to all residents per annual written request.

### **VII. Board Packet**

#### **A. Format**

- 1. Agenda for the meeting
- 2. Table of contents: documents listed by title and date
- 3. Minutes of the previous meeting
- 4. Budget summary and dept. detail, and current bills-to-be-approved report
- 5. District Manager's report
- 6. Reports from each department

#### **B. Distribution**

- 1. Free to directors, staff, departments, Green Gulch Farm and Slide Ranch.

2. Posted on three bulletin boards (Highway One/Pacific Way, Seacape/Ahab, and inside the Community Center).
3. One extra copy available to public at the meeting.
4. Available to Muir Beach residents per annual written request and at a cost of \$30/year (postage additional if mailed).

## **Meetings**

- I. Regular MBCSD meetings shall be held at 7 pm on the last Wednesday of every month.
- II. Closed sessions, for only those purposes specified in the Brown Act, may be held after notice is posted and received by those on the mailing list 24 hours before the meeting. Chair must first contact County Counsel and obtain a memo authorizing the closed session and including the Government Code number.
- III. Special meetings may be called by the chair or by a majority of the Board, with notice/agenda posted and received by those on the mailing list 24 hours before the meeting.
- IV. The Chairperson of the Board shall be able to vote as any other member and that position shall rotate among Board members every six months.
- V. The public has the right of participation in matters of concern to the District. Public Open Time will be listed on every agenda. In addition, the public may join in discussion of each agenda item.
- VI. If a director cannot attend a scheduled Board meeting, he/she shall notify the District Secretary. If the number of directors so notifying the District Secretary reduces attendance to less than a quorum, the District Secretary shall call the directors to find a mutually acceptable date, and shall cancel the meeting if no new date can be arranged. The District Secretary shall immediately post notices announcing postponement or cancellation of the originally scheduled meeting, and shall notify all departments of the new meeting date.
- VII. Committees composed of more than two CSD directors and/or other members of the community shall meet under the Public Meetings provisions of the Brown Act, including posting their agenda 72 hours in advance and fully describing agenda items. All members of such committees may vote and may recommend policies to the Board.
- VIII. Meetings attended by staff or community members designated as staff of the committee and less than a quorum of the Board do not have to meet under the Public Meetings provisions of the Brown Act. Only directors may vote.

## **Files**

- I. The Recording Secretary shall file the complete Board Packet, and also its contents separated into the appropriate files, at the CSD office.

## **Correspondence**

- I. All correspondence will be answered by the appropriate director or staff person.
- II. All District correspondence shall be directed through the District Secretary, Box 221, except for independent contractor correspondence, MBVFD correspondence, and Recreation Committee correspondence.
- III. The District Secretary shall collect the daily mail in Box 221. She shall copy all correspondence in full twice, except for large documents which may be copied just once, with two copies of the cover letter. The District Secretary shall keep and file the originals in her files and distribute one

copy to the General Manager, who may confer with the Chair, take appropriate action, and/or distribute it to the appropriate department; and the other (complete) copy to the Recording Secretary for inclusion in the Board Packet and filing in the CSD files.

### **County Counsel**

I. Correspondence/communication with County Counsel shall go through the chair, but shall be permitted for all directors, until the District Manager is hired. The CSD has 10 hours/year free legal time; beyond the 10 hours the legal cost is \$65/hour.

### **Budget**

I. The MBCSD Operating Budget (fiscal year 7/1 - 6/30) is broken down into two cash funds:

A. Fund #105164, an operating fund, is composed of the four MBCSD divisions plus G&A:

1. Div 9236: G&A
2. Div 9237: Roads & Easements
3. Div 9238: Water
4. Div 9239: Recreation
5. Div 9240: Fire

B. Fund #105167, a long-range, interest-earning fund is composed of one division:

1. Div 9233: Fire dept. fire station fund, water dept. Harris Plan fund, contingency fund, special tax assessment and/or surcharge revenue, and County assistance grants.

II. Each Fund is a separate cash account.

A. Operating Fund (#105164):

1. The five divisions are inter-related: a deficit or surplus in one will impact on the cash available for all others. The ending year cash balance rolls forward to following years. Although the budget is set each year to result in a positive year-end balance, the flow of revenues and expenses within the year may create temporary surpluses or deficits. Surpluses do not earn interest; similarly, deficits are not charged interest.

2. Unexpended funds from dedicated grants, fundraisers and donations raised by any one of the divisions shall be carried over to the next fiscal year. All such revenues shall be deposited in a CSD account.

3. Unexpended funds from capital outlay expense accounts in any division shall be carried over to the next fiscal year.

B. Long-range Fund (#105167): These funds do earn interest, and are held in trust for the completion of the purposes for which the grant, donation or tax revenue was received.

III. Budget Preparation and long-range planning: An annual budget and revised five-year-plan shall be prepared by the General Manager, in consultation with the four departments, and submitted to the CSD Board at the May meeting each year. Final approval will be at the June CSD meeting.

IV. A 4/5 vote of the CSD Board is required to decrease any Fund's budgeted contingency reserve or to use a surplus in one division to cover a deficit in another division.

V. The CSD Board must approve in advance an expense in any division expected to be either in excess of \$3,000.00, or more than the budgeted amount.

VI. Payment for all projects performed by CSD staff must be authorized by the CSD Board prior to the initiation of the project.

VII. As much as possible, bills should be submitted to the District Secretary for payment by the County.

VIII. Department staff shall sign and shall write the budget account number on all invoices or receipts before submitting them to the District Secretary for deposit or payment.

IX. The Bills-to-be-Approved Report shall be organized by department and include budget account numbers. It shall consist of all expenses and revenues turned into the County between the first of the month and the date the report is compiled. No revenues or expenses shall be sent to the County for receipt between the compilation of the report and the end of the month.

### **Resignation of a Director and Procedures for Filling Vacancy**

I. Effective date: A resignation is effective as of the date stated in the Director's letter of resignation. If no date is stated, the resignation is effective on the date it is received at the District.

II. Acceptance by board: It is advisable that the Board formally accept a resignation, as a matter of courtesy, so that the resignation is reflected in the Minutes, and to avoid legal problems in the event of an attempt to withdraw the resignation. **Suggested motion:** I move that the Board accept the resignation of \_\_\_\_\_ as a Director of the MBCSD, effective \_\_\_\_\_.

III. Options for filling vacancy: The remaining members of the Board have two options:

A. Filling Vacancy by appointment: The appointment must be made within 60 days from the effective date of resignation. Before the appointment can be made, a notice of the vacancy must be posted on all three public bulletin boards for at least 15 days. Any person registered to vote in the District is eligible to be appointed. The appointee serves until the next District general election (November of odd-numbered years); this means that if the vacancy occurs during the first two years of the Director's term, the appointee fills out only the balance of the first two years of the term, then must run for reelection at the next District general election for the remaining two years of the term.

Brown Act provisions must be observed: the vote must be public and recorded (voting by secret ballot is not allowed). [There is no provision in the Brown Act that permits the Board to meet in closed session to consider any aspect of filling a vacancy. Who the Board selects to fill a vacancy is the public's business, and the public has the right to be present not only for the vote that is taken to determine the new director, but also for all discussion that occurs among directors about the candidates. Use of a serial meeting (i.e., series of telephone calls) among directors to decide in advance whom to appoint is, in the Attorney General's opinion, a violation of the Brown Act.]. If the Board wishes, it can create an ad hoc committee (of no more than two members) to interview applicants for the appointment, and to make a recommendation on the appointment to the full Board. Alternatively, members can individually interview applicants, or all applicants can be interviewed (questioned) by the full Board in public session. The votes of 3 Directors are required to make the appointment. The person who is appointed can be sworn in immediately (by the District Secretary), and is then eligible to vote on matters before the Board.

B. Filling vacancy by election: The decision by the Board to call an election must be made within 60 days of the effective date of resignation. The election itself will be conducted "on the next available election date" that is at least 90 days after the effective date of the resignation (in general, "available election dates" are in March, June, and November). A person elected to fill a vacancy serves for the remainder of the term, regardless of whether it is more or less than two years.

IV. Failure of Board to act: If the Board fails to either make an appointment or call an election within 60 days of a vacancy occurring, the County Board of Supervisors has an additional 30 days to either itself make an appointment to fill the vacancy or to order the District's Board of Directors to call an election.

## Water service

I. Connections: Upon request for any connection, the MBCSD Board shall determine whether the water source and the CSD's equipment and storage facilities are adequate to supply the requesting customer. If so, a standard connection consists of a 3/4 inch meter provided at a location on the CSD's water main closest to the customer's property. Fee for standard connections shall be \$500 and shall be paid prior to installation of the meter. Any extension of the CSD's main for the benefit of the customer shall be at the discretion of the Board and at the expense of the customer. Installation of any non-standard or larger-than-3/4-inch meter shall be at the discretion of the Board and at an additional expense to be determined by the Board. Any extension of lines beyond the meter shall be the customer's responsibility and expense. All piping to the meter and the water service meter itself are the property of the District. Piping on the customer's side of the meter belongs to the customer.

II. Reconnection fees and deposits: In the event of disconnection for non-payment of bills (see below) there shall be a non-refundable reconnection charge of \$50.00 as well as a refundable deposit equal to \$100.00. Both shall be collected before reconnection of water service.

III. Maintenance and repair: The District shall be responsible for maintenance and repair of all water mains and connecting pipes up to and including the water service meters.

IV. Leaks on the customer's side of the meter: Such leaks are the responsibility of the customer, and no billing credit will be granted. However, once each calendar year, in the event of an extreme and documented leak and upon petition of the Board by the customer, the Board may authorize billing of the leakage (the amount over the estimated normal bill) at the lowest rate structure (\$3 per 100 cubic feet) payable in equal amounts divided over the next five bills.

V. Monthly billing cycle: Bills shall be sent on or about the end of the first week of every month, based on the meter reading done on or about the end of the prior billing period.

VI. Rates: The intention of the CSD Board is that water bill revenue should pay for water system costs; day-to-day operations, maintenance, and regular replacement or modest enhancement of existing facilities. After a public hearing and majority vote of the Board, costs for significant "one time" water system changes may be collected by means of a surcharge on the monthly water bills. Or, after a 2/3 vote by Muir Beach residents, these costs may be collected by means of a special tax assessment. Water revenue may not, by law, be used for anything other than water service. The Board, after a public hearing, may adjust water rates to reflect changes in changes in water system costs. The water rates set by the Board on 5/29/91 are:

0 - 399 cubic feet:	\$16 flat rate
400 - 999	\$20 flat rate
1000-1999	\$3 per 100 cu ft
2000-2999	\$4 per 100 cu ft
3000-3999	\$5 per 100 cu ft
4000 +	\$6 per 100 cu ft

Also included as part of the bill shall be any other fee, tax, or surcharge related to water service and approved by the Board.

VI. Surcharge: Customers outside the District boundaries with meters (in use or not) shall be assessed a surcharge of \$15 per month until November 30, 1995. The surcharge pays for significant water system improvements as detailed in the Harris Plan on file in the District office.

VII. Special tax: Customers inside the District shall be assessed a voter-approved special tax to pay for Harris Plan improvements until November 30, 1995.



### VIII. Late payments:

A. Bills are due when received and are overdue if not received by the end of the month they are issued.

B. Overdue accounts will be issued a 10-day Disconnection Notice on or about the end of the first week of the month following the month the bill was issued. Hand delivery of a 10-day Disconnection Notice or its deposit into the U.S. mail shall constitute receipt by the customer. After the 10-day notice period has passed, service will be discontinued. Resumption of service will require payment of past due amounts, a reconnection fee and a deposit. With the agreement of the District Secretary, payment of past due amounts may be made at a rate of 20% of the past due amount on each of the next 5 bills, with a minimum of \$10 additional per bill. Bills issued under this past-due payment agreement that themselves become past due will result in the immediate issuance of a 10-day Disconnection Notice. In this case, payment of all past due amounts must be made in full prior to the end of the 10-day notice period to avoid disconnection.

C. If payment of past-due bills is not made after disconnection of service as provided above and after reasonable efforts to collect past-due bills, a legal notice for payment will be delivered to delinquent customers within six months from the date of the Disconnection Notice. Penalty for non-payment will be \$250 plus interest set at the prime rate from the date of the Disconnection Notice. If remittance is not received within 30 days, a lien for the total amount will be placed on the property by the County Recorder.

IX. Water conservation: Muir Beach water is collected in the watershed of Redwood Creek, bounded virtually entirely by Federal or State-protected wildlands. Our water is pumped from wells drilled into fractured bedrock. Tests indicate that this groundwater source is different from and not directly related to the water running in Redwood Creek. Although Redwood Creek regularly dries up during the summer, this has not affected our groundwater supply, which appears to be normal. Most water systems draw from reservoirs whose water can be conserved by being held in the reservoir. On the other hand, tests indicate that our wells draw from continuously moving groundwater. Therefore, water that we attempt to conserve simply continues to flow past our wells because we have no means of storing it. Nevertheless, we do encourage sensible water habits by our customers because our tests, while persuasive, are not yet definitive. In any event, sensible water use significantly improves the operations of our customers' on-site septic systems. We are continually monitoring our situation and performing further testing to insure that we have a sufficient supply of pure water.

X. Water quality testing: Federal and State law requires that the CSD provide its customers with a detailed annual analysis of its drinking water sampled at the well source located nearby on Frank Valley Road. Additionally, the CSD performs regular physical, chemical, and bacteriological tests of our water. Muir Beach water consistently surpasses all health-related standards established by the U.S. Environmental Protection Agency and the California Department of Health Services. Muir Beach water is not fluoridated. As required by law, a small amount of chlorine, monitored daily, is added to the water to protect customers from disease. The full detailed annual analysis is provided each October and is on file at the District office.

XI. System operation and emergency shut-down: The Muir Beach water system is maintained and monitored daily by part time staff and a civil-environmental engineering firm in the manner specified in the Water System Services Agreement on file in the District office. Every attempt is made to anticipate problems before they happen. Nevertheless, the unforeseen may occur and the system or part of it may need to be shut down. As a courtesy, in the event of a shut down the District will attempt to contact affected customers. To report a water system emergency, first call the District Pump House at 381-1663. If no one is there, please leave a clear concise message noting the time of your call and the location and nature of the problem. Then call Henry Hyde at 388-0362 or Harvey Pearlman at . If neither of them are available, please contact any of the five CSD Board members, each of whom has a further list of emergency contacts. In the event of a reported emergency, the District has an emergency telephone tree to contact customers. A detailed Emergency Backup Procedure is on file at the District office.

January 30, 1992

Dan Burns  
P.O. Box 2407  
Santa Rosa, CA 95405.

Dear Mr. Burns,

I am enclosing a resolution from the Muir Beach Community Services District requesting extension of its coverage to include six volunteer work parties, and a job description of the work parties. There will be between ten and twenty workers at these events.

Please call me if you need any more information.

Thank you.

Sincerely,

A handwritten signature in black ink that reads "Judith Yamamoto". The signature is written in a cursive, flowing style.

Judith Yamamoto, Director  
(415) 388-4803



# MUIR BEACH COMMUNITY SERVICES DISTRICT

BOX 221 • STAR ROUTE • SALISALITO, CALIFORNIA • 94965

BOARD OF DIRECTORS

## RESOLUTION # 92-01-29

Be it resolved: that the Muir Beach Community Services District requests the State Compensation Insurance Fund to extend Muir Beach Community Services District coverage to Muir Beach residents who participate in volunteer work parties to renovate a children's playground at the Muir Beach Community Center.

Adopted by the following vote:

Ayes: Robin Collier, Erin Pinto, Judith Yamamoto

Noes: None

Absent: None

Abstain: None

Chairperson

District Secretary

DATE: 1-27-92

MBCSD PLAYGROUND RENOVATION  
WORK PARTY SCHEDULE

DATE	TIME	TASKS	SUPERVISOR	OTHER
SUN-2/2/92	8-1 PM	REMOVE WOOD AND STACK REMOVE DEBRIS AND STACK IN PILE RELOCATE "HOUSE" RELOCATE PICNIC TABLES BEGIN REMOVAL OF BAR-B-QUE	L RIEHL	COFFEE AND SNACKS PROVIDED BABY SITTING AVAILABLE JACK HAMMER TO BE RENTED
SAT- 2/8/92	8-1 PM	COMPLETE UNFINISHED JOBS FROM PREVIOUS WORK PARTY TRIM BRUSH AROUND AREA REMOVE STAIRS AND SAVE RELOCATE GRAVEL BEGIN DIRT REMOVAL REPLANT APPLE TREE TRIM TREES	L RIEHL	COFFEE AND SNACKS PROVIDED BABY SITTING AVAILABLE JACK HAMMER TO BE RENTED
SUN-2/9/92	8-1 PM	CONTINUE FROM PREVIOUS WORK PARTIES SHAPE HILLSIDE AND PREPARE WALL CONSTRUCTION PREPARE FOR LANDSCAPING HAUL MATERIAL FROM UPPER YARD (TIES AND STEEL)	L RIEHL	COFFEE AND SNACKS PROVIDED BABY SITTING AVAILABLE
SAT-2/16/92	8-1 PM	INSTALL WALL AND NEW STAIRS INSTALL REDWOOD TRIM	?	COFFEE AND SNACKS PROVIDED BABY SITTING AVAILABLE
SAT-4/4/92	8-1 PM	INSTALL EQUIPMENT	?	COFFEE AND SNACKS PROVIDED BABY SITTING AVAILABLE
SUN-4/5/92	8-1 PM	INSTALL EQUIPMENT	?	COFFEE AND SNACKS PROVIDED

MBCSD PLAYGROUND RENOVATION  
OTHER PROJECTS

DATE	TASKS
WEEK OF FEBRUARY 10, 1992	ORDER EQUIPMENT ORDER LANDSCAPE TIES AND STEEL ORDER REDWOOD BORDER
WEEK OF APRIL 4, 1992	ORDER PEA GRAVEL TO BE DELIVERED

**MUIR BEACH C.S.D. WATER DEPARTMENT**  
**STATUS REPORT: January, 1992**

**WATER SYSTEM OPERATION**

The water system basic operation services performed during the month of January, 1992 includes:

1. Daily check of the system and maintain the daily log book.
2. Monthly bacteriological samples (2) - acceptable results.

Water production for the month of January was 39,609 gpd or about 3% more than the 1991 annual average of 38,600 gallons/day.

- |    |                                 |           |                             |
|----|---------------------------------|-----------|-----------------------------|
| 1. | Volume of water produced:       | 1,386,300 | gallons                     |
| 2. | Average daily production:       | 39,609    | gallons/day                 |
| 3. | Maximum day production:         | 46,900    | gallons/day                 |
| 4. | Volume of water used (metered): | 840,200   | gallons                     |
| 5. | Unaccounted for volume:         | 546,100   | gallons (39% of production) |

NOTE: Water loss includes leakage losses (see Incident Reports).

**SUPPORT ACTIVITIES**

Support activities initiated and/or completed include:

1. Supervision of Harvey Pearlman. Activities included assignment of maintenance tasks and water system operation training.
2. Obtained monthly bacteriological samples and delivered to Brelje and Race Laboratories for analysis. Results were sent to the County Health Department.

**EMERGENCY REPAIRS** (See attached incident reports)

1. Leak discovered at 60 Starbuck Drive due to malfunctioning irrigation system.
2. Broken water service line in driveway servicing 1,705 Shoreline Highway due to vehicle damaging valve.
3. Upper zone storage tank level control switch malfunction due to telephone line relay problem.

**SPECIAL SERVICES**

Special services completed included:

1. Planning and engineering of Harris Project D-4 (Sunset and Pacific Way intertie).
2. Planning for new well construction.
3. Replaced J. Sward service line that was deteriorated.
4. Installed check valve on low zone tank discharge line to prevent backflow into the tank (and overflow) in the event of high zone - low zone interconnection malfunction.
5. Serviced pump house check valve controls to correct malfunction.
6. Installed new Fire Department Connection at Community Center in accordance with County Requirements.

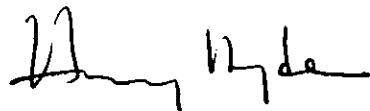
**EXPENSE REPORT**

Approximate expenditures incurred during this period include:

1.	Brelje and Race Laboratory Services	\$ 25.00
2.	Contract maintenance services and installation of low zone tank check valve (Forester)	1,079.95
3.	New Well Investigation (Todd Engineers)	1,597.11
4.	Miscellaneous O&M supplies and materials	<u>150.00</u>

Approximate Expenditures	\$2,852.06
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Respectfully submitted,



Henry Hyde & Associates  
District Water Manager

Date: 1-2-92

**INCIDENT REPORT**

**Problem:** Water leak discovered at 60 Starbuck Drive on January 2 due to malfunctioning landscape irrigation system.

**Alternatives:**

**Solution:** Shut off water service at meter and notified customer of problem upon customer return from vacation. Customer corrected the problem and water service was restored.

Completed by: H. Hyde

Date: 1-3-92

**INCIDENT REPORT**

**Problem:** Truck broke water service line at valve in driveway servicing 1705 Shoreline Highway. Reported between 2 and 3 p.m. on 1-3-92.

**Alternatives:**

**Solution:** Shut off two lines involved and replaced fitting.

Completed by: H. Pearlman



Date: 1-14-92

### **INCIDENT REPORT**

**Problem:** Upper zone storage tank level control switch malfunction. (This switch automatically shuts off the well pump when the tank is full).

**Alternatives:**

1. Inspect District facilities to identify problem. Inspection made by Forester Pump & Engineering.
2. Investigate telephone line relay problem by Pacific Bell.

**Solution:** Pacific Bell discovered a problem with the telephone line relay and completed repair.

Completed by: H. Hyde

February 19, 1992

TO: Muir Beach Community Services District  
Board of Directors

FROM: Henry Hyde  
District Water Manager

SUBJECT: ACTION ITEM FOR FEBRUARY 26, 1992 BOARD MEETING

The following action item is submitted for consideration by the Board of Directors at its February 26 meeting:

**1. Acceptance of Price Quote for Pacific Way-Sunset Way Intertie Project (Harris Project D-4) and Authorize District Water Manager to Complete Project.**

I requested a price quote from Forester Pump and Engineering for construction of the subject project. The attached price quote is based on three (3) separate items of work as follows:

- |    |  |            |
|----|--|------------|
| 1. | Install 350 ft. of new 4-inch water main in the pathway between Sunset Way and the end of Pacific Way and connect to existing water mains. | \$9,200.00 |
| 2. | Upgrade fire hydrant at the end of Pacific Way   | \$1,800.00 |
| 3. | Install new water service connections for four (4) customers located at the end of Pacific Way.  | \$2,500.00 |

The total project price quote is \$13,500. Each separate work item is less than the \$10,000 that would require a formal bidding process.

The construction price quote of \$13,500 and the surveying and drawing cost of \$1,500 (NUTE Engineering) is \$15,000 or \$2,000 less than the project budget of \$17,000 that only included Work Item No. 1.

Based on the price quote received from Forester Pump and Engineering and the quality of their work on previous projects performed for the District, I recommend that the District accept the price quote of \$13,500 and authorize me to direct Forester Pump and Engineering to construct the project.

## FORSTER PUMP &amp; ENGINEERING, INC.

## BID CONFIRMATION

## FROM:

ROY FORSTER  
56 WOODLAND AVENUE  
SAN RAFAEL, CA 94901  
(415) 459-4770

## PROJECT:

WATER SYSTEM  
INTERTIE  
MUIR BEACH

## TO:

HENRY HYDE

The bid price is BROKEN DOWN INTO THREE SECTIONS: 1. INTERTIE ONLY \$9,200.00 2. HYDRANT UPGRADE ONLY \$1,800.00 3. INSTALL NEW PVC SERVICES ONLY (INCL.PAVING RESTORATION) \$2,500.00\_\_

The bid price includes the following: WORK SHOWN ON PLANS DATED JANUARY 1992 BY NUTE ENGINEERING.


The bid specifically EXCLUDES: WORK NOT SHOWN ON ABOVE PLANS.

If there is any misunderstanding as to the content, terms or conditions of the bid, please contact the undersigned immediately.

\*\*The above estimated bid price is good for thirty (30) days from the date below.

FORSTER PUMP & ENGINEERING, INC.

DATE: February 11, 1992  
LIC #426152

  
\_\_\_\_\_  
Signature

**TO: Muir Beach C.S.D.  
Board of Directors**

**January 29, 1992**

**FROM: Henry Hyde  
District Water Manager**

**RE: WATER SYSTEM POLICIES AND PROCEDURES  
PAST DUE BILLINGS**

The following procedure is recommended for adoption by the Board for past due billings in accordance with the discussion at the December 18, 1991 Board Meeting.

**Late Payments**

Bills are due when received and are overdue if not received by the end of the month they are issued. Overdue accounts will be issued a 10-day Disconnection Notice on or about the end of the first week of the month following the month the bill was issued. Hand delivery of a 10-day Disconnection Notice or its deposit into the U.S. mail shall constitute receipt by the customer. After the 10 day notice period has passed, service will be discontinued. Resumption of service will require payment of past due amounts, a reconnection fee and a deposit. With the agreement of the District Secretary, payment of past due amounts may be made at a rate of 20% of the past due amount on each of the next five bills, with a minimum of \$10 additional per bill. Bills issued under this past-due payment agreement that themselves become past due will result in the immediate issuance of a 10-day Disconnection Notice. In this case, payment of all past due amounts must be made in full prior to the end of the 10 day notice period to avoid disconnection.

If payment of past-due bills is not made after disconnection of service as provided above and after reasonable efforts to collect past-due bills, a legal notice for payment will be delivered to delinquent customers within six months from the date of the Disconnection Notice. Penalty for non-payment will be \$250 plus interest set at the prime rate from the date of the Disconnection Notice. If remittance is not received within 30 days, a lien for the total amount will be placed on the property by the County Recorder.

## MUIR BEACH RECREATION COMMITTEE STATUS REPORT • 2/19/92

PRESENT: Nancy Knox, Janet Stump, Kathy Sward, Judith Yamamoto

**D&PA ITEM** means Discussion & Possible Action item.

### TREASURER'S REPORT:

1. Nancy will bring budget update to next Recreation Committee meeting.
2. Nancy will meet with R. Collier to clarify procedure for payment of community center expenses.
3. Nancy will discuss mechanics of Bistro Job Description with R. Collier and will bring final Bistro Job Description to next Rec. Committee meeting.

### HEALTH & SAFETY:

1. Some stairs need stripping on easement between Community Center and Sunset Way.
2. Some lights need to be replaced on easement between Community Center and Seacape Drive.

### BLDG. CLEANING & MAINTENANCE: Acct. #2096

1. Sprinkler system: there is a leak in the sprinkler pipes. Judith will call H. Hyde and suggest that Transbay be informed of this if they have not completed certification yet.
2. Trees: Rec. Committee is researching tree trimming for this fiscal year.

### EQUIPMENT & FURNISHINGS: Acct. #4093

1. 15 padded chairs were purchased @9.99.

### PROCEDURES:

1. Discussion of policies and procedures: initial meeting was held on 2/5/92.
2. Yoga: Discussion of lowering rental fees is continuing.

### IMPROVEMENTS: Acct. #4045 (CDBG & CSD Bldg. Imp.), Acct. #4048 (Bldg. Facilities), Acct. #4243 (Playground)

1. Floor insulation: Recreation Committee is still researching costs.
2. Office Renovation (Acct. #4048): Rec. Com. is still researching costs to complete office renovation.
3. Storage shed: Recreation Committee is still researching costs to construct storage shed.



# TRANSBAY FIRE PROTECTION, INC.

License No. 554311

## AUTOMATIC FIRE SPRINKLER SYSTEMS

California Administrative Code, Title 19, Subchapter 5

RE: 19 Seascope  
Muir Beach, CA  
Our Job #92.301.01

## CERTIFICATION

I hereby certify that the fire protection equipment indicated above has been tested in accordance with the California Administrative Code Title 19, Subchapter 5.

2.14.91  
initial testing date

ACCL  
signature

Pres.  
title

All necessary maintenance and repairs have been made in compliance with the California Administrative Code Title 19, Subchapter 5.

18.92  
initial testing date

ACCL  
signature

Pres.  
title

Report of the Roads, Easements & Drainage Committee  
Muir Beach Community Services District  
July 22, 1980

CONTENTS:

Policy Recommendations:

1. Maintenance responsibility and definitions
2. Procedure for setting priorities
3. Signs
4. Acceptance of dedications and donations

Priority Recommendations:

1. Solving of drainage problem
2. Securing dedication of Little Beach Access
3. Seeking County aid
4. Solving parking problems
5. Mapping CSD maintenance responsibilities
6. Calling maintenance work parties

Committee Comments:

1. CSD responsibility for maintenance
2. Level and extent of responsibility
3. Managers duties
4. Public nature of community roads and easements
5. Parking

Policy Recommendations

The committee recommends the CSD Board adopt the following as Board policy;

1. The CSD shall be responsible for the maintenance of all community roads, turnarounds, easements, and associated drainage in Muir Beach except for those within County, State, or Federal jurisdictions. The availability of funds and resources shall limit the level and extent of this responsibility.

In determining the extent of this responsibility the Board shall use the following definitions:

Community road: Those roads that are open to community use and serve more than one property owner. This shall not include driveways serving only one property owner except when they serve as community turnarounds.

Community turnaround: The area at the end of a community

road necessary for the turning around of vehicles and Fire equipment.

Community easement: Those foot and equestrian paths that show significant community use but not including those paths that serve solely one or abutting property owners.

Associated drainage: Those drainage ditches and culverts necessary to preserve the integrity of community roads and easements.

Maintenance: The periodic repair work necessary to keep roads and easements in their present condition and reasonably safe and passable, particularly for emergency vehicles. This work shall be understood to be of a minimal nature consistent with the rural nature of the community.

2. In order that maintenance can be undertaken in a fair and orderly manner with the CSD's limited funds and resources the Board will use the following procedure for establishing priorities for maintenance:

Each year, concurrent with the establishment of the budget, the Board shall set general priorities for the use of CSD funds and managers time. These shall be set in consultation with the manager and take into consideration the availability of funds, managers time, and the community's needs of fire protection, water supply, roads and easements maintenance, and recreation.

At each monthly meeting, after consulting with the manager, considering problems brought to its attention by individuals, and changes in funding or other conditions, shall set priorities for work to be undertaken in the coming month. The Board shall consider innovative ways to meet community needs including calling for volunteer work parties, seeking public and private grants and donations, using CETA workers, seeking County DFW aid, hiring additional part-time help, forming fire or road assessment districts, etc.

One Board member shall serve as an Ombudsman for roads and easements and this position shall rotate quarterly as does the Chairperson. Between meetings, any problems or complaints regarding maintenance shall be brought to the attention of the Ombudsman (not to the manager) who in consultation with the manager shall try to resolve them within the priorities set by the Board.



.The Board shall on a continuing basis actively seek additional funding in order to fulfill its maintenance responsibilities.

3. The CSD shall post signs warning of hazardous conditions on roads or easements when limited funds or resources prevent them from eliminating these hazards. It shall also post signs such as No Parking, Fire Lane- Keep Clear, etc. to help keep roads safe and passable. The design of these signs shall be consistent with the character of the community.

4. It shall be the policy of the CSD to accept the dedications of roads or easements to the CSD that serve community needs and to accept donations of money or volunteer labor for the maintenance of community roads and easements.

Priority Recommendations:

The committee recommends that the Board set the following as immediate priorities:

1. The solving of the drainage problem above Casa del Sol that threatens Sunset Way and the adjoining easement. This should be part of a comprehensive solution to the whole problem of drainage below Cahoons, Butresses, Silvers, Littwillers, past Cohens and along Cove Lane to Little Beach. Help should be sought from the County who bears major responsibility for this problem since the source of the water is the County roads and the County approved subdivision of Seascape.

2. To secure dedication to the CSD of access to Little Beach and to restore the incline from Cove lane to the beach for boat, equestrian, and pedestrian access consistent with historic use.

3. To formally seek County aid for a roads, easements and drainage maintenance program with the assistance of Gary Giacomini. His office has offered to facilitate DFW assistance in designing a program in consultation with the CSD and to help us obtain funding for it with State bail-out money, HUD grants or from other sources..

4. To take steps to reduce the problems of parking on community roads by: A. Posting of CSD Ordinance #7 that prohibits parking within 6 feet of the center of any road. B. Marking the roads to clearly show the 12 feet that are to be kept open. C. Contacting residents who ignore Or.#7 to point out the problem and to help try to find alternative parking. D. If taking steps A,B,&C fail

to reduce parking problems enforcement of Or.#7 should begin by ticketing illegally parked cars.

5. To map areas of CSD maintenance responsibility and provide copies to the Fire Department, manager, Board Ombudsman, DPW, and to post at the Community Center.

6. To call periodic work parties of households along community roads and easements to assist the manager in their maintenance.

#### Committee Comments:

In making recommendations to the CSD the committee considered a number of problems facing the CSD and the community. Foremost among them was the lack of funds presently available to the CSD and the recognition that while the CSD is and should be responsible for maintenance every individual's perception of what is a safe and passable road will always be different, ranging from a narrow dirt track to a two lane paved street with sidewalks and gutters. Similar differences in perception will be found in all areas of community concern and in setting priorities the Board must be able to distinguish between the real needs of the whole community and what are seen as problem by only a few individuals within it.

The recommendations are an attempt to define the responsibilities and establish procedure for setting maintenance levels and we hope the following comments will also be helpful in determining solutions to these community concerns.


#### CSD Responsibility for Maintenance

The question of whether the CSD is responsible for the maintenance of roads seems to be constant and not fully answered by the County Counsel's cursory opinions. The committee, unlike the Counsel, read through years of Board minutes, the ordinance passed, the special election held as well as reviewing the principals of California law to try to find an answer.

In 1969 a special election was held which gave the CSD the additional powers of road maintenance and recreation. The CSD has exercised that power continuously since that time, though in varying levels, through the actions of the manager and by expenditure of funds, with explicit direction of the Board. In 1978 the Board unanimously endorsed the Muir Beach Master Plan which designates responsibility for road maintenance

to the CSD.

The actions of the Board for the last 11 years clearly show that they recognized their responsibility and fulfilled it by maintaining the roads but that they hoped to avoid liability for it by never explicitly defining it. Though legal liability can only be definitively established by a court of law, a similar precedent setting California Supreme Court case established that the sole act of inspecting a road used by the public for needed repairs constituted an acceptance of responsibility and liability for that road. ( Union Transp. Co. vs Sacramento County 42 C2d 235)

It would appear that by virtue of their past actions the CSD is already responsible for road and easement maintenance and is liable for  any claims for damages resulting from the failure to perform that maintenance. Unless the Board wishes to initiate the statutory procedures for road abandonment they should fulfill these obligations to the best of their ability.

#### Level and Extent of Responsibility

The Board in setting priorities will be faced with difficult choices due to its limited resources and individual residents demands for immediate action. In recommending that the CSD explicitly accept responsibility for maintenance we felt that this should be understood as an agreement to act as overseer of maintenance, sharing with residents and users as well as other governmental agencies the responsibility for it, rather than accepting sole or absolute responsibility. We feel this is an appropriate role, given the present level of CSD funding, even considering the proposed increase in water rates. If the community feels that this role needs to be expanded they must be willing to work to secure additional funds either from the County or by the formation of an assessment district.

Lacking any clear indication from the community on an appropriate level of maintenance we recommend that the roads be kept in condition safe and passable for county fire equipment. Trails should be kept passable and free from hazardous conditions or signs warning of those conditions should be posted as provided by Sec. 831. of the Governmental Code that grants public agencies immunity from claims for injury caused by conditions of trails and accessways.

Maintaining drainage ditches and culverts under and along roads and easements is clearly part of maintaining those roads

and easements but responsibility for drainage beyond them is harder to define. We felt that that when drainage is created and caused by the existence of a road or easement rather than by the natural conditions of the landscape then that drainage should be the responsibility of the person or body responsible for that road or easement.

In the case of the drainage from Litwillers and Cahoons to Little Beach we felt: 1. To the extent that the water comes from County roads and County approved subdivision this is a County responsibility; 2. To the extent that it threatens Sunset Way, easements, and Cove Lane it is a CSD responsibility; 3. To the extent that the houses along that drainage were built with an awareness that the drainage existed, a large part of it being a natural watercourse, and that threat to the integrity of the land should have been considered and planned for in the placement, design and construction of their houses, it is the property owners responsibility. Rather than place blame we feel the constructive thing to do is to bring all these interests together to solve the problem before it gets worse. The first step is to ask for the County's help and advice as offered by Gary Giacomini.

#### Manager's Duties

We feel that the openended nature of the managers job description has contributed much to the confusion about responsibility for maintenance. Priorities for work to be accomplished within the limits of what is a part-time job must be established so that the community does not expect the impossible. Complaints about these priorities must be directed to the Board and not the manager. We also feel it is unfair to require a minimum number of hours per month work without also setting a maximum. When work is required beyond that maximum, overtime must be paid or additional help must be hired or volunteered. The responsibilities that the manager bears on a 24 hour basis are tremendous and we feel Click Pickens deserves commendation for performance beyond the call of duty.

#### Public Nature of Roads and Easements

While the question of whether community roads and easements are public or private can only definitively be answered by a court of law, an investigation of the principals of California law shows that when any road, easement, lands or beach are used by the public for five years, without effectual efforts to prevent

that use by the fee owner and without express permission, that the public acquires the right of access to them by the laws of implied dedication and prescriptive rights. The fact that a public body has maintained them is an additional significant factor in determining that these rights have accrued. (Gion vs City of Santa Cruz, Dietz vs King 2 Cal 3d 29 (1970) The principals of law are explored at length in the California Attorney Generals handbook Implied Dedication and Prescriptive Rights Manual which is available for Board review.) While County Counsel has advised the Board that property owners may own the fee title to the center of roads and easements adjoining their property ( Sec. 831 & 1112 Ca. Civil Code) this does not necessarily give them the right to control access over it. We know of no effectual efforts to prevent the public's use of community roads or easements many of which have been used by the public for over 50 years. The only efforts to restrict their use has been in regard to parking and even that has been ineffectual; no locks have been placed on gates, few if any cars have been towed away or ticketed.

While the committee does not feel that the public should be actively invited or encouraged to exercise their right of access, neither do we feel it is appropriate or practical to try to prevent their enjoyment of it. The CSD's control of access should be limited to restricting parking for fire safety reasons.

### Parking

While the problem of parking has always seemed insoluble and we don't know whether our recommendations will end it either, a review of past Board history shows that all our recommendations have been proposed by the Board but little attempt has been made to implement them. It should be pointed out that, particularly in light of the Board's passage of Ord. #7 and its own recognition of the hazard that parking presents to Fire Protection, both the CSD and the Fire Department could be found criminally negligent for failure to enforce its own laws and unless the CSD wishes to repeal Ord. #7 and divest its self of its fire protection responsibility, it should enforce the ordinance to the best of its ability.

Respectfully submitted; *W. John C. Robin* Robin Collier; chair

*Janet A. Stump*  
*Aug. 4, 1971*

## Proposed Muir Beach Community Services District Road Maintenance Policy

It is the responsibility of the Muir Beach Community Services District to oversee the maintenance of community roads at Muir Beach. This responsibility is performed by our Manager who does minor preventative maintenance and repair, such as drainage maintenance, asphalt patching and placing gravel on the roads. The Board is responsible for establishing an annual budget for roads and making periodic disbursements for the maintenance.

It must be clearly understood, however, that financial responsibility for road maintenance and improvements is limited by the availability of funds. Because of its limited resources, it is the policy of the CSD that general tax revenues shall be only used for the minor work necessary to keep the roads safe for the passage of emergency vehicles, with priority for the use of these limited funds given to those with the heaviest community use.

Residents who wish improvements beyond such minor repair, or live on the roads not heavily used by the community, may join with other residents adjoining their road to cooperatively finance and undertake the improvements, with advice and supervision of the MBCSD if desired, but no funding. If they wish the MBCSD to collect the funds for the desired improvement and administer their construction, they may petition the MBCSD with signatures of 25% of the owners or voters adjoining the road to form an improvement zone under Government Code Sec. 61770 to 61792.

The petition shall set forth the boundaries of the zone, the improvements desired, and an estimate of costs. On receiving such a petition the MBCSD shall give notice of and hold a hearing for protest or request for exclusion from the zone. They shall abandon the proposal if more than 50% of the landowners or voters file written protest. The Board must make specific findings of whether a property requesting exclusion will benefit from the improvements and exclude those that will not. After the hearing the Board may adopt the Zone by ordinance and set rates for assessment to finance the improvements, proceeding with the work by bid and contract.

Nelson moved, seconded by Collier we accept this policy statement for general distribution as needed. Ayes were unanimous.

February 16, 1982

Muir Beach Community Services District  
Roads Committee Preliminary Report  
March 21, 1984

Bryce Browning, Robin Collier, and Michael Kaufman

The Roads Committee has met 3 times since the last CSD Board meeting to review the condition of Muir Beach community roads and develop a preliminary plan for their repair & maintenance. The review included a 5 hour, foot by foot walking inspection of all the roads. The Committee has developed the following recommendations for the CSD and community to consider.

The Committee found that due to the last two years of severe winters and many years of inadequate funds for maintenance, many portions of the community roads have suffered major deterioration. If work is not done prior to the next winter, major failures of the road bed itself is possible. The Committee found that in many sections of the roads the existing (or non-existing) drainage fails to carry water away from the roads, protect the subsurface from saturation (and subsequent softening or settling) and doesn't protect the outside shoulder from erosion. While the Committee considered other aspects of the roads (such as quality of surface, width, space for parking & turning, etc.), the limited availability of CSD funds required that we focus on improving of the drainage system. In any case, this would be the first step in any renovation of the road system that the CSD might undertake.

As the Committee examined the drainage problems it developed the following minimum standards of work that must be done to our community roads in order to protect them from serious damage next winter.

Existing paved roads:

Clear all ditches of debris and vegetation, deepening and widening as necessary to accommodate normal runoff, cutting sluffing back to existing banks and clearing existing dirt berm between road and ditch.

Open all collapsed driveway culvert ends and flush culverts. Provide adequate structure to protect entrance to culvert and allow easy cleaning. Where bottom end of culvert is lower than ditch or swale, deepen it to provide clear path for flow.

Where there is evidence of major ground waterflows causing year-round softening of subsurface, install french drains to carry water off and into paved ditch.

Where swale is appropriate (as indicated by Committee) fill ditch with AB gravel, compact and pave with 2" of asphalt, continuing 6" up bank.

Correct up to 2" of incorrect outward slope by paving with asphalt. Where incorrect slope exceeds this, place berm on outside of road shoulder to provide swale for water to run on the outside edge and to protect the shoulder from erosion and parking breakage.

Where water runs along the road or outside edge, provide diagonal berms at intervals to carry the water to the inward side.

Where patterned cracking of pavement allows water to penetrate road but surface is relatively smooth, seal heavily with chip seal.

Patch potholes & major cracking with individual asphalt patches wherever possible. When large potholes, settling and cracks form a continuous pattern, pave whole road with 2" of asphalt, leveling up to an additional 2" as needed.

#### Armor Coated Roads (gravel saturated with asphalt/oil binders)

Treat as paved roads but use armor coat rather than asphalt.

#### Dirt & Gravel Roads

Grade road to reestablish proper inward slope to the road, remove high center, reposition existing gravel and reestablish ditch.

Clear all existing ditches of debris and vegetation, deepening and widening as necessary to accommodate normal runoff, cutting sluffing back to existing banks.

Open all culvert ends and flush culverts. Provide adequate structure to protect entrance to culvert and allow easy cleaning. Where bottom end of culvert is lower than ditch, deepen it to provide clear path for flow.

Place, level and compact 2" of AB gravel on road to establish even drainage surface.

Where outside shoulder is subject to erosion place asphalt berm to protect it.

#### Lateral drainage ditch below Ahab Drive flowing to the Little Beach drainage

Place sandbag or other protective works at beginning outlet of ditch and fully widen and deepen ditch to allow for the major water runoff that it must carry.

As we completed our survey of road conditions, applying the standards above and compiling a list of work that needed to be done, we were quickly impressed with the amount of road surface the CSD must deal with: more than 8,300 lineal feet of road or more than two acres of road surface. We were also alarmed by the extent of the degradation that has resulted from the last two years of storms and CSD's inability to allocate anymore than token funds to maintenance since Proposition 13's cut in tax revenues.

As we began to put together a plan to repair the drainage system, it became clear that the scope and quantity of work would require a full time person to coordinate the work during the three month period that we estimate it would



take to complete the project. Because the CSD Manager must continue to be responsible for the water system and all his other duties and is only a part-time employee, coordination and completion of such a major renovation, before October of 1984, would be impossible for him to also perform. The Committee therefore feels that a separate Project Foreman is needed to administer the project. The CSD Manager would act as a consultant to advise the Foreman of possible maintenance problems, water pipe locations, historical drainage, etc. and assist when not working on other projects of the CSD.

The Foreman would be responsible to plan the whole project, hiring labor and recruiting volunteers as necessary, contracting for and scheduling equipment and delivery of materials, supervising both paid & volunteer labor, insuring that all work is done to standards set by the Board & the Committee and that the Project is completed on schedule and within budget.

Only about \$10,000 is available for this project from a combination of Federal Emergency Management Agency funds and money budgeted for roads this year & next. With our best estimate of costs, this will probably only cover funds for materials and equipment rental, but not for hand-labor and salary for a project Foreman. Thus the Board must seek other sources of revenue, such foundation funding, formation of improvement zones for each road, or raising of the special general tax to \$150 per parcel. In any case volunteer labor will probably be necessary to complete the work.

If the Board approves our preliminary plan, we recommend that they schedule a public meeting prior to the next Board meeting, to review road by road each of the problems, the proposed solutions to them and get specific input from residents on their concerns.

Funding can then be sought for the Foreman, work start by mid-June and the project be completed by the end of September.

The Committee will then focus on developing a long range plan for keeping the roads maintained, with regularly scheduled cycles of upkeep for each road. They will also develop a proposal to install a major new drainage system as recommended by the county to divert the excess of water coming off of Ahab and Seacape into the Little Beach drainage and seek major funding for it over the next two years.



CSDfiles

# MUIR BEACH COMMUNITY SERVICES DISTRICT

BOX 221 • STAR ROUTE • SAUSALITO, CALIFORNIA • 94965

BOARD OF DIRECTORS

Regular Meeting of the Muir Beach Community Services District Board  
Community Center, 19 Seacape, Muir Beach. Wednesday, March 25, 1992. 7 pm

Directors: Robin Collier, Chair; Hank Maiden; Erin Pinto; Nancy Wolf Lee; Judith Yamamoto

*All items on this agenda are for discussion and possible action.*

## AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Prior Minutes: *January 29, 1992 and February 26, 1992*
4. Bills & Budget / Approval of Current Bills
5. Public Open Time: *State law prohibits Board action on any item within its subject matter jurisdiction not listed on the agenda unless: 1) upon a determination by majority vote of the Board that an emergency situation exists, 2) upon a determination by two-thirds of the Board (or by unanimous vote if less than two-thirds of the members are present) that the need to take action arose subsequent to the agenda being posted, or 3) the item was posted for a prior Board meeting occurring not more than five days prior to the date action is taken on the item and, at the prior meeting, the item was continued to the meeting at which action is being taken. Other items will generally be referred to staff or received as information.*
6. Fire Department Report
7. G & A: *General Manager's Contract; CSD Procedures.*
8. Safety/Insurance: *Liability release for volunteers.*
9. Water Department: *Status Report; Letter received from Hester Burn-Callander; Maintenance Manager's Contract.*
10. Recreation: *Recreation Committee Status Report; Floor insulation; MBVFD shirt sales; playground progress report.*
11. Adjournment

**Regular Meeting of  
The Muir Beach Community Services District**

**February 26, 1992**

Present: Robin Collier, Chair; Erin Pinto; Judith Yamamoto; Hank Maiden;  
Nancy Wolf Lee.

1.     **Call to Order**  
The meeting was called to order at 7:15 pm.
2.     **Approval of Agenda**
  - a. Corrections: #6 should read: *Report on 2/5/92 Closed Session...*
  - b. Add: #6 - *Report on 2/26/92 Closed Session*
  - c. Erin Pinto made the motion to approve the February 26 Agenda with changes; Judith seconds, ayes all.
3.     **Prior Minutes: January 17, 1991.**
  - a. Judith made the motion to approve the January 17 minutes; Erin seconds; ayes all.
  - b. The January 29 minutes will be included with the March packet.
4.     **Bills and Budget**
  - a. After some discussion Judith made the motion to approve the bills; Erin seconds; ayes all.
  - b. Re: 1990/91 \$7100 special assistance grant Judith reported that an investigation by G. Giacomini's office revealed that the reason the \$7100 was not put in our budget last year was because the District failed to return the signed grant contract to the County. A second copy of the grant contract was written by the County Administrator and sent to us on 2/26/92, and given to Robin at the CAD meeting to sign and return to the County.
5.     **Public Open Time**
  - a. There was no discussion.
6.     **Report on 2/5/92 and 2/26/92 Closed Sessions**
  - a. Robin reported that 22 applications for General Manager were reviewed, 8 were selected, 7 agreed to interviews and 2 did not show. In the Feb.26 Closed Session, 5 applicants were interviewed and 4 were selected for a second interview.
7.     **Resolution #92-01-30 - Board protest of Gov. Wilson's budget shift of \$347 million in property tax from enterprise special district to to be spent on education.**
  - a. Judith stated that the resolution was included in the Board packet.

8. **Discussion and recommendations re: special meeting with National Park Service to discuss mutual concerns.**
  - a. Robin reported that he, Bill Farkas and Henry Hyde met on February 4 with Glen Fuller and Mary Beth. Henry discussed the history of the water rights issues.. Also discussed were emergency services between NPS and Muir Beach; traffic problems; etc.
  - b. Robin clarified that the purpose of the next meeting will be to discuss areas of mutual concern, and establish a working relationship with the NPS.
  - c. Nancy Lee Wolf made the motion to schedule the next meeting on a weekday (Wednesday) in late March between 4-6 pm. Hank Maiden seconds; ayes - Judith, Erin, Nancy. Nays- Robin.
9. **G & A Procedures**
  - a. Review and approval of remaining Alta California Seminar recommendations: Hank Maiden made the motion that the recommendations be adopted; Judith seconds, ayes all.
  - b. Final District Maintenance Manager contract: Harvey Pearlman is requesting reimbursement for the use of his vehicle. ]After some discussion re: mileage reimbursement, tune-ups for his truck Hank Maiden made the motion that Harvey meet with Henry Hyde to determine what the adequate compensation shall be, and that it will be brought to the next CSD meeting. Judith Yamamoto seconds; ayes all.
  - c. Recording Secretary's contract - After some discussion about changes, Judith made the motion to adopt the amended contract; Hank Maiden seconds, ayes all. There will be a review of the contract at the end of the fiscal year.
  - d. CSD operating procedures - Robin expressed concerns about having an orderly procedure for people speaking at large CSD meetings with long agendas. After much discussion re: "CSD Procedures - V. Meetings" Judith agreed to rewrite a draft for these procedures and bring to the next meeting.
  - e. Hank Maiden made the motion to accept the corrected water rates in the CSD Procedures to reflect billing on a monthly basis as set by the Board on 5/29/91. Judith seconds; ayes all.
  - f. Erin suggested that the original, as well as the changes in a document of procedures be included in the packet in order to be able to determine and have immediately available the original and the changes.
10. **Safety/Insurance**
  - a. Worker's Comp for volunteer work parties - after some discussion it was decided that more research is needed, and that a report will be presented at the next meeting.
11. **Water Report**
  - a. Henry elaborated upon his monthly report. Hank Maiden made the motion to accept Henry's report; Judith seconds, ayes all.
  - b. Acceptance of price quote for Pacific Way-Sunset Way Intertie Project and

authorize District Water Manager to complete project - after some discussion, Hank made the motion to accept the price quote and authorize Henry to complete the project. Erin seconds; ayes all.

**12. Recreation**

- a. Discussion followed re: fee structure for classes - Hank Maiden preferred that this matter be one that is taken to the General Manager, and that the Board not be involved. Robin Collier stated that it is the responsibility of the Board to set fees and general policy. Erin made the motion to approve an interim change in fee structure for the Yoga class until the full fee structure can be reviewed. Judith seconds; Ayes - Erin, Robin, Nancy; Nays- Hank.
- b. The motion was made to authorize the Recreation Committee's block grant application for porch overhangs or porch overhangs and floor insulation. Judith seconds; ayes all.
- c. Nancy Knox requested a procedure for asking Harvey Pearlman to do necessary jobs at the Community Center. It was clarified that the Recreation Committee can report directly to him: he will prioritize all tasks.
- d. Re: sprinkler certification - it was reported that the sprinkler system has been tested and certified.
- e. Playground - Robin Collier reported that in his conversation with Leslie Riehl he stated that any design changes need to go through the Recreation Committee, and then the Board. Re: the possibility of the project coming under budget, Robin was interested in establishing a process by which left-over money would be allocated. Hank Maiden made the motion to ask the Playground Committee to meet with the Recreation Committee prior to April in order to establish work progress and the disposition of funds. Nancy Wolf Lee seconds; ayes all.

**13. Roads & Easements**

- a. A Roads & Easements Meeting is scheduled for March 7 at 10 am.

**14. Fire**

- a. Judith stated that the February status report will be consolidated with the April report.
- b. Process for scheduling the chipper - by consensus it was decided that this will be a discussion item for the April meeting.

**15. Adjournment**

The meeting was adjourned at 10:10 pm.

Respectfully Submitted,

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Linda Moore  
Recording Secretary

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Robin Collier  
Chair

**Regular Meeting of  
The Muir Beach Community Services District**

**January 29, 1992**

Present: Robin Collier, Chair; Erin Pinto; Judith Yamamoto; Hank Maiden; Nancy Wolf Lee.

**1. Call to Order**

The meeting was called to order at 7:20 pm.

**2. Approval of Agenda**

- a. Add CSDA letter to Correspondence and FEMA letter.
- b. Judith made the motion to approve the January 29 agenda; Erin seconds, ayes all.

**3. Prior Minutes: December 18, 1991.**

- a. Delete "budget" from 4D; it should read *Judith made the motion to approve the bills.*
  - b. 5D should read *..Hazel be authorized to bill for the two water leaks at the lower rate of \$3.00/per 100 cubic feet.*
- c. 5 E should read *If remittance is not received within 30 days from submittal of legal notice, a lien...*
- d. Add 6 G to read: The Community Center Committee was asked to consider changing its name to Recreation Committee.
- e. Change the spelling of Perelman to *Pearlman*.
- f. Erin made the motion to approve the December 18, 1991 minutes as amended. Judith seconds; ayes all.

**4. Bills and Budget**

- a. Some discussion followed re: the categories which the bills are posted. Robin and Hazel will get together to discuss and clarify.
  - b. Questions arose re: the whereabouts of \$7100 from a Special Assistance Grant.
- b. Henry Hyde reported that there is no budget category for the \$7100 Special Assistance Grant which we got at the end of FY 1990-91, and he is posting ] those bills to the Contingency Fund. Judith said she will call Giacomini's office and see what happened to the grant.
- c. Judith made the motion to approve the bills; Erin seconds; ayes all.
- d. Robin reported on the procedure and possibility of purchasing a hard drive and modem for the purpose of going on line with the County system in order update and keep of track accounting and bills. The bills would immediately be entered in to the system which would speed the process for paying, and the status could be checked at any time. The cost would be approximately \$500. Robin will investigate.

5. **Public Open Time**
  - a. Nancy Knox announced that the Park Rangers have received numerous complaints about dogs running loose on the beach, and stated that the Rangers will pick them up and/or turn them over to the Humane Society. She will schedule a community dog meeting to discuss problems.
6. **Safety \ Insurance**
  - a. Judith Yamamoto made the motion that the CSD Board adopt a resolution requesting the State Compensation Insurance Fund extend CSD coverage to CSD volunteers workers.
7. **Water Department**
  - a. Transbay, Inc. has completed Community Center sprinkler system improvements. They will be paid when they have inspected and certified the system. Cost: \$620.00
  - b. HAH will send out the annual water analysis/test results.
  - c. The design for the Pacific Way-Sunset Way Intertie Project (Harris Plan D-4) has been completed.
  - d. Follow-up is continuing to find best location for a new well.
  - e. Past due billing language: if action is required, it will be deferred to the 2/26/92 CSD meeting.
8. **Discussion of special meeting with National Park Service to meet with MBCSD to discuss mutual concerns.**
  - a. By unanimous vote Robin Collier, Henry Hyde and Bill Farkas were selected to meet with the NPS to set up an agenda for a public meeting to discuss areas of mutual concern.
9. **Recreation Committee Report**
  - a. Rollover of 1990-91 Walkathon Funds - The Recreation Committee requested that the CSD: (1) not fund this account from Recreation & Community Center Fund 105164 Division 9239 because to do so would place an undue burden upon that fund and ; (2) if it did so fund the account, to follow a list or recommendations by the Committee. After much discussion Erin Pinto made the motion to fund this account from the Community Center budget items recommended by the Rec Committee, with the following exception: instead f \$130 from #2535 (Power), \$65 would come from #2535 (Power) and \$65 would come from @2041 (Recreational Programs). Ayes: Erin, Robin. Nays: Judith
  - b. Return to former Community Center bookkeeping procedure - Judith made the motion to return to the former bookkeeping procedures and that the CSD Community Center checkbook be managed by the CCC treasurer until the General Manager is hired. Erin seconds; ayes all.
  - c. Approval of Bistro Operating Procedures or Bistro Job Description - After much discussion Judith made the motion to approve the Bistro Job Description with possible amendments Robin will work out. Erin seconds, ayes all.

- d. Approval of guidelines for Maintenance Manager/Roads & Easements Manager. The title for the position shall be "District Maintenance Manager." Judith made the motion to approve the guidelines for District Maintenance Manager 's responsibilities at the Community Center. Erin seconds, ayes all.
  - e. Expansion of "Special Neighbor" category in Community Center fee schedule to include Camino del Canyon. The Board agreed by consensus.
  - f. Playground Leslie Riehl's playground plan was approved and a management process set up. Leslie Riehl will report to the Recreation Committee, which will include these reports in its monthly status reports. Robin Collier was chosen to be in charge of the project.
  - g. The Board reviewed a 1/15/92 letter from County Counsel re: playground liability and handicapped access. The Board took no action on the letter.
10. **Roads & Easements**
- a. Work review - Robin stated that he would walk the easements with Harvery Pearlman.
  - b. A special public meeting was scheduled for March 7 at 10 am to update the Roads & Easements Plan. Current (1984) plan will be included in February Board packet.
11. **Fire Report**
- a. Bill Farkas requested that the CSD packet be put in his Box #309.
  - b. Bill reported new equipment purchased with West Marin funds: 16 foot roof ladder, 2 SCDA tanks, a chain saw; also EMT course is being funded with W. Marin funds.
  - c. He also reported purchases with budgeted money - 2 motion sensors. A truck maintenance has been done. Two credit cards have been received for gasoline. Fire safety dates are being arranged.
  - d. Re: status of non-profit - Farkas expressed concern about liability and other issues associated with forming a non-profit association. Board expressed willingness to work out terms which would be agreeable to all parties.
12. **G & A Procedures**
- a. Determine selection process for MBCSD director positions - Much discussion followed. Judith stated that according to the Brown Act the Board has 60 days from the date of a resignation to either appoint a board member, or call an election.
  - b. Judith made the motion that the issue came up after the posting of the agenda. Erin seconds; ayes all.
  - c. Judith made the motion to appoint directors to fill the vacancies. Erin seconds; ayes all.
  - d. Judith made the motion to appoint Hank Maiden and Nancy Lee Wolf as directors to the CSD Board. Ayes all. Hazel will swear them in.
  - e. General Manager's job description: Erin Pinto made the motion to approve the General Manager's job description. Judith seconds; ayes all.



- f. Maintenance Manager contract review - Harvey Pearlman cannot attend monthly board meetings, but will submit monthly reports. Judith made the motion to approve the amended job description for the District Maintenance Manager. Erin seconds; ayes all. (*Erin's notes: insert at end of item 4 - the combination of which is not to exceed the 1991/92 budgeted amount.*) Judith will revise the contract.
- g. Recording Secretary review - Judith made the motion to approve the revised contract for Linda Moore. Erin seconds; ayes all.
- h. Alta CA Seminar recommendations - postponed until the next meeting.
- i. Selection process for General Manager - a closed session is set for February 2 at 7 pm which will include Henry Hyde and the Board.

**13. Correspondence**

- a. Judith wished the Zen Center good luck with their capital campaign fund.
- b. Gray Davis letter - will be given to the General Manager for consideration.
- c. CSDA legislative alert re: Gov. Wilson's proposal to shift property tax revenue from enterprise special districts to education. Discussion followed as to whether Muir Beach would be affected (it was not listed as an enterprise district in the CSDA newsletter). Judith was going to check with CSDA, but then Henry pointed out that we are at least partially an enterprise district, and in any case we should support other enterprise districts. The Board passed a resolution protesting this action by Gov. Wilson... Ayes all.

**14. Adjournment**

The meeting was adjourned at 12:05 pm.

Respectfully Submitted,

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Linda Moore  
Recording Secretary

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Robin Collier  
Chair

# MBCSD Budget vs Actual 91-92

As of February 29, 1992 - Unaudited

Acc Name

This  
Month

Year  
to Date

91-92  
Budget

% Year

Budget  
To Date=67%

90-91  
Actual

## Water: Fund 105164 - Division 9238

### Operations & Maintenance

1003 District Secretary *	277	4,431	7,200	62%	7,199
1004 Meter readers	90	720	790	91%	1,170
1005 Water Management	375	3,125	4,500	69%	6,000
1028 Maintenance Manager *	474	4,932	6,000	82%	6,765
1404 Social Security	0	40	1,630	2%	1,503
1506 Medical Plan *	0	300	1,000	30%	604
1701 Workers Comp. Insurance	154	632	1,000	63%	673
<b>Subtotal Personnel Costs</b>	<b>1,369</b>	<b>14,180</b>	<b>22,120</b>	<b>64%</b>	<b>23,914</b>
2059 General Insurance	0	2,316	2,265	102%	2,145
2077 Misc. Repair & Small Tools *	266	3,117	1,860	168%	2,182
2096 Building Repair *	0	0	500	0%	505
2115 Lab Supplies & Testing	0	542	1,500	36%	2,755
2122 Refunds	306	553	100	553%	180
2130 Postage	0	118	300	39%	248
2133 Office Supplies *	133	328	355	92%	408
2221 Public & Legal Notices *	0	0			
2325 Contract Service - Maintenance **	1,080	3,712	6,223	60%	4,961
2479 Mileage*	0	282	500	56%	517
2534 Telephone	46	363	500	73%	570
2535 Electricity for Pumps	293	3,531	5,000	71%	5,359
<b>Total Operations &amp; Maintenance</b>	<b>3,494</b>	<b>29,041</b>	<b>41,223</b>	<b>70%</b>	<b>43,744</b>

### Capital Outlay

4093 Equipment	0	0	1,000	0%	
4160 Water Meters *	0	1,640	1,350	121%	1,414
4162 Ground Water Study ?	352	3,220	1,150	280%	4,133
4169 Tanks & Structures	0	0	1,500	0%	8,494
4197 Water System Replacement/Upgrade *	0	641	2,200	29%	10,542
4816 Hydrant Replacement/Upgrade	0	0	1,800	0%	
<b>Total Capital Expenditures</b>	<b>352</b>	<b>5,502</b>	<b>9,000</b>	<b>61%</b>	<b>24,583</b>
<b>Total Expenditures</b>	<b>3,846</b>	<b>34,543</b>	<b>50,223</b>	<b>69%</b>	<b>68,327</b>

### Revenue

9025 Water Bills *	2,919	35,287	46,000	77%	43,090
9377 Local Assistance Grant	0	0			7,100
<b>Total Department Revenue</b>	<b>2,919</b>	<b>35,287</b>	<b>46,000</b>	<b>77%</b>	<b>50,190</b>
Property Taxes	0	0	4,223	0%	18,149
<b>Total Revenue</b>	<b>2,919</b>	<b>35,287</b>	<b>50,223</b>	<b>70%</b>	<b>68,339</b>

\*\* Board increased original budgeted amount by 2,223.38 from Contingency for pump failure

\* These accounts have been adjusted from apparent misposting on County Run sheets

Auditing continues of journal entries to correct any other County misposting.

# MBCSD Budget vs Actual 91-92

As of February 29,1992 - Unaudited

Acc Name

This  
Month

Year  
to Date

91-92  
Budget

% Year

Budget  
ToDate=67%

90-91  
Actual

## Fire: Fund 105164 - Division 9240

### Operations & Maintenance

1037 Administration	0	0	—		
1701 Workers Comp.	0	0	3,060	0%	
2049 Conference/Meetings/Classes	1,348	1,348	3,600	37%	2,000
2059 Insurance	0	5,602	6,130	91%	4,805
2086 Fire Truck Maintenance	581	581	1,000	58%	1,313
2096 Building Rent & Maintenance	0	0	850	0%	
2112 Medical Supplies	0	0	0	—	1,755
2501 Gas & Oil	0	17	400	4%	204
2531 Fire Hose	0	16	3,500	0%	
<b>Total Operations &amp; Maintenance</b>	<b>1,930</b>	<b>7,564</b>	<b>18,540</b>	<b>41%</b>	<b>10,077</b>

### Capital Outlay

4093 Equipment *	268	3,000	6,000	50%	6,021
4815 Truck	0	0	2,000	0%	
<b>Total Capital Expenditures</b>	<b>268</b>	<b>3,000</b>	<b>8,000</b>	<b>37%</b>	<b>6,021</b>
<b>Total Expenditures</b>	<b>2,197</b>	<b>10,564</b>	<b>26,540</b>	<b>40%</b>	<b>16,098</b>

### Revenue

9258 MBVFD Donations	0	0	5,800	0%	325
9377 West Marin Grant	0	0	13,389	0%	7,288
9400 Aid from other Agencies	0	0	3,060	0%	
9900 Forestry Grant	0	0	1,000	0%	
<b>Total Department Revenues</b>	<b>0</b>	<b>0</b>	<b>23,249</b>	<b>0%</b>	<b>7,613</b>
Property Taxes	0	0	3,291	0%	8,487
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>26,540</b>	<b>0%</b>	<b>16,100</b>

\* These accounts have been adjusted from apparent misposting on County Run sheets

# MBCSD Budget vs Actual 91-92

As of February 29,1992 - Unaudited

% Year

This Year 91-92 % Year  
Month to Date Budget ToDate=67% Actual

## Roads/Easements: F105164 D9237

### Operations & Maintenance

1028 Maintenance Manager	0	0	6,000	0%	4,652
1073 Extra Hire	0	2,482	1,500	165%	1,505
2059 General Insurance	0	1,281	1,500	85%	1,555
2077 Misc. Repairs *	45	226		—	
2094 Road Materials & Small Tools	102	562	1,500	37%	1,319
2501 Gas oil & GR	0	3		—	
2741 Chipper	0	0	1,000	0%	1,100
<b>Total Operations &amp; Maintenance</b>	<b>147</b>	<b>4,554</b>	<b>11,500</b>	<b>40%</b>	<b>10,131</b>

### Capital Outlay

4040 Map/Survey		0	1,000	0%	
<b>Total Capital Expenditure</b>	<b>0</b>		<b>1,000</b>	<b>0%</b>	
<b>Total Expenditures</b>	<b>147</b>	<b>4,554</b>	<b>12,500</b>	<b>36%</b>	<b>10,131</b>

### Revenue

9248 Fund Raiser: Map/Survey	0	0	1,000	0%	
9772 Other Cancel	0	230		—	
<b>Total Department Revenue</b>	<b>0</b>	<b>230</b>	<b>1,000</b>	<b>23%</b>	<b>0</b>
Property Taxes	0	0	11,500	0%	10,131
<b>Total Revenue</b>	<b>0</b>	<b>230</b>	<b>12,500</b>	<b>2%</b>	<b>10,131</b>

\* These accounts have been adjusted from apparent misposting on County Run sheets

# MBCSD Budget vs Actual 91-92

As of February 29, 1992 - Unaudited

% Year

Acc Name

This  
Month

Year  
to Date

91-92  
Budget

Budget  
To Date=67%

90-91  
Actual

## Recreation: Fund 105164 - Div. 9239

### Operations & Maintenance

1028 Maintenance Manager	0	0	—	338
1073 Extra Hire	0	0	—	
1080 Administration & Grant Writing	0	0	—	600
2041 Recreational Programs*	0	225	1,465	15% 756
2059 General Insurance	0	1,822	1,965	93% 1,964
2077 Misc. Repair & Small Tools	620	974	100	974% 75
2096 Building Cleaning & Maintenance*	0	1,513	2,810	54% 1,653
2097 Grounds Maintenance	0	0	1,670	0% 2,060
2119 Publication Expense*	0	0	100	0% 167
2133 Office Supplies & Postage	0	51	150	34% 78
2137 Copier Expense & Buyout	0	1,515	2,120	71% 3,137
2259 Garbage Removal	0	231	275	84% 184
2269 Misc. Fees	0	0	—	130
2366 Building Supplies	94	558	150	372% 586
2369 Restricted Fund Prog.[Walkathon 640-200	0	0	440	0%
2380 Other Programs & Related Expenses*	0	150	935	16% 261
2534 Telephone	0	283	395	72% 381
2535 Power for Community Center*	91	788	1,135	69% 1,165
<b>Total Operations &amp; Maintenance</b>	<b>805</b>	<b>8,110</b>	<b>13,710</b>	<b>59% 13,535</b>

### Capital Outlay

4045 Block Grant: Insulation, Skylight...	0	635	5,725	11%
4048 Building Improvement: Office, Kitchen,...	0	3,099	2,558	121% 542
4093 Equipment & Furnishings *	185	185	629	29% 31
4243 Playground °	0	500	19,281	3%
<b>Total Capital Expenses</b>	<b>185</b>	<b>4,420</b>	<b>28,193</b>	<b>16% 573</b>
<b>Total Expenditures</b>	<b>990</b>	<b>12,530</b>	<b>41,903</b>	<b>30% 14,108</b>

### Revenue

9220 Administrative use of Copier	0	0	1,500	0% 1,382
9221 Other Copier Income	0	185	500	37% 1,292
9248 Restricted Donations (Playground) °	9,808	9,808	9,808	100% 658
9255 Rental of Building	0	100	3,000	3% 2,862
9258 Donations General	0	0	—	
9811 Other Program Income	0	0	—	52
9834 Resident Handbook Ad Sales	0	0	—	
9937 Donations (Quilters Kitchen)	0	0	—	
9900 Grant Revenue	0	0	4,000	0%
<b>Total Department Revenue</b>	<b>9,808</b>	<b>10,094</b>	<b>18,808</b>	<b>54% 6,246</b>
Property Taxes	0	0	23,095	0% 7,869
<b>Total Revenue</b>	<b>9,808</b>	<b>10,094</b>	<b>41,903</b>	<b>24% 14,115</b>

\* Adjusted from Run Sheet misposts

• Adjusted for Walkathon Rollover

° Increased by Community Donations

# MBCSD Budget vs Actual 91-92

As of February 29, 1992 - Unaudited

% Year

This Year 91-92 % Year  
Month to Date Budget ToDate=67% Actual

**Gen/Administration: F105164 D9236**

## Operations & Maintenance

1003 Recording Secretary *	0	1,238	1,320	94%	1,723
1004 Extra Hire *	0	0		—	
1005 General Manager	0	0	12,000	0%	
1404 Social Security	57	716		—	
1506 Medical *	0	0		—	
2049 Conferences & Meetings	0	471	500	94%	504
2119 Publication & Ads *	0	423	200	212%	
2133 Office Supply *	0	722	300	241%	241
2137 Administrative Use of Copier	0	0	1,500	0%	1,382
2352 Auditor & County Fees	0	2,992	6,000	50%	375
2534 Telephone	0	0	250	0%	8
<b>Total Operations &amp; Maintenance</b>	<b>57</b>	<b>6,562</b>	<b>22,070</b>	<b>30%</b>	<b>4,233</b>

## Capital Outlay

<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>	<b>0</b>
<b>Total Expenditures</b>	<b>57</b>	<b>6,562</b>	<b>22,070</b>	<b>30%</b>	<b>4,233</b>

## Revenue

9001 Property Taxes C	0	14,906	28,420	52%	
9002 Property Taxes C	0	1,108	1,429	78%	
9003 Property Taxes P	0	556	555	100%	
9004 Property Taxes P	0	0	832	0%	
9020 Special District Augmentation	5	7,838	14,631	54%	
9041 Supplemental Assessment - C	180	274	1,370	20%	
9043 Supplemental Assessment - R	0	0	35	0%	
9280 Hoptr St	0	0	615	0%	
<b>Total Appr. Limit Property Taxes</b>	<b>185</b>	<b>24,683</b>	<b>47,887</b>	<b>52%</b>	<b>47,776</b>
9308 Other State Reimbursement	0	0		—	
9480 Other In Lieu Taxes	0	50		—	64
9772 Other Misc. (Copier Income)	0	10	500	2%	1,812
9900 General	0	0		—	
<b>Total Other Revenue</b>	<b>0</b>	<b>60</b>	<b>500</b>	<b>12%</b>	<b>1,876</b>
<b>Total Department Revenue</b>	<b>185</b>	<b>24,743</b>	<b>48,387</b>	<b>51%</b>	<b>49,652</b>

## Fund Cash ledger

6991 General Contingency Reserve **	0	0	13,246	0%	
Taxes for Water Department	0	-744	4,223	-18%	18,149
Taxes for Fire Department	0	10,564	3,291	321%	8,487
Taxes for Road Department	0	4,324	11,500	38%	10,131
Taxes for Recreation Department	0	2,436	23,095	11%	7,869
<b>Total Transfers from G&amp;A</b>		<b>16,580</b>	<b>42,109</b>	<b>39%</b>	<b>44,636</b>
Opening G&A Fund Balance		<b>29,025</b>	<b>29,025</b>		<b>28,242</b>
Balance Change: GARev-GAExp-Rsrv-Trans		<b>1,601</b>	<b>-29,038</b>		<b>783</b>
Ending G&A Fund Balance: If Reserve is Spent		<b>17,381</b>	<b>-13</b>		<b>29,025</b>
Ending G&A Fund Balance: If Reserve is Retained		<b>30,626</b>	<b>13,233</b>		

\*\* Contingency was reduced 2,223.30 by Board to cover pump failure Water Acc 2077

\* These accounts have been adjusted from apparent misposting on County Run sheets

# MBCSD Budget vs Actual 91-92

As of February 29, 1992 - Unaudited

% Year

Acc Name	This Month	Year to Date	91-92 Budget	Budget ToDate=67%	90-91 Actual
----------	------------	--------------	--------------	-------------------	--------------

**Capital/Reserve: F105167 D9233**

## Fire Department Fire Station Fund

6985 Fire Station Building Fund Reserve	0	0	3,000	0%	
9258 MBVFD Volunteer Contributions	0	0	3,000	0%	

## Water Department Harris Plan Fund

### Expenditure

1005 Consulting Engineer	0	0	4,500	0%	
4144 Harris Plan D-2 @\$41,000 *	0	36,146	36,000	100%	5,003
4145 Harris Plan D-5 @\$49,000	375	10,739	49,000	22%	
<b>4000 Total Expenditures</b>	<b>375</b>	<b>46,886</b>	<b>89,500</b>	<b>52%</b>	<b>5,003</b>

6991 Contingency Reserve	0	0	19,962	0%	
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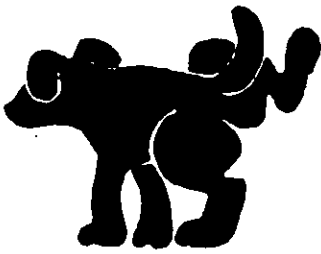
### Revenue

9007 Tax Assessment	2,640	13,775	22,000	63%	
9031 Surcharge	175	12,987	11,000	118%	25,061
9201 Interest on Unused Fund Balance	0	2,099	1,000	210%	2,775
9377 County Assistance Grant	0	0	10,000	0%	10,000
<b>Total Revenue</b>	<b>2,815</b>	<b>28,861</b>	<b>44,000</b>	<b>66%</b>	<b>37,836</b>

Beginning Cash Balance	65,461	65,461	32,628
Change to Balance (Inc-Exp)	-18,024	-45,500	32,833
Ending Cash Balance	47,437	19,961	65,461
Ending Cash Balance With Reserve Spent	27,475	-1	65,461

## SUMMARY: TOTAL MBCSD ORGANIZATION

Total Operating Expenditures	6,434	55,831	107,043	81,720
Total Capital Expenditure	1,180	59,807	135,693	36,180
All Expenditures	7,614	115,638	242,736	117,900
Total Revenues	15,728	99,215	181,444	151,537
Gross Gain (Loss)	8,114	-16,423	-61,292	33,637
Beginning Cash balances	94,486	94,486	60,870	
Net Cash Surplus	78,063	33,194	94,507	



**Muir Beach  
Volunteer Fire Department**

MUIR BEACH VOLUNTEER FIRE DEPARTMENT

MINUTES, DRILL AND CALL RECORD FOR 1-25-92 THROUGH 3-17-92

MEETINGS:

3-15-92

Attending: MBVFD plus friends and family.

Discussion: MBVFD BBQ planning. Recycling plans, better chickens, better prizes, Pete's coffee and much more.

DRILLS:

2-8-92

Attending: Farkas, F. Smith, Felix, Marshall, Moore, Evans.

Also Attending: Captain Frank Neer, Marin Co, Fire Dept.

Discussion: Use of SCBA, components, safety, donning, use, care.

Activities: Donning SCBA, Alert Unit use.

2-23-92

Attending: Farkas, Allen Evans, Wadlington.

Discussion: Firehouse orientation, safety, turnout use, donning turnout, pagers, pager use, fire apparatus and equipment stored on apparatus.

3-1-92

Attending: Farkas, Allen, Evans, Wadlington.

Discussion: Fire apparatus, safety, driving safety, communications equipment use, lights, etc.

Activities: 2xs 2 man hose lay with Engine 680, pump operations, preconnects, hose reel, hydrants, hose packing and storage.



CALLS:

1-25-92 Car and Brush Fire / Hwy 1 near slide.  
Responding: Allen, F. Smith, Sward, Marshall, Lanier, Felix,  
Moore.  
Details: Volunteers arrived on scene to find a fully involved  
vehicle and burning hillside. Volunteers extinguished fire using  
Engine 680 and inspected vehicle for occupants. None found.

2-2-92 Ankle Injury / Muir Woods Natl. Monument.  
Responding: Marshall.  
Details: 1585 responds first, canceled Muir Beach.

2-18-92 Cat Rescue / Starbuck  
Responding: F. Smith, Allen.  
Details: Removed cat from tree.

2-18-92 Tree Across Road / Hwy 1 by Tink's.  
Responding: Sward, Allen, F. Smith, Lanier.  
Details: Tree covering north bound lane of Hwy 1. Volunteers  
remove with chain saws.

2-25-92 Motorcycle Accident / Hwy 1 near slide.  
Responding: Lanier.  
Details: 1585 on scene first. Apparent pelvis fracture. Due  
to traffic, county use Reach Helicopter transport of patient to  
E.D. John Muir Hospital.

**MUIR BEACH C.S.D. WATER DEPARTMENT**  
**STATUS REPORT: February, 1992**

**WATER SYSTEM OPERATION**

The water system basic operation services performed during the month of February, 1992 includes:

1. Daily check of the system and maintain the daily log book.
2. Monthly bacteriological samples (2) - acceptable results.

Water production for the month of February was 37,639 gpd or about 3% less than the 1991 annual average of 38,600 gallons/day.

- |    |                                 |           |                             |
|----|---------------------------------|-----------|-----------------------------|
| 1. | Volume of water produced:       | 1,053,900 | gallons                     |
| 2. | Average daily production:       | 37,639    | gallons/day                 |
| 3. | Maximum day production:         | 48,400    | gallons/day                 |
| 4. | Volume of water used (metered): | 607,024   | gallons                     |
| 5. | Unaccounted for volume:         | 446,876   | gallons (42% of production) |

NOTE: Water loss includes system line flushing (65,000 gal. estimated).

**SUPPORT ACTIVITIES**

Support activities initiated and/or completed include:

1. Supervision of Harvey Pearlman. Activities included assignment of maintenance tasks and water system operation training.
2. Obtained monthly bacteriological samples and delivered to Brelje and Race Laboratories for analysis. Results were sent to the County Health Department.

**EMERGENCY REPAIRS**

None reported.

**SPECIAL SERVICES**

Special services completed included:

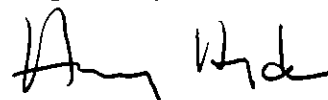
1. Obtain bid for Harris Project D-4 (Sunset and Pacific Way intertie).
2. Planning for new well construction.
3. Hydrant flushing of system (twice per year).
4. Performed leak survey of low zone (Pacific Way, Sunset Way). See attached summary report.

**EXPENSE REPORT**

Approximate expenditures incurred during this period include:

1.	Brelje and Race Laboratory Services	\$ 25.00
2.	Leak survey (Forester)	240.00
3.	Miscellaneous O&M supplies and materials	<u>150.00</u>
	Approximate Expenditures	\$415.00

Respectfully submitted,



Henry Hyde & Associates  
District Water Manager

**LOW ZONE  
WATER LEAK SURVEY**

**Summary**

A water system leak detection survey was conducted by Forester Pump & Engineering on Friday, February 28, 1992 between the hours of 10 a.m. and 2 p.m. The survey included Pacific Way, Lagoon Way, Sunset Way, Highway 1 and the easements from the low zone storage tank to Pacific Way. Harvey Pearlman, Maintenance Manager, assisted Forester with the survey. Leak detection (sound) equipment was used at all access points including meters, valves and hydrants to detect the sound of rushing water (leak).

The results of the survey are summarized as follows:

1. Small leak at 180 Pacific Way.
2. Major leak at connection to hydrant next to the Pelican Inn.
3. Possible leak at hydrant on Sunset Way across from Freebairn-Smith (5 Sunset Way).
4. Possible leak at hydrant on Sunset Way across from Brandt (35 Sunset Way).
5. Possible leak at hydrant-valve intersection at the easement on Sunset Way (next to Keyes property).

I have notified Lunny Paving & Grading of the leak at the Pelican Inn hydrant connection. Under the terms of the recent construction contract, Lunny is responsible to repair defects discovered in his work for a period of one year.

I have instructed the Maintenance Manager to investigate and repair (if necessary) the other possible sources of leaks.

I have scheduled Forester to conduct a similar leak survey of the upper zone in March.

Prepared by:

Henry Hyde  
District Water Manager

MEMORANDUM

March 18, 1992

TO:           Muir Beach C.S.D.  
              Board of Directors

FROM:       Henry Hyde  
              District Water Manager

SUBJECT:   Maintenance Manager Contract

The following recommendations are provided regarding the terms and conditions of the subject contract per your request at the February 26 Board meeting.

Salary:           \$12/hr. for 1/2 time (average 20 hours per week), or \$12,480/yr.

Vehicle  
Allowance:       County of Marin mileage rate plus gasoline expense (not to exceed \$1,000/year).

The average monthly allowance is estimated to be \$37.50 for mileage (150 mi./mo. @ \$.25/mi.) and \$45/mo. for gasoline, for a total average estimate of \$82.50/mo. or \$990/yr.

Medical  
Insurance  
Allowance:       \$1,000/yr.

**MUIR BEACH RECREATION COMMITTEE STATUS REPORT • 3/11/92  
& 3/18/92**

PRESENT: Russ Munsell, Janet Stump, Kathy Sward, Judith Yamamoto, *Nancy Knox*

**D&PA ITEM** means Discussion & Possible Action item.

TREASURER'S REPORT: None

HEALTH & SAFETY: None

RECREATIONAL PROGRAMS: Acct. #2041

1. **Bistro:** The accounting procedure was discussed and amended so that the Bistro Person will manage a petty cash fund for the purchase of Bistro supplies. The amount of this fund will be based on the largest amount spent on supplies in a previous month to date. Once a month everything above that amount will be deposited in the CSD Bistro Income Account. The Bistro Job Description, item # 6, will be rewritten to reflect this change.

BLDG. CLEANING & MAINTENANCE: Acct. #2096

1. **Vandalism wrap-up:** t.v. repair, \$185.80, fire extinguisher refill, \$18.50, total: \$204.30. In addition, Rob Allen replaced the glass in the fire extinguisher cabinets at no charge, Nancy donated floor-cleaning time, and Judith did the footwork on the t.v. repair and fire extinguisher refills. Since \$100 was budgeted by Rec. Com. for t.v. maintenance, total to be collected from the three youths is \$103.30, or \$35.00 each. Also, they will work at the 3/14/92 and 3/21/92 Community Center work parties. Russ will notify the families.

2. **Rain damage:** The front door is pulling apart due to rain damage. If and when next year's CDBG funding for porch overhangs is approved, the damage to the door frame will be checked and if necessary the frame replaced at the same time that the overhang is installed. Meanwhile, the Maintenance Manager will be asked to put more screws into the door.

GROUNDS MAINTENANCE: Acct. #2097:

1. **Trees:** Kathy met with Ken Bovero on 3/7/92. He told her that 30 trees need to be either removed or trimmed or topped (his topping creates a natural-looking canopy). Total cost: \$9500.00. For this year's \$1000 Bovero will remove three trees (two thin ones and one larger one) below the fence. Work will be done with his two good, fast workers during the week of 3/16/92 - 3/20/92. On Saturday, 3/21/92, he will donate his time, big chipper and truck and, with a 10-12 member Muir Beach volunteer work party will chip and haul away the small stuff.

RESTRICTED FUND PROGRAMS: Acct. #2369:

1. **1990-91 Walkathon Funds:** There is \$440 available for children's programming. The Rec. Committee is seeking community input as to how this funding should be spent. We are asking interested neighbors to contact any member of the Committee with their ideas, or put them in the Rec. Committee Box, #207. The Committee will make program decision at their 5/13/92 regular meeting.

BLOCK GRANT: Acct. #4045:

1. **D&PA ITEM:** Floor insulation: the Recreation Committee is searching its budget to find approximately \$575 to do the floor insulation (total cost, \$800), the last component of this year's CDBG funding. There is \$225 remaining in CDBG funds, and we are requesting that the \$284 remaining in acct. #4048 (Bldg. Improvements) that was allocated for window

## **MUIR BEACH RECREATION COMMITTEE STATUS REPORT: 3/11/92 & 3/18/92**

insulation, as "matching funds" in the CDBG proposal to insulate and heat the Center by energy-conserving methods, be transferred to the floor insulation component of the grant. The remaining amount needed, \$300, will be transferred from other budget categories in amounts to be determined when the Rec. Committee Budget Update is completed.

2. 1992-93 CDBG Proposal: A proposal was submitted requesting \$1975.00 for porch overhangs (cost of estimate plus 5%).

### **BUILDING IMPROVEMENTS: (#4048)**

1. **D&PA ITEM:** Return of MBVFD t-shirt sales to Community Center: the MBVFD asked if they could again sell their t-shirts at the Center until their fire barn is built. They had been selling them here for years but removed them when the office was renovated this winter. They have found it difficult to make sales from the present fire barn. The shirts would be stored in the closet in the library/conference room mezzanine (originally planned as the Community Center "office" but now no longer needed for this purpose). The MBVFD has offered to build the necessary shelves and upgrade the closet doors. Recreation Committee recommends this action.

### **PLAYGROUND: Acct. #4243:**

1. Leslie Riehl and Robin Collier attended a special session on the playground status report. Leslie presented a status report (attached). These actions were taken:

A. A Plant Selection Committee composed of Leslie Riehl, Robin Collier, Nancy Knox and (pending acceptance) Cindy Jamison was set up. Plants used will be California natives.

B. The Upper Level (above the Playground Level) will have the sandbox, Play House, benches and picnic tables on one side. The other side will be mounded with the dirt that has been placed there, and wild flowers will be sown on it. Further use designs will be delayed until they can be integrated with the proposed deck extension of the Community Center and wheelchair ramping.

C. The Rec. Committee will be in charge of publicity for future work parties. Leslie will notify Judith as to when they are planned, and Judith will coordinate posters, flyers, phoning.

D. Opening Celebration of the new play yard is tentatively scheduled for May 3, 1992.

\*\*\*\*\*

**D&PA ITEM: Floor Insulation: Request that remaining \$284 of \$1500 window insulation in acct. #4048 (Bldg. Improvements) be used for floor insulation.**

**D&PA ITEM: Request to return MBVFD shirt sales to Community Center.**

\*\*\*\*\*

attached: 3/16/92 Playground Status Report by Leslie Riehl

# Summary of Expenses: as of 3-16-92

## Muir Beach Playground

### Revenues:

#### Donations:

checks:

\$ 11,143.00

cash:

496.50

\$ 11,639.50

MBCSD

9,473.00

Total Revenues:

\$ 21,112.50

### Expenses:

#### Playground Equipment:

Landscape Structures:

\$ 9926.56

E.P. Finagin:

1652.63

CSD

\$ 11,579.19

#### Site Preparation:

Lumber

\$ 1,909.07 - CSD

Tools

175.40

Tools

47.36

Materials

10.07

submitt

petty cash

\$ 2,141.90



# Muir Beach Playground: p. 2

Expenses: cont.

## Administration:

Architect Fees:	\$500.00	CSD 1d
Postage:	10.15 ✓	} petty cash
Stationery:	40.57 ✓	
Labor:	22.50 ✓	
Food + Drinks	33.78 ✓	
Safety Book	47.00	
		\$654.00

Total Expenses To Date: \$14,375.09

Expenses incurred not billed:

Babysitting: approximately 245  
 Labor - Harvey: unknown, but under \$100  
 \$345

Estimated Balance: \$6,392.41

Anticipated Expenses (see p 3) (\$5300.00)  
 Additional Revenue (Bake Sale) \$350.00

Estimate Reserve: \$742.41

# Muir Beach Playground Status Report

3-16-92

## A. Construction:

Site Preparation: Anticipated completion: 4-4-92  
 Equipment Delivery: Around 3-30 to 4-8-92  
 Equipment Installation: ASAP after delivery  
 Pea Gravel: 1 day after installation  
 Bark Installation: After pea gravel

## B. Landscaping:

Soil Preparation: 3-21 to 4-8-92  
 Planting: 3-21 to 4-8-92

## C. Misc:

Fix Gate: Prior to Equipment Installation  
 Repair Children's House: To-Be-Determined

## D. Anticipated Expenses:

Pea Gravel:	2500	\$ 3000
Bark:		100
Benches, Tables & Bar-B-Que:		800
Labor:	x	500
Plantings:		400
Opening Celebration:		500
Total:	25	\$5,300

**Special Meeting of  
The Muir Beach Community Services District**

**March 21, 1992**

Present: Robin Collier, Chair; Erin Pinto; Judith Yamamoto; Hank Maiden;  
Nancy Wolf Lee.

**1. Call to Order**

The meeting was called to order at 4:15 pm.

**2. General Manager Contract**

- a. Robin stated that in the Closed Meeting Donovan Macfarlane was selected as the finalist for General Manager. Robin and Nancy Wolf Lee have been negotiating with him on the details of the contract.
- b. Robin stated that Donovan will be hired on a contract basis through his corporation, Incline Sales, Inc. rather than as an employee; worker's compensation, social security and medical benefits are not paid by the CSD.
- c. Robin stated that he will be working with a lawyer and County Counsel for approval of the contract.
- d. Donovan will begin his responsibilities on April 1.
- e. Concerns were voiced regarding definition of "approval" and "prior approval." Robin will get explanation as defined in Special District codes.
- f. Discussion re: "7. Authority to Contract or Purchase." Robin will ask County Counsel the appropriate place for this; it might be more appropriate as CSD policy. The last sentence was changed: "... CEO shall have authority to take prudent measures to abate the emergency which may result in expedience of... but shall notify the Board of Directors of District of such obligation incurred as soon as possible, but no later than 24 hours."
- g. "8. Compensation" - After discussion re: some objection to 2 month compensation upon termination (whereas District employees receive one month compensation), it was then understood that this was fair compensation because he is not hired as an employee who would receive unemployment benefits upon termination by the CSD, that Donovan will have made a considerable investment to make the job work, and to compare the General Manager's contract with other district contracts is not an accurate measurement of what to base compensation on.
- h. The CSD Board then went through the contract with Donovan paragraph by paragraph making minor language changes, and discussing the issues. Some of these include:
  - (1) Donovan suggested adding to "Recitals" on the third paragraph of the first page the line, "This proviso shall not be construed as a failure to reach a meeting of the minds."
  - (2) "Availability and Hours of Service" - concern was expressed re: the focus emphasizing the hours spent per week rather than job performance. After some discussion and ideas, it was agreed the wording will remain as

is. In the last Paragraph "normal" lifestyle was changed to "reasonable" lifestyle.

(3) "Tools and Instrumentalities" -The last sentence should read, "District shall provide Contractor with any special or abnormal equipment which has been determined by the District to be essential to the performance of this contract, such as electronic equipment and telephone pagers."

Add as a separate item: "Books, records, files, remain the property of the District and shall be returned upon demand by the District, except for personal possessions."

(4) "Management Power" - Concerns re: ambiguity of definition of volunteers, staff and Board. Delete from the first sentence "...as described and shown in Attachment A." Delete from the first sentence of the last paragraph, "supervision, and control."

(5) "Limited Liability" - Robin will confer with County Counsel re: the language and issues of this item.

(6) Hank Maiden made the motion to hire Incline Sales under the direction of Donovan Macfarlane, CEO, as described in a proposed contract of five pages as presented by the Negotiating Committee composed of Robin Collier, Nancy Wolf Lee and Henry Hyde with written changes, and that these form the basis of our understanding for hiring as of this stage subject to further collaboration and changes required by County Counsel. Erin seconds, ayes all.

**3. Planning/Priorities for General Manager**

- a. Robin stated that if there are any substantial changes after his meeting with County Counsel, he will call Donovan to discuss. The intention is to have the contract prepared for the March 25 CSD meeting, vote on it at that time, and send a signed contract to Donovan.
- b. Robin stated that he will be gone from April 2 - 20 and that a liason needs to be appointed in Robin's absence. Robin stated that this will be done at Wednesday's CSD meeting.
- c. Robin stated that Donovan's priorities will be to work on the budget and financial statments; to begin establishing communication with the departments; to set-up office. Hank Maiden made the motion to establish phone line use to the office within the next 10 days. Judith seconds; ayes all.
- d. It was suggested that Donovan prepare with consultation, the April agenda.
- e. Erin Pinto made the announcement welcoming Donovan Macfarlane to the Muir Beach community.

**15. Adjournment**

The meeting was adjourned at 6:30 pm.

Respectfully Submitted,

---

Linda Moore

---

Robin Collier



# MUIR BEACH COMMUNITY SERVICES DISTRICT

BOX 221 • STAR ROUTE • SAUSALITO, CALIFORNIA • 94965

BOARD OF DIRECTORS

Directors: Robin Collier, Chair, Hank Maiden, Erin Pinto, Nancy Wolf Lee, Judith Yamamoto

Regular Meeting of the Muir Beach Community Services District Board  
Community Center, 19 Seacape, Muir Beach.  
Wednesday, April 29, 1992. 7 pm

*All items on this agenda are for discussion and possible action.*

## AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Prior Minutes: *Special Meeting March 21, 1992 and March 25, 1992*
4. Old Business
5. New Business
  - a. Public Open Time: *State law prohibits Board action on any item within its subject matter jurisdiction not listed on the agenda unless: 1) upon a determination by majority vote of the Board that an emergency situation exists, 2) upon a determination by two-thirds of the Board (or by unanimous vote if less than two-thirds of the members are present) that the need to take action arose subsequent to the agenda being posted, or 3) the item was posted for a prior Board meeting occurring not more than five days prior to the date action is taken on the item and, at the prior meeting, the item was continued to the meeting at which action is being taken. Other items will generally be referred to staff or received as information.*
  - b. Moss Landing/ Muir Beach/ Big Lagoon Report
6. Bills & Budget/ Approval of Current Bills
7. Recreation Report
8. Fire Department Report
9. G & A: *General Manager's Report; General Comments; CSD Procedures; Telephone, voice mail and emergency paging; office organization; future items*
10. Water Department Report: *Water Leak Billing*
11. Adjournment

# REGULAR MEETING OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT

APRIL 29, 1992

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**Special Meeting of  
The Muir Beach Community Services District**

**March 21, 1992**

Present: Robin Collier, Chair; Erin Pinto; Judith Yamamoto; Hank Maiden;  
Nancy Wolf Lee; Donovan Macfarlane, General Manager

**1. Call to Order**

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**2. General Manager Contract**

- a. Robin stated that in the Closed Meeting Donovan Macfarlane was selected as the finalist for General Manager. Robin and Nancy Wolf Lee have been negotiating with him on the details of the contract.
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(3) "Tools and Instrumentalities" -The last sentence should read, "District shall provide Contractor with any special or abnormal equipment which has been determined by the District to be essential to the performance of this contract, such as electronic equipment and telephone pagers."

Add as a separate item: "Books, records, files, remain the property of the District and shall be returned upon demand by the District, except for personal possessions."

(4) "Management Power" - Concerns re: ambiguity of definition of volunteers, staff and Board. Delete from the first sentence "...as described and shown in Attachment A." Delete from the first sentence of the last paragraph, "supervision, and control."

(5) "Limited Liability" - Robin will confer with County Counsel re: the language and issues of this item.

(6) Hank Maiden made the motion to hire Incline Sales under the direction of Donovan Macfarlane, CEO, as described in a proposed contract of five pages as presented by the Negotiating Committee composed of Robin Collier, Nancy Wolf Lee and Henry Hyde with written changes, and that these form the basis of understanding for hiring and as of this stage subject to further collaboration and changes required by County Counsel. Erin seconds, ayes all.

**3. Planning/ Priorities for General Manager**

- a. Robin stated that if there are any substantial changes after his meeting with County Counsel, he will call Donovan to discuss. The intention is to have the contract prepared for the March 25 CSD meeting, vote on it , and send a signed contract to Donovan.
- b. Robin stated that he will be gone from April 2 - 20 and that a liason needs to be appointed in Robin's absence. Robin stated that this will be done at Wednesday's CSD meeting.
- c. Robin stated that Donovan's priorities will be to work on the budget and financial statments; to begin establishing communication with the departments; to set-up office. Hank Maiden made the motion to establish phone line use to the office within the next 10 days. Judith seconds; ayes all.
- d. It was suggested that Donovan prepare with consultation, the April agenda.
- e. Erin Pinto made the announcement welcoming Donovan Macfarlane to the Muir Beach community.

**15. Adjournment**

The meeting was adjourned at 6:30 pm.

Respectfully Submitted,

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Linda Moore  
Recording Secretary

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Robin Collier  
Chair



Regular Meeting of  
The Muir Beach Community Services District

March 25, 1992

Present: Robin Collier, Chair; Erin Pinto; Judith Yamamoto; Hank Maiden;  
Nancy Wolf Lee.

1. **Call to Order**

The meeting was called to order at 7:15 pm.

2. **Approval of Agenda**

- a. Add: 3a - Report on Closed Session
- b. Robin suggested postponing (7) CSD Procedures from the G & A until the next meeting.
- c. Judith requested adding (11) Roads and Easements. Robin stated that no reports have been received.
- d. Kathy Sward requested adding to the agenda: adjusting the salary and time of the Bistro person. Judith made the motion to add this item to the agenda; Erin seconds, ayes all.
- e. Henry Hyde requested adding to (7) G & A: Agenda for GGNRA meeting scheduled for March 31. Hank Maiden made the motion to add this item to the agenda; Judith seconds; ayes all.
- f. Erin made the motion to approve the agenda as amended; Judith seconds; ayes all.

3. **Approval of Prior Minutes - January 29, 1992:**

- a. Nancy Wolf Lee stated that she and Hank Maiden should not appear at the top of the agenda as being present because they were not officially serving as Board Members until the end of the meeting.
- b. Nancy stated that "Nancy Wolf Lee" is the correct spelling of her name.
- c. Judith made the motion to approve the January 29 minutes; Erin seconds; ayes all.

**Approval of Prior Minutes - February 26, 1992**

- a. Robin stated that he did not recall voting against the scheduling of the March NPS meeting. (8c) All agreed to delete "Nays - Robin."
- b. change 8b to read: *"...the purpose of a special meeting..."*
- c. change 8c to read: *"...schedule this special meeting..."*
- d. Add to 10a - "It would cost \$1700 to extend CSD Worker's Compensation to volunteers." "Robin has access to a liability release form which has held up in court." "Further discussion postponed until the liability release is available."
- e. Add to 11 b: *"... accept Henry's report including approval of wording of past due water notices."*
- f. Change 12a "Yoga" to read "any recreational class."
- g. Nancy Wolf Lee made the motion to approve the February 26 as amended and corrected; Hank Maiden seconds; ayes all.

### **3A Report of Closed Meetings**

- a. Robin reported that a meeting held on March 4 interviewed 4 semi-finalists for General Manager; a further meeting was held on March 12 to interview one other candidate. As a result of those meetings the position was offered to Donovan Macfarlane.

### **4. Bills & Budget / Approval of Current Bills.**

- a. After discussion Judith made the motion to approve the bills as submitted; Hank Maiden seconds; ayes all.
- b. Robin stated that he would like the General Manager to review the procedure for approving bills (ie., according to CSD law no bill is supposed to be paid until the Board approves it.) He also stated the power to contract cannot be delegated to anyone without Board approval.

### **5. Public Open Time**

- a. Erin made the announcement that some people in the community are requesting more information in the minutes; ie., specifics re: what each Board member feels about the various discussions and issues. Robin stated that he agreed to a certain extent, and also said that the minutes do satisfy the legal requirements which are to report the actions of the CSD.

Nancy felt that to report each detail would create major problems, in that it is left up to the Recording Secretary to paraphrase as well as determine the feelings which are expressed. Erin thought it might be a good idea to summarize without specifying a particular person. Hank Maiden commended the Recording Secretary for doing a professional job, and Robin stated that Linda is doing the job just as the Board has asked her to, but that the nature of the minutes is something which should continue to be looked at.

Robin suggested that getting models of other minutes would be helpful; and he suggested passing this concern on to the General Manager.

- b. Nancy Knox announced that she will be pulling Scottish Broom on Sunday, and would appreciate help, if anyone cared to join her.
- c. Erin Pinto made the motion to thank Gloria De Young's (one of the candidates for General Manager) for her letter offering assistance; and that her services will be considered when the General Manager is hired. Hank seconds; ayes all.
- d. Erin made the announcement thanking Robin Collier, Henry Hyde, Nancy Wolf Lee for their excellent work in drawing up the General Manager contract.

### **6. Fire Department Report**

- a. Fire Chief Bill Farkas stated that he is submitting a proposal for West Marin funding which will be reviewed the first week of May. He is requesting \$9,275 for First Aid equipment, Fire Department equipment and disaster and rescue equipment. Judith made the motion to approve the request which will go to Gary Giacomini for \$9,275 for Fire Department equipment. Hank Maiden seconds; ayes all.
- b. Re: non-profit association - Farkas stated that based upon what has been said by his legal counsel he is not convinced that the Fire Dept. would be held non-liaible. Bill requested that the Barbeque continue as it has for the past 20 years, with the conditon that the Association will pick it up next year. After discussion Hank Maiden made the motion: In support of the superb MBVFD, the Board authorizes the Fire Dept. to go ahead with the Barbeque on Memorial Day weekend, May 24,

1992, and the Board does encourage the Fire Dept. to include in that plans, permits, licenses, parking; and that the General Manager upon being hired has his first function to meet with the Fire Dept. to work out all necessary relationships with County Counsel and MBCSD. The motion was clarified to define "all necessary relationships" to mean that the General Manager will meet with the Fire Dept. to take the necessary steps with County Counsel and MBCSD to get it in good order for this year and next year. Judith seconds; ayes all.

- c. Bill urged the Board to agree to move the T-shirts from the Fire Barn to the Community Center.

## 7. G & A

- a. Robin reported that after meeting with County Counsel, and speaking with Donovan Macfarlane, the General Manager's contract has been re-written. Changes to the contract include:
  - (1) Donovan will be hired as an independent contractor, rather than being hired through his corporation.
  - (2) References to the California Government Code have been added in order to clarify that the General Manager's duties conform with the Code.
  - (3) County Counsel took out the section re: the GM contracting for services under a certain amount of money without the approval of the Board; County Counsel said that could not be delegated to anybody - the Board had to do that themselves.
  - (4) "Binding Arbitration" has been replaced by "Negotiation and Mediation."
  - (5) At the request of Donovan Macfarlane, Robin has added to the contract under "Compensation" - *"To the extent allowable under Federal and State tax law, District shall pay aforesaid compensation to such legal taxable entity as Contractor shall direct, and such payments for the benefit of Contractor or his heirs or assigns, shall fully meet all requirement of payment for services rendered by Contractor under this agreement."* This addition needs to be approved by County Counsel.
  - (6) County Counsel took out the section [under "Availability and Hours of Service"] re: 24-hour emergency on-call, that availability shall not prevent the General Manager from leading a reasonable lifestyle.
- b. Discussion followed re: the General Manager being on-call for 24 hours, working a 20-hour week, compensation, chain of command and procedures in emergency situations. Hank Maiden made the motion - that the proposed contract prepared by Robin Collier and County Counsel be approved in conjunction with Attachment A (General Manager Job Description adopted January 29, 1992) deleting on Page 2 ["Availability and Hours of Service"] Paragraphs 3 and 4 except for the first line of Paragraph 3; following the first sentence add, *"Contractor shall develop procedures for approval by the District, using District staff and resources to ensure management and mitigation of such emergencies;"* and delete from "Negotiation and Mediation" [Page 5] in the fifth line, "renegotiation."
- c. Re: limited liability insurance - Robin will get confirmation in writing; there is the possibility that a rider will need to be added.
- d. In response to a question from the audience regarding the specific duties of the General Manager, Robin stated the General Manager's responsibilities include helping the CSD to plan the District's operations; managing the District's employee and volunteers (by law the Board is prohibited from having managerial control); setting policy, setting the budget; looking for grant funds; and improving the efficiency of all the CSD departments; Robin stated that the CSD is required by

law to have a General Manager.

- e. Re: Agenda for GGNRA meeting - Henry Hyde stated the purpose of the meeting was to identify issues that are of mutual concern, including improvement of communication between the MBCSD and the NPS. Nancy made the motion that the CSD accept the agenda as prepared by Henry Hyde with the exception of changing the first word in #5 from "discuss" to "identify," with the attached list of issues adding #11 Banducci Flower Farm; the meeting be scheduled for March 31, 4-6 pm. Judith seconds; ayes all.

## **8. Safety and Insurance**

- a. Re: liability release form - Robin reported that because Workers Comp was too expensive for volunteers, the release form was proposed as an alternative. Robin stated that County Counsel is doing additional research on the liability release form. Robin stated he is in the process of contacting the lawyer who drafted the original release. He stated that more research must be done in order to determine others ways to insure volunteers and work parties.
- b. Judith stated that the SDRMA will not cover work parties and volunteers.
- c. Hank Maiden suggested conferring with the California Special Districts Association.
- d. Hank Maiden made the motion to use the agreement for Assumption of Risks and Release of Liability on an interim basis, and that the proposal be discussed again at the April meeting after conferring with County Counsel and CSDA. Nancy Wolf Lee seconds; ayes all. Hank will call the CSDA, and Robin will talk with County Counsel.

## **9. Water Report**

- a. Henry Hyde elaborated on his February report.
- b. Re: Hester Burn-Callander's letter to the Board requesting mediation - after some discussion, and advice from the District Manager not to pursue mediation, Erin Pinto made the motion that Hazel Melo be requested to submit a letter acknowledging Hester's letter of March 18, 1992, and that the District Secretary be authorized to submit a letter to County Counsel requesting a lien be placed on Hester Burn-Callander's property in the amount of \$757.10 if this amount is not received by March 30, 1992. Hank seconds; ayes all.
- c. Re: compensation for Maintenance Manager - after some discussion Hank Maiden made the motion to pay Harvey Pearlman \$75/month for vehicle expenses to be reviewed at the end of his contract. Judith seconds; ayes all. Judith will re-write the contract which Robin will execute and which will be go into the next CSD packet.
- d. Henry announced that some old water meters were sold to a recycling company for \$176.50; the money will be put back in the water meter budget.

## **10. Recreation**

- a. Re: funding for floor insulation - after some discussion Erin made the motion that based on the understanding that the Recreation Committee has indicated that the floor insulation estimate which they originally planned was an underestimate by approximately \$300 and that additional funding is needed; that the Board approve the concept that additional funding will be obtained from Recreation Committee funds, the Recreation Committee will get a formal bid and make a recommendation as to what account the additional money will come from at the

- next CSD meeting. Judith seconds; ayes all.
- b. Re: moving the Fire Dept. shirts - Erin made the motion that the location of the selling of the Fire Department's t-shirts from the Fire Barn to the Community Center loft be secured and moved by the Fire Dept. Judith seconds; ayes all.
  - c. Playground: (1) Nancy Knox reported that a \$5,000 grant was received from Buck Funds for the playground. Robin stated that Leslie Riehl wanted to hire someone to finish some of the work of the volunteers. He stated that before full approval can be given, it is necessary to go over the whole concept of how the funds are to be used.  
(2) Judith stated that after discussion with the Recreation Committee it is important to have a Master Plan.  
(3) Robin stated he wants to give Leslie some direction in limiting spending to playground equipment, the path, and planting on the bank above the wall. The area above the walkway including planting, the benches, tables, and barbeque be deferred until a plan for the upper area is set.  
(4) Judith made the motion that the CSD instruct Leslie Riehl to spend money on items related to the playground, planting of the bank, the walkaway, and the playhouse; and that all other improvements to the yard go through the Recreation Committee and be approved by the Board as part of the Master Plan. This authorization is for expenditure of the remaining funds from the budget. Hank seconds; ayes all.
  - d. Adjusting salary and time of Bistro job description - Robin stated that after talking with Nancy Knox, the job is actually 3 1/2 hours, or \$35.00/day. After discussion, Erin made the motion to approve payment of the Bistro person in the amount of \$75.84 to be paid bi-monthly. Hank Maiden seconds; ayes all.

**11. Roads and Easements**

- a. Judith announced that the March 7 scheduled meeting was cancelled.

**12. Adjournment**

- a. The meeting was adjourned at 12:30 am.

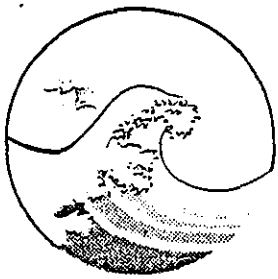
Respectfully Submitted,

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Linda Moore  
Recording Secretary

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Robin Collier  
Chair



## MOSS LANDING MARINE LABORATORIES

CALIFORNIA STATE UNIVERSITY FRESNO, HAYWARD, SACRAMENTO, SAN FRANCISCO, SAN JOSE, STANISLAUS

P O BOX 450  
MOSS LANDING CA USA  
95039-0450  
(408) 633-3304

RECEIVED

FEB 20 1992

Environmental Assessment  
Branch 5

TO: Sid Shadle  
CalTrans

FROM: Jim Oakden  
Moss Landing Marine Labs

DATE: 2/9/92

RE: Lone Tree Slide: Area calculations of buried marine habitat.

We have calculated the areas of intertidal and subtidal marine habitat buried during construction activity on Highway One at the Lone Tree Slide:

Intertidal Marine Habitat (mostly rocky intertidal): 67,000 sq. ft. (1.54 acres)  
Subtidal Marine Habitat (mix of soft and hard substrate): 177,200 sq. ft. (4.07 acres)  
Total Area Buried: 244,200 sq. ft. (5.61 acres)

To arrive at these figures, we combined a variety of sources to generate the lines on the attached map. Maps, photos, and sidescan records were scanned at high resolution into a MacIntosh FX computer, where they were re-scaled and rotated, then superimposed onto a base map. The various lines were traced and combined, then a CAD program calculated the areas enclosed by the lines. Sources of the lines are as follows:

### Original High Tide Line

The line shows the approximate position of the original Mean High Tide line. Since we could locate no map which shows topographic contours in the intertidal zone, we estimated the high tide line using an aerial photo taken at noon of 3/29/91. At Lone Tree, the mean high tide is +2.5 ft above Mean Sea Level, or +5.5 feet above Mean Lower Low Water (MLLW). There was a +4.9 (MLLW) tide and fairly small swell at Lone Tree at 12:30 on the date the photo was taken. To find the high tide line, we followed the contour of the wave runup, which is clearly visible on the photo. When there was a question, we erred on the conservative (higher) side.

### Original Low Tide Line

There are no topographic surveys of the low intertidal at Lone Tree. We therefore used an essentially biological definition for the low tide line. It was assumed to be the lowest level uncovered at low tide, which we took as approximately -1.0 ft MLLW. There is a fairly distinct vegetation break at about -1 MLLW, which we located on the map using field notes and several sets of aerial photos.

### Post-burial High Tide Line

This line was derived from a CalTrans topographic map from 7/91. The contour data on the map is based on Mean Sea Level, so we used the +2.5 contour to locate the Mean High Tide Line. Since the +2 contour line is discontinuous on the map, we interpolated liberally as necessary. We checked our results for accuracy against an aerial photograph taken on 6/14 91.

### Post-burial Low Tide Line

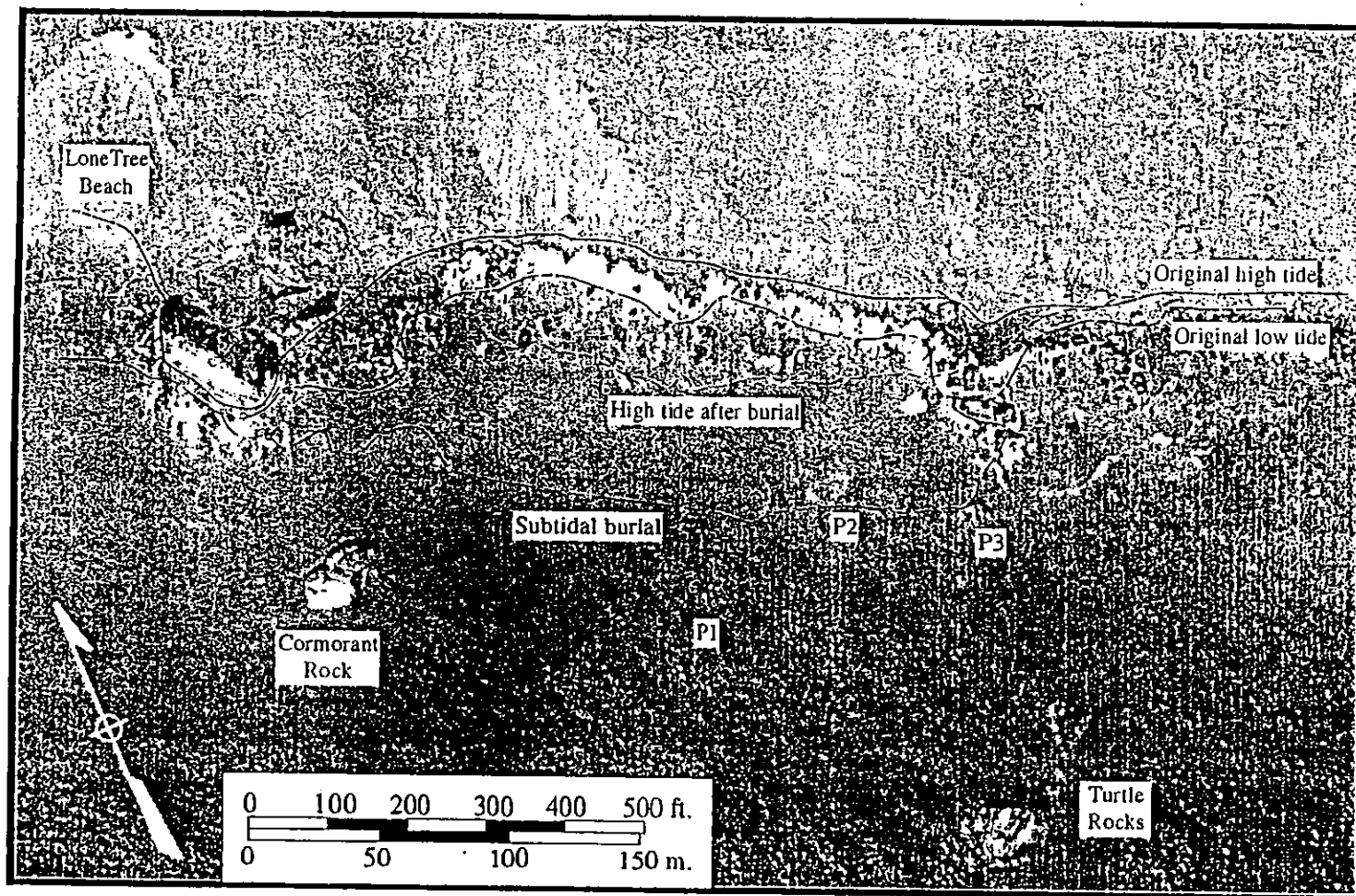
Although it could be correctly argued that intertidal habitat was also created during the construction, its habitat value is minimal at this point, and it is changing on an almost daily basis, so we did not bother to calculate the current low tide line.

### Subtidal Burial

The extent of subtidal burial was based on a sidescan sonar survey performed in September, 1991. Because the sidescan survey was completed 3 months after the completion of construction, some sediment movement had probably already taken place. Thus, the subtidal burial line encloses a larger area than was present at the cessation of construction.

The 1991 sidescan records were compared to the sidescan survey done in 1990. Those areas which had been rock in 1990 but showed as sand in 1991 (diffuse reflection, ripple marks) were assumed to have been buried. The line of burial is quite distinct on the sidescan record.

The area of intertidal habitat buried is the area enclosed by the original high and low tide lines, and bounded on the ends by the high tide after burial line. The area of subtidal habitat buried is bounded by the original low tide and the subtidal burial lines.



Aerial photo of Lone Tree Slide taken before construction activity (March 29, 1991), showing original high and low tide lines, high tide line after burial, and extent of subtidal burial. Total area buried = 5.6 acres. For comparison, the rectangle enclosing the scale is 2.0 acres.



8"

**BIG LAGOON/MUIR BEACH SCOPE OF WORK**

MAR 30

**Task 1: Review Existing Literature**

Determine historical riparian/wetland habitats in conjunction with <sup>Environmental Analysis</sup> ~~Phase I~~ PWA

Examine aerial photographs

Interviews with local naturalists/neighbors

**Task 2: Qualitative Biological Field Survey**

Describe present biological conditions

Rapid qualitative surveys of flora and fauna

**Task 3: Quantitative Data Collection**

12 months of quantitative data will be collected on the following groups (shown with the sampling intervals for each over 12 month period):

Vegetation: Riparian, Marsh, Dunes, Grassland/coastal scrub (4 times)

Benthic Invertebrates: cores, netting, trapping (4 times each at site and control)

Insects: sweep nets; emergent traps (4 times each at site and control)

Amphibians: drift fences (14 days); trapping; nightlighting; netting for larvae (winter/spring)

Fish: Lagoon sampling 3 times (seine, snorkel observations); Stream Sampling 2 times (electroshock)

Birds: 1 to several times per month, including dawn-to-dusk movement observations

**Task 4: Watershed Reconnaissance**

Fish and other groups surveyed in watershed twice (late spring, summer)

**Task 5: Wetland Delineation**

Performed according to currently accepted Federal Manual, including soil type, inundation history, vegetation

**Task 6: Develop Restoration Alternatives/Constraints-Biology Input**

Establish ecological goals for each alternative

Evaluate pros and cons of each

Evaluate impacts of proposed restoration projects

Develop conceptual restoration plan alternatives

**Task 7: Advisory Committee**

Written summary of relevant findings

Prepare oral presentation to advisory committee

Select restoration alternative (with Advisory Committee & PWA)

Attend 5 advisory committee meetings

**Task 8: Develop Project Design**

Help develop design criteria and description

Help develop construction approach

Propose mitigation for biological impacts of construction

**Task 9: Draft Report**

**Task 10: Final Report**

## Muir Beach and Redwood Creek Restoration: Biology

Outline of final report

### Introduction

Lone Tree Slide and Mitigation Requirement

Key planning elements and advisory committee

### Background

#### History

History of Natural Environment

History of Human Activities

#### Present Environmental Setting

Watershed Land Use

Upper Watershed

Pastures

Muir Beach Park

Plant Communities

Riparian

Marsh

Dunes

Grassland & coastal scrub

Animal Communities

Birds

Amphibians

Fishes

Invertebrates

Endangered Species

### Restoration Plan

#### Preliminary Surveys

Qualitative

Quantitative

Beach and Lagoon Habitats

Redwood Creek and Riparian Habitats

Freshwater Ponds

Marshes from Pastures

Public Access and Uses

### Monitoring Program

Objectives

Plants

Animals

Endangered Species

## Muir Beach and Redwood Creek Restoration: B

### 1. BACKGROUND ENVIRONMENTAL INFORMATION

#### A. History

Two major components of the local and regional history will be described and used to develop a restoration plan: the history of the natural environment and the history of human activities in the watershed. The best restoration models are those provided by the natural setting, but natural conditions are often grossly modified by past and present human activities. Therefore, the final restoration plan will be a compromise between what was once present and what can be restored under the past, present, and future impacts of humans.

#### B. Present Environmental Setting

The present environmental setting will be described so that the restoration plan is designed to improve the setting or conserve desirable existing habitats and biological communities. The description includes characterization of land use patterns in the watershed's plant communities, animal communities, and endangered species.

##### Watershed Land Use

Land use patterns will be described from the upper watershed, the lower pastures, and the river mouth, lagoon, and beach system. These present patterns have a major impact on the biological communities and the opportunities for restoration.

##### Plant Communities

The major plant communities will be described and mapped. They include the riparian corridor, marshes, sand dune vegetation, and grassland and coastal scrub communities above the wetlands. Some habitats and communities must be conserved and enhanced; others require major restoration work.

##### Animal Communities

Animal species will colonize enhanced and restored habitats from adjacent areas. The most important groups are birds, amphibians, fishes, and aquatic invertebrates. Selected species within each major group will be key targets for restoration and enhancement and for monitoring.

##### Endangered Species

Several endangered species use and are likely to use the mitigation area. These will be identified and given special consideration in the restoration plan.

### 2. RESTORATION PLAN

The description of the past and present environment will be the basis for developing the restoration plan. In addition, the present environmental conditions will be explored in greater detail through preliminary field surveys where qualitative and quantitative observations will be made on water quality, plants, and

animals. The restoration plan will consider four major habitats as well as public access and use of the mitigation area.

#### **A. Beach and Lagoon Habitats**

The lagoon was larger and probably deeper in the past. It can be enlarged or enhanced by several other manipulations of the creek mouth, channel, and bank. Some of the most important management considerations and restoration opportunities are here. The lagoon is a key nursery area for steelhead.

#### **B. Redwood Creek and Riparian Habitats**

Although Redwood Creek is channelized and diked along much of its lower course, it is bordered by some outstanding riparian habitats. These can be enhanced and enlarged. The water quality here is paramount to steelhead and other fish

#### **C. Freshwater Ponds**

Several shallow ponds border Redwood Creek near the mouth. They provide very different habitat than the flowing river. There is also an excellent opportunity to build a pond adjacent to the river where tide water goby may be enhanced.

#### **D. Marshes and Pastures**

The pastures around the river mouth are old wetlands that were ditched and drained after separation from the river via dikes. These areas can be returned to wetland and will become important bird and amphibian habitat.

### **3. MONITORING PROGRAM**

The objectives of the monitoring program will be defined and a quantitative sampling program will be designed to monitor changes in water quality, plants, animals, and endangered species.

RECEIVED

MAR 10 1992

Environmental Analysis  
Branch 8

SCOPE OF WORK  
FOR PRELIMINARY DESIGN OF MITIGATION  
SITES FOR THE HIGHWAY 1 RECONSTRUCTION

by

Philip B. Williams, Ph.D., P.E.  
President

Revised March 9, 1992

#821

## B. Water Levels

Staff gages will be installed in the pond adjacent to the pedestrian bridge and in the lagoon itself close to the entrance. In addition if a secure location is possible a continuous submerged water level recorder will be installed in the lagoon. Shallow monitoring wells will be installed in the horse paddock and in the lower Green Gulch field. Water levels will be taken monthly for 18 months.

## C. Water Quality

Temperature and salinity of the lagoon will be measured monthly at the surface and deepest location for 18 months.

## D. Beach and Lagoon Morphology

Beach crest profile and lagoon entrance channel cross sections will be surveyed monthly. Four lagoon bathymetric surveys will be carried out in the spring, fall and immediately after flood flows.

## E. Tidal Hydrodynamics

During a period when the entrance channel is open the tidal range in the lagoon will be measured.

## Task 4: Topographic Survey

The existing Caltrans survey will be used as the base map for the plan. however, additional topographic information will be required such as a stream profile, floodplain elevations, and elevations of inverts of drainage culverts.

## Task 5: Soil Corings

Approximately ten hand augered soil corings will be carried out to provide a qualitative assessment of sediment characteristics and sedimentation history. In the final design phase (not in this scope) a specific characterization of soils in areas to be excavated will be carried out.

## Task 6: Hydrologic Analysis

Using measured stream flow data, USGS records, Park Service gage data and local precipitation data, typical annual and flood hydrographs will be developed for the inflow to Big Lagoon. Present and likely future water withdrawals from Redwood Creek will be included in this analysis. In addition typical seasonal water table and backwater pond levels will be characterized.

### Task 7: Develop Draft Preliminary Design Report

A preliminary grading plan, cost estimate, description of construction methods, and monitoring plan will be incorporated into the preliminary design report. This plan will be intended to be used in the preparation of construction and bid documents. It will not evaluate issues of potential toxics contained in fill materials.

### Task 8: Prepare Final Preliminary Design Report

## B. BIG LAGOON

### Methodology

The overall goal of the mitigation plan for Big Lagoon is to enhance and restore ecologic values that exist or formerly existed at the site. To do this first requires the analysis of the hydrologic and ecologic functioning of the site in its present condition and particularly the seasonal changes throughout the year. This will enable us to identify opportunities and constraints for restoration.

After completing the data collection and analysis we will establish restoration objectives, develop conceptual alternatives that meet these alternatives; and after selection of one alternative develop a preliminary design for restoration.

### Task 1: Identify Existing Information

Existing reports and data on hydrology, water management, geomorphology and oceanography of the site will be identified and reviewed.

### Task 2: Review Site History

The natural condition and history of manmade changes to the site will be identified using old maps, photos, interviews with long term residents of the area and other sources.

### Task 3: Field Data Collection

#### A. Stream Flow

A water level recorder and staff gage will be installed at the Muir Beach Road Bridge and calibrated by velocity readings during high flow events and by the use of a temporary measuring weir during low flows. The recorder will be downloaded monthly for 18 months.

## I. WORK PLAN

### A. BOLINAS LAGOON SITES

#### Task 1: Review Existing Information

Previous reports concerning the geomorphic evolution, sedimentation, and circulation in Bolinas Lagoon will be reviewed. In addition, historic photos and maps showing natural and human-induced changes in the southern part of the lagoon will be identified.

#### Task 2: Field Evaluation

Three survey transects will be carried out across intertidal areas to update the 1986 Towill base map. An elevation transect across a representative marsh area will be coordinated with Moss Landing Marine Lab (MLML) to identify typical elevational zones for various vegetation types.

Corings will be carried out at approximately 3 locations to assist in evaluating long-term sedimentation rates.

It is assumed that Caltrans will provide coring information on site that characterizes the nature of the fill material to be removed.

#### Task 3: Establish Goals and Objectives for Restoration

This will be carried out in coordination with MLML staff and the interagency committee.

#### Task 4: Identify Opportunities and Constraints for Restoring Wetland and Subtidal Habitat

Factors such as sedimentation rates, wave action, extreme tides, flood events, and impacts on infrastructure will be considered.

#### Task 5: Develop Conceptual Restoration Plan Alternatives

These will be developed in coordination with MLML staff.

#### Task 6: Select Preferred Alternative

This will be done in consultation with the interagency committee.



#### Task 7: Beach Dynamics

Typical seasonal variation in beach morphology, and the influence of extreme wave conditions will be evaluated using the beach profile monitoring and historic wave records. In addition the changes in the natural dune system will be evaluated.

#### Task 8: Lagoon Hydrodynamics

For the existing lagoon, the typical period of opening and closing will be determined using a water balance model calibrated with measured inflows, beach profile and lagoon water levels. This model will then be used to simulate lagoon levels from different inflow hydrographics. The potential for summer salt water trapping in the lagoon will be evaluated.

#### Task 9: Geomorphic Analysis

The likely geomorphic evolution of the site over the next century will be analyzed. This will include sediment deposition rates and patterns, possible subsidence, sea level rise, and barrier beach migration.

#### Task 10: Identify Physical Restoration Objectives

This task will be carried out jointly with MLML (Identification of ecologic objectives) and NPS staff (identifying public access and recreational use objectives). The objectives will be reviewed and amended if necessary by the Technical Advisory Committee.

#### Task 11: Identify Opportunities and Constraints for Restoration

Opportunities such as increasing wetland habitat area and diversity, reducing maintenance costs, improving fish migrations and improving public access; and constraints such as flood flows, public safety, infrastructure, endangered species habitat, and spoil disposal sites, will be identified by PWA, MLML and Park Service Staff.

#### Task 12: Develop Conceptual Restoration Plan Alternatives

Up to four conceptual alternatives will be developed in coordination with MLML staff. These are likely to include an alternative that restores a large area of Big Lagoon requiring relocation of the parking lot, an alternative that increases lagoon habitat and backwater freshwater habitat, and an alternative that increases lagoon habitat and manages freshwater levels upstream of the footbridge.

#### Task 13: Select Preferred Alternative

This will be done in consultation with the Technical Advisory Committee.

#### Task 14: Carry out Preliminary Design

This task will include a preliminary grading plan, preliminary identification of spoil disposal location, maintenance/operating plan design rationale and documentation, cost estimates and monitoring plan.

#### Task 15: Prepare Draft Preliminary Design Report

The report will be in a format that can be used in the preparation of construction and fill documents.

#### Task 16: Prepare Final Preliminary Design Report

## **II. WORK PRODUCTS**

One original and two copies of the preliminary design reports.

Attendance at five interagency committee meetings is included.

## **III. SCHEDULE**

The Bolinas Lagoon draft report will be completed by April 1, 1992, and final by May 15, 1992, allowing two weeks for review. Assuming authorization for this Scope of Work by April 1, 1992, the Big Lagoon draft report will be completed by September 1, 1993 and final report by November 1, 1993, allowing a one month review period (see attached schedule).

# BIG LAGOON MITIGATION PLAN SCHEDULE

TASK	1992										1993									
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
1. Identify information																				
2. Site history																				
3. Data collection																				
4. Topographic survey																				
5. Soil corings																				
6. Hydrologic analysis																				
7. Beach dynamics																				
8. Lagoon hydrodynamics																				
9. Geomorphic analysis																				
10. Restoration objectives																				
11. Opportunities and constraints																				
12. Develop alternatives																				
13. Select alternative																				
14. Preliminary design																				
15. Prepare draft report																				
16. Final report																				
TAC meetings																				

## MUIR BEACH RECREATION COMMITTEE STATUS REPORT • 4/8/92

PRESENT: Russ Mimsell, Nancy Knox, Kathy Sward, Judith Yamamoto

TREASURER'S REPORT: Schedule was developed for 91-92 Recreation Div. budget update and 92-93 Recreation Div. budget outline. By 4/29/92 the 91-92 budget will be completed and reviewed and the 92-93 budget will be in draft form.

HEALTH & SAFETY: Replace light bulbs in Community Center "Exit" signs.

RECREATIONAL PROGRAMS: Acct. #2041

1. Candidates' Note: the Committee is sponsoring this event, to be held before the June primary elections when our Fourth District supervisorial candidates will be on the ballot.

BLDG. CLEANING & MAINTENANCE: Acct. #2096

1. Cleaning schedule to include office and Children's Room: Nancy arranged with Juanita to clean the office and the Children's Room every two weeks, an increase of 4 hrs/month.

2. Rain damage: The front door has been repaired by Maintenance Manager Pearlman.

GROUNDS MAINTENANCE: Acct. #2097:

1. Trees: Tree work was done by Ken Bovero during the week of 3/16/92 - 3/20/92. On Saturday, 3/21/92, he donated his time, big chipper and his truck and, with a Muir Beach volunteer work party, chipped and hauled away the small stuff. Total cost: \$900 (\$100 under estimate).

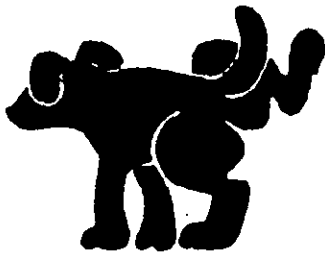
PROCEDURES:

1. The Rec. Committee welcomed the new General Manager, Donovan MacFarlane, to our community and is inviting him to our next meeting (4/22/92).

\*\*\*\*\*

**AGENDA ITEMS: none**

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**Muir Beach  
Volunteer Fire Department**

MUIR BEACH VOLUNTEER FIRE DEPARTMENT

MINUTES, DRILL AND CALL RECORD FOR 3-18-92 THROUGH 4-22-92

MEETINGS;

4-10-92

Attending: Farkas, Allen, Fire Chiefs from eight other Southern Marin Fire and EMS agencies and Supervisor Gary Giacomini.

Discussion: Distribution of grant funds to Southern Marin agencies. Farkas and Allen secured a grant for fiscal 92-93 for \$9475. for the purchase and upgrading of fire and medical equipment.

DRILLS:

Attending: Farkas, Allen, Wadlington, Evans.

Also Attending: Larry Bryson, Bruce Schomaker MCFD.

Activities: 2xs 3-man drill, hydrant, SCBA, hose, nossle.

CALLS:

3-23-92 Head-On Vehicle Accident / Hwy 1

Responding: Farkas, Marshall, Felix

Details: Non injury accident. Volunteers communicated location, assisted in traffic control.

3-28-92 Fall Victim / Hwy 1 at Zen Center

Responding: Sward, Allen, Evans

Details: Volunteers were first on scene to find a adult male with an apparent back injury due to a fall off the retaining wall at the Zen Center entrance. C-spine precautions, vitals, chart, county transport.

4-17-92 Car Rollover / Hwy 1 below Starbuck

Responding: Farkas, Lanier, F-Smith, Felix, Marshall, Collier

Details: CHP first on scene for a vehicle rollover with 5 victims. Mainly minor injuries to unrestrained passengers that included 3 children and two adults. Volunteers established communications for location, set up triage, C-spine precautions for all patients, vitals, charts, county transport.

4-19-92 Car Over Cliff / Hwy 1 above Green Gulch

Responding: Farkas, Sward, Felix, Lanier, Moore

Details: Small sports car lost control and went 50-60 feet off cliff. Minor injuries to passenger. Volunteers assisted county personnel in patient assessment, vitals and locating vehicle. County transport.

2. Posted on three bulletin boards (Highway One/Pacific Way, Seacape/Ahab, and inside the Community Center).
3. One extra copy available to public at the meeting.
4. Available to Muir Beach residents per annual written request and at a cost of \$30/year (postage additional if mailed).

## Meetings

I. Regular MBCSD meetings shall be held at 7 pm on the last Wednesday of every month.

II. Closed sessions, for only those purposes specified in the Brown Act, may be held after notice is posted and received by those on the mailing list 24 hours before the meeting. Chair must first contact County Counsel and obtain a memo authorizing the closed session and including the Government Code number.

III. Special meetings may be called by the chair or by a majority of the Board, with notice/agenda posted and received by those on the mailing list 24 hours before the meeting.

IV. The Chairperson of the Board shall be able to vote as any other member and that position shall rotate among Board members every six months.

~~V. The Public has the right of participation in matters of concern to the District. Unless extraordinary circumstances prevail (see below) this right shall be satisfied at the minimum by permitting periods of public commentary at the beginning and end of each Agenda Item and at the beginning and end of each Board deliberation on an Action Item. At the discretion of the Chair, if it appears that the meeting will be able to meet it's 10 pm adjournment goal, an Agenda Item may also be interspersed with periods of public commentary. The Chair shall announce the opening of periods of public commentary and shall create a list of people who wish to speak. Once all persons wishing to speak are listed, anyone wishing to speak again must wait for the opening of the next period of public commentary. Persons on the list may speak for a maximum of 5 minutes. Persons with questions or comments arising during the course of a Report or a Board deliberation or during another person's commentary may not interrupt a speaker, but should hold their commentary for the next available period of public input. The format for public input shall be as follows, using the example of Agenda Item 6: Water Department Report:~~

- ~~a) Public Input period (prior to Agenda Item)~~
- ~~b) Water Manager's Status Report and Board discussion.~~
- ~~c) Correspondence from GCNRA re Redwood Creek; and Board Discussion.~~
- ~~d) Engineering Report, including Action Item; and Board discussion.~~
- ~~e) Public Input period (prior to Action Item)~~
- ~~e) Action Item: Vote to authorize Engineering not in current budget.~~
- ~~f) Public Input Period (After Action Item)~~
- ~~g) Correspondence from customer~~
- ~~h) Public Input Period (after Agenda Item)~~

~~VI. Extraordinary circumstances are those in which it is apparent to the Chair that such a large number of people wish public input that it is unlikely that the meeting can be concluded by 10 pm. After consulting the Board, the Chair may either forgo the 10 pm goal or schedule a special meeting to handle this extraordinary Agenda item.~~

V. The public has the right of participation in matters of concern to the District. Public Open Time will be listed on every agenda. In addition, the public may join in discussion of each agenda item.

V. The public has the right of participation in matters of concern to the District. Public Open Time will be listed on every agenda. In addition, the public may join in discussion of each agenda item. As required by time constraints, the Chairperson may structure the discussion as follows: initial discussion limited to Board and staff, followed by a period of public discussion, and concluding with discussion again limited to Board and staff. The Chairperson's discretion to so structure discussion may be overruled by a majority vote of the Board.

VI. If a director cannot attend a scheduled Board meeting, he/she shall notify the District Secretary. If the number of directors so notifying the District Secretary reduces attendance to less than a quorum, the District Secretary shall call the directors to find a mutually acceptable date, and shall cancel the meeting if no new date can be arranged. The District Secretary shall immediately post notices announcing postponement or cancellation of the originally scheduled meeting, and shall notify all departments of the new meeting date.

VII. Committees composed of more than two CSD directors and/or other members of the community shall meet under the Public Meetings provisions of the Brown Act, including posting their agenda 72 hours in advance and fully describing agenda items. All members of such committees may vote and may recommend policies to the Board.

VIII. Meetings attended by staff or community members designated as staff of the committee and less than a quorum of the Board do not have to meet under the Public Meetings provisions of the Brown Act. Only directors may vote.

## Files

~~I. The CSD files in the Community Center Office shall include the Materials from the Board Packet filed chronologically, any relevant Reference and Educational Material, and a locked file for Minutes of Closed Sessions and Attorney/Client Communications with County Counsel. The Recording Secretary shall be responsible for filing the Board packet materials as part of the process of creating and copying it. The District Secretary shall be responsible for filing the Minutes of the Closed Sessions, and the Board Chair for filing the Attorney/Client Communications. The Board Packet should be:~~

- ~~\_\_\_\_\_ a) filed unseparated, as one unit~~
- ~~\_\_\_\_\_ b) copied and filed by each Department or Committee involved~~
- ~~\_\_\_\_\_ c) copied and filed by each topic involved~~

~~As an example, a letter from our Insurance company would be included in the Board Packet as part of the Safety/Insurance Report. If that letter addressed the issue of whether the Harris Plan water system improvements would significantly improve the Fire Department's water pressure for fighting fires, then that letter per b) above would be copied into the files of the Water and Fire Departments as well as the Safety/Insurance Committee. It would also, under c), be copied into the Harris Plan file.~~

I. The Recording Secretary shall file the complete Board Packet, and also its contents separated into the appropriate files, at the CSD office.

II. There will be no public access to confidential legal and personnel material.

## Correspondence

I. All correspondence will be answered by the appropriate director or staff person.

~~II. An individual's own mail box address shall not be used as a return address on any official correspondence, unless that person is working under contract with the Board as an independent contractor.~~

~~II. [Approval postponed to 4/24/91 meeting item: Judith to include as part of II?] An individual's own mail box address shall not be used as a return address on any official correspondence, unless that person is working under contract with the Board as an independent contractor. All official correspondence to the CSD, its Committees or its Departments shall be addressed to Box 221. Board members, Committee Members, and Staff shall use Box 221 as their official return address, although they may include their own phone number for convenience. Existing Committee/Department mailboxes should be used only for correspondence distributed by the District Secretary (see below), for unofficial correspondence, for intra-District memos or for use as deposit boxes for public user fees. Official correspondence includes U.S. Mail consisting of: invoices; proposals or estimates for budgeted work; grant announcements or applications; insurance, liability, or safety correspondence; letters from the public or the media; correspondence or newsletters from Federal, State, County, or other agencies; correspondence or newsletters from trade groups such as the CA Special District Ass'n, the CA Water District Ass'n, the Special District Risk Management Ass'n; etc. Official correspondence does not include commercial catalogs, junk mail, newspapers, magazines, etc.~~

II. All District correspondence shall be directed through the District Secretary, Box 221, except for independent contractor correspondence, MBVFD correspondence, and Recreation Committee correspondence.

~~III. The District Secretary shall inspect the daily mail in Box 221. Official correspondence should be copied in full twice (except large documents should only have their cover letter copied twice). One set of copies should be kept by the District Secretary and one set should be given daily to the Chair. The originals should be distributed to the appropriate Committee, Department or Staff boxes.~~

III. The District Secretary shall collect the daily mail in Box 221. She shall copy all correspondence in full twice, except for large documents which may be copied just once, with two copies of the cover letter. The District Secretary shall keep and file the originals in her files, and distribute one copy to the General Manager and the other copy to the Recording Secretary.

## County Counsel

I. Correspondence/communication with County Counsel shall go through the chair, but shall be permitted for all directors, until the District Manager is hired. The CSD has 10 hours/year free legal time; beyond the 10 hours the legal cost is \$65/hour.

## Budget

I. The MBCSD Operating Budget (fiscal year 7/1 - 6/30) is broken down into two cash funds:

A. Fund #105164, an operating fund, is composed of the four MBCSD divisions plus G&A:

1. Div 9236: G&A
2. Div 9237: Roads & Easements



II. Reconnection fees and deposits: In the event of disconnection for non-payment of bills (see below) there shall be a non-refundable reconnection charge of \$50.00 as well as a refundable deposit equal to \$100.00. Both shall be collected before reconnection of water service.

III. Maintenance and repair: The District shall be responsible for maintenance and repair of all water mains and connecting pipes up to and including the water service meters.

IV. Leaks on the customer's side of the meter: Such leaks are the responsibility of the customer, and no billing credit will be granted. However, once each calendar year, in the event of an extreme and documented leak and upon petition of the Board by the customer, the Board may authorize billing of the leakage (the amount over the estimated normal bill) at the lowest rate structure (\$3 per 100 cubic feet) payable in equal amounts divided over the next five bills.

V. Monthly billing cycle: Bills shall be sent on or about the end of the first week of every month, based on the meter reading done on or about the end of the prior billing period.

VI. Rates: The intention of the CSD Board is that water bill revenue should pay for water system costs; day-to-day operations, maintenance, and regular replacement or modest enhancement of existing facilities. After a public hearing and majority vote of the Board, costs for significant "one time" water system changes may be collected by means of a surcharge on the monthly water bills. Or, after a 2/3 vote by Muir Beach residents, these costs may be collected by means of a special tax assessment. Water revenue may not, by law, be used for anything other than water service. The Board, after a public hearing, may adjust water rates to reflect changes in changes in water system costs. The water rates set by the Board on 5/29/91 are:

<del>0 - 399 cubic feet:</del>	<del>\$16 flat rate</del>
<del>400 - 999</del>	<del>\$20 flat rate</del>
<del>1000 - 1999</del>	<del>\$3 per 100 cu ft</del>
<del>2000 - 2999</del>	<del>\$4 per 100 cu ft</del>
<del>3000 - 3999</del>	<del>\$5 per 100 cu ft</del>
<del>4000 +</del>	<del>\$6 per 100 cu ft</del>

0 - 200 cubic feet:	\$8 flat rate
201 - 500	\$10 flat rate
501- 1000	\$3 per 100 cu ft
1001- 1500	\$4 per 100 cu ft
1501- 2000	\$5 per 100 cu ft
2001 +	\$6 per 100 cu ft

Also included as part of the bill shall be any other fee, tax, or surcharge related to water service and approved by the Board.

VI. Surcharge: Customers outside the District boundaries with meters (in use or not) shall be assessed a surcharge of \$15 per month until November 30, 1995. The surcharge pays for significant water system improvements as detailed in the Harris Plan on file in the District office.

VII. Special tax: Customers inside the District shall be assessed a voter-approved special tax to pay for Harris Plan improvements until November 30, 1995.

VIII. Late payments:

A. Bills are due when received and are overdue if not received by the end of the month they are issued.

B. Overdue accounts will be issued a 10-day Disconnection Notice on or about the end of the first week of the month following the month the bill was issued. Hand delivery of a 10-day

MUIR BEACH C.S.D. WATER DEPARTMENT  
STATUS REPORT: March, 1992

**WATER SYSTEM OPERATION**

The water system basic operation services performed during the month of March, 1992 includes:

1. Daily check of the system and maintain the daily log book.
2. Monthly bacteriological samples (2) - acceptable results.

Water production for the month of March was 40,907 gpd or about 6% more than the 1991 annual average of 38,600 gallons/day.

1.	Volume of water produced:	1,186,300	gallons
2.	Average daily production:	40,907	gallons/day
3.	Maximum day production:	65,200	gallons/day
4.	Volume of water used (metered):	638,448	gallons
5.	Unaccounted for volume:	547,869	gallons (46% of production)

NOTE: See attached water loss report.

**SUPPORT ACTIVITIES**

Support activities initiated and/or completed include:

1. Supervision of Harvey Pearlman. Activities included assignment of maintenance tasks and water system operation training.
2. Obtained monthly bacteriological samples and delivered to Brelje and Race Laboratories for analysis. Results were sent to the County Health Department.

**EMERGENCY REPAIRS**

None reported.

### **SPECIAL SERVICES**

Special services completed included:

1. Execution of contract with Forester Pump and Engineering for Harris Project D-4 (Sunset and Pacific Way intertie).
2. Planning for new well construction.
3. Performed leak survey of high zone system (Seacape, Starbuck, Ahab and Charlotte's Way). No suspected leaks were identified.
4. Excavated hydrant at Pelican Inn to identify suspected leak. No leak was present but there was a significant amount of groundwater.

### **EXPENSE REPORT**

Approximate expenditures incurred during this period include:

1.	Brelje and Race Laboratory Services	\$ 25.00
2.	Leak survey (Forester)	180.00
3.	Drafting Services (Nute Engineering)	624.00
4.	Miscellaneous O&M supplies and materials	<u>150.00</u>
Approximate Expenditures		\$979.00

Respectfully submitted,



Henry Hyde & Associates  
District Water Manager

April 20, 1992

TO: Muir Beach Community Services District  
General Manager

FROM: Henry Hyde  
District Water Manager

SUBJECT: Action Item For April 29, 1992 Board Meeting

The following action item is submitted for consideration by the Board of Directors at its April 29 Board Meeting:

**WATER LEAK BILLING**

A major water leak was discovered on April 9 at 187 Sunset Way by Christine High, the owner. She does not live in the home but only visits occasionally. Between the regular meter reading on March 29 and the discovery of the leak on April 9 (a period of 10 days), the meter registered 13,567 cu. ft. or 101,481 gallons. District personnel noticed a significant increase in water production during this period but investigations did not discover the leak until it was detected by the owner.

In accordance with current District policy, the Board may authorize billing of the leakage at the lowest rate of \$3/100 cu. ft. payable in equal amounts over the next 5 bills. This amounts to \$407.00 or \$81.40/bill for 5 bills.

TO: Muir Beach Community Services District

FROM: Henry Hyde  
District Water Manager

SUBJECT: UNACCOUNTED FOR WATER ANALYSIS

DATE: April 21, 1992

The unaccounted for water loss has been increasing over the past several months as shown below. The loss has been averaging about 30% of production over the past year but has recently increased to 46% in March. Normally, the unaccounted for water in a well maintained small system should not exceed 15 percent.

<u>Month</u>	<u>Production, gal.</u>	<u>Metered, gal.</u>	<u>Loss gal.</u>	<u>Production %</u>
October, 1991	1,443,500	1,021,200	422,300	29
November	1,128,200	818,626 <sup>(1)</sup>	309,574	27
December	983,700	611,273	372,427	33
January, 1992	1,386,300	840,200 <sup>(2)</sup>	546,100	39
February	1,053,900	607,024	446,876 <sup>(3)</sup>	42
March	1,186,300	638,448	547,852	46

- (1) Leak @ NPS Quarters after meter = 100,000 gal.  
and Leak @ 50 Seacape after meter = 25,000 gal.
- (2) Leak @ 60 Starbuck after meter = 15,000 gal.  
and broken service line @ 1,705 Shoreline before meter = 2,000 gal.
- (3) Loss includes system-wide line flushing = 65,000 gal.

## WATER AUDIT

A water audit performed over the past six months reveals the following information based on 150 service connections and 2.5 persons/connection.

1991-92 Water Audit			
	<u>Production</u>	<u>Sales</u>	<u>Loss</u>
Total, gallons	7,181,900	4,536,771	2,645,129
Average Day, gal./day	39,245	24,791	14,454
% of Production	100	63	37
Gal./Service/Day @ 150 Services	262	165	97
Gal./Person/Day @ 2.5 persons/service	105	66	39

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For comparison, the records for 1985, 1986 and 1987 as presented in the Harris Report show the following unit water production rates based on 147 services and 2.43 persons/service:

<u>Year</u>	<u>Production Gal./Service/Day</u>	<u>Production Gal./Capita/Day</u>
1985	227	94
1986	235	97
1987	273	112

A comparison of this historical production data and the 1991-92 data shows that the current average water demand per service (262 gpd) and the average demand per person (105 gpd) are similar. The normal water demand in a residential community during the wet-weather season (winter) is 100 gal./person/day.

Therefore, the Muir Beach average demand of 105 gal./person/day based on current and historical production records appears to be reasonable. At an acceptable leakage rate of 15 percent, the average demand would be 89 gal./person/day.

The average demand of 66 gal./person/day based on sales (metered rate) appears to be low even in Muir Beach where on-site wastewater systems, low flow fixtures, the cool marine climate and natural landscaping will tend to reduce average residential water demand. Metered use of 60 gal./person/day or less usually indicates a metering problem. For example, the March 1992 water sales were 638,448 gal. or 20,595 gal./day that results in a metered use of only 55 gal./person/day.

If the average water loss rate of 37% was reduced by 1/2 to 18.5% and this amount was added to the metered amount, the resulting water use would be about 86 gal./person/day which would be more reasonable for Muir Beach (80 to 90 gal./person/day).

## SOURCES OF UNACCOUNTED-FOR WATER

Sources of the unaccounted-for water quantity are:

1. Meter malfunction or errors.
2. Storage tank leaks.
3. Distribution system leaks.
4. Unauthorized connection(s) (not metered).

### Meters

The production meter at the pumphouse was replaced with a new meter in 1990. This meter was factory tested and certified. Also, the meter reading is routinely checked and coincides with the well pump rate (e.g., 60 gpm). The readings are also similar to the old meter that was replaced. Therefore, it appears that the production meter is accurate.

All customer services are metered and a meter replacement program was initiated in 1990 starting with the high water use customers. Fifteen of the old meters that were removed were tested at the North Marin Water District and were determined to be relatively accurate. Since many of the meters are more than 20 years old and have not been routinely serviced, it was suspected that the meters may read low thereby accounting for a significant portion of the unaccounted-for water. However, based on the meter replacement and testing program to date, it appears that the service meter readings are relatively accurate.

### Storage Tanks

The high zone and low zone redwood storage tanks have been routinely checked for leaks. Although some leakage does occur around the base and the sides, it is relatively minor. Checks of the overflow and drain lines have not identified any problems. Therefore, the storage tanks are not suspected to be source of any major leaks.

### Distribution System

Several small leaks in the distribution pipeline system could account for significant leakage. For example, a water loss of 10,000 gal./day is equivalent to 300,000 gal./month or 30 percent of a monthly production rate of 1,000,000 gal. This rate of loss is equivalent to about 7 gpm over a 24 hour period (1 gpm for 7 leaks or 0.5 gpm for 14 leaks, etc.). Such small leaks are difficult to detect in the District's system.

A leak survey using sound equipment was conducted in February and March, 1992. The results identified five (5) potential sources in the low zone and no sources in the high zone. A suspected major source in the low zone was investigated and a leak was not found. The other suspected sources are also being investigated.

Although the leak survey did not identify widespread sources of leaks, the distribution system is suspected to be a major source because of its age (25 years) and construction, particularly in the low zone and Charlotte's Way where plastic pipe and glued fittings were used.

Isolation of the low zone and high zone systems has shown that the low zone storage tank level drops significantly overnight (low use period) indicating significant water loss in the low zone system.

#### Unauthorized Connection(s)

Such connections could account for a significant portion of the unaccounted for water loss. However, at a rate of 10,000 to 18,000 gal./day, a significant number of services (e.g., 70) or a major user (e.g., Banducci, Zen Farm, Park Service, etc.) would have to be illegally connected. Although there is no evidence that this is the case, such potential illegal connections are continuing to be investigated.

#### IMPACT OF UNACCOUNTED-FOR WATER LOSS

The immediate impact of the water loss to the District is the additional pumping and electrical cost. Labor and chemical cost is minor. At an annual pumping electrical cost of about \$5,000/year and a water loss rate of 30 percent, an additional \$1,500/year is attributed to the total loss. If the normal loss is 1/2 or 15 percent, then about \$750/year is attributed to the additional loss. Therefore, the water loss does not have a significant impact on District cost.

Regarding revenue, if a portion of the loss (e.g., 50%) is attributed to service meters, the lost revenue would be equivalent to about \$8,500/year at the \$3/100 cu. ft. billing rate. Therefore, the impact of the water loss on revenue is much more significant.

#### RECOMMENDED ACTIONS

Recommended actions to identify the source(s) of the unaccounted-for water loss includes the following steps in order of priority.

1. Additional leak detection surveys during low flow (night time) periods by isolating line sections in the low zone system.
2. Intensive leak detection in suspected isolated line sections including sound equipment and excavation.
3. Routine service meter inspection and testing to identify potential sources of leaks and/or inaccurate meters.
4. Review meter reading records to identify potential sources of error.



# **MUIR BEACH COMMUNITY SERVICES**

## **WATER SERVICE POLICIES AND PROCEDURES**

### **Connections**

Upon request for any connection, the CSD Board shall determine whether the water source and the CSD's equipment and storage facilities are adequate to supply the requesting customer. If so, a standard connection consists of a 3/4 inch meter provided at a location on the CSD's water main closest to the customer's property. Fee for standard connections shall be \$500 and shall be paid prior to installation of the meter. Any extension of the CSD's main for the benefit of customer desiring connection shall be at the discretion of the Board and at the expense of the customer. Installation of any non-standard or larger-than-3/4-inch meter shall be at the discretion of the Board and at an additional expense to be determined by the Board. Any extension of lines beyond the meter shall be the customer's responsibility and expense. All piping to the meter and the water service meter itself are the property of the District. Piping on the customer's side of the meter belongs to the customer.

### **Reconnection Fees and Deposits**

In the event of disconnection for non-payment of bills (see below) there shall be a non-refundable reconnection charge of \$50 as well as a refundable deposit equal to \$100.00. Both shall be collected before reconnection of water service.

### **Maintenance and Repair**

Maintenance and repair shall be the responsibility of the District for all water mains and connecting pipes up to and including the water service meters. Installation, maintenance and repair of pipes, valves, etc., past the water service meter shall be the responsibility of the customer.

### **Leaks on the Customer's Side of the Meter**

Are the responsibility of the customer, and no billing credit will be granted. However, once each calendar year, in the event of extreme and documented leaks and upon petition of the Board by the customer, the Board may authorize billing of the leakage (the amount over the estimated normal bill) at the lowest rate structure (\$3 per 100 cubic foot) payable in equal amounts divided over the next five bills.

## Monthly Billing Cycle

Bills shall be sent on or about the end of the first week of every month, based on the meter reading done on or about the end of the prior billing period.

## Rates

The intention of the CSD Board is that regular water bill revenue should pay for regular water system costs: day-to-day operations, maintenance, and regular replacement or modest improvement of existing facilities. After a public hearing and majority vote of the Board, costs for significant "one time" water system improvements may be collected by means of a surcharge on the regular water bill. Or, after a 2/3 vote of residents, these costs may be collected by means of a special property tax assessment. In any case, water revenue may not, by law, be used for anything other than the water system. The Board, after a public hearing, may adjust regular water rates to reflect changes in regular water system costs. The water rates as determined by the Board are:

<u>Monthly Water Use</u>	<u>Rate</u>
0 - 200 cu. ft.	\$8.00
201 - 500 cu. ft.	\$10.00
501 - 1,000 cu. ft.	\$3/100 cu. ft.
1,001 - 1,500 cu. ft.	\$4/100 cu. ft.
1,501 - 2,000 cu. ft.	\$5/100 cu. ft.
2,001+ cu. ft.	\$6/100 cu. ft.

Also included as part of the bill shall be any other fee, surcharge, or any other amount related to water service and approved by the Board.

## Surcharge Policy

For all customers with meters (in use or not), the Board has in effect a Surcharge of \$15 per month (\$30 per bill) to pay for significant water system improvements as detailed in the Harris Plan on file in the District offices. For customers outside District boundaries, the Surcharge continues through November 30, 1995. For customers within District boundaries, the Surcharge is replaced December 1, 1991 with a voter-approved special assessment tax beginning on the '91 - '92 property tax bill. Surcharge policy is on file at the District office.

## Late Payments

Bills are due when received and are overdue if not received by the end of the month they are issued. Overdue accounts will be issued a 10-day Disconnection Notice on or about the end of the first week of the month following the month the bill was issued. Hand delivery of a 10-day Disconnection Notice or its deposit into the U.S. mail shall

constitute receipt by the customer. After the 10 day notice period has passed, service will be discontinued. Resumption of service will require payment of past due amounts, a reconnection fee and a deposit. With the agreement of the District Secretary, payment of past due amounts may be made at a rate of 20% of the past due amount on each of the next five bills, with a minimum of \$10 additional per bill. Bills issued under this past-due payment agreement that themselves become past due will result in the immediate issuance of a 10-day Disconnection Notice. In this case, payment of all past due amounts must be made in full prior to the end of the 10 day notice period to avoid disconnection.

If payment of past-due bills is not made after disconnection of service as provided above and after reasonable efforts to collect past-due bills, a legal notice for payment will be delivered to delinquent customers within 30 days from the date of the disconnection. Penalty for non-payment will be \$250 plus interest set at the prime rate from the date of the disconnection. If remittance is not received within 30 days of the date of the legal notice, the District will commence a collection procedure by filing a certificate of indebtedness (property lien) with the county recorder for the total amount due including the past due amount, penalty and interest.

### **Water Conservation**

The Muir Beach water source is the watershed of Redwood Creek, bounded by Federal or State protected wildlands. The water is pumped from wells drilled into underground geologic formations. Tests indicate that this groundwater source is different from and not directly related to the water running in Redwood Creek. Although Redwood Creek flows are minimal during the summer, this has not affected the groundwater supply, which appears to be normal. Most water systems draw from reservoirs whose water can be conserved by being held in the reservoir. On the other hand, tests indicate that our wells draw from continuously moving groundwater. Therefore, water that we attempt to conserve simply continues to flow past our wells because we have no means of storing it. Nevertheless, we do encourage sensible water habits by our customers because our tests, while persuasive, are not yet definitive. In any event, sensible water use significantly improves the operations of our customers' on-site septic systems. We continually monitor the water supply to insure that we have a sufficient supply of pure water.

### **Water Quality Testing**

Federal and State law requires that the CSD provide its customers with a detailed annual analysis of its drinking water sampled at the well source located nearby on Frank Valley Road. Additionally, the CSD performs regular physical, chemical and bacteriological tests of our water. Muir Beach water consistently meets all health-related standards established by the U.S. Environmental Protection Agency and the California Department of Health Services. Muir Beach water is not fluoridated. As required by law, a small amount of chlorine, monitored daily, is added to the water to protect customers from disease. The full detailed annual analysis is provided to customers and is available for review at the District's office.

## **System Operation and Emergency Shut-Down**

The Muir Beach water system is maintained and monitored daily by part time staff and a civil/environmental engineering firm in the manner specified in the Water System Services Agreement on file in the District office. Every attempt is made to anticipate problems before they happen. Nevertheless, the unforeseen may occur and the system or part of it may need to be shut down. As a courtesy, in the event of a shut down, the District will attempt to contact affected customers. To report a water system emergency, first call the District's Pump House at 381-1663. If no one is there, please leave a clear concise message noting the time of your call and the location and nature of the problem. Then call Henry Hyde at 388-0362, or Harvey Pearlman at 388-0380. If neither of them are available, please contact any of the five CSD Board members, each of whom has a further list of emergency contacts. In the event of a reported emergency, the District has an emergency telephone tree to contact customers. A detailed Emergency Backup Procedure is on file at the District's office.

# MUIR BEACH COMMUNITY SERVICES DISTRICT

## WATER SERVICE POLICIES AND PROCEDURES

### Connections:

Upon request for any connection, the CSD Board shall determine whether the water source and the CSD's equipment and storage facilities are adequate to supply the requesting customer. If so, a standard connection consists of a 3/4 inch meter provided at a location on the CSD's water main closest to the customer's property. Fee for standard connections shall be \$500 and shall be paid prior to installation of the meter. Any extension of the CSD's main for the benefit of customer desiring connection shall be at the discretion of the Board and at the expense of the customer. Installation of any non-standard or larger-than-3/4-inch meter shall be at the discretion of the Board and at an additional expense to be determined by the Board. Any extension of lines beyond the meter shall be the customer's responsibility and expense. All piping to the meter and the water service meter itself are the property of the District. Piping on the customer's side of the meter belongs to the customer.

### Re-Connection Fees and Deposits:

In the event of disconnection for non-payment of bills (see below) there shall be a non-refundable reconnection charge of \$50.00 as well as a refundable deposit equal to \$100.00. Both shall be collected before re-connection of water service.

### Maintenance and Repair:

Maintenance and Repair shall be the responsibility of the District for all water mains and connecting pipes up to and including the water service meters. Installation, maintenance and repair of pipes, valves, etc past the water service meter shall be the responsibility of the customer.

### Leaks on the customer's side of the meter:

Are the responsibility of the customer, and no billing credit will be granted. However, once each calendar year, in the event of extreme and documented leaks and upon petition of the Board by the customer, the Board may authorize billing of the leakage (the amount over the estimated normal bill) at the lowest rate structure (\$3 per 100 cubic foot) payable in equal amounts divided over the next 5 bills.

### Bimonthly Billing Cycle:

Bills shall be sent on or about the end of the first week of every other month, based on the meter reading done on or about the end of prior billing period.

Rates:

The intention of the CSD Board is that regular water bill revenue should pay for regular water system costs: day-to-day operations, maintenance, and regular replacement or modest enhancement of existing facilities. After a public hearing and majority vote of the Board, costs for significant "one time" water system changes may be collected by means of a surcharge on the regular water bill. Or, after a 2/3 vote of residents, these costs may be collected by means of a special property tax assessment. In any case, however, water revenue may not, by law, be used for anything other than the water system. The Board, after a public hearing, may adjust regular water rates to reflect changes in regular water system costs. The water rates determined by the Board 5/23/91 are (for MAY WATER)

	<u>BI-MONTHLY</u>	<u>MONTHLY</u>	<u>OLD RATES</u>
0 - 399 cubic feet:	\$16 flat rate	8	same
400 - 999	\$20 flat rate	10	same
1000-1999	\$3 per 100 cu ft	\$ 3/100	same
2000-2999	\$4 per 100 cu ft	\$ 4/100	same
3000-3999	\$5 per 100 cu ft	\$ 5/100	\$ 4/100
4000 +	\$6 per 100 cu ft	\$ 6/100	\$ 5/100

Also included as part of the Bill shall be any other fee, surcharge, or any other amount related to water service and approved by the Board.

Surcharge Policy:

For all customers with meters (in use or not), the Board has in effect a Surcharge of \$15 per month (\$30 per bill) to pay for significant water system improvements as detailed in the Harris Plan on file in the District offices. For customers outside District boundaries, the Surcharge continues through November 30, 1995. For customers within District boundaries, the Surcharge is replaced December 1, 1991 with a voter-approved special assessment tax beginning on the '91-'92 property tax bill. Surcharge policy is on file at the District office.

Late Payments:

Bills are due when received and are overdue if not received by the end of the month they are issued. Overdue accounts will be issued a 10-day Disconnection Notice on or about the end of the first week of the month following the month the bill was issued. Hand delivery of a 10-day Disconnection Notice or its deposit into the U.S. mail shall constitute receipt by the customer. After the 10 day notice period has passed, service will be discontinued. Resumption of service will require payment of past due amounts, a Re-connection Fee and a Deposit. With the agreement of the District Secretary, payment of past due amounts may be made at a rate of 20% of the past due amount on each of the next 5 bills, with a minimum of \$10 additional per bill. Bills issued under this past-due payment agreement that themselves become past due will result in the immediate issuance of a 10-day Disconnection Notice. In this case, payment of all past due amounts must be made in full prior to the end of the 10 day notice period to avoid disconnection.

#### Water Conservation:

Muir Beach water is collected in the watershed of Redwood Creek, bounded virtually entirely by Federal or State protected wildlands. Our water is pumped from wells drilled into fractured bedrock. Tests indicate that this groundwater source is different from and not directly related to the water running in Redwood Creek. Although Redwood Creek regularly dries up during the summer, this has not affected our groundwater supply, which appears to be normal. Most water systems draw from reservoirs whose water can be conserved by being held in the reservoir. On the other hand, tests indicate that our wells draw from continuously moving groundwater. Therefore, water that we attempt to conserve simply continues to flow past our wells because we have no means of storing it. Nevertheless, we do encourage sensible water habits by our customers because our tests, while persuasive, are not yet definitive. In any event, sensible water use significantly improves the operations of our customers' on-site septic systems. We are continually monitoring our situation and performing further testing to insure that we have a sufficient supply of pure water.

#### Water Quality Testing:

Federal and State law requires that the CSD provide its customers with a detailed annual analysis of its drinking water sampled at the well source located nearby on Frank Valley Road. Additionally, the CSD performs regular physical, chemical, and bacteriological tests of our water. Muir Beach water consistently surpasses all health-related standards established by the U.S. Environmental Protection Agency and the California Department of Health Services. Muir Beach water is not fluoridated. As required by law, a small amount of chlorine, monitored daily, is added to the water to protect customers from disease. The full detailed annual analysis is provided each October or, in the interim, at the District's office.

#### System Operation and Emergency Shut-Down:

The Muir Beach water system is maintained and monitored daily by part time staff and a civil/environmental engineering firm in the manner specified in the Water System Services Agreement on file in the District office. Every attempt is made to anticipate problems before they happen. Nevertheless, the unforeseen may occur and the system or part of it may need to be shut down. As a courtesy, in the event of a shut down, the District will attempt to contact affected customers. To report a water system emergency, first call the District's Pump House at 381-1663. If no one is there, please leave a clear concise message noting the time of your call and the location and nature of the problem. Then call Henry Hyde at 388-0362, or Regan McNeil at 663-8434. If neither of them are available, please contact any of the 5 CSD Board members, each of whom has a further list of emergency contacts. In the event of a reported emergency, the District has an emergency telephone tree to contact customers. A detailed Emergency Backup Procedure is on file at the District's office.

**MANAGER'S REPORT  
MUIR BEACH COMMUNITY SERVICES DISTRICT**

**FROM:** Donovan Macfarlane, General Manager

**TO:** Board of Directors

**DATE:** 4/23/92

**FOR:** Board of Director's Meeting, Wednesday April 29, 1992

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**I. GENERAL COMMENTS:**

Since assuming active duties, I have primarily concentrated on reviewing the files, including previous Board minutes, copies of the Beachcomber, the Harris Report, the Special District Law, and the Budget. In addition, I have commenced a file by file review, in alphabetical order beginning with letter A.

The research activities have been augmented through frequent and varied discussions with active individuals from the community including those involved with the playground, members of the recreational committee, participants in the Bistro, other individual community members, and the District staff.

Several specific activities have been commenced and either partially, substantially, or entirely completed, as will be reported under specific departmental considerations.

For the current Board Meeting, I have not modified the procedure for forming the Board packets, and you are receiving the packets as they would normally be formed, plus this Manager's Report. **FOR FUTURE BOARD MEETINGS I SUGGEST THE FOLLOWING MODIFICATIONS IN PREPARING THE PROPOSED AGENDA, PREVIOUS MINUTES AND BOARD PACKET. FURTHER, DEVELOPMENT OF A MANAGEMENT INFORMATION SYSTEM WITH SECURE STORAGE IN COMPLIANCE WITH APPLICABLE LAWS IS NECESSARY:**

1. The deadline for submission of information and preparation of the Agenda be no less than seven (7) days prior to the meeting. This will permit me to review the information and proposed agenda, in time to make corrections and changes prior to required posting date.
2. In lieu of including the voluminous details of generally superfluous information, I will prepare applicable and pertinent staff reports to condense the information to the essential facts necessary for proper consideration. The original volume of information submitted will be kept on file, for review as desired by the public and members of the Board.
3. Under the title of "Old Business", items that were delegated, authorized, or tabled for future action will be specifically listed in the next agenda, for reports on actions taken. My study of the minutes indicates many items have required future action, but subsequent minutes do not adequately report the actions taken or completed.
4. The minutes, on file in my office, do not seem to be the corrected and original signed copies of the approved minutes. These copies should be on file, as should all original District information, and available for public review. The public review can and should be restricted to those regular business hours of the District, while under the observation of appropriate District staff. This will assure the integrity of the records.



In addition to the original records, duplicate copies of all files should be made. A complete backup set of all records should be maintained at a location not subject to simultaneous destruction with the original records in the event of disaster. To meet this goal, I recommend that the duplicate files for fiscal 1990-91 and 91-92 be maintained in my Novato office. Previous years should be consolidated in storage boxes, and stored in a District leased storage facility. As each fiscal year closes, the oldest files in my Novato office should be placed in storage boxes, and placed in the District facilities. I or whomever maintains the secondary (2 year current files) will place on record a permanent right of free access, ownership, and repossession at will by the District.

5. District staff work activities are currently loosely coordinated and administered. This is not a problem in carrying out normal, repetitious, and scheduled preventative maintenance activities. However, sporadic needs are not properly provided, accounted, and recorded. This is best corrected through the use of a "Work Order System" coordinated and issued through the General Manager's office.

6. The administration of authorized expenditures for general District activities and special Committee activities is also loosely coordinated and administered. This is best corrected through the use of a "Purchase Order System" coordinated and issued through the General Manager's office. For practical purposes, expenditures of less than \$25, \$50, or \$100 might not require a purchase order.

Manager's recommendation: I recommend that items 1 and 2 above, be implemented and applicable to the May Board meeting. That item 3 should be researched back to the beginning of the current fiscal year, to be implemented as necessary and applicable. That item 4 be researched and discussed to prepare a more detailed analysis and report for appropriate action during the May Board meeting. That Work and Purchase Order systems be immediately implemented to alleviate the problems outlined in items 5 and 6 above.

The suggested motion is:

\_\_\_\_\_ motion that the General Manager be directed to implement immediately, the procedures for preparation of future agendas, as outlined in the Manager's Report under General Comments items 1 and 2.

That item 3 of the General Comments in the Manager's Report should be researched back to the beginning of this fiscal year, and implemented as necessary and applicable to future Board meetings, actions, and motions.

That item 4 of the General Comments in the Manager's Report should be researched and discussed to prepare a more detailed analysis and report for appropriate action during the May Board meeting.

That Work and Purchase Order systems be immediately implemented to alleviate the problems outlined in the Manager's Report under General Comments items 5 and 6.

## II. MBCSD GENERAL PROCEDURES:

The final draft of the proposed MBCSD Procedures is attached, as a part of the "Agenda Packet". I have generally reviewed this draft, preceding drafts, and the general history of their formation.

**Manager's Recommendation:** At this time, as we have no formal procedures on record, I recommend adoption of this final draft.

As we adopt improved methodology for the District activities, it will be necessary to modify the procedures. However, such modifications will occur over time, regardless of the perfection of the original documents. Adoption of these procedures, without further delay, may be considered as a beginning step toward development of standard operational procedures.

The suggested motion is:

\_\_\_\_\_ motion that the Muir Beach Community Service District Standard Procedures Manual, as drafted and presented to the Board of Directors, be adopted as submitted.

Further, the General Manager is hereby authorized to arrange for suitable printing and binding of 25 initial copies of the manual. One copy of the manual should be furnished to each member of the Board of Director, and one copy to each qualified member of the staff, committee leaders, and applicable District contractors. The remaining copies shall be on file, in the District office, for sale to concerned citizens of the community. The sale price shall be the actual cost, plus a ten percent (10%) handling fee to assist the District in offsetting costs. All proceeds from the sale of copies shall be deposited to the District general fund.

## III. DISTRICT OFFICE TELEPHONE, VOICE MAIL, AND PAGING SYSTEMS:

The District office telephone has been installed, and is located in the lockable cabinet in the right rear of the office. The telephone number is 388-7804. At this time, the telephone hardware is a temporary type unit.

You will note that the installed service is different from the service originally approved. The reasons for this are as follows:

1. The cost of an extension line, with the water plant line as a base, was quoted as \$198 switchboard cost, plus field charges for physical installation, with a \$14.12 base charge per month. Independent call forwarding separate from the water line, for the extension line would not be available. If it were, the monthly charge would be an additional \$4.12.

Switchboard costs for the new line were quoted as \$76.75, plus field installation, with a \$16.69 per month base charge including call forwarding. The initial saving of more than \$100, plus an annual rate saving of \$24, combined with the call forwarding advantage (as will be indicated below) seemed prudent reasons for selecting the new line option.

The actual field installation labor equaled \$105, plus minor costs for materials. As the labor costs were the bulk of the costs, service was installed to permit expansion to a total of four (4) lines. The phone jack installed carries a dual outlet, so expansion for an additional

communication line, such as a FAX/MODEM, will merely require a switchboard action and charge. In addition, District staff can easily perform any future relocations and extensions of the base line.

2. All advertisers in the Marin Yellow Pages, plus Pacific Bell, were contacted in research of voice mail and pagers for emergency or out of the area communications. Monthly charges for answering services through private companies ranged from a low of \$25, to a high of \$68 plus initial deposit and installation fees. In addition, the pagers were \$22.50 per month, plus a \$25 deposit.

Pacific Bell voice mail "Series 50" is \$19.95 per month, plus a \$15 installation fee. This service requires call forwarding on the base line, as would the other answering services (hence the need for call forwarding that is independent from the water telephone). This service permits a 2 minute outgoing message, and a 3 minute incoming message. As many as 30 messages may be stored, for a maximum of 14 days. Stored calls are cleared (released when retrieved) to open room for additional calls.

Pager alert through PacBell voice mail is available, for all calls or emergency calls only, for an additional \$4.95 per month. Pager service is available through Mobile-Com (PacBell authorized agent) for \$15.40 per month (300 calls, additional calls are \$0.15 per call). Initial Mobile-Com pager service charges are \$75 deposit (\$55 refundable, \$20 Administration Charge) and three months rental, on a one year contract. Therefore, this initial pager charge is \$141.20.

**Manager's Recommendation:** I recommend the use of Pacific Bell's voice mail, in combination with Mobile-Com's pager service, as the most prudent cost and reliable service available. The pager service, through voice mail should be for emergency calls only. Reasonable contact with the voice mail log, on a daily basis, should be sufficient for general calls.

The suggested motion should include approval of the independent phone line for the District office, as follows:

\_\_\_\_\_ motion that the modified phone service provisions for the District office be approved as installed for telephone number (415) 388-7804. Further, to obtain emergency communication service, the General Manager is authorized to pursue and order appropriate voice mail and paging services through Pacific Bell and it's agent Mobile-Com.

#### IV. DISTRICT OFFICE ORGANIZATION:

At this time, it is premature to offer extensive recommendations for thorough and complete office organization. The following temporary measures have been initiated:

1. I have furnished my IBM compatible computer that should be operational by month's end. I have also purchased a new hard drive, to make the hardware operable, and will install it as soon as possible.

2. As soon as my new Laser printer arrives, I will loan my Epson LQ 2500 printer to the office (this report was printed on the LQ 2500). This will be adequate for general and rough drafts. For more important documents, I will use my home office Laser printer.

To efficiently begin the office organization, certain supplies and equipment purchases are considered necessary. The attached Table, entitled "Initial Supplies and Equipment" lists the items needed, with a brief reason or use and the listed item price as quoted in the current Office Club Catalog (I am a member). The total price is \$575.73, including \$41.41 sales tax.

It is my understanding that the 1991-92 budget includes an allocation of funds for establishing the District Office. Therefore, I request authorization to initiate the acquisition of these items as soon as possible. In the event adequate funds have not been allocated, and are unavailable, the more expensive items including new file cabinets, desk chair, hole punch and extended stapler can be delayed without critically hindering the organization efforts. The requested minimum purchase is \$169.54, including \$12.19 sales tax.

The suggested motion is:

\_\_\_\_\_ motion that the General Manager is authorized to spend approximately \$\_\_\_\_\_ in the purchase of essential office supplies and equipment, prior to the next Board meeting, with a final accounting of the expenditures to be reported at the next Board meeting. Total expenditures shall not exceed the approximated expenditure by more than ten percent (10%). Further, in the event the manager is able to purchase all the listed items applicable to this authorization, at a cost less than the approximated cost, additional purchases of necessary office items may be made, providing that the total of all expenditures does not exceed the stipulated approximate cost.

#### V. FUTURE ITEMS FOR CONSIDERATION:

The following items are suggested for future discussion, consideration, and prioritization by the Board:

1. Road improvements. I have completed a general physical survey of the District maintained roads, and will submit a summary report with recommendations in preliminary form, for the next Board meeting.
2. Financial accounting procedures and management.
3. Risk management. There is a need to review our current risk coverage in so far as district costs are concern.
4. The Water District Manager and I will jointly prepare a logical methodology plan for analysis and probable cause of the increasing raw water losses, which exceed normal guidelines.
5. Development of a District "Disaster Plan". In this regard, I attended a joint meeting of the general area district emergency services, sponsored by the Muir Woods Improvement Association. There is a need to coordinate our community disaster plan with neighboring communities.
6. District newsletter and the "Beachcomber".
7. Consideration of offering FAX, UPS, FEDERAL EXPRESS and other convenience services to the community through District Office facilities.

# INITIAL SUPPLIES AND EQUIPMENT

DESCRIPTION	PURPOSE	EST. COST
1 . Petty cash box	Security	\$7.99
2 . Postit Pads, 12-1 1/2 x 2	Misc. notes	1.97
3 . 12- 3 x 3	Misc. notes	3.99
4 . 12- 3 x 5	Misc. notes	5.95
5 . 8 1/2 x 11 Writing pads	Draft doc's	2.79
6 . Hanging file frames, letter size	File improvement	15.98
7 . Hanging file folders, letter size	File Improvement	21.58
8 . Storage boxes, perma products	Inventory & storage	11.98
9 . Avery file labels, 5 dif. colors	File coding	8.45
10 . Binders, 1 inch three ring	Record improvement	19.07
11 . Binders, 3 inch three ring	Official Minutes	19.88
12 . Hvy. duty 3 hole punch	Gen. office needs	29.99
13 . Durasharp scissors, 7 inch	Gen. Office needs	3.83
14 . Panasonic pencil sharpener	Gen. Office needs	9.99
15 . Long reach stapler	Gen. Office needs	26.99
16 . Desk trays	Gen. Office needs	3.92
17 . Lockable four drawer file cabinets	Gen. Office needs	220.00
18 . Globe office chair	Gen. Office needs	99.99
19 . Telephone	Gen. Office needs	19.98

Sub-total = \$534.32  
Sales tax @ 7.75 % = 41.41

Approximated cost = \$575.73

## MAJOR ITEM COSTS

Lockable four drawer file cabinets	Gen. Office needs	\$220.00
Globe office chair	Gen. Office needs	99.99
Hvy. duty 3 hole punch	Gen. office needs	29.99
Long reach stapler	Gen. Office needs	26.99

Sub-total = \$376.97  
7.75% Sales tax = 29.22

Total = \$406.19

Minor item costs = \$157.35  
7.75% Sales Tax = 12.19

Total minor item costs = \$169.54

**MUIR BEACH COMMUNITY SERVICES DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
TO BE HELD AT  
THE COMMUNITY CENTER, 19 SEACAPE, MUIR BEACH, CALIFORNIA  
WEDNESDAY MAY 27, 1992 AT 7:00 PM**

**DIRECTORS:** Robin Collier, president; Nancy Wolf Lee; Hank Maiden; Erin Pinto; and Judith Yamamoto.

**AGENDA**

1. Meeting called to order.
2. Review and consideration of Agenda.
3. Review and consideration of Minutes for the regular meeting held on Wednesday 29 April 1992.
4. Review and consideration of bills and expenses incurred subsequent to the 29 April 1992 meeting, in comparison with the fiscal 1991-92 budget.
5. **PUBLIC OPEN TIME:** California State Law prohibits Board action on any item, within its subject matter jurisdiction, that has not been listed on the lawfully posted Agenda unless: *1) upon a determination by a majority of the Board that an emergency situation exists; 2) upon a determination by a two-thirds majority of the Board (or by no less than three members, if less than the entire Board is present) that the need to take action arose subsequent to the Agenda being posted; or 3) the item was posted for a prior Board meeting, occurring not more than five (5) days prior to the date action is taken on the item, and at the subject prior meeting, the item was continued to the meeting at which action is being taken. Other items will generally be received as information, or referred to staff for further consideration prior to the next scheduled meeting of the board. As a matter of procedure, the Board may limit each individual presentation to no more than five minutes. The Board may also restrict individual presentations to new non repetitive items, and non-repetitive supporting information.*

**PUBLIC INPUT:** Old business. The public may request further consideration, clarification, or modification of business items previously considered and acted upon by the Board. To do so, the public must refer to the specific minute item and date of the approved minutes.

New Business. The public may introduce items of new business, not included in the posted Agenda, that they wish the Board to consider at a future meeting, or they may present substantiating evidence to support emergency consideration. The presentation should include adequate specific information and details to render a clear understanding of the problem or situation desired to be considered.

In addition to foregoing public input, the public has the right and will be invited to comment on any and all items listed on the posted Agenda. This public comment is subject to the same time and content limitations outlined above.

6. **VOLUNTEER FIRE DEPARTMENT:** Report on the Annual BBQ fund raiser, held on Sunday May 24, 1992. Preliminary discussion of departmental budget for the 1992-93.

26973

7. **WATER DEPARTMENT:** Report on the systematic evaluation of the unaccountable water volume. Report on the repair of a water main damaged by Cal Trans. Report on the correction and modification of the Department's general operating procedures, to eliminate cloudy water. Submission of the preliminary departmental budget for fiscal 1992-93. **See the General Manager's report for a brief summary.**

**AT 8:30 A RECESS WILL BE CALLED TO PERMIT A COFFEE AND COOKIE BREAK**

8. **RECREATION COMMITTEE REPORT:** Report on increasing and improving recreational activities available to the community. Report on the Committee's progress in adopting standard procedures and regulations for the Board's adoption. Report on the playground improvements and budget. Report on the plans for the formal celebration of the playground opening. Report on the May continuing activities. Submission of the preliminary budget for fiscal 1992-93. **See the General Manager's summary.**
9. **ROADS AND EASEMENTS:** Report on slope protection along Pacific Way. Report on maintenance of roads and access easements. Report on Standard Operating Procedures. Submission of preliminary 1992-93 budget. **See the General Manager's summary.**
10. **GENERAL MANAGER'S REPORT:**
- A. Water department summary.
  - B. Recreation committee summary.
  - C. Risk management summary including: fiscal 1992-93 renewal fee; appointment of a designated person and Safety Committee chair; and required attendance to Special District Risk Management Association "Claims Procedures Seminar".
  - D. **Old Business**, reporting on items continued from the 29 April 1992 Board meeting: 1) Liability release form; 2) Refund of Agenda deposits; 3) Letter to Gloria Young; 4) Letter to Charlotte Silver; 5) Moss Landing/Muir Beach/Big Lagoon meeting; 6) Harvey Pearlman's truck expenses; 6) Certificates of Appreciation; 7) Purchase Order implementation; 8) Public input time restraints; 9) Office telephone, voice mail, and paging; 10) Pump house telephone, and number change; 11) Office improvement and supply expenditures; 12) Policies and procedures for reports, surveys, etc.; 13) General maintenance of Community Center grounds; 14) File and record storage.
  - E. **New Business**, introduction of administrative items to be considered during the this Board meeting: 1) Proper establishment and procedures for funds not deposited to through the County accounting system; 2) Consideration of the need for a "Petty Cash" fund; 3) Consideration of the need for more appropriate timing of the Board's regular meeting; 4) Consideration of the General Managers miscellaneous and vehicular expenses.

**MINUTES  
REGULAR MEETING OF  
THE MUIR BEACH COMMUNITY SERVICES DISTRICT**

**APRIL 29, 1992**

**Present:** Robin Collier, Chair; Hank Maiden; Nancy Wolf Lee; Erin Pinto; Judith Yamamoto

**1. Call to Order**

The meeting was called to order by R. Collier, Chair at 7:15 pm.

**2. Approval of Agenda**

- a) Add: scheduling of future meetings.
- b) Add to 4. Old Business: volunteer liability release form, follow-up on free agenda packets; Gloria deYoung correspondence
- c) Add to Fire Dept: chipper schedule
- d) Hank Maiden made the motion: wherein the information for the agenda was received too late to include scheduling of future meetings; items for Old Business (volunteer liability release, agenda minutes packet, and Gloria de Young correspondence); and under the Fire Department, the chipper schedule; that these items be included on the April Agenda. Judith seconds; ayes all.
- e) Hank made the motion to approve the Agenda as submitted with additions; Nancy Wolf Lee seconds; ayes all.

**3. Approval of March 21, 1992 Special Meeting Minutes and March 25, 1992 Regular Meeting Minutes**

March 25 Regular CSD Meeting:

- a) Change 9. Water Report (b) to read: "...advice from the *Water Manager*..."
- b) Change 6. Fire Dept. (b) to read: " with County Counsel and MBCSD *to assist MBVFD in the formation of a non-profit Firemen's Association*..."
- c) Change 8. Safety and Insurance (b) to read: "...the SDRMA will not cover *volunteer work parties*."
- d) Erin Pinto made the motion to approve the March 21 and March 25 Minutes as changed; Judith seconds; ayes all.

**4. Old Business**

- a) Liability Release Form: There has been no word from County Counsel re: the form the CSD has drafted. Donovan Macfarlane, General Manager is directed to follow-up.
- b) Free Agenda/Minutes Packets: Linda will meet with Hazel to determine who is due a refund, and Hazel will then send checks to those people.
- c) Letter to Gloria de Young: Erin stated that she has not written it yet.



5. **New Business**

- a) Public Open Time: Donovan stated that he will write a letter to thank Charlotte Selver for a \$4,000 gift received for the playground; also acknowledging her request that the playground be named in honor of her husband. He also stated the need for the Board to develop a continuing memorial policy.
- b) Moss Landing/ Muir Beach/ Big Lagoon Report: Erin reported on the April 7 meeting held by the Highway 1 Mitigation Technical Advisory Group consisting of interested parties in the Stinson Beach, Bolinas, Muir Beach communities; chaired by the Corp of Engineers and also included Stinson Water District, State Fish and Game, Park and Rec, GGNRA, CalTrans. After much discussion of Bolinas Lagoon, planning for the study of Big Lagoon was discussed. Data from Big Lagoon will be collected until October 1993. Erin stated that the consultants of the project will meet twice with Muir Beach community members to discuss the results of the studies and to gather input before a final plan is implemented. At the meeting Erin expressed concerns re: the importance of Muir Beach community involvement in the project - to be included in meetings, in the planning stages, to receive data, etc. Specific concerns addressed were fire protection and impact on MBCSD water supply, soil analysis of the parking lot. The next meeting of the Technical Advisory Committees is scheduled for May 19; it is requested the the CSD General Manager and a Board member attend. Erin stated that she will attend.

6. **Bills & Budget / Approval of Current Bills**

- a) After some discussion re: Harvey Pearlman's truck expenses, the General Manager was asked to check into.
- b) Re: playground - After much discussion regarding the process by which the playground was put together, Robin stated his objection to the way bills and reimbursement were paid for this project; ie. obtaining prior approval. Donovan will meet with Leslie Reihl to discuss and obtain playground receipts, documentation, etc.
- c) Judith made the motion to approve the bills as submitted; Erin seconds; ayes all.

7. **Recreation Department**

- a) Judith reported on the \$325.00 left-over money from the CDBG. The Recreation Committee recommended that a reversible ventilation fan be installed that will exchange the hot and cold air between the ceiling and sub-floor, instead of the originally designated floor insulation.
- b) Henry Hyde asked about the status of the Recreation Committee. Judith stated that there is a committee with some members who have resigned pending the hiring of Donovan Macfarlane, and will then be re-formed.
- c) Judith stated that the requested grant for \$1975 for porch overhangs has been accepted and is being processed by the County.

8. **Fire Department**

- a) Fire Chief Bill Farkas reported that at a meeting on April 13 with Gary Giacomini, the MBVFD was awarded \$9275, the full amount asked for from the West Marin Fund.

- c) Rob Allen and Bill are beginning to have their budget talks.
- d) Bill reported that on April 26, four MB volunteer firemen responded to a cliff-line rescue on the coast. This was the MBVFD's first unaided rescue involving the Coast Guard and a helicopter. Fire Chief Bill Farkas commended Sutton and Mike Moore for their First Aid and EMT capabilities in stabilizing the patient and John-John Sward for his communication responses in adding to the success of the rescue. Judith and the Board also commended Bill Farkas. Hank Maiden made the motion to commend Sutton, Mike Moore, Sutton Freebairn-Smith, John-John Sward, and Bill Farkas for their first unaided rescue, and for its success. Judith seconds; ayes all. Donovan suggested a "formal presentation" at the BBQ commending the Fire Department members and awarding a framed certificate of appreciation.
- e) Nancy Wolf Lee requested a forum by which the community can thank the Fire Department other than at the BBQ.
- f) Bill stated that the Fire Department is in the process of moving the t-shirts.
- g) Re: the chipper - Robin suggested that Donovan talk with Gordon Bennett, and the chipper person. Donovan also suggested talking with the County Disposal people to determine if they have a procedure for obtaining a chipper.
- h) Re: fire hazard meeting - Bill and Donovan will talk with Frank Near at Throckmorton Fire County Fire Department.

## 9. General Manager's Report

- a) Donovan requested the deadline for information to be included in the packet be received no less than 7 days prior to the CSD meeting. He will summarize staff and committee reports. Donovan requested receiving a draft of the minutes as soon as possible after the meeting. He will then review them and forward to the Recording Secretary for any necessary changes. He also requested that the corrected minutes of the previous meeting be forwarded for signature and filing as soon as possible.
- b) After some discussion Judith made the motion to adopt the following motion: The General Manager be directed to implement immediately, the procedures for preparation of future agendas, as outlined in the Manager's Report under General Comments items 1 and 2. That item 3 of the General Comments in the Manager's Report should be researched back to the beginning of this fiscal year, and implemented as necessary and applicable to future Board meetings, actions, and motions. That item 4 of the General Comments in the Manager's Report should be researched and discussed to prepare a more detailed analysis and report for appropriate action during the May Board meeting. That Work and Purchase Order System be immediately implemented with the \$50 limit to alleviate the problems outlined in the Manager's Report under General Comments items 5 and 6. Nancy Wolf Lee seconds.
- c) Discussion followed re: the duplication and storage of files previous to 1990. Robin suggested that files for 1990-1992 should be duplicated and one copy kept elsewhere, one in the CSD files. Ayes all.
- d) CSD Procedures - a brief discussion of CSD Procedures was conducted. Erin Pinto then motioned, seconded by Hank Maiden the following motion: That the Muir Beach Community Service District Standard Procedures Manual, as drafted and presented to the Board of Directors, be adopted as submitted. Further, the General Manager is hereby authorized to arrange for suitable

printing and binding of 25 initial copies of the manual. one copy of the manual should be furnished to each member of the Board of Directors, and one copy to each qualified member of the staff, committee leaders, and applicable District contractors. The remaining copies shall be on file, in the District office, for sale to concerned citizens of the community. The sale price shall be the actual cost, plus a ten percent (10%) handling fee to assist the District in offsetting costs. All proceeds from the sale of copies shall be deposited to the District general fund. The motion includes the following revisions to CSD Procedures:

(1) Meetings I. - add to the beginning of the second sentence "*For closed session to discuss litigation*, Chair must first..."

(2) Meetings III. - change "received by" to "delivered to."

(3) Meetings V. Public Open Time - delete "As required by time constraints..." After discussion it was suggested that Donovan do more research about time limits, and the enforcement of them.

(4) After some discussion it was decided to eliminate VIII until further research is conducted.

(5) Correspondence II. - change sentence to read "All District correspondence shall be directed through the District Secretary, Box 221."

(6) County Counsel - change first sentence to read "Correspondence / communication with County Counsel shall go through the General Manager."

(7) Budget VI. - Judith will change to adopt Henry Hyde's language as written in *MBCSD Water Service Policies and Procedures*.

(8) Erin made the motion to adopt the CSD Policies and Procedures as revised April 23, 1992 with changes made, and changes to be made; and adopt the General Manager's recommendation re: preparation of the Procedures Manual. Hank seconds; ayes all.

d) District Office Telephone, voice mail and paging systems: Judith made the motion that the modified phone service provisions for the District office be approved as installed for telephone number 415/388-7804. Further, to obtain emergency communication service, the General Manager is authorized to pursue and order appropriate voice mail and paging services through Pacific Bell and its agent Mobile-Com. Erin seconds; ayes all.

e) District Office Organization: Hank made the motion that the General Manager be authorized to spend approximately \$575.73 in the purchase of essential office supplies and equipment, prior to the next Board meeting with a final accounting of the expenditures to be reported at the next Board meeting. Total expenditures shall not exceed the approximated expenditure by more than ten percent (10%). Further, in the event the manager is able to purchase all the listed items applicable to this authorization, at a cost of less than the approximated cost, additional purchases of necessary office items may be made, providing that the total of all expenditures does not exceed the stipulated approximate cost. Judith seconds; ayes all. By the suggestion of Henry Hyde, it was decided to eliminate the phone at the pump house. Erin suggested that the MBCSD transfer the 381-1663 telephone number to a new Community Center line if feasible.

f) Future items:

(1) Robin suggested that a priority for Donovan is to go through the budget with the County to determine discrepancies in the budget before the 1993

budget is determined. A special budget meeting is scheduled for June 3, 7-10 pm with preliminary budgets to go into the May 27 packets.

(2) Re: Roads and Easements - Robin stated the importance of setting policy and procedures before doing surveys, reports, etc. Donovan will submit a preliminary report at the next CSD meeting. Judith suggested contacting Steve Shaeffer and considering the adopted policy from 1980, 1982 and 1984.

(3) After discussion re: maintenance of Community Center grounds it was the consensus of the Board that up to \$200/per month be budgeted for such services.

(4) Donovan suggested Muir Beach becoming a UPS and Federal Express pick-up site.

**10. Water Report**

a) Henry elaborated upon his report of sources of unaccounted-for water: meter malfunction or errors, storage tank leaks, distribution system leaks and/or unauthorized connection; and his recommendations for action: additional leak detection surveys during low flow periods, intensive leak detection including sound equipment and excavation, routine service meter inspection and testing, and reviewing meter reading records.

b) Re: water leak billing at 187 Sunset Way - Judith made the motion to bill the leakage at the lowest rate of \$3/100 cu. ft. payable in equal amounts over the next 5 bills. This amounts to \$81.40/bill for 5 bills. Nancy Wolf Lee seconds. Erin suggested checking with Mrs. High to see if this monthly payment is a hardship, which Hazel will do. Ayes all.

c) Judith suggested checking with other communities water leakage billing policies which Henry Hyde will do.

d) Re: \$5100 special assistance grant for the last fiscal year for the geological study - Judith stated that Exhibit A (program description) and Exhibit B (program budget) need to be completed by the end of the fiscal year (June 30, 1992) in order to receive the money.

**11. Adjournment**

a) The meeting was adjourned at 11:00 pm.

Respectfully Submitted,

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Linda Moore, Recording Secretary

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Robin Collier, Chair

MBCSD GENERAL MANAGER'S REPORT  
<sup>27</sup>  
for the  
5/24/92 BOARD OF DIRECTOR'S MEETING

1. WATER DEPARTMENT SUMMARY:

A. The inter-tie between Sunset and Pacific has been completed and is now in operation.

B. In the second week of May, Cal-Trans equipment damaged the water main located on the north side of Highway One, just north of the Pelikan Inn. On an emergency basis, we retained Foster Pump and Engineering, for the principal repair. Their charge for services totaled \$1,894.24. In addition to the "Foster" billing, 4 hours of the Water District Consultant Manager's time, one hour of the General Manager's time, and three hours of the maintenance employee's time is involved. Cal-Trans personnel have indicated they are responsible, and Cal-Trans will be billed for full cost of repair. The Board's approval of the "Foster" bill for current payment, and District billing of Cal Trans is requested.

C. The systematic investigation of unaccountable water loss has narrowed the survey area to the lower zone of Pacific Way, and the Highway One main. During the repair of the Cal Trans damage, we estimate substantial progress was gained in leakage repair. Additional investigation of the target area is in process. At this time, we believe as much a thirty percent improvement (30%) has been achieved.

D. On Wednesday 20 May 1992, we received two complaints about dirty water. The General Manager and maintenance employee instigated a water line flushing action, at the hydrants nearest the points of complaint. The water was severely cloudy, and required approximately thirty minutes of flushing through two hydrants to regain clarity. Later in the evening, the consultant Water Manager was contacted with an additional complaint. He instigated further flushing, and the problem was mitigated.

Discussion with the General Manager, the Consultant Manager, and the maintenance employee indicated a possible flaw in the standard operating procedures. The procedures have been modified to correct the flaw.

E. The consultant Water Manager has submitted a preliminary budget for fiscal 1992-93. This budget considers known and anticipated decreases in Federal and State funds, and a minimal three percent (3%) inflationary increase in general costs. Operational cost and income projections, on this basis, indicate a minimum operational loss of approximately three percent (3%). The consultant Water Manager recommends a small increase in the middle level water rates, noting that our small number of services and lack of available growth in the number of services renders such a rate increase as marginally solving the problem. He also notes that, except for high end users, rates have not been increased since 1980.

The consultant Water Manager's report and preliminary budget is on file in the General Manager's office. The General Manager's detailed review of this budget will be offered during the budget hearings. However, at this time, it should be noted that the basic charges of \$8 and \$10 actually result in a net loss for each service, when meter reading, billing, basic maintenance, and water production costs are totaled.

## 2. RECREATION COMMITTEE SUMMARY:

A. The Recreation Committee met two times during the month of May, to consider the 1992-93 budget, and methods for increasing and improving recreational programs and benefits for the community. To begin an immediate and noticeable action, the General Manager was directed to use the 1991-92 budgeted maintenance funds (unused) as effectively as possible, in improving the Community Center appearance. During June, more detailed consideration of new and additional activities will be considered.

B. Standard operational guidelines have been prepared, and it is anticipated that they will be approved for forwarding to the Board with a recommendation for adoption, during the Committee's next meeting. These procedures will improve and clarify the methodology for Community Center rental, and eliminate concurrent risk management deficiencies.

C. The playground improvements have been completed. Detailed review of the expenditures is still in progress. However, the preliminary review indicates that just under \$400 of the budgeted funds remain. Some minor cleanup is still required, which should be completed, by the time of the Board meeting for approximately \$50. In addition, a good portable Bar B Que can be purchased for less than \$200 plus tax. Funds will not be available for benches or an additional picnic table. Considering the decline in volunteer labor participation, completion of the project within the budget is a substantial achievement.

D. The Committee is planning a celebration party for the formal opening of the Playground, on June 7, 1992. The party will be 2 phased, so as to emphasize the young people during the afternoon, while enabling an enjoyable gathering of parents and interested adults during the early evening. The Committee is currently determining budgetary allocations for the event.

E. The Committee has submitted its preliminary budget for fiscal 1992-93 to the General Manager, with requests for additional research on certain items. The Manager's detailed consideration of the preliminary will be presented during the Board's scheduled budget meetings.

## 3. ROADS AND EASEMENTS SUMMARY:

A. Slope protection along Pacific Way. As briefly discussed during the meeting of April 29, Foster Pump and Engineering, submitted a proposal to construct a 10 to 15 ft. long "Green Board" retaining wall, and to repave the sunken pavement area (indicating a slipping base and potential slide) on Pacific Way, approximately opposite house #65 & 75. Their original proposal was \$850, later revised to \$800, providing the work could be performed in conjunction with the Sunset/Pacific Way inter-tie.

Review of the 1991-92 "Road and Easements" budget indicates we have available funds of \$460 under Acc. 2094; \$181 under Acc. 2077; and \$6,000 under Acc. 1028. The work was authorized as being within the intended general maintenance provisions of the budget, determined not to exceed reasonable moderation of the budget provisions, and as being prudent preventative maintenance.

B. General road and easement maintenance. A work order has been written to repair and replace several of the lower steps on the easement between Sunset and Pacific Way. We will use the materials (in good

condition) from the old Community Center entrance stairs, that were found during the current grounds maintenance.

C. Standard operating procedures. Former Road and Easement Committee reports and recommendations for standard operating procedures have been located and reviewed. The items reviewed were originally compiled in 1980, updated in 1982, and augmented in 1984.

As of this date, no record of a resolution formally adopting these standards has been located. Therefore, it must be assumed that no formal standard operation procedures exist. These documents contain policy and methodology that requires detailed consideration, by the Board, prior to formal adoption. I recommend that they be considered as guidelines for development of a comprehensive set of standard operating procedures, and used as a reference in the 1992-93 budget development. Target date for submitting comprehensive standards, to the Board, for adoption consideration will be the end of July 1992.

#### 4. RISK MANAGEMENT SUMMARY:

A. Renewal fee. Our package liability and risk management program, through the Special District Risk Management Association ("SDRMA"), is \$10,435 for the 1992-93 fiscal year. In addition, comprehensive coverage for the Fire vehicles is \$403 (\$250 deductible) and collision coverage is \$790 (\$500 deductible). Deductibles of \$500 (comp.) and \$1,000 (coll.) are available, but the savings is too insignificant to be prudent. These prices include a 20% deduction for timely payment (Due no later than 24 July 1992). I recommend approval of \$10,838 (package plus \$250 comprehensive), being self insured for collision damage, and timely payment before 24 July 1992 to take advantage of the discounts (already deducted from cost).

B. The SDRMA offers "Credit Incentive Programs" for attending their annual workshops. To qualify, our designated "claims person" and Safety Committee Chair must attend. These positions can be held by one person, and that individual's attendance fulfills the requirement.

In the past, a member of the Board has served in the required position. This is an acceptable policy; however, it is my recommendation that the General Manager be appointed to these positions as they are more operational than policy making. The Board should make a determination and motion to have the designated individual attend the workshop.

C. The next required workshop "Claims Procedures and Safety Programs" (brochure in office) is scheduled in Bakersfield, Ca. on July 13, 1992. The workshop fee is \$56.10 including tax, lunch and materials. Travel, lodging, and remaining meals is not included. The estimated total cost is \$225 per person including workshop fee, mileage, lodging, and meals. I recommend approval of registration for this workshop, and the expense.

#### 5. OLD BUSINESS:

A. Action on the liability release form was inadvertently overlooked until the date of this report. Subsequent to the report, contact with the County attorney will be made, and a verbal report will be submitted to the Board.

B. Refund on Agenda deposits. Same as 5A supra.

C. This answer is to be made by Director Pinto.

5. OLD BUSINESS, continued:

D. Letter to Charlotte Silver regarding request to have the playground named in honor of her husband. After further review, I realized that the request had actually been submitted by Naomi Schalit and Leslie Riehl. I had a discussion with Leslie, and explained my recommendation to the Board that we develop a memorial policy procedure to honor this request and others that will occur in the future. Further, that it would not be appropriate to grant this request as written. However, we acknowledge the request and substantial contribution, with a commitment to take reasonable and timely action to develop a uniform policy. Upon approval of the standard policy, an appropriate memorial will be offered. Leslie agreed with this method.

E. Moss Landing/Muir Beach/Big Lagoon meeting. I attended the joint meeting held on Tuesday 19 May 1992. The meeting started at approximately 10:30 AM, with various academic presentations reviewing the ecological studies of the evolutionary changes occurring in the slide area. The meeting was attended by 27 individuals, including two from Cal-Trans. No discussion of mitigation was entertained prior to my departure (I had more pressing and ongoing operations at Muir Beach) at 1:30 PM, following a clear statement that it would be several months before adequate details were obtained to make firm recommendations.

F. Harvey Pearlman's truck expenses. The \$90 truck payment to Harvey was the lesser amount of paying \$75 per month (since November) versus his actual mileage at the mileage rate.

G. Certificates of Appreciation for the Volunteer Fire Department's rescue team. Appropriate framed Certificates of Appreciation will be awarded Chief Farkas and Firemen Michael Moore, Sutton Freebairn-Smith, and John Sward. The awards will be presented during the Department's Bar B Que.

H. Purchase order implementation. No action has been implemented on this policy. However, the policy will be implemented beginning in June.

I. Public input time restraints. This has been implemented by a modified statement under item 5. Public Open Time, of the Agenda. The Agenda statement alerts the public that the Board may implement a time restriction.

J. Office telephone, voice mail, and paging. This has been accomplished, and is in effect. On the first day, the paging system was set to page all calls. This was immediately changed to emergency calls only, to avoid being paged for wrong numbers and other erroneous calls.

K. Pump house telephone and number substitution. The pump house phone has been discontinued, and it was possible to exchange the pump house number to become the new office number. The Cost was approximately \$90. After some consideration, it was decided to have calls to the old number referred to the new number, until the new phone book is issued. Further, to avoid customer confusion and frustration, I have decided to have all emergency calls referred to my pager. When the page is received, I will determine whom to contact, and what action is to be taken.

L. Office equipment and supplies. Most of the general office supplies have been purchased and are in use. The major items have not been purchased, pending further evaluation of need, and development of an effective MIS for documentation.



**5. OLD BUSINESS, continued:**

M. Policies and procedures for reports, surveys, etc. No action has been taken in this endeavor. Action is scheduled during the month of June.

N. General maintenance of the Community Center Grounds. Initial cleanup has been implemented, using funds from the Recreation Committee's 1991-92 budget for this endeavor. Their budget allocated \$1,670 for this, with \$670 dollars remaining after reallocation to the playground. At the time of this report, less than \$400 has been expended on the cleanup.

Bid proposals have been requested from local service people, and licensed maintenance people serving the area. To date, the most acceptable proposal has requested \$300 for the first month, to apply to 4 half days, and then \$150 per month (2 half days) during remainder of the growing season, changing to \$75 and one half day in the non-growing season. This would both maintain and gradually improve the current condition of the site. Additional and special services are obtainable as may be needed.

O. File and record storage. General development of a comprehensive management information system ("MIS") is in progress. Finished recommendations are scheduled for presentation in June.

**6. NEW BUSINESS:**

A. Proper establishment and procedures for non County administered funds. The following summarizes the pertinent sections of the Special District Laws, under Sections 61737.02 through 61741:

61737.02. "The Board may by resolution designate a bank or a savings and loan association as a depository for any or all funds. If such depository is not designated for all its funds, it shall designate what funds are to be deposited with such depository. The county treasurer shall be the depository for all funds no so designated."

61737.04. "The Board shall appoint a person who shall be known as finance officer, who shall serve at its pleasure. It shall fix the amount of his compensation. It shall fix the amount of and approve his bond. He may be a member of the board or his office may be consolidated with that of the secretary."

61737.05. "Bond principal and interest and salaries shall be paid when due. All other claims and demands shall be approved in writing or in open meeting by a majority of the board and the general manager."

61737.06. "Warrants shall be drawn by the finance officer and signed by the president and secretary, or one of them and one member of the board."

61240 "The board shall, at its first meeting or as soon thereafter as practicable, appoint by a majority vote:

(a) A general Manager;

(B) A secretary, who may also be the general manager and act as treasurer.

6. NEW BUSINESS, continued:

A. Continued

The current management of the Recreation Committee and Volunteer Fire Department depositories does not comply with the applicable laws. In Muir Beach, misappropriation of funds is not a likely anticipation. However, such conditions have been recently exposed in more than one Marin County community. The non-compliance with the law subjects any and all parties responsible for administrative and policy decisions to possible personal and full liability, without protection of immunity. Therefore, it is recommended that the Board take prompt action to bring the depositories into compliance with the full provisions of the law.

B. Establishment of a petty cash fund. It is requested that the Board consider the provision of a minimal petty cash fund, to provide for the miscellaneous day to day small items that require immediate purchase for proper service and operation of the facilities. Items such as paper towels, light bulbs, small hardware, gas for portable tools, etc. A basic revolving fund of \$50 should be adequate. No immediate action is requested, until item 6A supra is resolved.

C. Consideration of a more appropriate timing for the Board's regular meeting night. In view of the legal requirements outlined in 6A supra, the current meeting night on the last Wednesday of the month does not permit timely compliance with warrant approval by the Board and General Manager, which should occur prior to the warrant's issue. Further, as most activities and reports are on a monthly basis, the last Wednesday does not coincide with monthly operations.

It is suggested that a more appropriate meeting night would be during the middle of the second week of each month. This would permit adequate time for closing of monthly accounts, and approval of accumulated payment invoices prior to the month end.

It is further suggested that two meetings a month, of less duration than the past history of meetings, should be considered. The first meeting of the month, to be held during the second week, should have an agenda for administrative financial items only. The second meeting, during the last week of the month should have an agenda for operational items only. This would substantially avoid marathon meetings attempting comprehensive coverage of all District functions that can result in fatigued consideration.

D. During the first two months of duty, the General Manager finds it difficult to consistently account for the various and frequent short mileage in the use of his personal vehicle in accomplishing a variety of combined business and personal activities. These include trips to various merchants for supplies, research, collection of information not available by phone, etc. Therefore, it may be more efficient and appropriate to provide a reasonable monthly allowance for this. No immediate action is necessary.

BILLS SUSMITTED AND PAID 4/21-5/20/929238 WATER.

Hazel Melo., wages #1003 -----	\$553.84
Expenses: postage #2130 -----	20.24
copies # 2133-----	6.65
Office supplies #2133-----	2.46
3 meter readers/truck # 1004 -----	90.00
Harvey Pearlman, wages 72.5 hrs. #1028 -----	870.70
truck expenses, April # 2479 -----	75.00
medical plan 50% Kaiser Jan.-April	
@ 83.45/month #1506 -----	333.80
Henry Hyde, contract services April # 1005 -----	375.00
Donovan Macfarlane, reim. mileage 994 mi. @ 25¢ #2479--	248.50
" misc. repair tools #2077 -----	12.44
" office supplies #2133 -----	23.98
Goodman's , misc. repair items # 2077 -----	61.38
Jackson's, pipe repair items #2077 -----	22.24
ML VLY Lumber Co; bolts, lumber for lower tank # 4169---	16.47
Pacific Bell, signal channel # 2534 -----	30.42
Manager's phone, pump house #2534-----	15.81
State Comp Ins. Fund, Audit 1/5-4/5 #1701 -----	918.54
Paradise Pool Svc. 16 gals. Chlor #2115-----	34.32
P.G. & E. pump house #2535-----	356.56
" #7 Seacape #2535 -----	7.50
TOTAL ----	\$4,075.15

9236 Gen. Admin.

*onto  
n page  
27*

Donovan Macfarlane, reim. lodging 3days #2049 -----	\$198.00
" meals " #2049 -----	75.00
Associative Bsns. Comm. Consultants, Contractual pmt. (Donovan Macfarlane) 4/1-4/30 # 1005 -----	2,250.00
Linda Moore, wages 25hrs. #1003 -----	300.00
Reim. Ram-Insta-Print, copies #2133 -----	69.07
Total ---	\$3,046.38

9233 Harris Plan.

Henry Hyde, Harris Project D-4 # 4145-----	\$375.00
P.E.O'Hair Co; angle manifold brdy # 4145-----	88.84
wharf hydrant #4145 -----	404.60
Total ---	\$868.44

9240 Fire Dept.

L.N.Curtis & Sons, 16 Reflex Pers. Plates # 2086-----	\$ 131.30
Dynamed, masks, gloves #2112 -----	139.96
Total	<u>\$271.26</u>

9239 Comm Center.

P.G.&E. electric svc. #2535 -----	\$76.25
Pacific Bell, coin Box April #2534 -----	34.56
Michael Mahoney, reim. 3 weeks pay Bistro #1073 -- (@37.92/week)	113.76
Juanita Gonzales, 12 hrs. cleaning center, April---- (12 hours) #2096	120.00
Selomy Monge Villalta, 17 hrs. playground labor # 4243--	170.00
Leslie Riehl, Reim: playground plants #4243-----	96.36
" " " " work #4243 -----	240.00
" " " Breakfast food #4243 -----	53.46
" " " playground lumber #4243-----	209.34
James Koger, playground labor 36 hrs. #4243 -----	900.00
" " " " 6 hrs. # 4243 -----	150.00
" " " " #4243 -----	725.00
Martin Bros. Supply, playground material #4243----	575.89
Total --	<u>\$3,464.62</u>

9236 Gen. Admin. (Continued)

Mobile Comm of S.F., emergency pager # 2534-----	\$154.31
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9237 Roads and Easements.

Martin Bros. Supply, $\frac{1}{2}$ yd. sand -- Souza's pipework #2094	\$ 21.66 (total
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9238 Water -----	\$4,075.15
9239 Comm Center-----	3,464.62
9233 Harris Plan -----	868.44
9236 Gen Admin. -----	3,046.38
9237 Roads & Easements -----	21.66
9240 Fire Dept. -----	271.26

GRAND TOTAL \*\*\*\*\*\$11,747.51

Playground total \*\*\*\*3,120.05

**MUIR BEACH COMMUNITY SERVICES DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
TO BE HELD AT  
THE COMMUNITY CENTER, 19 SEACAPE, MUIR BEACH, CALIFORNIA  
WEDNESDAY JUNE 24, 1992 AT 7:00 PM**

**DIRECTORS:** Robin Collier, president; Nancy Wolf Lee; Hank Maiden; Erin Pinto; and Judith Yamamoto.

**AGENDA**

1. Meeting called to order.
2. Review and consideration of Agenda.
3. Review and consideration of Minutes for the regular meeting held on Wednesday 27 May 1992. The minutes of the Special Board Meeting held on Wednesday 3 June 1992 will also be submitted, by the recording secretary, for the Board's review prior to the next meeting.
4. Review and consideration of bills and expenses incurred subsequent to the 27 May 1992 meeting, in comparison with the fiscal 1991-92 budget.
5. **PUBLIC OPEN TIME:** California State Law prohibits Board action on any item, within its subject matter jurisdiction, that has not been listed on the lawfully posted Agenda unless: *1) upon a determination by a majority of the Board that an emergency situation exists; 2) upon a determination by a two-thirds majority of the Board (or by no less than three members, if less than the entire Board is present) that the need to take action arose subsequent to the Agenda being posted; or 3) the item was posted for a prior Board meeting, occurring not more than five (5) days prior to the date action is taken on the item, and at the subject prior meeting, the item was continued to the meeting at which action is being taken. Other items will generally be received as information, or referred to staff for further consideration prior to the next scheduled meeting of the board. As a matter of procedure, the Board may limit each individual presentation to no more than five minutes. The Board may also restrict individual presentations to new non repetitive items, and non-repetitive supporting information.*

**PUBLIC INPUT:** Old business. The public may request further consideration, clarification, or modification of business items previously considered and acted upon by the Board. To do so, the public must refer to the specific minute item and date of the approved minutes.

New Business. The public may introduce items of new business, not included in the posted Agenda, that they wish the Board to consider at a future meeting, or they may present substantiating evidence to support emergency consideration. The presentation should include adequate specific information and details to render a clear understanding of the problem or situation desired to be considered.

**In addition to foregoing public input, the public has the right and will be invited to comment on any and all items listed on the posted Agenda. This public comment is subject to the same time and content limitations outlined above.**

**AT 8:30, A 15 MINUTE COFFEE BREAK WILL BE CALLED**

6. **VOLUNTEER FIRE DEPARTMENT:** Report on the results and financial accounting of Annual BBQ fund raiser, held on Sunday May 24, 1992. Preliminary discussion of departmental budget for the 1992-93 fiscal year. **NOTE: As the Board has not previously reviewed the MBVFD's preliminary budget, discussion will be limited to a brief description of the budgetary needs, by the Fire Chief, and the Board will review the submission under final consideration at the next scheduled Board meeting.**
7. **WATER DEPARTMENT:** Report on the correction and modification of the Department's general operating procedures, to eliminate cloudy water. Submission of the preliminary departmental budget for fiscal 1992-93. The preliminary budget is attached, with various analyses of the rate structure and income projections. **NOTE: It is intended to have a detailed discussion and review of the Water Department's budget submission.**
8. **RECREATION COMMITTEE REPORT:** The Board member of the Recreation Department's Budget Review Committee, will not be in attendance at this meeting. Therefore, discussion of this Department's budget will be deferred until the next scheduled meeting. There will be discussion of carpenter ants and/or termites in the Community Center's structure, with a recommended course of action. **See the General Manager's summary.**
9. **ROADS AND EASEMENTS:** Consideration of the preliminary budget for fiscal year 1992-93. Report on proposed maintenance, including "Chipper" and trash removal. **See the General Manager's summary.**
10. **GENERAL MANAGER'S REPORT:**
  - A. **Recreation committee summary:** Report on the Recreation Committee's checkbook; recommended resolution for establishing the depository and authorized signatures; preliminary discussion of future depository and accounting methodology.
  - B. **Road Department:** Submission of the preliminary 1992-93 budget for the Department, with a brief discussion of the Department's budgetary goals.
  - C. **Old Business:** County Grant to the Harris Fund, 1991-92 fiscal year. Accounting of and reallocation of the District's expenditures during the 1991-92 fiscal year. Other items of oldbusiness are recommended for continued consideration at the next regular Board meeting.
  - D. **New Business:** All new business, for this meeting, is included in the budget and departmental discussions above. A brief report on projected 1992-93 District income will be tendered.
11. **ADJOURNMENT OR CONTINUATION.**

## MUIR BEACH COMMUNITY SERVICES DISTRICT

**TO:** The Board of Directors  
**FROM:** Donovan Macfarlane, General Manager  
**DATE:** June 22, 1992  
**FOR:** Board of Directors Meeting, Wednesday 24 June 1992.

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### I. GENERAL COMMENTS:

Progress has been achieved in developing more organized methodology in conducting the District's normal business activities. However, during the past several weeks, my activities have concentrated on gathering, researching, organizing, and developing data for the 1992-93 budget considerations. This has required considerably more effort and time than I had originally estimated. Further, in the process of rationalizing the existing data I have concluded that the development of additional methodology and procedures is essential for effectively managing within our very limited financial resources. For this reason, I respectfully request that the Board consider a month to month continuance of my current work schedule and compensation.

In reviewing and developing data for the current budget considerations, the following items have been completed:

- A. The Recreation Committee's checkbook and records have been turned over to the General Manager. These records have been analyzed in detail, and are now incorporated into the "Budget summary Report", reflecting expenditures to date through the month of May 1992. More details on this will be offered under the Recreation Committee Summary.
- B. The County's Income and Expenditure reports have been reviewed and redrafted, beginning with the Month of July 1991, through May 1992. The detailed 20 page expenditure report, and 9 page revenue report are on file, in my office, and are available for your review. If you desire personal copies, please let me know.

During review of the County's reports, a double entry of \$5,792 in income and expense was eliminated for our accounting. In addition, several possible double payments were indicated, that total more than \$2,000. The County has been requested to research their original records, to make a more accurate determination.

- C. Letters have been mailed to all our suppliers, notifying them that we will use a purchase order system for all purchases after 1 July 1992. They were also notified that all invoices must be received, no later than the Friday before the forth Wednesday of each month, if they are to be considered for the Board's authorization of payment by the County. It was pointed out that the County will normally issue a draft within ten days after receipt of the Boards authorization. Copies of the Purchase Order forms are on file in my office.

The attached "Invoices to be considered for payment" details the current invoices that I have reviewed and approved for your consideration. Your authorization for payment of these invoices, will change the current expenditures in the 1991-92 budget as shown in the Summary. For the current month, expenditures paid by the County, after their May 31 report are not reflected in the Budget summary. This "glitch" requires a procedural change in our expense payment methodology. *It is recommended that all invoices, vouchers, and other forms of payment authorization be originated by the General Manager's office and forwarded to the County by the General Manager. This will enable direct entry into the County's system, resulting in immediate updating of our budget controls.*

- II. VOLUNTEER FIRE DEPARTMENT:** A copy of the MBVFD monthly report is included in this Board Packet. A meeting with Chief Farkas, Assistant Chief Allen, Director Yamamota, And Donovan Macfarlane, was held on Monday 22 June, to review the MBVFD preliminary budget. Several hours were spent discussing the Department's needs, the anticipated minimum District income for 1992-93, and both the practical and legal needs to coordinate the Department's fiscal/administrative management within the District's system. Considerable progress was made in establishing a cooperative environment, which will be continued in future meetings to resolve these details.

Chief Farkas will make a brief presentation of the Department's budget needs, recognizing that the restricted District funds may necessitate revisions. He will also offer a report on the accounting for the successful Bar-B-Que. **As noted in the Agenda, detailed Board review of the Budget will be deferred until the next Board meeting.** During the interim, the General Manager and Director Yamamoto will meet with the Department heads for further discussion and work on the budget.

My review of the County's fiscal report for the District indicates the District has not received or recorded the \$13,389 West Marin Grant, to the MBVFD. A request for information and follow up has been requested through the County offices.

- III. RECREATION DEPARTMENT:** The Board's member of the Recreation's Department budget review committee will be unavailable for this meeting. Therefore, it is requested that the Board's review of the Recreation budget be deferred until the next Board meeting.

The Department's checkbook and records have been turned over to the District Manager. A search of the District's files has failed to uncover a Board Resolution establishing the authorized Depository for this account. A Resolution is tendered, for the Board's review and consideration for adoption. **It is also requested that the Board appoint the General Manager as the District Secretary, for the purpose of being one of the two authorized and required signatures.** New checks will be requested, to accommodate the two required signatures.

A full accounting of the Departments fiscal transactions for the 1991-92 fiscal year has been compiled and is in balance. A copy of this analysis is on file in the General Manager's office, for public review.



**Evidence of insect infestation:** There is strong evidence of an infestation of either "Carpenter Ants" or termites, in the beams above the alcove stairway in the Community Center. From conversations with pest control consultants, "Carpenter Ants" is the most likely insect. Proposals have been requested for detailed inspection and recommended treatment. The inspection cost is estimated not to exceed \$150. Treatment will vary, depending on the insect, and evidenced magnitude of infection. "Carpenter Ant" infection mitigation is estimated to range from \$300 to \$600. Termite mitigation is estimated to range from \$2,000 to \$5,000. **It is requested that the Board authorize the expenditure for a detailed inspection, with recommended mitigation method and costs to be presented at the next Board meeting.**

- IV. WATER DEPARTMENT:** The Water Department has submitted its monthly report and budget proposal, which are included in this Board packet.

The consulting Water Manager has requested a Resolution for of an extension of the "Operations Consulting Agreement" through the next fiscal year. I concur with this request. However, I recommend that the contract be temporarily extended, on a month to month basis, with final resolution approval after the 1992-93 budget is adopted. There is an inconsistency, in procedural process, if the contract is approved prior to the provision of the funding capability.

- V. ROADS AND EASEMENTS:** The Roads and Easements budget will be tendered prior to the Wednesday meeting. Its compilation in final form, has not been completed in time to be included in this packet. The proposed budget closely parallels the 1991-92 budget, with recommended savings in maintenance costs, provisions for the General Manager, and contains no major capital improvements. Projected District income with the anticipated uncertainty of State budgetary actions does not permit substantial capital improvement.

**CHIPPER & FIRE TRASH COLLECTION:** The vendor furnishing last year's chipper and fire trash collection has been contacted. His minimum price has increased from \$400 to \$500 per day. Our budget will provide 2 days service, at this rate.

A conversation with Gordon Bennett, who coordinated this activity last year, indicates that even with substantial notice, two days will be inadequate to serve the community.

**Rental of a 4" commercial chipper and 3 yard dump truck:** We can rent this equipment for one week, for slightly less than \$1,000. A driver/operator can be provided for approximately \$400 for the 7 day week. Therefore, we can provide 7 days of service for approximately \$1,500 (including gas, oil, and insurance), or slightly less if the work can be completed in 5 days. **If we decide to rent, it is recommended that volunteers from the community, be involved in this program.** If a driver/operator (volunteer) is available, we would realize considerable savings.

It is recommended that, regardless of rental or contractual agreement, a minimum fee be charged each resident for the chipping and collection of their **compostable** trash. A minimum fee of \$5 per residence or \$0.50 per 50 gallon trash bag, be charged. This will not totally recover the cost, but will assist in offsetting some of the cost.

**VI. OLD BUSINESS:** The following comments are offered in continuation of old business matters. Items not considered below, are requested to be continued until the next meeting.

- A. **Harris Fund Grant:** This \$10,000 grant has not been credited to our account. In conversations with the Superintendent's office, it was indicated that they thought we had processed the grant agreement, and were very surprised that this item is in suspension. The required agreement papers have been requested, and will be completed as soon as they are received.
- B. **County Audit Reports:** As mentioned under general comments, these reports have now been rationalized from the beginning of the 1991-92 fiscal year, through the month of May. The "Budget Summary Report" will be delivered prior to the meeting. Final compilation has not been completed in time to be included in this packet. As soon as complete data is available for the month of June, the data will be incorporated into the "Budget summary Report", and furnished to the directors.

It should be noted that considerable effort has been expended in trying to allocate expenditures to their proper department. In certain circumstances, prorated distribution of wages, FICA, unemployment compensation, and general insurance have been allocated. This has been determined in accord with reasonable application of current day activities. Other expenses have been redistributed, in accord with the responsible persons duties, or as determined from available records.

The allocated expenditures, as presented in the "Budget Summary Report" are considered to be as accurate as possible, under the existing time and information restraints. Possibly, a more accurate and detailed record could be developed through a complete review of the reports submitted to the County, for payment of expenditures. However, it is felt that the improvement in accuracy would not yield cost effective results, and that such minute accuracy is not required at this late date. **The "glitches" in the system have been uncovered, and will be corrected for the coming fiscal year.**

This concludes the General Manager's report, for this board meeting.

## INVOICES TO BE CONSIDERED FOR PAYMENT BY THE MUIR BEACH COMMUNITY SERVICES DISTRICT

The following invoices have been received, subsequent to the regular Board meeting held on 27 May 1992. Brief details of the invoices are outlined for your consideration.

Item #	Amount	Description
1.	\$ 191.79	Bell Industries Plumbing Supply. Purchase of repair clamp for water line maintenance. Div. 9238, Code 2077 (Misc. Repairs).
2.	\$ 896.00	Forster Pump & Engineering. Equipment rental for water line leak investigation and repair. Div. 9238, Code 2325 (Cont. Maint.).
3.	\$ 800.00	Forster Pump & Engineering, Inc. Billing for retaining wall construction at westerly end of Pacific Way. Div. 9237, Code 2094 (Misc. Repair). Note: This will exceed the budget for Code 2094. However, there is an adequate balance in other Codes to remain within the Division budget allowance gross amount.
4.	\$ 300.00	Forster Pump & Engineering, Inc. Upgrade of water service meter location at 240 Pacific Way. App'd by H. Hyde, Div. 8238, Code 4197 (water system replacement/upgrade).
5.	\$ 75.00	Forster Pump & Engineering, Inc. Repair paving cut resulting from service line upgrade. App'd by H. Hyde, Div. 9238, Code 4197.
6.	\$ 450.00	Upgrade 4" valve installation on PVC pipe at Pacific Way Bridge. App'd by H. Hyde, Div. 9238, Code 4197.
7.	\$1,800.00	Upgrade fire hydrant on Sunset Way. App'd by H. Hyde, Div. 9238, Code 4145 (Harris Plan D-5).
8.	\$ 200.00	Forster Pump & Engineering, Inc. Change order in Sunset Way-Pacific Way inter-tie, to replace existing wooden catch basin within the project area. App'd by H. Hyde, Div. 9238, Code 4145.
9.	\$ 934.50	Forster Pump & Engineering, Inc. Change order in Sunset Way-Pacific Way inter-tie, to install a sub-drain along the end of Pacific Way. App'd by H. Hyde, Div. 9238, Code 4145.
10.	\$ 12.44	Martin Bros. Supply. Re-bar used in Playground Equipment erection. App'd by D. M., Div. 9239, Code 4243.

11. \$ 62.45 Pacific Bell. General Manager's office phone bill through 11 June 1992. Basic service \$18.94; local toll calls \$16.17; long distance \$2.44; emergency page/voice mail \$24.90. App'd by D. M., Div. 9236, Code 2534 (Telephone).
12. \$( 15.81) Pacific Bell. We have a credit balance following the disconnection of the phone at the "Pump House". Credit to Div. 9238, Code 2534.
13. \$ 30.52 Pacific Bell. Billing for the relay line to the upper storage tank controls. App'd by D. M., Div. 9238, Code 2534. **Note: The General Manager is investigating the high cost of this service versus a normal commercial line basic charge of less than \$20.**

**SUMMARY:** Payment of the above invoices will have the following effects on the 1991-92 budget.

Div.	Code	Year to date <sup>1</sup>	Above Billing	Budgeted 91-92	Under/(Over) Budget <sup>2</sup>	Comment
9236	2534	440.33	62.45	250	(252.78)	New installation
<del>9237</del>	2094	791.37	800.00	1,500	( 91.37)	Div. has \$
9238	2077	6,654.64	191.79	1,860	(4,986.43)	? Cal Trans ref.
9238	2534	536.86	14.71 <sup>3</sup>	500	( 51.57)	Inadequate budget
9238	2325	4,773.25	896.00	6,223	553.75	
9238	4145	7,358.49	2,934.50	49,000	38,707.01	
9238	4197	641.44	825.00	2,200	733.56	
9239	4243	22,768.60	12.44	19,281 <sup>4</sup>	(3,487.60)	See footnote #4

Total this month = \$5,736.89

<sup>1</sup>Balance through May 1991. June has not been posted.

<sup>2</sup>Budget balance after payment of the invoice under consideration.

<sup>3</sup>After credit adjustment.

<sup>4</sup>\$5,000 Com. Fund Grant not included in this amount.

BILLS SUBMITTED AND PAID 5/21-6/20/929238 WATER

Hazel Melo, wages #1003 -----	\$553.84
expenses: postage # 2130 -----	18.70
copies # 2133 -----	5.16
envelopes #2133-----	2.12
3 meter readers/truck #1004-----	90.00
Padlock, box #s #2077 -----	7.44
Harvey Pearlman, wages 94.5 hrs. # 1028 -----	1,134.00
(@75.00) truck expenses May & June # 2479	150.00
(@83.45) medical plan " " " # 1506	166.90
Henry Hyde, contract services May #1005-----	375.00
Reim: H2O analysis notices # 2115 ---	21.66
" savers parts #2077 -----	9.44
P.G. & E.: pump house #2535-----	557.25
" # 7 Seacape # 2535-----	7.50
Goodman's, towels, drip tubing # 2077 -----	6.94
Forster Pump ,54'2" galv. pipe #4197 -----	383.86
60' 3/4" pipe, etc. # 4197 ----	258.71
emergency leak repair # 4197--	1,894.24
IMI Fabrication, 6 water main signs # 2077 -----	193.05
Paradise Pool Svc., 16 gals. Chlor # 2115 -----	34.32
Bell Industries, Inc. valve ball/meter # 4160 -----	162.06
Jackson's , paint, sinkers, misc. # 2077 -----	65.92
TOTAL -----	\$6,098.11

9239 Community Center

Michael Mahoney, Bistro wages 3 days @ 37.92 # 1073	\$113.76
Discovery Office Systems, annual svc. copier # 2137	428.40
P.G. & E: Comm. Center # 2535-----	75.65
Juanita Gonzalez, 12 hrs. cleaning May # 2096. ---	120.00
Donavan Macfarlane, reim: ground mntc. # 2077 ---	55.52
postage stamps # 2130	7.76
bulbs, misc supplies #2361	30.25
Pacific Bell, coin box # 2534 -----	34.77

TOTAL -----	\$866.11
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9233 CAPITAL RESERVE

P.E.O'HAIR Co; angle pattern roof #4145-----	\$88.79
wharf hydrant, cap/chn #4145-----	404.42
Donovan Macfarlane, reim: misc office supplies #2133	268.62
" mileage # 2479 -----	24.50
Bridge fare, mileage #2049 ----	10.50
Henry Hyde, reim: water shut-off notices #4145 ---	10.52
" UPS Hydrant valves # 4145 -----	5.82
" Marin Blueprint copies # 4145 ---	20.06
" " " " #4145 ---	14.77
Harris Project D-4 #4145 -----	375.00
Forster Pump , Harris Plan D-5 #4145 -----	2,500.00
water intertie #4145 -----	9,200.00
hydrant upgrade #4145 -----	1,800.00

TOTAL ---- \$14,723.00

9240 Fire Dept.

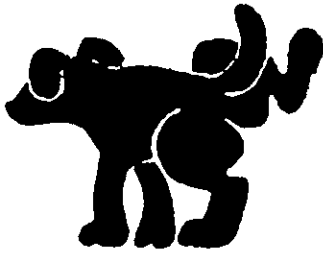
EME ASSOCIATES, 54 hrs. EMT training # 9377 ----\$1,485.00

9236 GEN ADMIN.

Associated Bsns. Comm Consultants, contractual payment	
5/1-5/30 D. Macfarlane # 1005 -----	\$2,250.00
Pacific Bell 388-7804 telephone #2534 -----	75.72
Bldg. improvements # 4048 -----	198.07
TOTAL ----	\$2,523.79

Water -----\$6,098.11  
 Comm. Center 866.11  
 Fire Dept. 1,485.00  
 Cap Reserve 14,723.00  
 Gen Admin. 2,523.79

GRAND TOTAL \$22,696.01



**Muir Beach  
Volunteer Fire Department**

MUIR BEACH VOLUNTEER FIRE DEPARTMENT

MINUTES, DRILL AND CALL RECORD FOR 4-23-92 THROUGH 6-18-92

MEETINGS:

6-15-92

Attending: Farkas, Allen, Yamamoto, Macfarlane.

Discussion: 92-93 fire department budget.

DRILLS:

5-3-92

Attending: Allen, Moore, Sward, Monteil, Scott.

Also attending: Lt. David Carr, Will Corbet, MCFD.

Discussion: Clear text radio communications.

Activities: Practice radio communications, simulations.

CALLS:

5-17-92 Bicycle Accident / Lone Pine Trail

Responding: Farkas, F. Smith, Marshall, Monteil

Details: Solo mountain bike wreck. Volunteers helped locate patient, splint and dress injuries, county transport.

5-25-92 Medical Check / Muir Beach

Responding: Allen.

Details: Canceled.

5-31-92 Possible Propane Leak / Seacape

Responding: Sward, Allen.

Details: Volunteers and county personnel were unable to locate source of possible gas-like smell.

TO: MUIR BEACH COMMUNITY SERVICES DISTRICT

FROM: MUIR BEACH VOLUNTEER FIRE DEPARTMENT 6/2/92

SUBJECT: 1992/93 CAPITAL AND OPERATION BUDGET

Attached for your approval please find a copy of the Muir Beach Volunteer Fire Department 1992/1993 Operating and Capital budget.

Last year the Fire Department had two major objectives. The status of those goals as of 6/2/1992 is as follows.

1. EMT. training for all volunteers. To date 10 of 11 volunteers have completed an EMT course given in the spring of 1992.
2. Develop long-term plans to move Fire Barn. We are looking forward to working with the general manager toward that end.

This years goals are very similiar to last year. They are:

1. Expand training of all volunteers to include Vol. Fire Fighter Certification and Wildland/Urban inner-face training. Planned to take place Spring 1993.
2. Continue work to find grant money and location for new Fire Barn, with the help of the general manager.

The attached budget details the expenditures we expect to incur during the next year. Overall, the total requested is \$11,255 in operating and capital expenditures. Estimates for Insurance, Rental and Admin. expenses are based on last years actuals.



## MBVFD 1992/93 OPERATING & CAPITAL BUDGET

CAPITAL EXPENDITURE:	Fire House Relocation	\$ 1500	2531
OPERATING EXPENDITURES:	Insurance	\$ 4805	2059
	Vehicle Maint.	\$ 1200	2086
	Supplies, Gas & Oil	\$ 600	2501
	Rental Fire House	\$ 50	2096
	Admin istration	\$ 600	1037
	Hepatitis Vaccine	\$ 2800	
	Fire Hydrants BBQ	\$ 1200	
	Total Operating.....	\$ 11255	

The MBVFD is planning to continue to place funds aside for the relocation of the Fire House. The existing fund contains \$4937. For the year 1992/93 the MBVFD will set aside an Additional \$ 1500. Total expenditures planned by the volunteers of the MBVFD are as follows;

Fire House Relocation	\$ 1500
Total.....	\$ 1500

**MUIR BEACH VOL. FIRE DEPARTMENT  
1992/1993 Operating and Capital Budget**

Expenditure Detail	Acct#	92/93 Budget	91/92 Budget
Administration	1037	\$ 600	\$ 600
Supplies & Maintenance			
Fire Training	2049	\$ 3600	\$ 3600
General Insurance	2059	\$ 4805 ?	\$ 4805
Fire Trk Maint.	2086	\$ 1200	\$ 1000
Building Maint & rent	2096	\$ 500	\$ 550
Medical HEP VACCINE	2212	\$ 2800	\$ 0
Gas & Oil	2501	\$ 600	\$ 400
Fire Hydt. BBQ		\$ 1200	\$ 900
Fire House grant	2531		\$ 3500
TOTAL MAINTANCE EXPENSES.....		\$ 15305	\$ 14855
Capital Expenditures;			
Equipt Hose Fittings	4093	\$ 3500 + 500	\$ 3500
Small Tools	4815	\$ 500	\$ 0
TOTAL.....		\$ 4500	\$ 3500
TOTAL EXPENSES.....		\$ 19805	\$ 18355
Revenue Detail:			
West Marin Fund	9377	\$ 9275	\$ 10245
Contributions MBVFD		\$ 5800	\$ 5800
Total Revenue		\$ 15075	\$ 16045
Required From Taxes		\$ 14005	\$ 4255

## West Marin Funding Request for Year 1992/1993

Muir Beach Volunteer Fire Department  
Star Route Box A.  
Muir Beach, CA. 94965

### Medical Supplies:

1. 2 Bag valve mask's adult/ped	\$ 50
2. Laerdal Oral suction device	\$ 685
3. V-Vac suction unit	\$ 100
4. Oral-Pharyngeal airway set complete	\$ 28
5. Nasal-Pharyngeal airway set 2 complete units	\$ 62

### Fire Equipment:

1. Cellular phone, portable 3 watts with one year service. MBVFD will pay on air charges.	\$ 900
2. Hose 300' x 2 1/2"	\$ 650
3. Hose 500' x 1 1/2" double jacketed	\$ 800
4. Motorola minitor II pager with chargers X 2 units	\$ 1000
5. Red and Blue radio channels for Engine 680 and Sq. 660	\$ 300
6. S.C.B.A. Lifeguard alert monitor unit X 2 units	\$ 200
7. Hose reel roller assembly for Squad 660	\$ 200
8. Come -along chain set	\$ 200
9. Wildland Fire Boots x 14 pairs	\$ 1900

**Disaster/ Rescue Equipment:**

1. Electric generator (gas) 3000 watt with 2 jeep type gas cans	\$ 700
2. Coleman stove and lantern with gas can	\$ 200
3. Surf Rescue Set Up	
A. 2 Large dry suits with gloves	
B. 1 rescue surf board	
C. 1 rescue reel	
D. 1 rescue harness with life jacket	
E. 1 mask and fins set	\$ 1300
	-----
Total Requested	\$ 9275.00

June 19, 1992

TO: Don Macfarlane  
General Manager

FROM: Henry Hyde  
District Water Manager

SUBJECT: Action Item For June 24, 1992 Board Meeting

The following action item is submitted for consideration by the Board of Directors at its June 24 Board Meeting:

**WATER SYSTEM CONTRACT OPERATION SERVICES AGREEMENT**

Resolution for approval of Water System Operation Services Agreement with Henry Hyde & Associates for FY 92-93 in accordance with the scope-of-services, terms and conditions covered in the previous year's agreement.

The described services will be provided by Henry Hyde for a one-year period beginning July 1, 1992 through June 30, 1993 at a monthly fixed fee of \$375 (\$4,500/year).

In addition, District engineering services will be provided for supervision of the planning, design and construction of the approved Harris Plan projects for the same one year period at a monthly fixed fee of \$375 (\$4,500/year).

June 19, 1992

TO: Don Macfarlane  
General Manager

FROM: Henry Hyde  
District Water Manager

SUBJECT: Action Item For June 24, 1992 Board Meeting

The following action item is submitted for consideration by the Board of Directors at its June 24 Board Meeting:

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**MUIR BEACH C.S.D. WATER DEPARTMENT**  
**STATUS REPORT: May, 1992**

**WATER SYSTEM OPERATION**

The water system basic operation services performed during the month of May, 1992 includes:

1. Daily check of the system and maintain the daily log book.
2. Monthly bacteriological samples (2) - acceptable results.

Water production for the month of May was 48,582 gpd or about 26% more than the 1991 annual average of 38,600 gallons/day.

1.	Volume of water produced:	1,360,300	gallons
2.	Average daily production:	48,582	gallons/day
3.	Maximum day production:	69,400	gallons/day
4.	Volume of water used (metered):	884,084	gallons
5.	Line Flushing, BBQ, Main Break	150,000	gallons
6.	Unaccounted for volume:	326,216	gallons (24% of production)

**SUPPORT ACTIVITIES**

Support activities initiated and/or completed include:

1. Supervision of Harvey Pearlman. Activities included assignment of maintenance tasks and water system operation training.
2. Obtained monthly bacteriological samples and delivered to Brelje and Race Laboratories for analysis. Results were sent to the County Health Department.
3. Water quality sample at 105 Sunset Way re: water quality complaint.
4. Monthly line flushing where required (e.g., dead ends). Additional line flushing on Sunset Way re: water quality complaints.

**EMERGENCY REPAIRS**

1. Water main break on May 11 at Pervier's meter on Hwy. 1 caused by Caltrans maintenance crew. (See May 13 memorandum to General Manager).

**SPECIAL SERVICES**

Special services included:

1. Completed construction of Harris Project D-4 (Sunset and Pacific Way intertie).
2. Meeting with NPS re: water rights resolution.
3. Completed leak survey of low zone system by isolating water mains on Sunset Way and Pacific Way. The results indicated a significant leak or leaks on the Pacific Way - Hwy. 1 main line. The repair of the main break on Hwy. 1 caused by Caltrans revealed a major leak in a nearby pipeline joint. The leak was repaired and a followup survey revealed that this was a major source of the leakage in this pipeline section.

**EXPENSE REPORT**

Approximate expenditures incurred during this period include:

- |  |              |
|--|--------------|
| 1. Caltrans water main break repair (Forester)             | \$1,895.00   |
| 2. Excavation of water main re: suspected leaks (Forester) | 896.00       |
| 3. Brelje and Race Laboratory Services                     | 25.00        |
| 4. Miscellaneous O&M supplies and materials                | <u>84.00</u> |

Approximate Expenditures	\$2,900.00
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Respectfully submitted,



Henry Hyde & Associates  
District Water Manager



June 16, 1992

TO: Donovan Macfarlane  
General Manager

FROM: Henry Hyde  
Water Manager

RE: 1992-93 Water Budget Analysis

The enclosed information regarding revision of the water rate schedule is provided as requested by the Board of Directors at its preliminary budget meeting on June 3, 1992. The proposed FY 92-93 Budget is attached.

The proposed 92-93 Budget presented at the meeting provided for a nominal 3 percent increase with no provision for a portion of the General Manager salary, no increases in personnel cost, and no contingency fund. The proposed Budget provided for a nominal adjustment in the current water rate schedule to balance the budget with no tax revenue.

Table 1 shows the current situation for FY 91-92. The current rate schedule has not been adjusted since 1980 except for revision in the two high use categories last year. The estimated annual revenue derived from this rate schedule is approximately \$46,000. The 91-92 Budget was supplemented with \$4,223 in tax revenue providing for a total 91-92 Budget of \$50,223.

A review of the current rate schedule shows the following facts:

- Revenue derived from the rates does not cover expenses.
- The rate schedule does not cover the cost of service for certain categories (e.g., 501 to 1,000 cu. ft./mo.) on a proportional use basis.
- The rate schedule has not been adjusted significantly since 1980. At a nominal rate of inflation of 4%/yr., cost has increased 60 percent during this period.
- The current annual cost of water for the "average" Muir Beach customer is 38 to 88 percent less than comparable water districts.

In accordance with the Board's direction, I have analyzed alternative rate schedule adjustments to provide adequate revenue to fund a portion of the General Manager salary and to provide a contingency fund. Alternative A shown in Table 2 will increase projected revenue by \$14,000 to about \$66,000/yr. This will provide 50 percent of General Manager salary (e.g., \$9,000/yr.) and \$5,000 contingency fund in addition to the proposed budget of \$52,000. Alternative A will adjust all rate categories resulting in a \$20,000/yr. or 43 percent increase in current revenue from \$46,000 to \$66,000/yr.

Alternative B shown in Table 3 will adjust the rate schedule except for the two high end categories adjusted last year. This will provide 33% of the General Manager salary (e.g., \$6,000/yr.) and a \$5,000 contingency revenue.

Alternative C shown in Table 4 will adjust the rate schedule to provide 33% of the General Manager salary (e.g., \$6,000/yr.) with no contingency reserve. Alternative D shown in Table 5 restructures the first two rate categories and provides the same revenue as Alternative C.

A comparison of the annual water cost (not including taxes) for the "average" customer as defined by the North Marin Water District (925 cu. ft./mo.) is as follows:

#### ANNUAL WATER COST COMPARISON

<u>Agency</u>	<u>Current Rate</u>	<u>Alts. A and B</u>	<u>Alts. C and D</u>
Muir Beach	\$273	\$432	\$389
Bolinas PUD	\$625		
Coast Springs	\$728		
Estero MWD	\$685		
Stinson Beach	\$310		
Inverness PUD	\$417		

This comparison shows that current Muir Beach water charges are significantly less than comparable districts. An increase in rates in accordance with the described alternatives will result in rates similar to the lowest rates of comparable districts.

## MBCSD PRELIMINARY BUDGET

FY 92-93

Water: Fund 105164 - Division 9238

		92-93	91-92	90-91
		Proposed	Budget	Actual
		Budget		
<u>Operations &amp; Maintenance</u>				
1001	General Manager	?	--	--
1003	District Secretary	7,200	7,200	7,199
1004	Meter Readers	1,080	790	1,170
1005	Water Manager	4,500	4,500	6,000
1028	Maintenance Manager	6,000	6,000	6,765
1404	Social Security	1,620	1,630	1,503
1506	Medical Plan	1,000	1,000	604
1701	Workers Comp. Insurance	1,000	1,000	673
	Subtotal Personnel Costs	22,400	22,120	23,914
2058	Annual Inspection Fee	350		
2059	General Insurance	2,500	2,265	2,145
2077	Misc. Repair & Small Tools	2,500	1,860	2,182
2096	Building Repair	500	500	505
2115	Lab Supplies & Testing	1,000	1,500	2,755
2122	Refunds	200	100	180
2130	Postage	230	300	248
2133	Office Supplies	350	355	408
2221	Public & Legal Notices	0	0	0
2325	Contract Service - Maintenance	5,000	6,223	4,961
2479	Mileage	900	500	517
2534	Telephone - Tank Relay	370	500	570
2535	Electricity for Pumps	5,500	5,000	5359
	Subtotal Non-Personnel Costs	19,400	19,103	19,830
	Total Operations & Maintenance	41,800	41,223	43,744
<u>Capital Outlay</u>				
4093	Equipment	1,000	1,000	0
4160	Water Meters	1,800	1,350	1,414
4162	Water Supply Study	5,000	1,150	4,133
4169	Tanks & Structures	0	1,500	8,494
4197	Water System Repairs	2,400	2,200	10,542
4816	Hydrant Replacement/Upgrade	0	1,800	0
	Total Capital Expenditures	10,200	9,000	24,583
	Contingency Reserve	0	0	0
	Total Expenditures	52,000	50,223	68,327
<u>Revenue</u>				
9025	Water Bills	52,000	46,000	43,090
9377	Local Assistance Grant	0	0	7,100
	Total Department Revenue	52,000	46,000	50,190
	Property Taxes	0	4,223	18,149
	Total Revenue	52,000	50,223	68,339

TABLE 1  
CURRENT SITUATION

Category Cu.Ft./ Mo.	No. of Customers	Total Metered Cu. Ft./ Mo.	91-92		Current Rate	Current Revenue \$/Mo.
			% Use	% Revenue		
1. 0-200	20	3,000	2.5	4.2	\$8	\$160
2. 201-500	35	12,600	10.3	9.1	\$10	\$350
3. 501-1000	55	38,500	31.4	23	\$3/100 cu. ft.	\$880
4. 1001-1500	18	21,600	17.5	15.4	\$4/100 cu. ft.	\$594
5. 1501-2000	8	13,600	11.0	11.5	\$5/100 cu. ft.	\$440
6. 2001+	10	23,500	19.1	23.7	\$6/100 cu. ft.	\$910
a. Pelican	1	7,000	5.7	9.7		\$370
b. Stable	<u>1</u>	<u>3,000</u>	<u>2.5</u>	<u>3.4</u>		<u>\$130</u>
TOTAL	148	122,800 (918,500 gal./mo.)	100	100		\$3,834 (\$46,000/yr.)

TABLE 2  
FY 92-93 BUDGET  
ALTERNATIVE A

<u>Category</u> <u>Cu.Ft./</u> <u>Mo.</u>	<u>No. of</u> <u>Customers</u>	<u>Current</u> <u>Rate</u>	<u>Revenue</u> <u>\$/Mo.</u>	<u>New</u> <u>Rate</u>	<u>New</u> <u>Revenue</u> <u>\$/Mo.</u>	<u>Monthly</u> <u>Diff. Per</u> <u>Customer</u>	<u>%</u> <u>Revenue</u>
1. 0-200	20	\$8	\$160	\$10	\$200	\$2	3.6
2. 201-500	35	\$10	\$350	\$3/100	\$518	\$4.80	9.5
3. 501-1000	55	\$3/100 cu. ft.	\$880	\$4/100	\$1,485	\$11.00	27.1
4. 1001-1500	18	\$4/100 cu. ft.	\$594	\$5/100	\$880	\$15.90	16.0
5. 1501-2000	8	\$5/100 cu. ft.	\$440	\$6/100	\$607	\$20.90	11.1
6. 2001+	10	\$6/100 cu. ft.	\$910	\$7/100	\$1,185	\$27.50	21.6
a. Pelican	1		\$370		\$444	\$74	8.1
b. Stable	<u>1</u>		<u>\$130</u>		<u>\$164</u>	<u>\$34</u>	<u>3.0</u>
TOTAL	148		\$3,834 (\$46,000/yr.)		\$5,483 (\$65,800/yr.)		100

TABLE 3  
FY 92-93 BUDGET  
ALTERNATIVE B

<u>Category</u> <u>Cu.Ft./</u> <u>Mo.</u>	<u>No. of</u> <u>Customers</u>	<u>Current</u> <u>Rate</u>	<u>Revenue</u> <u>\$/Mo.</u>	<u>New</u> <u>Rate</u>	<u>New</u> <u>Revenue</u> <u>\$/Mo.</u>	<u>Monthly</u> <u>Diff. Per</u> <u>Customer</u>	<u>%</u> <u>Revenue</u>
1. 0-200	20	\$8	\$160	\$10	\$200	\$2	3.8
2. 201-500	35	\$10	\$350	\$3/100	\$518	\$4.80	9.9
3. 501-1000	55	\$3/100 cu. ft.	\$880	\$4/100	\$1,485	\$11.00	28.3
4. 1001-1500	18	\$4/100 cu. ft.	\$594	\$4.50/100	\$864	\$15	16.5
5. 1501-2000	8	\$5/100 cu. ft.	\$440	\$5/100	\$572	\$16.50	10.9
6. 2001+	10	\$6/100 cu. ft.	\$910	\$6/100	\$1,075	\$16.50	20.4
a. Pelican	1		\$370		\$387	\$17	7.4
b. Stable	<u>1</u>		<u>\$130</u>		<u>\$147</u>	<u>\$17</u>	<u>2.8</u>
TOTAL	148		\$3,834 (\$46,000/yr.)		\$5,248 (\$63,000/yr.)		100

TABLE 4  
FY 92-93 BUDGET  
ALTERNATIVE C

<u>Category</u> <u>Cu.Ft./</u> <u>Mo.</u>	<u>No. of</u> <u>Customers</u>	<u>Current</u> <u>Rate</u>	<u>Revenue</u> <u>\$/Mo.</u>	<u>New</u> <u>Rate</u>	<u>New</u> <u>Revenue</u> <u>\$/Mo.</u>	<u>Monthly</u> <u>Diff. Per</u> <u>Customer</u>	<u>%</u> <u>Revenue</u>
1. 0-200	250	\$8	\$160	\$10	\$200	\$2	4.1
2. 201-500	35	\$10	\$350	\$2.50/100	\$490	\$4	10.0
3. 501-1000	55	\$3/100 cu. ft.	\$880	\$3.50/100	\$1,348	\$8.50	27.8
4. 1001-1500	18	\$4/100 cu. ft.	\$594	\$4/100	\$774	\$10	15.9
5. 1501-2000	8	\$5/100 cu. ft.	\$440	\$5/100	\$520	\$10	10.7
6. 2001+	10	\$6/100 cu. ft.	\$910	\$6/100	\$1,010	\$10	20.8
a. Pelican	1		\$370		\$380	\$10	7.8
b. Stable	1		\$130		\$140	\$10	2.9
TOTAL	148		\$3,834 (\$46,000/yr.)		\$4,862 (\$58,000/yr.)		100

TABLE 5  
FY 92-93 BUDGET  
ALTERNATIVE D

<u>Category</u> <u>Cu.Ft./</u> <u>Mo.</u>	<u>No. of</u> <u>Customers</u>	<u>Current</u> <u>Rate</u>	<u>Revenue</u> <u>\$/Mo.</u>	<u>New</u> <u>Rate</u>	<u>New</u> <u>Revenue</u> <u>\$/Mo.</u>	<u>Monthly</u> <u>Diff. Per</u> <u>Customer</u>	<u>%</u> <u>Revenue</u>
1. 0-250	25	\$8	\$160	\$10	\$250	\$2	5.2
2. 251-500	30	\$10	\$350	\$3/100	\$399	\$3.30	8.3
3. 501-1000	55	\$3/100 cu. ft.	\$880	\$3.50/100	\$1,348	\$8.50	27.8
4. 1001-1500	18	\$4/100 cu. ft.	\$594	\$4/100	\$774	\$10	15.9
5. 1501-2000	8	\$5/100 cu. ft.	\$440	\$5/100	\$520	\$10	10.7
6. 2001+	10	\$6/100 cu. ft.	\$910	\$6/100	\$1,010	\$10	20.8
a. Pelican	1		\$370		\$380	\$10	7.8
b. Stable	<u>1</u>		<u>\$130</u>		<u>\$140</u>	<u>\$10</u>	<u>2.9</u>
TOTAL	148		\$3,834 (\$46,000/yr.)		\$4,821 (\$58,000/yr.)		100



**MINUTES  
REGULAR MEETING OF  
THE MUIR BEACH COMMUNITY SERVICES DISTRICT**

**MAY 27, 1992**

Present: Robin Collier, President; Hank Maiden; Nancy Wolf Lee; Erin Pinto;  
Judith Yamamoto

1. **Call to Order**  
The meeting was called to order by R. Collier, President at 7:15 pm.
2. **Review and consideration of Agenda**
  - a) Judith Yamamoto made the motion to approve the agenda as proposed. Erin Pinto seconds; ayes all.
3. **Review and consideration of Minutes for the regular meeting held on Wednesday April 29, 1992.**
  - a) Correct 7a Recreation to read: \$225.00.
  - b) Delete 7b Recreation: *"...and will then be re-formed."*
  - c) Correct 10d Water Department: \$7100.
  - d) Add to 10d Water Department: *"....money in a timely manner."*
  - e) Add to 8f Fire Dept.: *"...the t-shirts to the Community Center."*
  - f) Correct 8e Fire Dept. to read: *"... thank the Fire Dept. in addition to the BBQ."*
  - g) Delete from 9d General Manager's Report (8): with changes made, and changes to be made.
  - h) Hank Maiden made the motion to approve the minutes as corrected; Judith seconds; ayes all.
4. **Review and consideration of the bills.**
  - a) After review Judith made the motion to approve the bills as paid; Hank seconds; ayes all.
5. **Public Open Time**
  - a) No discussion followed.
6. **Volunteer Fire Department**
  - a) In the absence of Chief Farkas, Judith reported that the BBQ made \$26,973 gross.
  - b) Erin reported that the EMT class has finished with everyone passing.

**7. Water Department**

- a) After some discussion re: receiving the Water Manager's complete report vs. receiving the General Manager's summary, Nancy Wolf Lee made the motion that all department and committee reports be sent to Donovan and that additional copies be given to the Chair and any other Board Member who requests them. Hank Maiden seconds; ayes all.
- b) Henry Hyde reported on a 15,000 gallon excess water usage due to a leak on a customer's system at the 1705 Shoreline residence. He noted that this had occurred with this customer on a previous occasion, and recommended that the customer be billed at the regular rate in accord with CSD policy governing second leakage occurrences.
- c) Henry reported on a water main break caused by CalTrans on Highway 1 as a result of a backhoe clearing ditches. Repairs were made by Forster Pump Co. In the process a major leak was discovered at an adjacent pipe line connection which was also repaired by Forster. The second leak is also considered to be a result of the CalTrans equipment.
- d) Re: water leak survey results: Henry reported that a 30% improvement has been achieved in accounting for water leakage.
- e) Henry stated that the Intertie Project on Sunset and Pacific Way is complete.
- f) Charlotte's Way to Sunset Way is the next Intertie priority.

**8. Recreation Committee**

This item is deferred to the General Manager's Report.

**9. Roads and Easements**

This item is deferred to the General Manager's Report.

**10. General Manager's Report**

**A. Water Department summary.**

- 1. Henry and Donovan reviewed the recent complaints about cloudy water. Their joint opinion is that it is a result of a misunderstanding in carrying out the regular maintenance procedures. In the future, the mainline will be flushed once every two weeks in order to clear any cloudy water that may appear.
- 2. Donovan stated that the Consultant Water Manager, Henry Hyde has requested a slight increase in the middle category of the water rates. After considerable discussion by the Board, and explanation of details by the Consultant Water Manager, the Board requested that additional study and details be prepared for their review.
- 3. Judith made the motion to approve payment of the Forster bill. Hank seconds; ayes all.
- 4. The Forster Pump Co. bill, for emergency repair of the water line break resulting from the CalTrans operations: the bill is \$1,894.24. In addition to the Forster bill, Donovan indicated 4 hours of the Water District Consulting Manager's time, 3 hours of the maintenance manager's time and 1 hour of the general manager's time is involved. He requested the Board to authorize

the billing of Cal Trans for the full costs of the repair, including the MBCSD personnel costs.

5. Judith made the motion to bill CalTrans for reimbursement of the Forster bill, and for 1 hour of the General Mgr's. time, 4 hours of the Water District Consultant Manager's time, and 3 hours of the maintenance employee's time; Hank seconds; ayes all.

#### **B. Recreation Committee Summary**

1. Donovan elaborated upon his report stating that standard operational guidelines are being prepared. He also stated the necessity for all events which the MBCSD does not sponsor directly to have adequate liability insurance coverage that names the MBCSD as one of the insured parties.
2. Donovan stated that the playground improvements have been completed. Discussion followed re: the way the playground project was managed. In response to a Beachcomber article in which Leslie Riehl stated that she knew she was going to hurt people in the completion of the project, Hank Maiden stated (for the record) that he feels positions of volunteer leadership should not be given to people who knowingly will hurt others, or have such an attitude. Judith stated that she is supportive of what Leslie did as a volunteer. Hank Maiden commended the General Manager for his support and endorsed his recommendations. Donovan stated that a formal procedure will be set-up to avoid confusion over future projects that would involve work by volunteers.
3. A celebration is scheduled for June 7 for the opening of the playground. It was suggested that Certificates of Appreciation, similar to those awarded during the MBVFD Barbeque, acknowledge the efforts of the playground volunteers. The Board requested Judith to prepare a list of deserving individuals, with the correct spelling of their names. Donovan will prepare the certificates which will be awarded during the June 7 Playground Celebration.
4. Donovan stated that a preliminary budget has been submitted by the Recreation Committee.
5. Nancy Wolf Lee requested that the \$2.00 dinner be put on the next agenda.

#### **C. Roads and Easements.**

1. Donovan stated that adequate funds were available in the budget for maintenance provisions to allocate \$800 for bulkheading on Pacific Way. As this work is within the intent and monetary provisions of the budget, Forster Pump Co. was instructed to complete the work. The work has been completed satisfactorily.
2. A few stairs have been replaced in the easement between Pacific Way and Sunset Way. Appropriated surplus on-hand and/or used material was used.
3. Donovan indicated he is reviewing previous operating documents and relevant updates of Standard Procedures for the Roads and Easements department. He plans to submit a preliminary draft of new/updated procedures for the regular Board meeting in July.
4. Re: the chipper - Donovan reported that he has spoken with Gordon Bennett concerning the firm used for contract chipping services last year. He has also done research on possible rentals, and he will submit his recommendations at the Board's next regular meeting.

#### **D. Risk Management**

1. Judith Yamamoto made the motion to appoint Donovan as MBCSD's Safety Officer and Risk Manager. Nancy Wolf Lee seconds; ayes all.
2. Judith made the motion to send Donovan to Credit Incentive Workshop, and to approve expenses (registration, lodging, meals, mileage) for approximately \$225.00.
3. Erin made the motion to approve the payment of \$10,838 for insurance; Judith seconds; ayes all.

#### **E. Old Business**

1. Donovan will follow-up on the liability release form, via County Counsel.
2. Donovan received information re: refund for MBCSD agendas, and will compile a list of people to be refunded for the next regular Board meeting.
3. Erin Pinto stated that the letter to Gloria deYoung has been mailed.
4. Donovan will write a letter to Naomi Schalit and Leslie Riehl in regards to the contribution from Charlotte Selver.
5. Moss Landing/Muir Beach/Big Lagoon. More reports on Big Lagoon are being formulated, interviews will be conducted and data will be collected over the next 6-8 months before more comprehensive reports are complete. Erin stated that she was ill and unable to attend the last meeting. She will attend the next meeting with Donovan.
6. Donovan stated that certificates of appreciation for the Fire Department were awarded.
7. The purchase order policy will be implemented in June as soon as all current suppliers for our accounts have been notified.
8. The office telephone, voice mail and paging system work has been completed. It was decided not to keep the pump house number due to expense of switching, and the fact that all calls will be referred to the new number for one year or until a new phone book is published, whichever occurs first. Nancy Wolf Lee stated that she will be compiling the new Muir Beach phone directory; she will work with Donovan in getting the word out to the community.
9. The major office items have not been purchased; general office supplies have.
10. Donovan is seeking proposals for maintenance of Community Center grounds. He will submit a report during the next regular Board meeting.

#### **F. New Business**

1. Donovan suggested holding two CSD Regular meetings per month. He stated that we are not in compliance with the law; Hazel and the Board are at risk by paying the bills before they are approved by the Board. Robin suggested circulating the bills amongst the Board and having them sign-off without calling a special meeting. The Board stated that rather than make 2 meetings a policy, if a second meeting was necessary, a Special Meeting could be called. Donovan suggested changing the Regular meetings to the third Wednesday of the month to be more timely, and to permit time to receive the County audit sheets in a timely manner.
2. Donovan and Hazel will meet to discuss ways to set-up the accounting system on the computer.

3. Donovan stated that according to his research, the Recreation and Fire Department bank accounts are not currently in compliance with the law. He will draft a resolution to meet that compliance.
4. Donovan stated that in order to comply with the law, Hazel and the President of the Board or another Board Member will have to sign the checks. The bills must funnel through the General Manager; he is working with Hazel in implementing a system.
5. Hank Maiden made the motion to appoint Donovan MacFarlane as the Finance Officer for the MBCSD. Erin seconds; ayes all.
6. Hank Maiden made the motion to authorize the General Manager to spend up to \$50 a month in miscellaneous supplies and necessary expenses and set-up a petty cash fund for this purpose. Judith seconds; ayes all.
7. Donovan suggested consideration of his vehicle expenses on a monthly basis. Robin suggested we wait to gather sufficient information. This request will be assessed in a few months, when the information is submitted.

11. **Adjournment**

- a) The meeting was adjourned at 10:10 pm.

Respectfully Submitted,

*Linda Moore*

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Linda Moore, Recording Secretary

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Robin Collier, President

**RESOLUTION NO. 92-06-24**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
MUIR BEACH COMMUNITY SERVICES DISTRICT  
ESTABLISHING A DEPOSITORY FOR THE  
MISCELLANEOUS INCOME AND EXPENSES OF  
THE DAY TO DAY DISTRICT ACTIVITIES**

**WHEREAS**, the Board of Directors has determined that the day to day operations of the District's operations will be more expediently conducted, if a depository account is available for the deposit of miscellaneous income and payment of relevant expenses incurred in gaining this income; and

**WHEREAS**, Section 61737.02 of the California Government Code provides that the Board may by resolution designate a bank or a savings and loan association as a depository of any or all of its funds; and

**WHEREAS**, the Board of Directors finds that the establishment of such a depository is in the best interests of the health, safety, and welfare of the Muir Beach Community Services District.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Muir Beach Community Services District as follows:

**Section 1:** The Board of Directors instructs the General Manager to establish a depository through the Mill Valley office of the Wells Fargo Bank.

**Section 2:** The Board of Directors appoints the General Manager to the positions of District Secretary, District Treasurer, and District Financial Officer for the purpose of managing the depository records, depositing funds, issuing warrants, and being one of the two designated required signatures for issuing warrants.

**Section 3:** In accord with Section 61737.06 of the California Code, warrants shall be drawn by the finance officer and signed by the president and secretary, or one of them and one member of the Board of Directors.

**Section 4:** The funds to be deposited to this depository shall be those miscellaneous funds derived from the rental of any or all of the District's facilities, special fund raising events, general donations, restricted donations to be used for community center activities and improvements, all income derived through the Recreation Department, and other non tax derived income. Income derived through other District activities and Departments, including the Fire Department, Roads and Easements Department, and Water Department shall not be deposited to this depository.

**Section 5:** Individual warrants greater than two hundred dollars (\$200), or a combining monthly total of warrants that exceeds five hundred dollars (\$500) shall require the approval of the General Manager and the Board of Directors.

**Section 6:** The Finance Officer shall prepare a monthly report, as to the receipts, disbursements, and balance of the depository. This report shall be prepared and submitted on the Friday preceding the regular meeting of the Board of Directors, for review by the Board.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the Board of Directors of the Muir Beach Community Services District on 24 June 1992.

**AYES:**  
**NAYS:**  
**ABSENT:**  
**ABSTAIN:**

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President of the Board

ATTEST:

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Secretary

June 23, 1992

CSD Board

Muir Beach, CA

I am returning this Certificate of Appreciation presented to me on June 7. I have just finished reading the minutes to the May Board meeting and I realize the Board was more than disappointed in my management of the project. It's a shame you chose to air your disapproval in public without allowing me to respond. I'm truly baffled how you could then present this form under these circumstances.

Mr Maiden's statement (for the record) that I knew I was going to "hunt" people is a complete mis-statement, and extremely mis-leading and damaging to me personally & professionally. I find it amazing how the word "offend" could become "hunt". I suggest you reread the article and read the word "offend" in context.

My "attitude" as stated by Mr Maiden is seen. It has been since the beginning of the project. Asking a community to help its children is like pulling teeth. Raising money door to door is bound to offend people. If you don't ask, you won't get the funds. A great deal of people are in support of this project. With the



exception of Judith, this Board has made  
this playground seem like a disaster.

All feeling of accomplishment and pride  
I felt has been smashed. If that was  
the Board's intention, you have succeeded.

Len Fields

MBCSD BUDGET 1991-92 vs. ACTUAL INCOME & EXPENDITURES, (UNAUDITED REPORT)

GENERAL FUND 428  
CASH LEDGER  
SUMMARY 1991-92 YEAR TO DATE  
UNAUDITED ANALYSIS THROUGH MAY 1992

DESCRIPTION	This Month	Year to Date	1991-92 Budget	% Of Budget	Fund Balance
Beginning Fund Depository Balance					29,025
Budgeted Contingency Reserve			13,246		
General & Administrative Expenses		10,179			
General & Administrative Income		40,336			
G&A Income minus Expenses		30,157			59,182
Roads & Easements Expenses		5,790			
Roads & Easements Income		0			
R&E Income minus Expenses		(5,790)			53,392
Water Department Expenses		\$46,922			
Water Department Income		36,677			
Water Dept. Income minus Expenses		(\$10,245)			43,147
Recreation Department Expenses		39,661			
Recreation Department Income		\$25,420			
Recreation Dept. Income minus Expenses		(\$14,241)			28,906
Fire Department Expenses		16,956			
Fire Department Income		1,000			
Fire Department Income minus Expenses		(15,956)			12,950
TOTAL OF ALL DISTRICT INCOME		103,433			
TOTAL OF ALL DISTRICT EXPENSES		119,508			
EQUITY CHANGE, INCOME LESS EXPENSES		(16,075)			

CAPITAL RESERVE HARRIS FUND 429

% of 90 - 91

Account Code	Operations & Maintenance Description	This Month	Year to Date	91-92 Budget	Total Budget	Actual Expense
1005	Consulting Engineer	0	4,125	4,500	92%	0
4144	Harris Plan D-2 @ \$41,000	0	35,125	36,000	98%	5,003
4145	Harris Plan D-5 @ \$49,000	0	7,358	49,000	15%	0
	Total Expenditures =	0	46,608	89,500	2	5,003
6991	Contingency Reserve	0	0	19,962	0%	
	Revenue					
9007	Tax Assessment	0	23,468	22,000	107%	
9031	Surcharge	0	13,346	11,000	121%	25,061
9201	Interest on unused Fund Balance	0	2,850	1,000	285%	2,775
9377	County Assistance Grant	0	0	10,000	0%	10,000
	TOTAL REVENUE RECEIVED =	0	39,663	44,000	90%	37,836
	Beginning Cash Balance		65,461	65,461		32,628
	Change in Balance, Income less Expenses		(6,945)	(45,500)		32,833
	ENDING CASH BALANCE =		58,516	19,961		65,461
	Ending Balance less Contingency Reserve =		38,554	19,961		65,461

## MBCSD BUDGET 1991-92 vs. ACTUAL INCOME &amp; EXPENDITURES, (UNAUDITED REPORT)

**GENERAL & ADMIN. DEPT. 9236, FUND 428**

Account Code	Operations & Maintenance Description	This Month	Year to Date	91-92 Budget	% of Total Budget	90-91 Actual Expense
1003	Recording Secretary	\$0	\$1,696	\$1,320	128%	\$1,723
1004	Extra Hire	\$0	\$0		n.a.	
1005	General Manager	\$0	\$2,250	12,000	19%	
1404	Social Security	\$0	\$131		n.a.	
1506	Medical	\$0	\$300		n.a.	
1701	Worker's Compensation Insurance	\$0	\$17		n.a.	
2049	Conferences & Meetings	\$0	\$744	500	149%	504
2119	Publications & Advertisement	\$0	\$484	200	242%	
2133	Office Supplies	\$0	\$833	300	278%	241
2137	Administrative use of Copier	\$0	\$0	1,500	0%	1,382
2352	Auditor & County fees	\$0	\$2,992	6,000	50%	375
2479	Vehicle mileage	\$0	\$291	0		
2534	Telephone	\$0	\$440	250	176%	8
<b>Total Operations &amp; Maintenance Expenses</b>		<b>\$0</b>	<b>\$10,179</b>	<b>\$22,070</b>	<b>46%</b>	<b>\$4,233</b>

**CAPITAL OUTLAY**

Total Capital Expenditures	0	0	0	n.a.	0
<b>Total Department Expenses</b>	<b>\$0</b>	<b>\$10,179</b>	<b>\$22,070</b>	<b>46%</b>	<b>\$4,233</b>

**REVENUE**

9001	Property Taxes C		23,850	28,420	84%	
9002	Property Taxes C	0	1,108	1,429	78%	
9003	Property Taxes P	0	556	555	100%	
9004	Property Taxes P	0	712	832	86%	
9020	Special District Augmentation	0	12,461	14,631	85%	
9041	Supplemental Assessment - C	0	974	1,370	71%	
9043	Supplemental Assenssment - R	0	68	35	195%	
9280	Hoptr St	0	307	615	50%	
<b>Total Approved Limit Property Taxes</b>		<b>\$0</b>	<b>\$40,036</b>	<b>\$47,887</b>	<b>84%</b>	<b>\$47,776</b>
9308	Other State Reimbursement	0	0		n.a.	
9480	Other in Lieu Taxes	0	0		n.a.	64
9772	Other Misc. (Copier Income)	0	0	500	0%	1,812
9900	General	0	300		n.a.	
<b>Total Other Revenue</b>		<b>\$0</b>	<b>\$300</b>	<b>\$500</b>	<b>60%</b>	<b>\$1,876</b>
<b>TOTAL DEPARTMENT REVENUE =</b>		<b>\$0</b>	<b>\$40,336</b>	<b>\$48,387</b>	<b>83%</b>	<b>\$49,652</b>

## MBCSD BUDGET 1991-92 vs. ACTUAL INCOME &amp; EXPENDITURES, (UNAUDITED REPORT)

**ROADS & EASEMENTS DEPT. 9237, FUND 428**

Account Code	Operations & Maintenance Description	This Month	Year to Date	91-92 Budget	% of Total Budget	90-91 Actual Expense
1028	Maintenance Manager	0	879	6,000	15%	4,652
1073	Extra Hire	0	2,382	1,500	159%	1,505
1404	FICA	0	128			
1701	Worker's Compensation Ins.	0	220			
2059	General Insurance	0	1,281	1,500	85%	1,555
2077	Miscellaneous Repairs	0	105		n.a.	
2094	Road Materials & Small Tools	0	791	1,500	53%	1,319
2501	Gas, oil & Gr	0	3		n.a.	
2741	Chipper	0	0	1,000	0%	1,000
<b>Total Operation &amp; Maintenance Expense</b>		<b>0</b>	<b>5,790</b>	<b>11,500</b>	<b>50%</b>	<b>10,031</b>
<b>Capital Outlay</b>						
4040	Map & Survey	0	0	1,000	0%	
<b>Total Capital Expenditures =</b>		<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0%</b>	
<b>Total Roads &amp; Maintenance Expenses</b>		<b>0</b>	<b>5,790</b>	<b>12,500</b>	<b>46%</b>	<b>10,031</b>
<b>REVENUE</b>						
9248	Fund raiser, Map & Survey	0	0	1,000	0%	
9772	Other Cancel	0	0		n.a.	
<b>TOTAL NON TAX REVENUE =</b>		<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0%</b>	<b>0</b>
<b>Property Tax Income</b>		<b>0</b>	<b>0</b>	<b>11,500</b>	<b>0%</b>	<b>10,131</b>
<b>Total, All Roads &amp; Maintenance Revenue</b>		<b>0</b>	<b>0</b>	<b>12,500</b>	<b>0%</b>	<b>10,131</b>
<b>REVENUE - EXPENDITURES =</b>		<b>0</b>	<b>(5,790)</b>	<b>n.a.</b>	<b>(0)</b>	<b>100</b>

## MBCSD BUDGET 1991-92 vs. ACTUAL INCOME &amp; EXPENDITURES, (UNAUDITED REPORT)

**WATER DEPARTMENT 9238, FUND 428**

Account Code	Operations & Maintenance Description	This Month	Year to Date	91-92 Budget	% of Total Budget	90-91 Actual Expense
1003	District Secretary	0	6,646	7,200	92%	7,199
1004	Meter Readers	0	990	790	125%	1,170
1005	Water Management	0	3,875	4,500	86%	6,000
1028	Maintenance Manager	0	7,466	6,000	124%	6,765
1404	Social Security	0	927	1,630	57%	1,503
1506	Medical Plan	0	417	1,000	42%	604
1701	Worker's Comp. Insurance	0	512	1,000	51%	673
<b>Total Personnel Costs</b>		0	20,833	22,120	94%	23,914
2059	General Insurance	0	2,316	2,265	102%	2,145
2077	Misc. Repair & Small Tools	0	6,655	1,860	358%	2,182
2096	Building Repair	0	121	500	24%	505
2115	Lab Supplies & Testing	0	731	1,500	49%	2,755
2122	Refunds	0	593	100	593%	180
2130	Postage	0	171	300	57%	248
2133	Office Supplies	0	332	355	94%	408
2221	Public & Legal Notices	0	0	0	n.a.	0
2325	Contract Service - Maintenance	0	3,066	6,223	49%	4,961
2479	Mileage	0	680	500	136%	517
2534	Telephone	0	537	500	107%	570
2535	Electricity for pumps	0	4,773	5,000	95%	5,359
<b>Total Operation &amp; Maintenance Expenses</b>		0	19,975	19,103	105%	19,830
<b>TOTAL OPERATIONS &amp; MAINTENANCE EXPENS</b>		0	40,808	41,223	99%	43,744
<b>Capital Outlays</b>						
4093	Equipment	0	0	1,000	0%	0
4160	Water Meters	0	1,802	1,350	133%	1,414
4162	Ground Water Study	0	3,364	1,150	293%	4,133
4169	Tanks & Structures	0	307	1,500	20%	8,494
4197	Water System Replacement/upgrade	0	641	2,200	29%	10,542
4816	Hydrant Replacement/upgrade	0	0	1,800	0%	0
<b>Total Capital Expenditures =</b>		0	6,115	9,000	68%	24,583
<b>Total Water Department Expenditures</b>		0	46,922	50,223	93%	68,327
<b>REVENUE</b>						
9025	Water Billing	0	36,677	46,000	80%	43,090
9377	Local Assistance Grant	0	0	0	n.a.	7,100
<b>Total Non-tax Revenue</b>		0	36,677	46,000	80%	50,190
<b>Property Tax Revenue</b>		0	0	4,223	0%	18,149
<b>Total, All Water Department Revenues</b>		0	36,677	50,223	73%	68,339
<b>Water Revenue - Water Expenditures</b>			(10,245)	0	(0)	12

## MBCSD BUDGET 1991-92 vs. ACTUAL INCOME &amp; EXPENDITURES, (UNAUDITED REPORT)

**RECREATION DEPARTMENT 9239, FUND 428**

Account Code	Operations & Maintenance Description	This Month	Year to Date	91-92 Budget	% of Total Budget	90-91 Actual Expense
1028	Maintenance Manager	0	449	0	n.a.	338
1028	FICA	0	35			
1701	Worker's Compensation Insurance	0	45			
1073	Extra Hire	0	0	0	n.a.	0
1080	Administration & Grant Writing	0	0	0	n.a.	600
2041	Recreational Programs	0	900	1,465	61%	756
2059	General Insurance	0	1,822	1,965	93%	1,964
2077	Misc Repair & Small Tools	0	1,005	100	1005%	75
2096	Building Cleaning & Maintenance	0	1,723	2,810	61%	1,653
2097	Grounds Maintenance	0	1,365	1,670	82%	2,060
2119	Publication Expense	0	0	100	0%	167
2133	Office Supplies & Postage	8	59	150	40%	78
2137	Copier Expense & Buyout	0	1,943	2,120	92%	3,137
2259	Garbage Removal	0	308	275	112%	184
2269	Miscellaneous Fees	0	46	0	n.a.	130
2366	Building Supplies	0	1,060	150	706%	586
2369	Gen. Recreation Supplies	0	150	440	34%	0
2380	Other Programs & Related Expenses	0	345	935	37%	261
2534	Telephone	0	352	395	89%	381
2535	Electricity for Community Center	0	1,016	1,135	90%	1,165
<b>Total Operations &amp; Maintenance Expenses</b>		<b>8</b>	<b>12,623</b>	<b>13,710</b>	<b>25</b>	<b>13,535</b>
<b>Capital Outlays</b>						
4045	Block Grant: Insulation & Skylights	0	1,235	5,725	22%	0
4048	Building Improvement: Office/Kitchen	0	2,849	2,558	111%	542
4093	Equipment & Furnishings	0	185	629	29%	31
4243	Playground	0	22,769	19,281	118%	0
<b>Total Capital Expenditures</b>		<b>0</b>	<b>27,038</b>	<b>28,193</b>	<b>96%</b>	<b>573</b>
<b>TOTAL</b>	<b>Total, All Recreation Dept. Expenditures</b>	<b>8</b>	<b>39,661</b>	<b>41,903</b>	<b>95%</b>	<b>14,108</b>
<b>Revenue</b>						
9220	Administrative use of Copier	0	0	1,500	0%	1,382
8221	Other Copier Income	0	574	500	115%	1,292
9248	Restricted Donations	0	11,143	9,808	114%	658
9255	Rental of Building	0	2,151	3,000	72%	2,862
9258	Donations General	0	0	0	n.a.	0
9811	Other Program Income	0	752	0	n.a.	52
9834	Resident Handbook As Sales	0	0	0	n.a.	0
9937	Donations (Quilters Kitchen)	0	0	0	n.a.	0
9900	Grant Revenue, Com. Blk. Grant	0	5,800	4,000	145%	0
9900	Grant Revenue, Playground	0	5,000	4,000	125%	0
<b>Total General Revenue</b>		<b>0</b>	<b>25,420</b>	<b>18,808</b>	<b>135%</b>	<b>6,246</b>
Income Allocated from Property Taxes		0	0	23,095	0%	7,869
<b>TOTAL DEPARTMENTAL REVENUE =</b>		<b>0</b>	<b>25,420</b>	<b>41,903</b>	<b>61%</b>	<b>14,115</b>
<b>REVENUE LESS EXPENDITURES =</b>		<b>(8)</b>	<b>(14,241)</b>	<b>0</b>	<b>n.a.</b>	<b>7</b>

## MBCSD BUDGET 1991-92 vs. ACTUAL INCOME &amp; EXPENDITURES, (UNAUDITED REPORT)

**FIRE DEPARTMENT 9240, FUND 428**

Account Code	Operations & Maintenance Description	Month	to Date	Budget	% of Budget	90-91 Expense
1037	Administration	0	0		n.a.	
1701	Worker's Comp. Insurance	0	759	3,060	25%	
2049	Conference/Meetings/Classes	0	2,864	3,600	80%	2,000
2059	Insurance	0	5,602	6,130	91%	4,805
2085	Gen Mint. & Radio Supply	0	1,239	800	155%	1,313
2086	Fire Trucks & Vehicle Maintenance	0	1,010	1,000	101%	
2112	Medical Supplies	0	140	0	n.a.	1,755
2501	Gas & Oil	0	108	400	27%	204
2531	Fire Hose	0		3,500	0%	
<b>Total Operations &amp; Maint. Expenses</b>		<b>0</b>	<b>11,722</b>	<b>18,490</b>	<b>63%</b>	<b>10,977</b>
<b>Capital Outlay</b>						
4093	Equipment	0	5,234	6,000	87%	6,021
4815	Truck	0	0	2,000	0%	
<b>Total Capital Expenditures</b>		<b>0</b>	<b>5,234</b>	<b>8,000</b>	<b>65%</b>	<b>6,021</b>
<b>Total All Fire Department Expenditures</b>		<b>0</b>	<b>16,956</b>	<b>26,490</b>	<b>64%</b>	<b>16,998</b>
<b>REVENUE</b>						
9900	Forestry Grant	0	1,000	1,000	100%	
9258	MBVFD Donations	0	0	5,800	0%	325
9377	West Marin Grant	0	0	13,389	0%	7,288
9400	Aid from other Agencies	0	0	3,060	0%	
<b>Total Operational Revenue</b>		<b>0</b>	<b>1,000</b>	<b>6,800</b>	<b>15%</b>	<b>325</b>
Property Taxes		0	0	3,291	0%	8,487
<b>Total Fire Department Revenues</b>		<b>0</b>	<b>1,000</b>	<b>10,091</b>	<b>10%</b>	<b>8,812</b>
<b>REVENUE - EXPENDITURES =</b>		<b>0</b>	<b>(15,956)</b>	<b>(16,399)</b>	<b>(1)</b>	<b>(7,286)</b>
<b>Fire Department Fire Station Fund</b>						
6985	Fire Station Building Fund Reserve	0	0	3,000	0%	0
9258	MBVFD Volunteer Contributions	0	0	3,000	0%	0

**MUIR BEACH RECREATION COMMITTEE BANK ACCOUNT**

**CHECKBOOK TRANSACTIONS**

**EXPENSE ANALYSIS**

#	DATE	DESCRIPTION	CHECK AMOUNT	DEPOSIT AMOUNT	BALANCE	COUNTY REFUNDS	RENTAL INCOME	COPIER INCOME	OTHER INCOME	RENTAL DEPOSITS	DEPOSIT REFUNDS	TRANSFER TO MBCSD	REC. PROG. CODE 2041	BLDG. MAIN CODE 2086	GRD. MAINT. CODE 2097	MISC. FEES CODE 2269	BLDG. SUP. CODE 2366	OTHER PRO CODE 2380
8		STARTING BALANCE =			461.12													
9	DEP 07/08	County refund of expenses		\$159.14	620.26	159.14												
10	DEP 07/08	Rental, Bennett		20.00	640.26		20.00											
11	489 07/11	MBCSD	54.27		585.99							54.27						
12	DEP 07/12	Copier income		34.09	620.08			34.09										
13	DEP 07/12	Miscellaneous income		0.18	620.26				0.18									
14	07/05	BANK CHARGE	6.00		614.26											6.00		
15		JULY TOTALS =	\$50.27	\$219.41		\$159.14	\$20.00	\$34.09	\$0.18	\$0.00	\$0.00	\$54.27	\$0.00	\$0.00	\$0.00	\$6.00	\$0.00	\$0.00
16																		
17	490 08/07	J. GONZALEZ	80.00		534.26									80.00				
18	08/07	BANK CHARGE	6.00		528.26											6.00		
19	DEP 08/12	County refund		130.00	658.26	130.00												
20	DEP 08/12	Rental, Bennett		20.00	678.26		20.00											
21	491 08/12	PETTY CASH	50.00		628.26												50.00	
22	DEP 08/21	Copier income		31.30	659.56			31.30										
23	DEP 08/21	Rental, McCall		80.00	719.56		60.00											
24	492 08/21	P. MC CALLY, DEP REFUND	75.00		644.56						75.00							
25	493 08/21	CULINARY PARTS	23.50		621.06												23.50	
26	494 08/21	MBCSD	111.30		509.76							111.30						
27	495 08/31	WHOLE EARTH	248.07		261.69													248.07
28		AUGUST TOTALS =	\$593.87	\$241.20		\$130.00	\$80.00	\$31.30	\$0.00	\$0.00	\$75.00	\$111.30	\$0.00	\$80.00	\$0.00	\$6.00	\$321.57	\$0.00
29																		
30	501 09/01	NANCY KNOX	50.00		211.69												50.00	
31	DEP 09/05	Rental, Bennett		20.00	231.69		20.00											
32	DEP 09/05	County Refund		80.00	311.69	80.00												
33	09/06	BANK CHARGE	6.00		305.69											6.00		
34	DEP 09/10	Copier income		24.00	329.69			24.00										
35	DEP 09/10	Other income		10.00	339.69				10.00									
36	DEP 09/10	County refund		271.57	611.26	271.57												
37	09/20	BANK CHARGE, CHECKS	10.16		801.10											10.16		
38	DEP 09/25	Deposit, Munsell		75.00	676.10					75.00								
39	DEP 09/25	Deposit, Schutz		75.00	751.10					75.00								
40	DEP 09/25	Copier income		35.34	786.44			35.34										
41		SEPTEMBER TOTALS =	\$66.16	\$690.91		\$351.57	\$20.00	\$69.34	\$10.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16.16	\$50.00	\$0.00
42																		
43	10/04	BANK CHARGE	7.50		778.94											7.50		
44	702 10/06	J GONZALEZ, AUG & SEP	160.00		618.94									180.00				
45	DEP 10/18	Rental income, Bennett,		20.00	638.94		20.00											
46	DEP 10/18	Deposit, H. Pearlman		75.00	713.94					75.00								
47	DEP 10/18	Deposit, Transformations		75.00	788.94					75.00								
48	DEP 10/21	Copier income		53.88	842.82			53.88										
49	DEP 10/21	Other income		11.00	853.82				11.00									
50	DEP 10/28	Rental, Transformations		80.00	933.82		80.00											
51	DEP 10/28	Rental, H. Pearlman		70.00	1,003.82		70.00											
52	DEP 10/28	Deposit, H. Hyde		75.00	1,078.82					75.00								
53	DEP 10/28	County refund		212.65	1,291.47	212.65												
54		OCTOBER TOTALS =	\$167.50	\$672.53		\$212.65	\$170.00	\$93.88	\$11.00	\$225.00	\$0.00	\$0.00	\$0.00	\$180.00	\$0.00	\$7.50	\$0.00	\$0.00





# MUIR BEACH RECREATION COMMITTEE BANK ACCOUNT

## CHECKBOOK TRANSACTIONS

## EXPENSE ANALYSIS

#	DATE	DESCRIPTION	CHECK AMOUNT	DEPOSIT AMOUNT	BALANCE	COUNTY REFUNDS	RENTAL INCOME	COPIER INCOME	OTHER INCOME	RENTAL DEPOSITS	DEPOSIT REFUNDS	TRANSFER TO MBCSD	REC. PROG. CODE 2041	BLDG. MAIN CODE 2096	GRD. MAINT. CODE 2097	MISC. FEES CODE 2269	BLDG. SUP. CODE 2366	OTHER PRO CODE 2380
100.	DEP 03/13	Rental, N. Vincent (Yoga)		60.00	2,282.23		60.00											
101.	DEP 03/13	Rental, S. Mansell		120.00	2,402.23		120.00											
102.	DEP 03/26	Copier income		41.62	2,443.85			41.62										
103.	DEP 03/26	Rental, N. Vincent (Yoga)		40.00	2,483.85		40.00											
104.	DEP 03/26	Deposit, T. Klien		75.00	2,558.85					75.00								
105.	717 03/12	SUKI MANSELL, DEP REF.	75.00		2,483.85						75.00							
106.	718 03/26	MACY'S, TEA KETTLE	30.03		2,453.82												30.03	
107.		MARCH TOTALS =	\$105.03	\$336.62		\$0.00	\$220.00	\$41.62	\$0.00	\$75.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.03	\$0.00
108.																		
109.	719 04/01	BAREFOOT DANCING, #2380	225.00		2,228.82													
110.	720 04/11	TALIA RDSE. DEP. REF.	37.50		2,191.32						37.50							
111.	716 03/12	ARAN MOORE, DEP. REF.	45.00		2,146.32						45.00							
112.	DEP 04/13	Rental, Talia Rose		75.00	2,221.32		75.00						225.00					
113.	DEP 04/13	Rental, D. McDonald		10.00	2,231.32		10.00											
114.	DEP 04/13	Rental, N. Vincent (Yoga)		40.00	2,271.32		40.00											
115.	DEP 04/13	Other, Barefoot dancing		187.50	2,458.82				187.50									
116.	DEP 04/13	Deposit, M. Eller		75.00	2,533.82					75.00								
117.	DEP 04/30	Deposit, E. Scott		150.00	2,683.82					150.00								
118.	DEP 04/30	Deposit, L. Collins		150.00	2,833.82					150.00								
119.	DEP 04/30	Copier income		98.55	2,932.37			98.55										
120.	DEP 04/30	Rental, M. Eller		60.00	2,992.37		60.00											
121.	DEP 04/30	Rental, Zen Center		56.25	3,048.62		56.25											
122.	721 04/29	M. MAHONEY, VOIDED			3,048.62													
123.		APRIL TOTALS =	\$307.50	\$902.30		\$0.00	\$241.25	\$98.55	\$187.50	\$375.00	\$82.50	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
124.																		
125.	722 05/11	ELIZ. KELLY, DEP REF	75.00		2,973.62						75.00							
126.	723 05/18	CASH, LABOR GROUND MAIN	100.00		2,873.62													
127.	724 05/19	CASH, LABOR GROUND MAIN	100.00		2,773.62													
128.	725 05/22	CASH, LABOR GROUND MAIN	55.00		2,718.62													
129.	726 05/24	CASH, LABOR GROUND MAIN	55.00		2,663.62													
130.	05/14	STOP PAYMENT ORDER #721	10.00		2,653.62										100.00			
131.	DEP 05/22	Rental, Collins		160.00	2,813.62		160.00								100.00			
132.	DEP 05/22	Other, Barefoot Dancing		22.00	2,835.62				22.00						55.00			
133.	DEP 05/22	Rental, McDonald		10.00	2,845.62		10.00								55.00			
134.	DEP 05/29	Copier income		5.05	2,850.67			5.05								10.00		
135.	DEP 05/29	Rental income, Yoga		30.00	2,880.67		30.00											
136.		MAY TOTALS =	\$395.00	\$227.05		\$0.00	\$260.00	\$5.05	\$22.00	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$310.00	\$10.00	\$0.00	\$0.00
137.																		
138.	727 06/03	CASH, LABOR GROUND MAIN	55.00		2,825.67										55.00			
139.	728 06/04	CASH, GRAND OPENING SUP	100.00		2,725.67													100.00
140.		JUNE TOTALS =	\$155.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00	\$0.00	\$100.00

TOTALS TO DATE = \$3,350.27 \$5,614.82 \$912.78 \$1,951.25 \$573.86 \$751.93 \$1,425.00 \$1,047.50 \$165.57 \$675.00 \$250.00 \$365.00 \$45.66 \$501.54 \$300.00

X-CHECK  
ERROR= 5,614.82  
0.00

X-CHECK  
ERROR= 3,350.27  
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Donovan

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JULY 10, 1992 SPECIAL MEETING OF THE  
MUIR BEACH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS

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**MUIR BEACH COMMUNITY SERVICES DISTRICT  
SPECIAL BOARD OF DIRECTORS MEETING  
TO BE HELD AT  
THE COMMUNITY CENTER, 19 SEACAPE, MUIR BEACH, CALIFORNIA  
FRIDAY JULY 10, 1992 AT 7:00 PM**

**DIRECTORS:** Erin Pinto, president; Robin Collier, Nancy Wolf Lee, Hank Maiden, and Judith Yamamoto, directors.

**AGENDA**

1. Meeting called to order.
2. Review and consideration of the 7/10/92 Agenda.
3. **PUBLIC OPEN TIME:** California State Law prohibits Board action on any item, within its subject matter jurisdiction, that has not been listed on the lawfully posted Agenda unless: *1) upon a determination by a majority of the Board that an emergency situation exists; 2) upon a determination by a two-thirds majority of the Board (or by no less than three members, if less than the entire Board is present) that the need to take action arose subsequent to the Agenda being posted; or 3) the item was posted for a prior Board meeting, occurring not more than five (5) days prior to the date action is taken on the item, and at the subject prior meeting, the item was continued to the meeting at which action is being taken. Other items will generally be received as information, or referred to staff for further consideration prior to the next scheduled meeting of the board. As a matter of procedure, the Board may limit each individual presentation to no more than five minutes. The Board may also restrict individual presentations to new, non-repetitive items, and non-repetitive supporting information.*

**PUBLIC INPUT:** Old business. The public may request further consideration, clarification, or modification of business items previously considered and acted upon by the Board. To do so, the public must refer to the specific minute item and date of the approved minutes.

New Business. The public may introduce items of new business, not included in the posted Agenda, that they wish the Board to consider at a future meeting, or they may present substantiating evidence to support emergency consideration. The presentation should include adequate specific information and details to render a clear understanding of the problem or situation desired to be considered.

**In addition to the foregoing public input, the public has the right and will be invited to comment on any and all items listed on the posted Agenda. This public comment is subject to the same time and content limitations outlined above.**

4. Signatures of the President and Directors, for the Wells Fargo depository account.
5. Consideration of the bills to be paid, that have been received since the regular Board meeting on June 24, 1992, and that have been reviewed and approved by the General Manager.
6. Consideration of the preliminary closing statement for the 1991-92 budget.

7. Consideration of the projected 1992-93 general revenue.

**A SHORT RECESS WILL BE CALLED AT 8:30 P.M.**

8. Consideration of the General and Administrative Department's draft budget.
9. Consideration of the Road & Easement Department's draft budget.
10. Consideration of the Recreation Department's draft budget.
11. Consideration of the Fire Department's draft budget.
12. Consideration of the Water Department's budget and income needs. This will include rescheduling the public hearing on possible water rate increases, from 29 July (as established during the June 24 regular meeting) to the earliest agreeable and possible date in August. This rescheduling is requested by Board President Pinto, as the consulting water manager Henry Hyde cannot attend the 29 July meeting.
13. Consideration to adjourn or recess the meeting.

MBCSD BUDGET 1991-92 vs. ACTUAL INCOME & EXPENDITURES, (UNAUDITED REPORT)

**GENERAL FUND 428  
CASH LEDGER  
SUMMARY 1991-92 YEAR TO DATE  
UNAUDITED ANALYSIS THROUGH JUNE 1992**

DESCRIPTION	June	Year to Date	1991-92 Budget	% Of Budget	Fund Balance
Beginning Fund Depository Balance					29,025
Budgeted Contingency Reserve			13,246		
General & Administrative Expenses	2,898	14,558			
General & Administrative Income	0	40,336			
<b>G&amp;A Income minus Expenses</b>	<b>(2,898)</b>	<b>25,778</b>			<b>54,803</b>
Roads & Easements Expenses	800	6,595			
Roads & Easements Income	0	0			
<b>R&amp;E Income minus Expenses</b>	<b>(800)</b>	<b>(6,595)</b>			<b>48,208</b>
Water Department Expenses	\$7,955	\$52,469			
Water Department Income	8,379	45,056			
<b>Water Dept. Income minus Expenses</b>	<b>\$425</b>	<b>(\$7,413)</b>			<b>40,795</b>
Recreation Department Expenses	2,556	38,548			
Recreation Department Income	\$117	\$26,613			
<b>Recreation Dept. Income minus Expenses</b>	<b>(\$2,439)</b>	<b>(\$11,934)</b>			<b>28,861</b>
Fire Department Expenses	1,485	16,842			
Fire Department Income	0	1,000			
<b>Fire Department Income minus Expenses</b>	<b>(1,485)</b>	<b>(15,842)</b>			<b>13,019</b>
<b>TOTAL OF ALL DISTRICT INCOME</b>	<b>8,496</b>	<b>113,006</b>			
<b>TOTAL OF ALL DISTRICT EXPENSES</b>	<b>15,693</b>	<b>129,011</b>			
<b>EQUITY CHANGE, INCOME LESS EXPENSES</b>	<b>(7,197)</b>	<b>(16,006)</b>	<b>Cash Balance =</b>		<b>13,019</b>

**CAPITAL RESERVE HARRIS FUND 429**

Account Code	Operations & Maintenance Description	June	Year to Date	91-92 Budget	% of Total Budget	90 - 91 Actual Expense
1005	Consulting Engineer	375	4,500	4,500	100%	0
4144	Harris Plan D-2 @ \$41,000	0	35,125	36,000	98%	5,003
(1) 4145	Harris Plan D-5 @ \$49,000	17,354	27,221	49,000	56%	0
	<b>Total Expenditures =</b>	<b>17,729</b>	<b>66,846</b>	<b>89,500</b>	<b>3</b>	<b>5,003</b>

(1) Adjusted to show \$2,509 pump replacement misposted to Fund 428, Div. 9238, Cod 2077.

Revenue		June	Year to Date	91-92 Budget	% of Total Budget	90 - 91 Actual
9007	Tax Assessment	0	23,468	22,000	107%	
9031	Surcharge	0	13,346	11,000	121%	25,061
9201	Interest on unused Fund Balance	0	2,850	1,000	285%	2,775
9377	County Assistance Grant	0	0	10,000	0%	10,000
	<b>TOTAL REVENUE RECEIVED =</b>	<b>0</b>	<b>39,663</b>	<b>44,000</b>	<b>90%</b>	<b>37,836</b>
	Beginning Cash Balance		65,461	65,461		32,628
	Change in Balance, Income less Expenses		(27,183)	(45,500)		32,833
	<b>ENDING CASH BALANCE =</b>		<b>38,278</b>	<b>19,961</b>		<b>65,461</b>

MBCSD BUDGET 1991-92 vs. ACTUAL INCOME & EXPENDITURES, (UNAUDITED REPORT)

GENERAL & ADMIN. DEPT. 9236, FUND 428

Account Code	Operations & Maintenance Description	June	Year to Date	91-92 Budget	% of Total Budget	90-91 Actual Expense
1003	Recording Secretary	\$0	\$1,696	\$1,320	128%	\$1,723
1004	Extra Hire	\$0	\$0		n.a.	
1005	General Manager	\$2,250	\$4,500	12,000	38%	
1404	Social Security	\$0	\$131		n.a.	
1506	Medical	\$0	\$300		n.a.	
1701	Worker's Compensation Insurance	\$0	\$21		n.a.	
2049	Conferences & Meetings	\$0	\$744	500	149%	504
2119	Publications & Advertisement	\$0	\$484	200	242%	
2130	Postage & mail expense	\$8	\$8	0	n.a.	241
2133	Office Supplies	\$269	\$1,102	300	367%	241
(1) 2137	Administrative use of copier	\$0	\$1,076	1,500	72%	1,382
2352	Auditor & County fees	\$0	\$2,992	6,000	50%	375
2479	Vehicle, travel expense	\$35	\$326	0		
2534	Telephone	\$138	\$579	250	231%	8
<b>Total Operations &amp; Maintenance Expenses</b>		<b>\$2,700</b>	<b>\$13,958</b>	<b>\$22,070</b>	<b>63%</b>	<b>\$4,474</b>

CAPITAL OUTLAY

(2)	4093	Equipment & furnishings	198	600	0	0
Total Capital Expenditures =			198	600	0	0
<b>Total Department Expenses</b>			<b>\$2,898</b>	<b>\$14,558</b>	<b>\$22,070</b>	<b>\$4,474</b>

REVENUE

9001	Property Taxes C	0	23,850	28,420	84%	
9002	Property Taxes C	0	1,108	1,429	78%	
9003	Property Taxes P	0	556	555	100%	
9004	Property Taxes P	0	712	832	86%	
9020	Special District Augmentation	0	12,461	14,631	85%	
9041	Supplemental Assessment - C	0	974	1,370	71%	
9043	Supplemental Assenssment - R	0	68	35	195%	
9280	Hoptr St	0	307	615	50%	
<b>Total Approved Limit Property Taxes</b>		<b>\$0</b>	<b>\$40,036</b>	<b>\$47,887</b>	<b>84%</b>	<b>\$47,776</b>
9308	Other State Reimbursement	0	0		n.a.	
9480	Other in Lieu Taxes	0	0		n.a.	64
9772	Other Misc. (Copier Income)	0	0	500	0%	1,812
9900	General	0	300		n.a.	
<b>Total Other Revenue</b>		<b>\$0</b>	<b>\$300</b>	<b>\$500</b>	<b>60%</b>	<b>\$1,876</b>
<b>TOTAL DEPARTMENT REVENUE =</b>		<b>\$0</b>	<b>\$40,336</b>	<b>\$48,387</b>	<b>83%</b>	<b>\$49,652</b>
<b>REVENUE - EXPENDITURES =</b>		<b>(2,898)</b>	<b>25,778</b>	<b>26,317</b>		<b>45,178</b>

(1) This is an internal expense/income factor between G&A/Recreation

(2) This catagory was added to show the MAC computer purchase.

MBCSD BUDGET 1991-92 vs. ACTUAL INCOME & EXPENDITURES, (UNAUDITED REPORT)

**ROADS & EASEMENTS DEPT. 9237. FUND 428**

Account Code	Operations & Maintenance Description	June	Year to Date	91-92 Budget	% of Total Budget	90-91 Actual Expense
1028	Maintenance Manager	0	879	6,000	15%	4,652
1073	Extra Hire	0	2,382	1,500	159%	1,505
1404	FICA	0	128			
1701	Worker's Compensation Ins.	0	225			
2059	General Insurance	0	1,281	1,500	85%	1,555
2077	Miscellaneous Repairs	0	105		n.a.	
2094	Road Materials & Small Tools	800	1,591	1,500	106%	1,319
2501	Gas, oil & Gr	0	3		n.a.	
2741	Chipper	0	0	1,000	0%	1,000
<b>Total Operation &amp; Maintenance Expense</b>		<b>800</b>	<b>6,595</b>	<b>11,500</b>	<b>57%</b>	<b>10,031</b>
<b>Capital Outlay</b>						
4040	Map & Survey	0	0	1,000	0%	
<b>Total Capital Expenditures =</b>		<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0%</b>	
<b>Total Roads &amp; Maintenance Expenses</b>		<b>800</b>	<b>6,595</b>	<b>12,500</b>	<b>53%</b>	<b>10,031</b>
<b>REVENUE</b>						
9248	Fund raiser, Map & Survey	0	0	1,000	0%	
9772	Other Cancel	0	0		n.a.	
<b>TOTAL NON TAX REVENUE =</b>		<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0%</b>	<b>0</b>
<b>Property Tax Income</b>		<b>0</b>	<b>0</b>	<b>11,500</b>	<b>0%</b>	<b>10,131</b>
<b>Total, All Roads &amp; Maintenance Revenue</b>		<b>0</b>	<b>0</b>	<b>12,500</b>	<b>0%</b>	<b>10,131</b>
<b>REVENUE - EXPENDITURES =</b>		<b>(800)</b>	<b>(6,595)</b>			



MBCSD BUDGET 1991-92 vs. ACTUAL INCOME & EXPENDITURES, (UNAUDITED REPORT)

**WATER DEPARTMENT 9238, FUND 428**

Account Code		June	Year to Date	91-92 Budget	% of Total Budget	90-91 Actual Expense
<b>Personnel Expenses</b>						
1003	District Secretary	554	7,200	7,200	100%	7,199
1004	Meter Readers	90	1,080	790	137%	1,170
1005	Water Management	375	4,250	4,500	94%	6,000
1028	Maintenance Manager	1,110	8,576	6,000	143%	6,765
1404	Social Security	129	1,056	1,630	65%	1,503
1506	Medical Plan	167	584	1,000	58%	604
1701	Worker's Comp. Insurance	0	612	1,000	61%	673
<b>Total Personnel Expenses =</b>		<b>2,425</b>	<b>23,357</b>	<b>22,120</b>	<b>106%</b>	<b>23,914</b>
<b>Operations Expenses</b>						
2059	General Insurance	0	2,316	2,265	102%	2,145
(1) 2077	Misc. Repair & Small Tools	283	3,364	1,860	181%	2,182
2096	Building Repair	0	121	500	24%	505
2115	Lab Supplies & Testing	56	787	1,500	52%	2,755
(2) 2122	Refunds	0	593	100	593%	180
2130	Postage	19	190	300	63%	248
2133	Office Supplies	0	332	355	94%	408
2221	Public & Legal Notices	7	7	0	n.a.	0
(3) 2325	Contract Service - Maintenance	2,790	6,922	6,223	111%	4,961
2479	Mileage	150	830	500	166%	517
2534	Telephone	31	567	500	113%	570
2535	Electricity for pumps	565	5,338	5,000	107%	5,359
<b>Total Operations Expenses =</b>		<b>3,900</b>	<b>21,367</b>	<b>19,103</b>	<b>112%</b>	<b>19,830</b>
<b>Total Personnel &amp; Operations Expenses =</b>		<b>6,325</b>	<b>44,725</b>	<b>41,223</b>	<b>108%</b>	<b>43,744</b>
<b>Capital Outlays</b>						
4093	Equipment	0	0	1,000	0%	0
4160	Water Meters	162	1,964	1,350	145%	1,414
4162	Ground Water Study	0	3,364	1,150	293%	4,133
4169	Tanks & Structures	0	307	1,500	20%	8,494
4197	Water System Replacement/upgrade	1,468	2,109	2,200	96%	10,542
4816	Hydrant Replacement/upgrade	0	0	1,800	0%	0
<b>Total Capital Expenditures =</b>		<b>1,630</b>	<b>7,744</b>	<b>9,000</b>	<b>86%</b>	<b>24,583</b>
<b>Total Water Department Expenditures</b>		<b>7,955</b>	<b>52,469</b>	<b>50,223</b>	<b>104%</b>	<b>68,327</b>
<b>REVENUE</b>						
9025	Water Billing	1,279	37,956	46,000	83%	43,090
9377	Local Assistance Grant	7,100	7,100	0	n.a.	7,100
<b>Total Non-tax Revenue</b>		<b>8,379</b>	<b>45,056</b>	<b>46,000</b>	<b>98%</b>	<b>50,190</b>
<b>Property Tax Revenue</b>		<b>0</b>	<b>0</b>	<b>4,223</b>	<b>0%</b>	<b>18,149</b>
<b>Total, All Water Department Revenues</b>		<b>8,379</b>	<b>45,056</b>	<b>50,223</b>	<b>90%</b>	<b>68,339</b>
<b>Water Revenue - Water Expenditures</b>		<b>425</b>	<b>(7,413)</b>			

- (1) Reduced by redistribution of pump replacement costs.  
 (2) This is over budget as it includes rental deposit refunds.  
 (3) Corrected to show emergency repairs, originally included in Code 2077.

## MBCSD BUDGET 1991-92 vs. ACTUAL INCOME &amp; EXPENDITURES, (UNAUDITED REPORT)

**RECREATION DEPARTMENT 9239, FUND 428**

Account Code	Operations & Maintenance Description	June	Year to Date	91-92 Budget	% of Total Budget	90-91 Actual Expense
1028	Maintenance Manager	0	449	0	n.a.	338
1028	FICA	9	44			
1701	Worker's Compensation Insurance	0	51			
1073	Extra Hire	114	114	0	n.a.	0
1080	Administration & Grant Writing	0	0	0	n.a.	600
2041	Recreational Programs	0	900	1,400	64%	756
2059	General Insurance	0	1,822	1,965	93%	1,964
(1) 2077	Misc Repair & Small Tools	0	385	100	385%	75
2096	Building Cleaning & Maintenance	120	1,483	2,230	67%	1,653
2097	Grounds Maintenance	56	1,365	1,670	82%	2,060
2119	Publication Expense	0	0	100	0%	167
2133	Office Supplies & Postage	0	59	150	40%	78
(2) 2137	Copier Expense & Buyout	428	1,343	1,715	78%	3,137
2259	Garbage Removal	0	308	275	112%	184
2269	Miscellaneous Fees	0	46	0	n.a.	130
(3) 2366	Building Supplies	30	410	150	273%	586
2369	Restricted Programs (Walkathon)	0	0	440	0%	0
2380	Other Programs & Related Expenses	0	495	1,000	50%	261
2534	Telephone	35	352	395	89%	381
2535	Electricity for Community Center	76	1,016	1,135	90%	1,165
<b>Total Operations &amp; Maintenance Expenses</b>		<b>667</b>	<b>10,642</b>	<b>12,725</b>	<b>84%</b>	<b>13,535</b>
<b>Capital Outlays</b>						
4045	Block Grant: Insulation & Skylights	0	1,235	5,500	22%	0
(4) 4048	Building Improvement: Office/Kitchen	0	3,469	3,120	111%	542
(5) 4093	Equipment & Furnishings	0	433	629	69%	31
4243	Playground	1,689	22,769	19,281	118%	0
<b>Total Capital Expenditures</b>		<b>1,689</b>	<b>27,906</b>	<b>28,530</b>	<b>98%</b>	<b>573</b>
<b>Total. All Recreation Dept. Expenditures</b>		<b>2,556</b>	<b>38,548</b>	<b>41,255</b>	<b>93%</b>	<b>14,108</b>
<b>Revenue</b>						
(6) 9220	Administrative use of Copier	0	1,076	1,500	72%	1,382
9,221	Other Copier Income	117	691	500	138%	1,292
9248	Restricted Donations	0	11,143	10,248	109%	658
9255	Rental of Building	0	2,151	3,000	72%	2,862
9258	Donations General	0	0	0	n.a.	0
9811	Other Program Income	0	752	0	n.a.	52
9834	Resident Handbook As Sales	0	0	0	n.a.	0
9937	Donations (Quilters Kitchen)	0	0	0	n.a.	0
9900	Grant Revenue, Com. Blk. Grant	0	3,775	4,000	145%	0
9900	Grant Revenue, Playground	0	5,000	0	n.a.	0
<b>Total General Revenue</b>		<b>117</b>	<b>26,613</b>	<b>19,248</b>	<b>138%</b>	<b>6,246</b>
<b>Income Allocated from Property Taxes</b>		<b>0</b>	<b>0</b>	<b>23,095</b>	<b>0%</b>	<b>7,869</b>
<b>Total Departmental Revenue =</b>		<b>117</b>	<b>26,613</b>	<b>42,343</b>	<b>63%</b>	<b>14,115</b>
<b>REVENUE - EXPENDITURES =</b>		<b>(2,439)</b>	<b>(11,934)</b>			

NOTE: For above footnotes, see bottom of next page.

MBCSD BUDGET 1991-92 vs. ACTUAL INCOME & EXPENDITURES, (UNAUDITED REPORT)

**FIRE DEPARTMENT 9240. FUND 428**

Account Code	Operations & Maintenance Description	June	to Date	Budget	% of Budget	90-91 Expense
1037	Administration	0	0		n.a.	
1701	Worker's Comp. Insurance	0	644	3,060	21%	
2049	Conference/Meetings/Classes	1,485	2,864	3,600	80%	2,000
2059	Insurance	0	5,602	6,130	91%	4,805
2085	Gen Mint. & Radio Supply	0	1,239	800	155%	1,313
2086	Fire Trucks & Vehicle Maintenance	0	1,010	1,000	101%	
2112	Medical Supplies	0	140	0	n.a.	1,755
2501	Gas & Oil	0	108	400	27%	204
2531	Fire Hose	0	0	3,500	0%	
<b>Total Operations &amp; Maint. Expenses</b>		<b>1,485</b>	<b>11,608</b>	<b>18,490</b>	<b>63%</b>	<b>10,077</b>
<b>Capital Outlay</b>						
4093	Equipment	0	5,234	6,000	87%	6,021
4815	Truck	0	0	2,000	0%	
<b>Total Capital Expenditures</b>		<b>0</b>	<b>5,234</b>	<b>8,000</b>	<b>65%</b>	<b>6,021</b>
<b>Total, All Fire Department Expenditures</b>		<b>1,485</b>	<b>16,842</b>	<b>26,490</b>	<b>64%</b>	<b>16,098</b>
<b>REVENUE</b>						
9900	Forestry Grant	0	1,000	1,000	100%	
9258	MBVFD Donations	0	5,800	5,800	0%	325
9377	West Marin Grant	0	0	13,389	0%	7,288
9400	Aid from other Agencies	0	0	3,060	0%	
<b>Total Operational Revenue</b>		<b>0</b>	<b>1,000</b>	<b>23,249</b>	<b>4%</b>	<b>7,613</b>
<b>Property Taxes</b>		<b>0</b>	<b>0</b>	<b>3,291</b>	<b>0%</b>	<b>8,487</b>
<b>Total Fire Department Revenues</b>		<b>0</b>	<b>1,000</b>	<b>26,540</b>	<b>4%</b>	<b>16,100</b>
<b>REVENUE - EXPENDITURES =</b>		<b>(1,485)</b>	<b>(15,842)</b>	<b>50</b>		
<b>Fire Department Fire Station Fund</b>						
6985	Fire Station Building Fund Reserve	0	0	3,000	0%	0
9258	MBVFD Voluntee Contributions	0	0	3,000	0%	0

**RECREATION DEPARTMENT FOOTNOTES:**

- (1) Decreased through reposting of fire sprinkler system.
- (2) Decreased to repost purchase of MAC computer to G&A.
- (3) Decreased to repost desk and delete double entry of County refunds.
- (4) Increased to show misposting of fire sprinkler system improvements.
- (5) Increased to show misposting of desk.
- (6) This income is an internal factor between G&A/Recreation.

**MUIR BEACH COMMUNITY SERVICES DISTRICT  
PROPOSED 1992-93 FISCAL YEAR BUDGET  
G & A, DEPT. 9236, FUND 428**

CODE	DESCRIPTION	91-92 BUDGET	91-92 ACTUAL	92-93 BUDGET
1003	Recording Secretary	1320	1696	1500
1404	Social Security	0	131	120
1506	Employee Benefits	0	321	250 <sup>1</sup>
2049	Conferences & Meetings	500	744	900 <sup>2</sup>
2117	Contracts & Outside Services, General Manager	12,000	4,500	5,625 <sup>3</sup>
2119	Publications & Adv. (92-93 Newsletter)	200	484	600 <sup>4</sup>
2130	Postage & Transmittal Expense	0	8	100
2133	Office Supplies	300	1,102	300
2137	Copier Expense	1,500	1,076	2,000 <sup>5</sup>
2352	Auditor & County Fees	6,000	2,992	4,000 <sup>6</sup>
2479	Mileage & Routine Travel	0	326	600 <sup>7</sup>
2534	Telephone	250	579	1,200 <sup>8</sup>
2720	Administration Expenses, general	0	0	300
<b>Total personnel &amp; Operating Budget =</b>		<b>\$22,070</b>	<b>\$13,959</b>	<b>\$17,495</b>

<sup>1</sup>Benefits include cost of Worker's compensation and unemployment benefits.

<sup>2</sup>New conferences are included to earn credits required to qualify for SDRMA cost reductions, and other benefits.

<sup>3</sup>Based on 30% of 1 month @ \$2,250, and 11 months @ \$1,500.

<sup>4</sup>Cost of copier use for reproduction of MNCSD newsletter, and 7/92 public hearing advertisement.

<sup>5</sup>92-93 includes maintenance, originally in recreation.

<sup>6</sup>Anticipates a \$1,000 increase in County fees, to offset County budget adjustments.

<sup>7</sup>Includes travel for local meetings, supplies at warehouse discount clubs, and local conference travel.

<sup>8</sup>Includes allowance for emergency pager service.

CODE	DESCRIPTION	91-92 BUDGET	91-92 ACTUAL	92-93 BUDGET
<b>CAPITAL EXPENDITURES</b>				
CODE	DESCRIPTION	91-92 BUDGET	91-92 ACTUAL	92-93 BUDGET
4048	Building Improvements: Office Lighting \$100 Office Storage \$150 Office doors \$100	0	600	450
4093	Equipment & Furnishings <sup>9</sup> : Lockable files \$220 Work space Rev'd \$250	0	0	470

Total Capital Expenditures = 0 0 \$920

TOTAL ADMINISTRATIVE EXPENSES = \$22,070 \$14,559 \$18,415

**PROJECTED REVENUE 1992-93**

CODE	DESCRIPTION	91-92 BUDGET	91-92 ACTUAL	92-93 BUDGET
9001	Property Taxes, Secured	28,420	23,850	25,500
9002	Property Taxes, Unsecured	1,429	1,108	1,100
9003	Property Taxes P, Secured delinquent	555	556	0
9004	Property Taxes P, Secured redemptions	832	712	0
9020	Special District Augmentation Fund	14,631	12,461	0
9041	Supplemental Assessment "C"	1,370	974	
9043	Supplemental Assessment "R"	35	68	0
9280	Hoptr St	615	307	0
9308	Other State Reimbursements	0	0	0
9480	Other in Lieu of Taxes	0	0	0
9772	Other Misc. (Copier Income)	500	0	600
9900	General Income, (Fees, Charges, etc.)	0	300	500
TOTAL REVENUE =		\$48,387	\$40,336	\$27,700

<sup>9</sup>Good used furnishings to be purchased, if available.

49,285  
-23,671 Rec  
Rec'd - 17,253  
- 7,000  
Page 2/0

**MUIR BEACH COMMUNITY SERVICES DISTRICT  
PROPOSED 1992-93 FISCAL YEAR BUDGET  
ROADS & EASEMENTS, DEPT. 9237, FUND 428**

CODE	DESCRIPTION	91-92 BUDGET	91-92 ACTUAL	92-93 BUDGET
1028	Maintenance Manager	6,000	879	1,440
1073	General Maintenance Person	1,500	2,382	5,040 <sup>1</sup>
1404	FICA	0	128	503
1506	Employee Benefits	0	0	400
1701	Worker's Compensation	0	225	700
2059	General Insurance	1,500	1,281	1,300
2077	<del>Routine</del> Repairs	0	105	500 <sup>2</sup> <i>stop!</i>
<del>2078</del>	<del>Maintenance</del>			<del>500</del> <i>Grand</i>
<del>2094</del>	<del>Road Materials &amp; Small Tools</del>	1,500	1,591	<del>500</del>
2117	Contracts & Outside Service, General Manager	0	0	3,750 <sup>3</sup> ✓
<del>2249</del>	<del>Small tool &amp; instruments</del>			<del>500</del>
2501	Gas, Oil, Misc.	0	3	100
<u>2741</u>	<u>Chipper</u> <i>More to MBUFD</i>	1,000	0	4,500 <sup>4</sup>

Total personnel & Operating Budget =      \$11,500      \$6,585      \$17,733

**PROJECTED REVENUE 1992-93**

CODE	DESCRIPTION	91-92 BUDGET	91-92 ACTUAL	92-93 BUDGET
<u>9772</u>	Misc. Income (Chipper Use Charges)	0	0	500 <sup>5</sup>
<i>Fire Dept</i> TOTAL REVENUE =		0	0	\$500

<sup>1</sup>This person will do manual work on easements, stair repair, weed abatement, ditch cleaning, and stair repairs. this work will be combined with Community Center yard maintenance, detailed building cleaning, and floor treatment.

<sup>2</sup>Includes purchase of treated beams for essential easement stair repairs.

<sup>3</sup>20% of General Manager's contract.

<sup>4</sup>\$1,000 for "Chipper Service" in July '92, and \$1,500 for more extensive service in February or March of 1993.

<sup>5</sup>Anticipated income from July '92 "Chipper Service" and increased charge for February '93 "Chipper Service".

## INVOICES TO BE CONSIDERED FOR PAYMENT BY THE MUIR BEACH COMMUNITY SERVICES DISTRICT

The following invoices have been received, subsequent to the regular Board meeting held on 24 June 1992. Brief details of the invoices are outlined for your consideration.

Item #	Amount	Description
1.	\$ 114.85	Jackson's. Misc. paint, parts and small tools for Water Department activities. Div. 9238 Water; Code 2077 Misc. Tools & Repairs.
2.	\$ 34.72	Paradise Pool Service. Chlorine supplies for water treatment.
3.	\$ 180.00	Forster Pump & engineering. This is for water line leak detection services. Div. 9238 Water; Code 2325 Contract Services.
4.	\$ 7.50	PG&E. this is the 5/19 to 6/19 service cost for the Upper Water Tank electrical controls. div. 9238 Water; Code 2535 electricity.
5.	\$ 305.49	Mill Valley Lumber Company. Materials for pump house storage shed improvements. Div. 9238; Code 4169 Tanks & Structures.
6.	\$ 154.02	Martin Bros. Supply. Material used in pump house storage facility improvements. Div. 9238 Water; Code 4169 Tanks & Structures.
7.	\$ 77.10	Shoreline disposal, Inc. Community Center, 2nd quarter disposal service. Div. 9239 Recreation; Code 2259 Garbage removal.
8.	\$ 34.77	Telephone bill through 6/19/92, for the Community Center pay telephone service. Div. 9239; Code 2534 telephone.
9.	\$ 105.04	PG&E. this is the 5/19 to 6/19 service cost for the Community Center electrical service. Div. 9239; Code 2535 Electricity.
10.	\$ 170.85	Special District Risk Management. Special Insurance for the 1991 MBVFD Bar B Que, that was not paid. A check has been requested from the MBVFD. Div. 9240; Code 2059 insurance.
11.	\$ 175.00	Special District Risk Management. Special insurance for the 1992 MBVFD Bar B Que, due with 2nd quarter report. A check has been requested from the MBVFD. Div. 9240; Code 20059 Insurance.
12.	\$ 899.03 <sup>1</sup>	Goodman's Lumber. Primarily materials for the storage shed improvements at the pumphouse. Div. 9238, Code 4169 Tanks & Structures (\$849.69), Code 2077 Misc. Repairs (\$49.39).

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<sup>1</sup>This invoice has been submitted to the County, to make payment prior 7/10/92, to realise a \$44.94 discount.

SUMMARY: Payment of the above invoices will have the following effects on the 1991-92 budget.

Division Code	Expense Code	This Billing	Year to date	1991-92 Budget	Under/(Over) Budget	% Diff.	Comment
9236							No expenditures, this consideration.
9237							No expenditures, this consideration.
9238	2077	164.24	6,819.24	1,860	-4,959.24	367%	Possible posting errors with Code 2325
9238	2115	34.72	845.85	1,500	654.15	56%	Less expensive source used
9238	2325	180.00	3066	6,223	3,157.00	49%	Possible posting errors with code 2077
9238	2535	7.50	4,780.50	5,000	219.50	96%	On target
9238	4169	1,309.15	1616.11	1,500	116.11	108%	Materials more costly than estimated. <sup>2</sup>
9239	2259	77.10	385.10	275	-110.10	140%	Inadequate original budget
9239	2534	34.77	386.77	395	8.23	98%	On target
9239	2535	105.04	1,121.04	1,135	13.96	99%	On target
9240	2059	345.85	5,947.85	6,130	182.15	97%	On target
<b>TOTAL =</b>		<b>\$2,258.37</b>					

<sup>2</sup>The \$44.94 discount will reduce this cost overrun, if realised.



NOTICE OF PUBLIC HEARING

NOTICE OF A PUBLIC HEARING BY THE  
BOARD OF DIRECTORS OF THE  
MUIR BEACH COMMUNITY SERVICES DISTRICT

Aug ~~28~~ 11  
7 P.M.

NOTICE IS HEREBY GIVEN that a public hearing will <sup>bc</sup> held by the Board of Directors (the "Board") of the Muir Beach Community Services District (the "District") at the Muir Beach Community Center, #19 Seacape, Muir Beach, California, on Wednesday 29 July 1992 at 7:00 p.m. or as soon as possible thereafter, to consider approval and adoption of a change and increase in the District water service rates.

The scope and objectives of the changes in the District water rates are to implement a rate schedule that will enable the District Water Department to have adequate income from the sale of its water supply service to pay for all operational costs. A further objective is to generate annual income to provide for essential repair and replacement of aging water distribution facilities. All funds derived from the changes in the water rates will be restricted for use in Water Department operational costs, systematic maintenance, repairs and replacement.

The Water Department's Report to the Board on the proposed rate changes has been prepared and will be presented at the public hearing. The report includes, but is not limited to, an analysis of current water rates and a comparison of the District's rates to those rates of neighboring or comparative Water Districts. The report is available for public inspection at the office of the General Manager, #19 Seacape, Muir Beach, California.

All persons having any objections to the proposed water rate changes and who ~~reside~~ reside within the District, or own property located within the District, or receive water service from the District, may appear before the Board and show cause why the proposed rate changes should not be adopted.

At any time no later than the aforesaid hour set for the hearing, any person residing within the District, owning property within the District, or receiving water services from the District may file a written statement, with the General Manager of the district, of his or her objections to the proposed rate changes. At the aforesaid hour, the Board shall proceed to hear and pass upon all written and oral objections to the proposed rate change, in accordance with the procedures of the California Special District Law. The district shall consider all evidence and testimony for and against the adoption of the proposed rate changes.

\_\_\_\_\_  
Board President, Muir Beach Community Services District

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Manager, Muir Beach Community Services District

\_\_\_\_\_  
Date

RECREATION DIVISION 9239 OPERATIONS & MAINTENANCE	91-92 Budget	91-92 Revised Budget	91-92 Actual to 3/31	91-92 Budget Projected to 6/30/92	92-93 Budget
1003 General Manager	0	0	0	0	3750
1028 Maintenance Manager	0	0	0	0	1440
1073 Extra Hire	0	0	0	0	500
1080 Administration & Grant Writing	0	0	0	0	500
2041 Recreational Programs -\$240 (Walkathon)	1640	1400	425	728	3114
Halloween party: \$75	75	75	0	0	100
Easter party: \$75	75	75	0	75	100
Child care: \$200	200	200	0	0	200
<del>Community. \$300 -\$175 (Walkathon)</del>	300	125	25	25	***
Fun Night: \$130 -\$65 (Walkathon)	130	65	0	0	0
Coffee, etc.: \$60	60	60	0	0	***
Bistro (50 wks/yr) Supplies: 942 Wages: 1722	800	800	400	628	2614
<del>Com Dinner night</del>					2400
Appreciation fund	0	0	0	see #2380	100
2059 General Insurance	1965	1965	1822	1822	2000
2077 Misc. Repair & Small Tools	100	100	98		340
2096 Building Cleaning & Maintenance	2810	2230	1186		2880
Cleaning: \$1680	1680	1680	760		1680
Floor: \$300	300	300	240	240	***
VCR & TV: \$100	100	100	186	186	500
Chimney & wood stove: \$150	150	150	0	0	150
Sprinkler System	580	***	***	***	***
Special Annual Cleaning, including floor (2/yr)	0	0	0	0	500
Water heater flushing	0	0	0	0	50
2097 Grounds Maintenance	1670	1670	900		3000
Trees: \$1000	1000	1000	900	900	1000
Yard work (including log splitter rental)	670	670			2000
2119 Publication -\$90 (Walkathon)	190	100	0	0	400
Telephone directory: \$170			0	0	200
Neighbors' handbook: \$250			0	0	200
2133 Office Supplies & Postage	150	150	44.13	75	75
2137 Copier Expense: Supplies: \$650 Mtn.: \$1000	2120	2120	915	2120	**1650
* Recreation Division Copier Use	0	0	na	na	300
2259 Garbage Removal	275	275	231		325
2269 Misc. Fees	0	0	0	0	300
2366: Building Supplies	150	150	395	527	600
Recreational supplies (art supplies, games, coffee etc.)	0	0	0	0	200
2369 Restricted Fund Program (Walkathon)	0	440	0	0	1000

2378 Community Fund Program

1,000

\* New Rec Division account number

\*\* Account to be moved to G&amp;A

\*\*\* Moved to another Rec. Division account, or moved within a Rec. Div. account (floor cleaning)

# RECREATION DIVISION 9239 OPERATIONS & MAINTENANCE

	91-92 Budget	91-92 Revised Budget	91-92 Actual to 3/31/92	91-92 Expenses Projected to 6/30/92	92-93 Budget
380 Other Programs & Related Expenses	1000	1000	663	971	1000
Appreciation Fund			13	13	***
Barefoot Dancing			450	675	na
Halloween party			150	150	na
Recreation supplies: Santa suit, art supplies			50	32.50	***
Work parties					na
Playground celebration party				100	na
2534 Telephone	395	395	278		420
2535 Power for Community Center -\$65 (Walkathon)	1200	1135	778	1037	1200
<b>Total Operations &amp; Maintenance</b>					23,784

## CAPITAL OUTLAY

4045 Block Grant (CSD)	5725	5500	5010	1500	3475
Window insulation (CSD)	1500	1500	1235	1235	na
Floor & skylight insulation (CDBG)	4225	4000	3775	3775	225
Floor insulation (CSD)	0	0	0	0	775
Porch Overhangs (CSD)	0	0	0	0	500
Porch Overhangs (CDBG)	0	0	0	0	1975
4048 Building Improvements	2558	3180	3120	3120	1950
Office renovation: \$2500	2500	2500	2500	2500	na
Sprinkler system: \$620	0	580	620	620	na
Storage shed	0	0	0	0	500
Garbage shed: \$300	0	0	0	0	150
Deck extension	0	0	0	0	****
BBQ	0	0	0	0	300
Recycling area	0	0	0	0	400
Office front wall renovation	0	0	0	0	****
Front door and door frame replacement	0	0	0	0	600
4093 Equipment & Furnishings -\$45 (Walkathon)	674	629	985	985	1500
Chairs: \$320 - \$45 (Walkathon)	320	275	161	161	na
Office desk: \$254	254	254	248	248	na
Fire extinguishers	0	0	58	58	50
Propane tank chain	0	0	67	67	na
Water heater	0	0	350	350	na
Recreation equipment: \$100	100	100	0	0	500
Gallery lighting: \$150	0	0	0	0	0

\*\*\*\* This item is part of projected building & grounds master plan

# RECREATION DIVISION 9239

## CAPITAL OUTLAY

	91-92 Budget	91-92 Revised Budget	91-92 Actual to 3/31/92	91-92 Projected to 6/30/92	92-93 Budget
Electric switch replacement	0	0	0	0	300
Outdoor light fixtures: \$200	0	0	0	0	250
Kitchen equipment	0	0	101	101	200
Umbrella for patio table	0	0	0	0	200
4243 Playground	9473	19281		24281	0
* Contingency Fund	0	0	na	na	1000
<b>Total Capital Expenses</b>					7925
<b>Total Expenditures</b>					31,789

## REVENUE

*Need to get more #'s*

9220 Administrative use of copier	1500	1500	745	1000	<del>1000</del>
9221 Other copier income	500	500	586	700	<del>500</del>
9248 Restricted donations			9808	14808	1000
Playground			9808	14808	0
Walkathon	440	440	440	440	1000
9255 Rental of building	3000	3000	1566	2051	3000
9258 <del>Donations</del> <i>Fund Raising</i>	0	0	0	0	2,000
9811 Other program income	na	na	465	675	na 2,400
9834 Resident handbook ad sales	0	0	0	0	400
9937 <del>Bistro income</del> <i>Recreation Program</i>	0	0		1518	1518
9900 Grant revenue	4000	4000	8775	8775	2200
CDBG	4000	4000	3775	3775	2200
Marin Community Foundation	0	0	5000	5000	0
<b>Total department revenue</b>					8118
<b>Property taxes</b>					23,671
<b>Total revenue</b>					31,789

### Notes:

- (1) #2369: 92-93 budget figure includes FY91-92 rollover
- (2) # 9220 and #9221 will be moved to CSD G&A accounts
- (3) #9900: 92-93 budget figure includes FY 91-92 rollover (floor insulation)

July 2, 1992

TO:           Donovan Macfarlane  
              General Manager

FROM:        Henry Hyde  
              Water Manager

RE:           1992-93 Water Budget Analysis

The enclosed information regarding the 92-93 Water Department Budget and revision of the water rate schedule is provided as requested by the Board of Directors at its meeting on June 24, 1992.

The proposed FY 92-93 Budget (attached) provides for a nominal 3.5 percent increase over the 92-91 Budget, about 20 percent of the General Manager's salary (\$4,000) and a \$5,000 contingency reserve for unanticipated emergencies. The unused portion of the reserve would be placed into a capital replacement fund the following year.

Table 1 shows the current situation for FY 91-92. The current rate schedule has not been adjusted since 1980 except for revision in the two high use categories last year. The estimated annual revenue derived from this rate schedule is approximately \$46,000. The 91-92 Budget was supplemented with \$4,223 in tax revenue providing for a total 91-92 Budget of \$50,223.

Table 2 shows a proposed rate schedule (Alternative A) that would generate an estimated annual revenue of \$58,000 to balance the budget. This proposed schedule will revise the two low use categories resulting in one flat rate for the lowest use (0-250 cu. ft./mo.) and a graduated rate for the other categories based on the amount of water used. This schedule will result in a 26 percent increase in water revenue and overall rates.

Table 3 shows a further refinement of the rate schedule (Alternative B) that includes adding a seventh category for high use (2,500 + cu. ft./mo.). This could be considered as a "commercial" rate. This will result in an additional estimated revenue of \$1,600/yr. and a 30 percent increase in water revenue and overall rates.

A review of the current rate schedule shows the following facts:

- Revenue derived from the rates does not cover expenses.
- The rate schedule does not cover the cost of service for certain categories (e.g., 501 to 1,000 cu. ft./mo.) on a proportional use basis.
- The rate schedule has not been adjusted significantly since 1980. At a nominal rate of inflation of 4%/yr., cost has increased 60 percent during this period. At 5%/yr., cost has increased 80 percent.
- The current annual cost of water for the "average" Muir Beach customer is 38 to 88 percent less than comparable water districts.

Based on the proposed 92-93 Budget and the District's objective of managing the water system as an "enterprise fund" (e.g., water rate revenue covers expenses), I recommend that the District adopt Alternative A and hold a public hearing on July 29 in conjunction with adoption of the 92-93 District Budget.

**MBCSD PROPOSED BUDGET**  
**FY 92-93**  
**Water: Fund 105164 - Division 9238**

		92-93		
		Proposed	91-92	90-91
		<u>Budget</u>	<u>Budget</u>	<u>Actual</u>
<u>Operations &amp; Maintenance</u>				
1001	General Manager	4,000	--	--
1003	District Secretary	7,200	7,200	7,199
1004	Meter Readers	1,080	790	1,170
1005	Water Manager	4,500	4,500	6,000
1028	Maintenance Manager	6,000	6,000	6,765
1404	Social Security	1,620	1,630	1,503
1506	Medical Plan	1,000	1,000	604
1701	Workers Comp. Insurance	<u>1,000</u>	<u>1,000</u>	<u>673</u>
	Subtotal Personnel Costs	26,400	22,120	23,914
2058	Annual Inspection Fee	350		
2059	General Insurance	2,500	2,265	2,145
2077	Misc. Repair & Small Tools	2,500	1,860	2,182
2096	Building Repair	500	500	505
2115	Lab Supplies & Testing	1,000	1,500	2,755
2122	Refunds	200	100	180
2130	Postage	230	300	248
2133	Office Supplies	350	355	408
2221	Public & Legal Notices	0	0	0
2325	Contract Service - Maintenance	5,000	6,223	4,961
2479	Mileage	900	500	517
2534	Telephone - Tank Relay	370	500	570
2535	Electricity for Pumps	<u>5,500</u>	<u>5,000</u>	<u>5359</u>
	Subtotal Non-Personnel Costs	19,400	19,103	19,830
	Total Operations & Maintenance	45,800	41,223	43,744
<u>Capital Outlay</u>				
4093	Equipment	1,000	1,000	0
4160	Water Meters	1,800	1,350	1,414
4162	Water Supply Study	2,000	1,150	4,133
4169	Tanks & Structures	0	1,500	8,494
4197	Water System Repairs	2,400	2,200	10,542
4816	Hydrant Replacement/Upgrade	<u>0</u>	<u>1,800</u>	<u>0</u>
	Total Capital Expenditures	7,200	9,000	24,583
	Contingency Reserve	5,000	0	0
	Total Expenditures	58,000	50,223	68,327
<u>Revenue</u>				
9025	Water Bills (Estimated)	58,000	46,000	43,090
9377	Local Assistance Grant	<u>0</u>	<u>0</u>	<u>7,100</u>
	Total Department Revenue	58,000	46,000	50,190
	Property Taxes	<u>0</u>	<u>4,223</u>	<u>18,149</u>
	Total Revenue	58,000	50,223	68,339

TABLE 1  
CURRENT SITUATION

Category Cu.Ft./ Mo.	No. of Customers	Avg. Use Per Customer Cu. Ft./Mo.	Total Metered Cu. Ft./ Mo.	91-92		Current Rate	Current Revenue \$/Mo.
				% Use	% Revenue		
1. 0-200	20	150	3,000	2.5	4.2	\$8	\$160
2. 201-500	35	360	12,600	10.3	9.1	\$10	\$350
3. 501-1000	55	700	38,500	31.4	23	\$3/100 cu. ft.	\$880
4. 1001-1500	18	1,200	21,600	17.5	15.4	\$4/100 cu. ft.	\$594
5. 1501-2000	8	1,700	13,600	11.0	11.5	\$5/100 cu. ft.	\$440
6. 2001+	10	2,350	23,500	19.1	23.7	\$6/100 cu. ft.	\$910
a. Pelican	1	7,000	7,000	5.7	9.7		\$370
b. Stable	<u>1</u>	<u>3,000</u>	<u>3,000</u>	<u>2.5</u>	<u>3.4</u>		<u>\$130</u>
TOTAL	148		122,800 (918,500 gal./mo.)	100	100		\$3,834 (\$46,000/yr.)



TABLE 2  
FY 92-93 BUDGET  
ALTERNATIVE A  
PROPOSED RATE SCHEDULE AND ESTIMATED REVENUE

<u>Category</u> <u>Cu.Ft./</u> <u>Mo.</u>	<u>No. of</u> <u>Customers</u>	<u>Current</u> <u>Rate</u>	<u>Current</u> <u>Revenue</u> <u>\$/Mo.</u>	<u>New</u> <u>Rate</u>	<u>New</u> <u>Revenue</u> <u>\$/Mo.</u>	<u>Monthly</u> <u>Diff. Per</u> <u>Customer</u>	<u>%</u> <u>Revenue</u>	<u>%</u> <u>Use</u>
1. 0-250	25	\$8	\$160	\$10	\$250	\$2	5.2	2.5
2. 251-500	30	\$10	\$350	\$3/100	\$399	\$3.30	8.3	10.3
3. 501-1000	55	\$3/100 cu. ft.	\$880	\$3.50/100	\$1,348	\$8.50	27.8	31.4
4. 1001-1500	18	\$4/100 cu. ft.	\$594	\$4/100	\$774	\$10	15.9	17.5
5. 1501-2000	8	\$5/100 cu. ft.	\$440	\$5/100	\$520	\$10	10.7	11.0
6. 2001+	10	\$6/100 cu. ft.	\$910	\$6/100	\$1,010	\$10	20.8	19.1
a. Pelican	1		\$370		\$380	\$10	7.8	5.7
b. Stable	<u>1</u>		<u>\$130</u>		<u>\$140</u>	<u>\$10</u>	<u>2.9</u>	<u>2.5</u>
TOTAL	148		\$3,834 (\$46,000/yr.)		\$4,821 (\$58,000/yr.)		100	100

TABLE 3  
FY 92-93 BUDGET

ALTERNATIVE B

Category Cu.Ft./ Mo.	No. of Customers	Current Rate	Current Revenue \$/Mo.	New Rate	New Revenue \$/Mo.	Monthly Diff. Per Customer	% Revenue	% Use
1. 0-250	25	\$8	\$160	\$10	\$250	\$2	5.0	2.5
2. 251-500	30	\$10	\$350	\$3/100	\$399	\$3.30	8.0	10.3
3. 501-1000	55	\$3/100 cu. ft.	\$880	\$3.50/100 <sup>4</sup> <sup>no 7</sup>	\$1,348	\$8.50	27.2	31.4
4. 1001-1500	18	\$4/100 cu. ft.	\$594	\$4/100 <sup>4</sup> <sup>50 3</sup>	\$774	\$10	15.6	17.5
5. 1501-2000	8	\$5/100 cu. ft.	\$440	\$5/100	\$520	\$10	10.5	11.0
6. 2001-2500	6	\$6/100 cu. ft.	\$546	\$6/100	\$606	\$10	12.2	11.4
7. 2500+	4	\$6/100 cu. ft.	\$364	\$7/100	\$496	\$33	10.0	7.7
a. Pelican	1		\$370		\$425	\$55	<del>8.6</del> 2.9	5.7
b. Stable	<u>1</u>		<u>\$130</u>		<u>\$145</u>	<u>\$15</u>	<del>2.9</del> <u>2.5</u>	<u>2.5</u>
TOTAL	148		\$3,834 (\$46,000/yr.)		\$4,963 (\$59,600/yr.)		100	100

*Additional Money to be for the Contingency  
fund.*

**Special Budget Meeting of  
The Muir Beach Community Services District**

**July 10, 1992**

Present: Erin Pinto, President; Robin Collier; Judith Yamamoto; Hank Maiden;  
Nancy Wolf Lee.

**I. Call To Order**

Erin Pinto, President, called the meeting to order at 7:15 pm.

**II. Review and consideration of Agenda**

- A. Donovan stated that the minutes from previous meetings (June 3 and June 24, 1992) were not available for approval and would be for the July regular meeting. He stated that after his review they will be distributed to the Board for their review before they are included in the next packet.
- B. Judith made the *motion* to approve the agenda; Robin seconds; ayes all.

**III. Public Open Time**

There was no public input.

**IV. Signatures of the President and Directors, for the Wells Fargo depository account.**

Signatures were obtained on the bank document.

**V. Consideration of the bills to be paid.**

After review by the Board, Robin made the *motion* to approve the bills; Hank seconds; ayes all.

**VI. Consideration of the preliminary closing statement for the 91-92 budget.**

- A. Donovan apologized for having the incorrect spreadsheet; corrections have been made, but were inadvertently copied from a different computer disc.
- B. Corrections to note: Donations from the Fire Dept (9258) have been received (\$5,800). Recreation Dept. 9900/Grant Revenue Community Block Grant should read \$3775. Donovan stated that \$13,000 is due from the West Marin grant for the Fire Dept. Therefore approximately \$15,000 more is added to the cash balance ending June 1992; the result being that not as much money was spent as was budgeted.
- C. Donovan stated that \$10,000 for the Harris Fund was approved on June 30 for the 92/93 budget. Robin noted an approximate \$20,000 under budget figure in the Harris Plan D-5. He requested for the next meeting an analysis of what money was saved within the Harris Project with the anticipation of not receiving the \$10,000 this year. A cash flow projection through the end of the Harris Plan showing what affect ~~of~~ not receiving the \$10,000 would have on the completion of all the projects, to try to anticipate over or under budget.

**VII. Consideration of the projected 1992-93 general revenue**

- A. Donovan stated that the County informed him that the Supplemental District Augmentation Fund for approximately \$14,000 would not be received this year.
- B. Discussion followed re: property taxes and allocations. Hank Maiden questioned the procedure for assuring MBCSD is receiving the proper amounts from property tax assessments. Donovan stated that over the next 12 months it is part of his program to research this.
- C. Donovan stated that the new fiscal year will begin with \$28,000 cash balance.
- D. Hank Maiden made the *motion* to accept the budget summary subject to any minor changes that may come forward before the next meeting. Judith seconds; ayes all.

Discussion followed re: a summary of proposed budget figures before details of departments were discussed:

- A. Robin stated that the individual department budget amounts were not added up to the total amount of funds, therefore making it difficult to go through the budget item by item unsure of how much money can be spent. He stated that his figures indicated an approximate \$17,000 shortfall.
- B. Robin summarized: G & A proposed budget has a surplus of \$9,285 which could be allocated to other departments. The Roads & Easements Budget has a deficit of \$17,233. The Recreation Dept. budget has a \$23,671 deficit. The Water Dept. balances. The Fire Dept. has a \$7,000 deficit. Total of \$38,00 92/93 shortfall; subtracting a \$28,000 carryover from 91/92 leaves a \$10,000 shortfall. A \$20,000 deficit allowing for contingency reserves in the departments would include \$5,000 for G & A; \$1,000 for Recreation; \$5,000 for Water.
- C. It was decided to list what the unknowns of the budget are in order to determine the next steps: (1) available balance of Fire Dept. checkbook; (2) balance of Fire Barn account; (3) Rec Dept. balance is not reflected in the budget; (4) property tax allocations; (5) water report and rate alternatives.

**VIII. Consideration of General and Administrative Dept. draft budget.**

- A. Donovan elaborated upon the proposed budget and stated that 30% of his salary is allocated under G & A, 20% under Roads, 20% under Water, 20% under Recreation, and 10% under Fire Dept.
- B. Donovan will add the pro-rated insurance amount into the G & A budget.
- C. Discussion followed re: the chipper. Donovan stated that from feedback he has received the \$5.00 fee is too low. The Board stated that unpaved roads cannot be discriminated against.
- D. Robin made that *motion* that all material that is put out is to be chipped, even if it takes 3 or 4 days, to put a cap on of \$2,000 and adjust the budget, if necessary. Hank seconds; ayes all.

- IX. Consideration of Roads & Easements Dept. draft budget.**
- A. Robin stated that the chipper should be moved to the Fire Dept. budget.
  - B. Donovan explained that the (1028) Maintenance Manager's hours will be cut from what was originally budgeted for. He stated the work that needs to be cannot be done at the rate of \$12/hr. The amount budgeted (\$1440) is for certain skilled activities.
  - C. The General Maintenance Person (1073) salary [\$5,040] is based upon 4 days a month/1 day a week at \$55/day.
  - D. Category changes: 2077 should read Routine Repairs (\$500). 2078 should read Routine Maintenance (\$1000). Add 2249 to read Small Tools and Instruments (\$500). 2049 is eliminated.
- X. Consideration of Recreation Department's draft budget.**
- A. Donovan clarified that all the County income that was deposited to the County as Recreational income is reflected in the Recreational budget; all the Recreational checkbook income that was deposited in the Recreational checkbook is reflected in the budget, but was not deposited with the County. Robin further clarified that the \$2700 given as a beginning balance in the Recreation checkbook is already reflected in the budget as a net gain.
  - B. Donovan stated that \$1440 for Maintenance Manager will be eliminated. He stated that a combination of weekly cleaning, yard maintenance and general major cleaning would be less costly.
  - C. Discussion and the amounts for the Bistro were deferred until further research.
  - D. Donovan stated that programs such as the Bistro and Community Dinners cannot afford to be subsidized; as well as creating good will they must be self-supporting.
  - E. Change 9258 to read Donations and Fundraisers. Add \$2000 revenue for Labor Day BBQ to that category.
  - F. Add category 2378: Community Fundraisers, \$1,000.
  - G. Add to expenses, 2041 Recreational Programs: \$2600 for Community Dinner Night. Change 9337/Revenue to read Recreational Programs; total \$4118.
  - H. Donovan stated that a goal is to generate at least \$4,000 to (9255) Rental of building.
- XI. Consideration of Fire Department's draft budget.**
- A. Donovan stated that the the Fire Dept. will turn-over their checkbook to him within the next thirty days. There is approx. \$18,000 balance in the checkbook, of which \$5,000 is reserved for the BBQ next year.
- XII. Consideration of Water Department's draft budget.**
- A. Discussion followed re: rate schedule which would include a revenue of \$61,000. Donovan stated that it would be included at the next meeting.
  - B. Robin made the *motion* that Alternative B be altered and named "Alternative C" which is to be prepared with the rates for category 3 to be \$4.00/100 cubic ft. and category 4 to be \$4.50/100 cubic ft. and that the additional money raised from that will go into a larger contingency fund

for the Water Dept. Nancy seconds. Discussion followed re: the possibility of proposing a larger [than \$5,000] contingency fund. Ayes all.

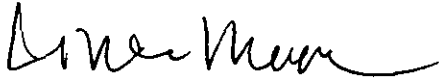
- C. Erin suggested a cover letter be included with proposed water rate schedule.

Robin made the *motion* to set the date for the public hearing for August 11, 1992 at 7:00 pm and adopt the notice as drafted by Donovan with minor grammatical changes. Hank seconds; ayes all.

**XIII. Adjournment**

The meeting was adjourned at 11:40 pm with the remaining discussion of proposed budget to be continued at the next regular CSD meeting.

Respectfully Submitted,



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Linda Moore, Recording Secretary



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Erin Pinto, Chair

Donovan

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FOR THE

~~JULY 29, 1992~~ MBCSD BOARD PACKET

8/5/92

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**NOTE: PLEASE USE YOUR EXISTING COPIES OF THE FIRE AND RECREATION BUDGETS. THE EXPENSES ARE ESSENTIALLY CORRECT, AND INCOME WILL BE BALANCED. FINAL FORMS, IN THE CURRENT MBCSD FORMAT, WILL BE PRESENTED AT THE BEGINNING OF THE WEDNESDAY NIGHT MEETING.**

**MUIR BEACH COMMUNITY SERVICES DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
TO BE HELD AT  
THE COMMUNITY CENTER, 19 SEACAPE, MUIR BEACH, CALIFORNIA  
WEDNESDAY JULY 29, 1992 AT 7:00 PM**

**DIRECTORS:** Erin Pinto, president; Robin Collier, Nancy Wolf Lee, Hank Maiden, and Judith Yamamoto, directors.

**AGENDA**

- I. Meeting called to order.
- II. Review and consideration of the July 29, 1992 Agenda.
- III. Review and consideration of drafts for the following Minutes of previous Board meetings:
  - A. Minutes of the special Board meeting held on June 4, 1992.
  - B. Minutes of the regular Board meeting held on June 24, 1992.
  - C. Minutes of the special Board meeting held on July 10, 1992.

**NOTE:** The above minute drafts are on file in the General manager's office, and have been distributed to all Board members and department heads, for review and correction. However, as these may contain erroneous context and language, they will not be released for general public review until the Board members have approved them. **Only copies of the approved Official Minutes will be included in Board Packets available for general review.**

- IV. Review and consideration of bills and expenses incurred subsequent to the 10 July 1992 meeting, in comparison with the proposed fiscal 1992-93 budget.
- V. **PUBLIC OPEN TIME:** California State Law prohibits Board action on any item, within its subject matter jurisdiction, that has not been listed on the lawfully posted Agenda unless: *1) upon a determination by a majority of the Board that an emergency situation exists; 2) upon a determination by a two-thirds majority of the Board (or by no less than three members, if less than the entire Board is present) that the need to take action arose subsequent to the Agenda being posted; or 3) the item was posted for a prior Board meeting, occurring not more than five (5) days prior to the date action is taken on the item, and at the subject prior meeting, the item was continued to the meeting at which action is being taken. Other items will generally be received as information, or referred to staff for further consideration prior to the next scheduled meeting of the board. As a matter of procedure, the Board may limit each individual presentation to no more than five minutes. The Board may also restrict individual presentations to new non repetitive items, and non-repetitive supporting information.*

**PUBLIC INPUT:** Old business. The public may request further consideration, clarification, or modification of business items previously considered and acted upon by the Board. To do so, the public must refer to the specific minute item and date of the approved minutes.



New Business. The public may introduce items of new business, not included in the posted Agenda, that they wish the Board to consider at a future meeting, or they may present substantiating evidence to support emergency consideration. The presentation should include adequate specific information and details to render a clear understanding of the problem or situation desired to be considered.

Mr. Gary Coatney, Business Manager for the Golden Gate National Recreational Area (the "GGNRA"), has requested an opportunity to speak to the Board. He will present information concerning the GGNRA housing within or adjacent to the district's area, water service, and the special surcharge under Proposition M.

**In addition to foregoing public input, the public has the right and will be invited to comment on any and all items listed on the posted Agenda.** This public comment is subject to the same time and content limitations outlined above.

**AT 8:30, A 15 MINUTE COFFEE BREAK WILL BE CALLED**

**VI. GENERAL MANAGER'S REPORT:** The General Manager's report (copy attached) briefly summarizes the following items, and will be presented in the following order for general discussion and consideration by the Board.

**A. Water Department:** The Water Department's consulting manager will not be in present for this meeting. His summary report is attached for the Board's review, along with the final version of the proposed new rate schedule, as requested by the Board.

The Notice of Public Hearing, for Tuesday August 11, 1992 was posted and delivered to each mail box within the District on Thursday 23 July 1992. This notice is being advertized as a legal notice, in the Marin Independent Journal, on Monday July 27, Monday August 3, and on Monday August 10, 1992.

**B. 1991-92 Budget:** The closing budget analysis for the 1991-92 fiscal year is attached. Several corrections and modifications, reflecting the County's unaudited trial closing statements, have been included in this analysis.

**C. 1992-93 Budget Summary:** A summary of the proposed 1992-93 budget is attached, showing each department's requested gross expenditures and anticipated revenues. **Please review the General Manager's report for more detailed comment.**

**1. State appropriation of District income:** The County Auditor's office has indicated possible State appropriation of all of the District's ad valorem tax base. **Please refer to the General Manager's report.**

**2. Resolution 92-07-29:** A resolution, suggested by Marin County, proposing an election be held to consider replacement of lost tax revenue, and consolidation of the election with the general election in November. **Please refer to the General Manager's report.**

**D. 1992-93 G & A Budget:** The Board's revisions to the preliminary budget, submitted to the Board during the special July 10 meeting, have been included in this budget draft. In addition, other changes have been included as a result of more detailed analysis of new information. **Please refer to the General Managers's report.**

**E. Roads & Easements:** Basic review of the "Chipper Service". **Please refer to the General Manager's report.**

**1992-93 Roads & Easements Budget:** Repeat comments noted in D. supra.

**F. Recreation Department:** Review of the department's decisions and progress on the "Community Dinner Nights", and the Labor Day Bar-B-Que. **Please refer to the General Manager's report.**

**1. 1992-93 Recreational Budget:** Substantial revisions to the preliminary budget have been incorporated in the draft budget, to show a self supporting recreational departmental budget. **Please refer to the General Manager's report.**

**2. Community Center:** Report on the inspection of the Community Center, for possible insect infestations. **Please refer to the General Manager's report.**

**3. Rental Procedures:** The Recreation Committee has prepared standard documentation for rental of the Community Center. These six (6) documents are submitted to the Board for their review and approval consideration.

**VII. VOLUNTEER FIRE DEPARTMENT:** Final review of the Department's draft budget. Copies of this budget have been previously submitted to the Board, and are not duplicated in this packet. Please refer to the previously submitted copies. **Please refer to the General Manager's report.**

*Included in budget handout.*

**ADJOURNMENT OR CONTINUATION.**

# INVOICES TO BE CONSIDERED FOR PAYMENT BY THE MUIR BEACH COMMUNITY SERVICES DISTRICT

The following invoices have been received, subsequent to the special Board meeting held on 10 July 1992. Brief details of the invoices are outlined for your consideration.

Item #	Amount	Description
1.	\$ 65.29	Pacific Bell, phone service through July 11, 1992, for the General Manager's office. Div. 9236, Code 2534 "Telephone".
2.	\$2,500.00	Lorenzo's Tree Service, fee for 5 days of "Chipper Service". Div. 9237; Code 2741 "Chipper Service".
3.	\$ 30.52	Pacific Bell, phone service for telephone relay from pump station to the High storage tank. Div. 9238; Code 2534 "Telephone".
4.	\$1,240.55	PG&E service for the Pump Station. \$659.03 has already been forwarded for payment (June) on an emergency basis. We did not receive the original invoice and had been placed on 7 day notice. The remaining \$591.21 is for service through 20 July 1992. Div. 9238; Code 2535 "electricity for pumps".
5.	\$ 31.00	Tam Rentals, for tool rental (Jack Hammer) used in leak search and repair on Pacific Way. Div. 9238; Code 2077. Expense occurred in June, fiscal 1991-92.
6.	\$ 33.00	N. Marin Water district, laboratory analasis of water samples. Div. 9238; Code 2115 "Lab supplies & testing".
7.	<u>\$1,325.00</u>	Forster Pump & Engineering, Inc., leak and road repair resulting from system upgrade on Pacific Way. Div. 9238; Code 4197 "Water system replacement/upgrade.
	\$5,235.36	Total expenditures under Fund 428 "General Fund".

## HARRIS FUND, 429

8.	<u>\$1,464.21</u>	Forster Pump & Engineering, cleanup and restoration of easement area as a part of the Harris Plan inter tie west end of Sunset & Pacific Way. Fund 429 Harris Plan; Code 4145 "D-5 Intertie".
	\$6,789.57	TOTAL EXPENDITURES IN THIS REQUEST FOR APPROVAL.

WAGES AND EXPENSES PAID 6/21-7/20/92

9238 WATER

Hazel Melo , wages #1003 -----	\$ 553.64 ✓
expenses: Postage # 2130 -----	32.73 ✓
Copies # 2133 -----	25.56 ✓
Envelopes # 2133 -----	12.40 ✓
Pettycash account # ----	50.00 ✓
3 meter readers/truck #1004 -----	90.00 ✓
Harvey Pearlman, wages 104 hrs. #1028 -----	1,240.00 ✓
Truck expenses #2479 -----	75.00 ✓
Medical Plan #1506 -----	83.45 ✓
Henry Hyde, Contract svcs. #2325 -----	375.00 ✓
Janet Chum, deposit refund #2122-----	23.07 ✓
Juliana Carlson, deposit refund #2122-----	50.00 ✓
TOTAL -----	\$2,619.05

9236 GEN ADMIN.

Linda Moore, wages 7.5 hrs. #1003 -----	\$90.00 ✓
Transcribing minutes, 12 hrs. #1003	132.00 ✓
Associated Bsns. Comm. Consultants, contractual payments 6/1-6/30 D. Macfarlane #1005 ---	2,250.00
Total -----	\$2,472.00

9239 Community Center

Michael Mahoney, Bistro wages #1073 -----	\$75.84 ✓
---	-----------

9233 Capital Reserve

Henry Hyde, Harris Project D-4 #4145 -----	\$375.00
--	----------

TOTALS

9238 Water -----	\$2,619.05
9239 Comm. Center -----	75.84
9233 Capital Reserve ---	375.00
9236 Gen. Admin. -----	2,472.00
	<hr/>
	\$5,541.89

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	\$6,789.57	TOTAL EXPENDITURES IN THIS REQUEST FOR APPROVAL.

**MUIR BEACH COMMUNITY SERVICES DISTRICT  
MANAGER'S REPORT**

**TO:** The Board of Directors  
**FROM:** Donovan Macfarlane, General Manager  
**DATE:** July 27, 1992  
**FOR:** Board of Directors Meeting, Wednesday JuLY 29, 1992.

---

**I. GENERAL COMMENTS:**

During this meeting, the Board is to make final decisions of the budget for the 1992-93 fiscal year. When the Board has made their decisions, the budget must be compiled in the Marin County format, and submitted to the County by August 1, 1992.

Regrettably, we are in a "Catch 22" situation. On Thursday evening, July 23, 1992, I attended a meeting for "Special Districts" (primarily County controlled Districts) conducted by the County supervisor from District 1, the County auditor, and the County administrator. A basic summary of the meeting is: **Until such time as the State has approved their budget, no city, county, or special district can be certain of what their taxable income will be.** In general, the following comments were put forth:

A. It is reasonably certain that the Special District Augmentation Fund ("SDAF") will no longer be available to Districts. The current 1992-93 MBCSD budget proposal is based zero SDAF income.

B. It would seem there is a strong probability that Special Districts, classified as "enterprise zones" (Muir Beach Special District is so classified), will loose their entire ad valorem tax base. i. e. **The MBCSD will loose all of its tax base income except the funds from Proposition M.** I specifically asked for clarification of this, in the name of Muir Beach, and was told to be prepared for such a loss. The current 1992-93 budget proposal includes receipt of our normal ad valorem revenue.

The County has suggested that all Special Districts consider the worst possible results, and prepare for them. In this regard, the County strongly suggested that all Districts qualify to have possible tax increases (to replace lost revenue) ready for the November ballot. To do this, we must have a resolution to the County, requesting consolidation with the general election, no later than August 8, 1992. A resolution, prepared using the County's suggested form and wording is included in this packet as Page 38. **NOTE: The specified tax per parcel range replaces the loss of the Special District Augmentation fund (lower figure) to the entire tax base (higher figure).**

If the District does not approve this resolution, and deliver it to the County in a timely manner, the District will not qualify for the November election. If the District adopts the resolution, and decides replacement of the lost income is not required, the issue can be removed from the ballot (decision before the end of August). **If we do not qualify for the November ballot, the lost income cannot be voted on and replaced until the following fiscal year.**

It is recommended that the Board approve the resolution, as a stand-by preparatory measure. The enclosed 1992-93 budget proposal indicates the District can survive without the "Augmentation Fund", providing the Fire and Recreation Divisions are self supporting through successful fund raising activities, combined with less extensive successful fund raising activities by the Road Division. **However, if the District should loose its entire tax base (\$33,900 ad valorem + \$14,600 augmentation), continuation of the District and its current activities is not probable, without additional funding.**

## **II. WATER DEPARTMENT:**

The Water Department "Status Report" is included (Pages 19-20). We experienced a break in a main line to the "Lower Tank". Repair of the break was severely hampered by three (3) inoperative main valves, requiring the "Upper Tank" to be temporarily shut down. This discontinued service, for several hours to most of the Seacape and all of the Ahab residents. **More import, it severely limited our "Fire Standby" capability.** The consultant water manager recommends, and has provided for replacement/repair of these valves in the 1992-93 Water Division budget proposal. The other operations of the Water Division are within the prevailing operational limits. Please refer to the "Status Report".

**1992-93 Budget:** The Water Division's revised (Board requested revisions) budget proposal is enclosed ((Pages 21-25). Several minor changes are noted (in pencil), to include known values and auditing code changes requested by the County.

The final version of the "Rate Increase Analysis" incorporates the more detailed billing analysis and information presented during the last Board meeting. The Water Manager feels this income projection is more accurate, using the newly available information, than previous projections. The proposed budget is balanced for income and expense, providing a \$6,900 contingency reserve and \$4,500 for known system repairs needs. This balanced budget is dependent upon approval of the "Proposed Rate Changes" and a continuation of current consumption rates.

## **III. 1992-93 BUDGET EXPENSE/INCOME SUMMARY:**

This summary (Page 34) is based upon the Fire and Recreation Divisions being self supporting through fund raising activities and currently approved "Grant Income". In addition, the general revenue includes a slight (2%) increase in ad valorem tax revenue, but excludes income from the SDAF.

The "Beginning Balance" is based the County's preliminary year end statement, combined with income from the Recreation Division, reflecting the combined cash balances in both accounts.

Both the Fire and Recreation Division budgets are shown with matching income and expenses. For the Fire Division, this income combines their cash balance (with contingency for the Bar-B-Que costs), the approved West Marin Grant, and the carry over of unused 1991-92 W. Marin Grant funds.

The Recreation budget is balanced on the basis of increased activities that are self supporting. If a program is started, and proves not to be self supporting, it will be canceled. Surplus income from other programs will be used as seed money for development of new and additional programs, as well as offsetting losses from unsuccessful programs.

The Roads & Easements Division budget is increase, versus 1991-92, to include 20% of the General Manager's contract. Further, as very little maintenance was performed during the 1991-92 year, a carry over in maintenance expense is provided. It is intended to have several "Block Parties", sponsored by the division, to raise funds for specific improvements in needed areas. However, this income is not projected to pay 100% of cost, and restricted or deferred implementation may result. It is also intended to have the winter (February or early March) "Chipper Service" be self paying. A survey will be made, of all property owners, to determine this possibility after more analysis of possible cost saving methods is completed.

Additional fund raising methods are being considered. However, at this time the research is too preliminary to venture an opinion or report.

#### **IV. RECREATION DIVISION:**

The Recreation Committee has submitted its suggested "Rules & Regulations" to the Board, to obtain the Board's comments. The Committee requests the Board approve the "Forms" included as a part of the "Rules & Regulations", so they may begin using the forms for rental agreements. However, the Committee is still considering the "Rules and Regulations", and will appreciate the Board's input.

The Committee has started organizing the proposed "Labor Day Bar-B-Que", planned for Monday September 7, 1992. Additional details will be given to the Board next month.

The Committee has scheduled trial openings for the "Community Dinners", with the first dinner is scheduled for Wednesday August 12, 1992 (the announcement was distributed Monday), and the first "Family Night" is scheduled for Sunday August 23, 1992. The second dinner and family nights are tentatively scheduled for Wednesday September 9, 1992 and Sunday September 14, 1992, respectively. However, a thorough analysis of feasibility, funding, and community support will be completed prior to actual continuation.

20-11



## **V. COMMUNITY CENTER:**

The insect inspection of the Community Center has been completed. It has been determined that we have a severe infestation of "Carpenter Ants" in multiple locations along the north and east walls, and several areas of the roof. In addition, there is some evidence of infestations in the lower areas. The licensed inspector has suggested detailed treatment of the areas existing at the time of inspection. The estimated cost of treatment is \$2,005. The areas treated are warranted for two years. Annual inspections are recommended, and areas that were not open to inspection were suggested to be done by a separate agreement (these are areas beneath the floor that have very limited access).

It is recommended that the Board approve, for immediate action, and expenditure not to exceed \$2,500 (\$495 contingency allowance) to have this infestation treated as soon as possible. These funds should come from the 1992-93 Contingency Reserve, as there has been inadequate time and analysis to develop an offsetting fund raising event. Failure to treat the areas can result in far more costly structural damage. At this time, no severe structural damage, requiring structural repair, is evident. However, at least one infestation is in supporting structural members of the Community Center, and prolonged exposure can result in a need for structural repairs.

## **VI. RODENT INFESTATION:**

Regrettably, it seems we have a rodent infestation in the Community Center. The evidence was clear on the General Manager's desk, and in the internal wiring of the General Manager's computer. At this time, the computer is non operational, with the power supply wiring insulation having served as a food source.

At this time, a request is made to ask the Insect/rodent consultant for possible solution methods and costs, that are acceptable to the community. In addition, it is requested that the General Manager be authorized to purchase a new power supply and make other repairs, as may be necessary, not to exceed \$300.

## **VI. CHIPPER PROGRAM:**

The "Chipper Program" experienced considerable success, in so far as the residents using the service. The contractor estimated the volume of material to be approximately three (3) times last years volume. In several areas, it required two plus hours to chip the debris. On the first house (Pacific Way), three hours was required.

At first, it was thought the chipper could handle all forms of vegetation. However, it was soon learned that grass and similar materials could not be chipped. At this time, we have several areas needing removal of debris that the chipper could not handle. This material must be loaded by hand and hauled away. I am currently trying to contact our Refuse Service, in hopes that removal can be arranged through them.

Total cost of this program, thus far, is \$2,500 (for the chipper). Combined income and donations is \$250, with donations totaling \$40. The largest donation was \$20, including the initial \$5 fee. The remaining donations were \$10, including the initial fee.

MUIR BEACH C.S.D. WATER DEPARTMENT  
STATUS REPORT: June, 1992

**WATER SYSTEM OPERATION**

The water system basic operation services performed during the month of June, 1992 includes:

1. Daily check of the system and maintain the daily log book.
2. Monthly bacteriological samples (2) - acceptable results.

Water production for the month of June was 45,450 gpd or about 18% more than the 1991 annual average of 38,600 gallons/day.

1.	Volume of water produced:	1,272,600	gallons
2.	Average daily production:	45,450	gallons/day
3.	Maximum day production:	64,600	gallons/day
4.	Volume of water used (metered):	870,762	gallons
5.	Line Flushing (monthly & semi-annual)	90,000	gallons
6.	Unaccounted for volume:	311,838	gallons (24.5% of production)

**SUPPORT ACTIVITIES**

Support activities initiated and/or completed include:

1. Supervision of Harvey Pearlman. Activities included assignment of maintenance tasks and water system operation training.
2. Obtained monthly bacteriological samples and delivered to Brelje and Race Laboratories for analysis. Results were sent to the County Health Department.
3. Monthly and semi-annual line flushing of system.

**EMERGENCY REPAIRS**

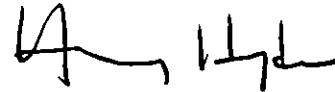
1. Water main break on July 9 at the 2-in. diameter feed line to the low zone storage tank. (See attached Incident Report).

**SPECIAL SERVICES**

Special services included:

1. Repeated leak survey of Pacific Way. The results indicated three potential locations of leaks on the Pacific Way - Hwy. 1 main line. The suspected locations were excavated and no leaks were discovered. However, significant drainage was noted at all three locations.
2. Investigate dirty water complaint at 39 Seacape. Flushed water main above and below service line to remove material in line.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'H. Hyde'.

Henry Hyde & Associates  
District Water Manager

Date: July 10, 1992

### INCIDENT REPORT

**Problem:** A water main break occurred at 10:00 a.m. on July 9, 1992 at the 2-in. diameter feed line to the low zone storage tank. The break occurred at the fitting connecting a plastic pipe to an iron pipe in the hillside just above the low zone tank next to the Starbuck Drive extension.

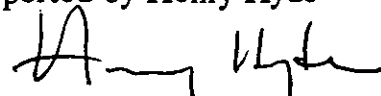
**Solution:** Identified source of significant leak. Attempted to shut off water main feeding this line with two valves located on Starbuck Drive and one valve located on Seacape Drive. The two valves on Starbuck Drive did not function properly (e.g., shut off the water).

Called Forster Pump and Engineering for assistance with a backhoe to excavate a buried valve on the 2-in. line in the Starbuck Drive extension. Located this valve but it did not function properly.

Shut off the main system valve at the high zone storage tank to stop the leak in order to repair the broken coupling. The repair was completed and the system placed back into operation at about 5:00 p.m.

In order to prevent a similar problem in the future re: malfunctioning shutoff valves on Starbuck Drive, the FY 92-93 Budget provides funds for replacement of these valves.

Reported by Henry Hyde



**GENERAL FUND 428  
CASH LEDGER  
SUMMARY 1991-92 YEAR TO DATE  
UNAUDITED ANALYSIS THROUGH JUNE '92**

DESCRIPTION	June	Year to Date	1991-92 Budget	% Of Budget	Fund Balance
Beginning Fund Depository Balance					29,025
Budgeted Contingency Reserve			13,246		
General & Administrative Expenses	3,401	17,510	22,070	79.3%	
General & Administrative Income	7,745	48,131	47,887	100.5%	
<b>G &amp; A Income less Expenses =</b>	<b>4,344</b>	<b>30,621</b>	<b>25,817</b>	<b>118.6</b>	<b>59,646</b>
Roads & Easements Expenses	800	6,595	12,500	52.8%	
Roads & Easements Income	0	0	1,000	0.0%	
<b>R &amp; E Income less Expenses =</b>	<b>(800)</b>	<b>(6,595)</b>	<b>(11,500)</b>	<b>57.3%</b>	<b>53,051</b>
Water Department Expenses	\$7,958	\$54,981	\$50,223	109.5%	
Water Department Income	12,458	49,135	46,000	106.8%	
<b>Water Dept. Income less Expenses =</b>	<b>\$4,500</b>	<b>(\$5,846)</b>	<b>(4,223)</b>	<b>138.4</b>	<b>47,206</b>
Recreation Department Expenses	2,953	46,050	41,968	109.7%	
Recreation Department Income	\$283	\$25,683	\$18,808	136.6%	
<b>Recreation Dept. Income less Expenses =</b>	<b>(2,513)</b>	<b>(\$20,367)</b>	<b>(23,160)</b>	<b>87.9%</b>	<b>26,838</b>
Fire Department Expenses	1,485	18,327	26,490	69.2%	
Fire Department Income	0	6,800	23,249	29.2%	
<b>Fire Dept. Income less Expenses =</b>	<b>(1,485)</b>	<b>(11,527)</b>	<b>(3,241)</b>	<b>355.6</b>	<b>15,312</b>
<b>TOTAL OF ALL DISTRICT INCOME</b>	<b>20,485</b>	<b>129,749</b>	<b>136,944</b>	<b>94.7%</b>	
<b>TOTAL OF ALL DISTRICT EXPENSES</b>	<b>16,596</b>	<b>143,462</b>	<b>153,251</b>	<b>93.6%</b>	
<b>EQUITY CHANGE, INCOME LESS EXPENSES</b>	<b>3,889</b>	<b>(13,713)</b>	<b>(16,307)</b>	<b>84.1%</b>	<b>15,312</b>

**CAPITAL RESERVE HARRIS FUND 429**

Account Code	Operations & Maintenance Description	June	Year to Date	91-92 Budget	% of Total Budget	90 - 91 Actual Expense
1005	Consulting Engineer	375	4,500	4,500	100%	0
4144	Harris Plan D-2 @ \$41,000	0	35,125	36,000	98%	5,003
(1) 4145	Harris Plan D-5 @ \$49,000	17,354	24,712	49,000	50%	0
	<b>TOTAL EXPENDITURES =</b>	<b>17,729</b>	<b>64,337</b>	<b>89,500</b>	<b>2</b>	<b>5,003</b>
<b>Revenue</b>						
9007	Tax Assessment	0	23,468	22,000	107%	
9031	Surcharge	85	13,431	11,000	122%	25,061
9201	Interest on unused Fund Balance	0	2,850	1,000	285%	2,775
(2) 9377	County Assistance Grant	0	0	10,000	0%	10,000
	<b>TOTAL REVENUE RECEIVED =</b>	<b>85</b>	<b>39,748</b>	<b>44,000</b>	<b>90%</b>	<b>37,836</b>
	Beginning Cash Balance		65,461	65,461		32,628
	Change in Balance, Income less Expenses		(24,589)	(45,500)		32,833
	<b>ENDING CASH BALANCE =</b>		<b>40,872</b>	<b>19,961</b>		<b>65,461</b>

(1) Corrected to transfer \$2,509 "pump cost" to Fund 428, Div. 9238, Code 4197.

(2) This Grant was approved on 6/30/92. The \$10,000 should be deposited in July.

MBCSD BUDGET 1991-92 vs. ACTUAL INCOME & EXPENDITURES, (UNAUDITED REPORT)

**GENERAL & ADMIN. DEPT. 9236, FUND 428**

Account Code	Operations & Maintenance Description	June	Year to Date	91-92 Budget	% of Total Budg	90-91 Actual Expense
1003	Recording Secretary	\$232	\$1,928	\$1,320	146%	\$1,723
1004	Extra Hire	\$0	\$0		n.a.	
1005	General Manager	\$2,250	\$6,750	12,000	56%	
1404	Social Security	\$16	\$147		n.a.	
1506	Medical	\$0	\$300		n.a.	
1701	Worker's Compensation Insurance	\$0	\$21		n.a.	
2049	Conferences & Meetings	\$11	\$754	500	151%	504
2119	Publications & Advertisement	\$0	\$484	200	242%	
2130	Postage & mail expense	\$8	\$8	0	n.a.	241
2133	Office Supplies	\$514	\$1,347	300	449%	241
(1) 2137	Administrative use of copier	\$0	\$1,076	1,500	72%	1,382
2352	Auditor & County fees	\$0	\$2,992	6,000	50%	375
2479	Vehicle, travel expense	\$35	\$326	0		
2534	Telephone	\$138	\$579	250	231%	8
<b>Total Operations &amp; Maintenance Expenses =</b>		<b>\$3,203</b>	<b>\$16,711</b>	<b>\$22,070</b>	<b>76%</b>	<b>\$4,474</b>

**Capital Outlays**

(2) 4093	Equipment & furnishings	198	798	0		0
<b>Total Capital Expenditures =</b>		<b>198</b>	<b>798</b>	<b>0</b>		<b>0</b>

**Total Department Expenses = \$3,401 \$17,510 \$22,070 \$4,474**

**Revenue**

9001	Property Taxes C	4,384	28,234	28,420	99%	
9002	Property Taxes C	202	1,310	1,429	92%	
9003	Property Taxes P	0	556	555	100%	
9004	Property Taxes P	232	944	832	113%	
9020	Special District Augmentation	2,155	14,616	14,631	100%	
9041	Supplemental Assessment - C	431	1,406	1,370	103%	
9043	Supplemental Assenssment - R	20	88	35	251%	
9280	Hoptr St	320	627	615	102%	
<b>Total Approved Limit Property Taxes =</b>		<b>\$7,745</b>	<b>\$47,781</b>	<b>\$47,887</b>	<b>100%</b>	<b>\$47,776</b>

9308	Other State Reimbursement	0	0		n.a.	
9480	Other in Lieu Taxes	0	50		n.a.	64
9772	Other Misc. (Copier Income)	0	0	500	0%	1,812
9900	General	0	300		n.a.	
<b>Total Other Revenue =</b>		<b>\$0</b>	<b>\$350</b>	<b>\$500</b>	<b>70%</b>	<b>\$1,876</b>

**TOTAL DEPARTMENT REVENUE = \$7,745 \$48,131 \$48,387 99% \$49,652**

**REVENUE - EXPENDITURES = 4,344 30,621 26,317 45,178**

(1) This is an internal expense/income factor between G&A/Recreation

(2) This catagory was added to show the MAC computer purchase.

The June expenses is for the telephone line installation.

MBCSD BUDGET 1991-92 vs. ACTUAL INCOME & EXPENDITURES, (UNAUDITED REPORT)

**ROADS & EASEMENTS DEPT. 9237, FUND 428**

Account Code	Operations & Maintenance Description	June	Year to Date	91-92 Budget	% of Total Budg	90-91 Actual Expense
1028	Maintenance Manager	0	879	6,000	15%	4,652
1073	Extra Hire	0	2,382	1,500	159%	1,505
1404	FICA	0	128			
1701	Worker's Compensation Ins.	0	225			
2059	General Insurance	0	1,281	1,500	85%	1,555
2077	Miscellaneous Repairs	0	105		n.a.	
2094	Road Materials & Small Tools	800	1,591	1,500	106%	1,319
2501	Gas, oil & Gr	0	3		n.a.	
2741	Chipper	0	0	1,000	0%	1,000
<b>Total Operations &amp; Maintenance Expense =</b>		<b>800</b>	<b>6,595</b>	<b>11,500</b>	<b>57%</b>	<b>10,031</b>
<b>Capital Outlay</b>						
4040	Map & Survey	0	0	1,000	0%	
<b>Total Capital Expenditures =</b>		<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0%</b>	
<b>Total Roads &amp; Easement Expenses =</b>		<b>800</b>	<b>6,595</b>	<b>12,500</b>	<b>53%</b>	<b>10,031</b>
<b>Revenue</b>						
9248	Fund raiser, Map & Survey	0	0	1,000	0%	
9772	Other Cancel	0	0		n.a.	
<b>Total Non Tax Revenue =</b>		<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0%</b>	<b>0</b>
Property Tax Income		0	0	11,500	0%	10,131
<b>Total, All Roads &amp; Easements Revenue =</b>		<b>0</b>	<b>0</b>	<b>12,500</b>	<b>0%</b>	<b>10,131</b>
<b>REVENUE - EXPENDITURES =</b>		<b>(800)</b>	<b>(6,595)</b>			

MBCSD BUDGET 1991-92 vs. ACTUAL INCOME & EXPENDITURES, (UNAUDITED REPORT)

**WATER DEPARTMENT 9238, FUND 428**

Account Code	Personnel Expenses	June	Year to Date	91-92 Budget	% of Total Budg	90-91 Actual Expense
1003	District Secretary	554	7,200	7,200	100%	7,199
1004	Meter Readers	90	1,080	790	137%	1,170
1005	Water Management	375	4,250	4,500	94%	6,000
1028	Maintenance Manager	1,182	8,647	6,000	144%	6,765
1404	Social Security	117	1,044	1,630	64%	1,503
1506	Medical Plan	83	501	1,000	50%	604
1701	Worker's Comp. Insurance	0	612	1,000	61%	673
<b>Total Personnel Expenses =</b>		<b>2,401</b>	<b>23,334</b>	<b>22,120</b>	<b>105%</b>	<b>23,914</b>
<b>Operations Expenses</b>						
2059	General Insurance	0	2,316	2,265	102%	2,145
(1) 2077	Misc. Repair & Small Tools	283	3,364	1,860	181%	2,182
2096	Building Repair	0	121	500	24%	505
2115	Lab Supplies & Testing	56	787	1,500	52%	2,755
(2) 2122	Refunds	0	593	100	593%	180
2130	Postage	33	204	300	68%	248
2133	Office Supplies	88	420	355	118%	408
2221	Public & Legal Notices	7	7	0	n.a.	0
(3) 2325	Contract Service - Maintenance	2,790	6,922	6,223	111%	4,961
2479	Mileage	75	755	500	151%	517
2534	Telephone	31	567	500	113%	570
2535	Electricity for pumps	565	5,338	5,000	107%	5,359
<b>Total Operations Expenses =</b>		<b>3,927</b>	<b>21,394</b>	<b>19,103</b>	<b>112%</b>	<b>19,830</b>
<b>Total Personnel &amp; Operations Expenses =</b>		<b>6,328</b>	<b>44,728</b>	<b>41,223</b>	<b>109%</b>	<b>43,744</b>
<b>Capital Outlays</b>						
4093	Equipment	0	0	1,000	0%	0
4160	Water Meters	162	1,964	1,350	145%	1,414
4162	Ground Water Study	0	3,364	1,150	293%	4,133
4169	Tanks & Structures	0	307	1,500	20%	8,494
(4) 4197	Water System Replacement/upgrade	1,468	4,618	2,200	210%	10,542
4816	Hydrant Replacement/upgrade	0	0	1,800	0%	0
<b>Total Capital Expenditures =</b>		<b>1,630</b>	<b>10,253</b>	<b>9,000</b>	<b>114%</b>	<b>24,583</b>
<b>Total Water Department Expenditures =</b>		<b>7,958</b>	<b>54,981</b>	<b>50,223</b>	<b>109%</b>	<b>68,327</b>
<b>Revenue</b>						
(5) 9025	Water Billing	5,358	42,035	46,000	91%	43,090
(6) 9377	Local Assistance Grant	7,100	7,100	0	n.a.	7,100
<b>Total Non Tax Revenue =</b>		<b>12,458</b>	<b>49,135</b>	<b>46,000</b>	<b>107%</b>	<b>50,190</b>
Property Tax Revenue		0	0	4,223	0%	18,149
<b>Total, All Water Department Revenues =</b>		<b>12,458</b>	<b>49,135</b>	<b>50,223</b>	<b>98%</b>	<b>68,339</b>
<b>Water Revenue - Water Expenditures =</b>		<b>4,500</b>	<b>(5,846)</b>			

(1) Reduced by redistribution of pump replacement costs.

(2) This is over budget as it includes rental deposit refunds.

(3) Corrected to show emergency repairs, originally included in Code 2077.

(4) Includes "pump cost" \$2,509 transferred from the Harris Fund, via H. Hyde instructions.

(5) Includes \$450 income from refundable customer deposits.

(6) This "Grant" income is payment received in 6/92, budgeted in 90-91.



MBCSD BUDGET 1991-92 vs. ACTUAL INCOME & EXPENDITURES, (UNAUDITED REPORT)

**RECREATION DEPARTMENT 9239, FUND 428**

Account Code	Operations & Maintenance Description	June	Year to Date	91-92 Budget	% of Total Budg	90-91 Actual Expense
1028	Maintenance Manager	0	449	0	n.a.	338
1028	FICA	9	44			
1701	Worker's Compensation Insurance	0	51			
1073	Extra Hire	114	114	0	n.a.	0
1080	Administration & Grant Writing	0	0	0	n.a.	600
2041	Recreational Programs	0	1,050	1,465	72%	756
	1. Bistro, food & labor	175	1,072			
2059	General Insurance	0	1,822	1,965	93%	1,964
(1) 2077	Misc Repair & Small Tools	56	441	100	441%	75
2096	Building Cleaning & Maintenance	120	1,603	2,230	72%	1,653
2097	Grounds Maintenance	56	1,421	1,670	85%	2,060
2119	Publication Expense	0	0	100	0%	167
2133	Office Supplies & Postage	0	59	150	40%	78
(2) 2137	Copier Expense & Buyout	428	1,771	2,120	84%	3,137
2259	Garbage Removal	0	308	275	112%	184
2269	Miscellaneous Fees	0	46	0	n.a.	130
(3) 2366	Building Supplies	30	440	150	293%	586
2369	Walkathon	0	0	440	0%	0
2380	Other Programs & Related Expenses	0	345	1,000	35%	261
2534	Telephone	35	387	395	98%	381
2535	Electricity for Community Center	76	1,092	1,135	96%	1,165
<b>Total Operations &amp; Maintenance Expenses =</b>		<b>1,097</b>	<b>12,514</b>	<b>13,195</b>	<b>95%</b>	<b>13,535</b>

**Capital Outlays**

(4) 4045	Block Grant: Insulation & Skylights	0	5,010	5,725	88%	0
(5) 4048	Bldg. Improve., Office/Sprink. Sys.	0	3,469	3,138	111%	542
(6) 4093	Equipment & Furnishings	0	433	629	69%	31
4243	Playground	1,855	24,624	19,281	128%	0
<b>Total Capital Expenditures =</b>		<b>1,855</b>	<b>33,536</b>	<b>28,773</b>	<b>117%</b>	<b>573</b>

**Total Recreation Dept. Expenditures = 2,953 46,050 41,968 110% 14,108**

**Revenue**

(7) 9220	Administrative use of Copier	0	1,076	1,500	72%	1,382
9221	Other Copier Income	117	691	500	138%	1,292
9248	Restricted Donations	0	11,143	9,808	114%	658
9255	Rental of Building	40	2,191	3,000	73%	2,862
9258	Donations General	0	0	0	n.a.	0
9811	Other Program Income	3	754	0	n.a.	52
9834	Resident Handbook As Sales	0	0	0	n.a.	0
9937	Bistro Income	123	1,052	0	n.a.	0
(8) 9900	Grant Revenue, Com. Blk. Grant	0	3,775	4,000	94%	0
9900	Grant Revenue, Playground	0	5,000	0	n.a.	0
<b>Total General Revenue =</b>		<b>283</b>	<b>25,683</b>	<b>18,808</b>	<b>137%</b>	<b>6,246</b>

Income Allocated from Property Taxes		0	0	23,095	0%	7,869
<b>Total Departmental Revenue =</b>		<b>283</b>	<b>25,683</b>	<b>41,903</b>	<b>61%</b>	<b>14,115</b>

**REVENUE - EXPENDITURES = (2,670) (20,367)**

**NOTE:** For above footnotes, see bottom of next page.

MBCSD BUDGET 1991-92 vs. ACTUAL INCOME & EXPENDITURES, (UNAUDITED REPORT)

**FIRE DEPARTMENT 9240, FUND 428**

Account Code	Operations & Maintenance Description	June	to Date	Budget	% of Budg	90-91 Expense
1037	Administration	0	0		n.a.	
1701	Worker's Comp. Insurance	0	644	3,060	21%	
2049	Conference/Meetings/Classes	1,485	4,349	3,600	121%	2,000
2059	Insurance	0	5,602	6,130	91%	4,805
2085	Radio Maint. & Supply	0	1,239	800	155%	1,313
2086	Fire Trucks & Vehicle Maintenance	0	1,010	1,000	101%	
2112	Medical Supplies	0	140	0	n.a.	1,755
2501	Gas & Oil	0	108	400	27%	204
2531	Fire Hose	0	0	3,500	0%	
<b>Total Operations &amp; Maint. Expenses =</b>		<b>1,485</b>	<b>13,093</b>	<b>18,490</b>	<b>71%</b>	<b>10,077</b>

**Capital Outlay**

4093	Equipment	0	5,234	6,000	87%	6,021
4815	Truck	0	0	2,000	0%	
<b>Total Capital Expenditures =</b>		<b>0</b>	<b>5,234</b>	<b>8,000</b>	<b>65%</b>	<b>6,021</b>

**Total, All Fire Department Expenditures**    **1,485**    **18,327**    **26,490**    **69%**    **16,098**

**REVENUE**

	9900	Forestry Grant	0	1,000	1,000	100%	
(1)	9258	MBVFD Donations	0	5,800	5,800	100%	325
(2)	9377	West Marin Grant	0	0	13,389	0%	7,288
	9400	Aid from other Agencies	0	0	3,060	0%	
<b>Total Operational Revenue =</b>			<b>0</b>	<b>6,800</b>	<b>23,249</b>	<b>29%</b>	<b>7,613</b>

		Property Taxes	0	0	3,291	0%	8,487
<b>Total Fire Department Revenues =</b>			<b>0</b>	<b>6,800</b>	<b>26,540</b>	<b>26%</b>	<b>16,100</b>

(2)    **REVENUE - EXPENDITURES =**    (1,485)    (11,527)    50

**Fire Department Fire Station Fund**

	6985	Fire Station Building Fund Reserve	0	0	3,000	0%	0
	9258	MBVFD Volunteer Contributions	0	0	3,000	0%	0

**FIRE DEPARTMENT FOOTNOTES:**

- (1) This was originally misposted as Water Dept. revenue, in County runs, and then posted to the Rec. Dept. Com. Blk. Grant. It is now correctly posted.
- (2) \$9,000+ in paid invoices is being audited by the County, for reimbursement to the MBCSD account, From the West Marin Grant. Unused WMG funds will carryover.

**RECREATION DEPARTMENT FOOTNOTES:**

- (1) Decreased by reposting fire sprinkler system to Bld. Improvements Code 4048.
- (2) Decreased to repost purchase of MAC computer to G&A.
- (3) Decreased: Desk reposted to Equip. & Furn. Code 4093, and double entries of County refunds to the Recreation account have been deleted.
- (4) Increased to show exp. paid through the Federal Community Block Grant of \$4,000  
Budget includes \$4,000 Grant plus \$1,725 in CSD funds. \$225 balance from CBG will carry over to 92-93.
- (5) Increased to show misposting of fire sprinkler system improvements.
- (6) Increased to show misposting of desk.
- (7) This income is an internal factor between G&A/Recreation.
- (8) \$5,800 previously posted under Recreation, corrected and moved to MBVFD.

EXPENDITURES BY COUNTY OBJECT CODES  
COMBINED DIVISION TOTALS

Object Code	DIV. 9236	DIV. 9237	DIV. 9238	DIV. 9239	DIV. 9240	Code Totals	Object Code Description
1003	1,928.00		7,199.92			\$9,127.92	1003 Secretary
1004			1,080.00			\$1,080.00	1004 Extra Hire
1005	6,750.00		4,250.00			\$11,000.00	1005 General mana
1028		879.00	8,647.36	449.00		\$9,975.36	1028 Maint. Manage
1037						\$0.00	1037
1073		2,382.00				\$2,382.00	1073 Extra Hire
1080						\$0.00	1080 Admins & gran
1404	148.36	128.33	1,042.58	34.80		\$1,354.07	1404 FICA
1506	300.00		500.70			\$800.70	1506 Medical
1701	17.04	220.00	557.00		758.50	\$1,552.54	1701 Worker's Com
2041				225.00		\$225.00	2041 Recrea. prog.
2049	754.09				4,349.31	\$5,103.40	2049 Conferences &
2059		1,281.00	2,316.00	1,822.00	5,602.00	\$11,021.00	2059 General Ins.
2077		104.76	6,929.99	1,060.33		\$8,095.08	2077 Misc. repairs
2085					1,238.97	\$1,238.97	2085 Radio Maint.
2086					1,010.44	\$1,010.44	2086 Fire Trk. maint.
2094		791.37				\$791.37	2094 Road material
2096			121.00	1,592.94		\$1,713.94	2096 Bldg. repair
2097				900.00		\$900.00	2097 Grd. maint.
2112					139.96	\$139.96	2112 Medical suppli
2115			786.74			\$786.74	2115 Lab supplies
2119	484.29					\$484.29	2119 Public. & Adv.
2122			592.65			\$592.65	2122 refunds
2130	7.76		203.96			\$211.72	2130 Postage
2133	1,346.95		420.07	59.26		\$1,826.28	2133 Office supplies
2137				1,943.37		\$1,943.37	2137 Admin. copy u
2221						\$0.00	2221 Publ & Leg. No
2259				308.40		\$308.40	2259 Garbage remo
2269						\$0.00	2269 Misc. Fees
2325			3,066.43			\$3,066.43	2325 Contract servic
2352	2,992.00					\$2,992.00	2352 Auditor fees
2362						\$0.00	2362
2366				588.59		\$588.59	2366 Bldg. supplies
2369				150.00		\$150.00	2369 Gen Rec. supp
2380				45.22		\$45.22	2380 Other program
2479	315.40		755.25			\$1,070.65	2479 Travel Exp.
2501		3.36			107.50	\$110.86	2501 Gas, oil grease
2531						\$0.00	2531
2534	440.33		541.38	382.36		\$1,364.07	2534 Telephone
2535			4,773.25	1,016.18		\$5,789.43	2535 Electricity
2741						\$0.00	2741 Chipper
4045				1,235.42		\$1,235.42	4045 Block Grant
4048				2,849.47		\$2,849.47	4048 Bld. Improv.
4093				184.84	5,234.05	\$5,418.89	4093 Equipment
4160			1,802.14			\$1,802.14	4160 Water meters
4162			3,364.23			\$3,364.23	4162 Grd. water stu
4169			306.82			\$306.82	4169 Tanks & Struc
4197			3,178.25			\$3,178.25	4197 Water sys. rep.
4243				22,934.79		\$22,934.79	4243 Playground
4815						\$0.00	4815 Truck
4816						\$0.00	4816 Hydrant repl.
	\$15,484.22	\$5,789.82	\$52,435.72	\$37,781.97	\$18,440.73	\$129,932.46	

## COUNTY CROSS CHECK

Object Code	DIV. 9236	DIV. 9237	DIV. 9238	DIV. 9239	DIV. 9240	Code Totals	Object Code Description
1003	9,127.92		0.00			9,127.92	1003 Secretary
1004	9,975.36		1,080.00			11,055.36	1004 Extra Hire
1005	6,750.00		4,250.00			11,000.00	1005 General mana
1028						0.00	1028 Maint. Manage
1037						0.00	1037
1073		2,382.00				2,382.00	1073 Extra Hire
1080						0.00	1080 Admins & gran
1404	1,314.07		40.00			1,354.07	1404 FICA
1506	300.00		500.70			800.70	1506 Medical
1701			1,552.54			1,552.54	1701 Worker's Com
2041				225.00		225.00	2041 Recrea. prog.
2049	754.09				3,699.50	4,453.59	2049 Conferences &
2059		1,281.00	2,316.00	1,822.00	7,087.00	12,506.00	2059 General Ins.
2077		104.76	6,942.43	1,047.89		8,095.08	2077 Misc. repairs
2085						0.00	2085 Radio Maint.
2086					1,123.91	1,123.91	2086 Fire Trk. maint.
2094		791.37				791.37	2094 Road material
2096			551.00	1,512.94	259.38	2,323.32	2096 Bldg. repair
2097				900.00		900.00	2097 Grd. maint.
2112					139.96	139.96	2112 Medical suppli
2115			786.74			786.74	2115 Lab supplies
2119	100.00					100.00	2119 Public. & Adv.
2122			592.65			592.65	2122 refunds
2130			211.72			211.72	2130 Postage
2133	982.89		845.33	59.26		1,887.48	2133 Office supplies
2137				1,943.37		1,943.37	2137 Admin. copy u
2221			323.09			323.09	2221 Publ & Leg. No
2259				308.40		308.40	2259 Garbage remo
2269						0.00	2269 Misc. Fees
2325			3,066.43			3,066.43	2325 Contract servic
2352	2,992.00					2,992.00	2352 Auditor fees
2362						0.00	2362
2366				588.59		588.59	2366 Bldg. supplies
2369				150.00		150.00	2369 Gen Rec. supp
2380				45.22		45.22	2380 Other program
2479			1,070.65			1,070.65	2479 Travel Exp.
2501		3.36			107.50	110.86	2501 Gas, oil grease
2531					15.85	15.85	2531
2534	165.94		811.25	386.88		1,364.07	2534 Telephone
2535			4,773.25	1,016.18		5,789.43	2535 Electricity
2741		0.00				0.00	2741 Chipper
4045				635.42		635.42	4045 Block Grant
4048				3,099.47		3,099.47	4048 Bld. Improv.
4093				184.84	2,517.13	2,701.97	4093 Equipment
4160			162.06			162.06	4160 Water meters
4162			3,364.23			3,364.23	4162 Grd. water stu
4169			306.82			306.82	4169 Tamks & Struc
4197			7,550.33			7,550.33	4197 Water sys. rep.
4243				22,934.79		22,934.79	4243 Playground
4815						0.00	4815 Truck
4816						0.00	4816 Hydrant repl.
	\$32,462.27	\$4,562.49	\$41,097.22	\$36,860.25	\$14,950.23	\$129,932.46	

**GENERAL FUND 428**  
**PROJECTED REVENUE VS. ANTICIPATED EXPENDITURES**  
**SUMMARY 1992-93 BUDGET PROPOSALS**

DESCRIPTION	1991-92	1991-92	1992-93	1992-93	Fund Balance
	ACTUAL	BUDGET	BUDGET	% of 1991-92	
Beginning Fund Depository Balance	\$29,025		\$15,312	52.8%	15,312
Budgeted Contingency Reserve		13,246			
General & Administrative Expenses	17,510	22,070	20,480	92.8%	
(1) General & Administrative Income	48,131	47,887	43,417	90.7%	
<b>G &amp; A Income less Expenses =</b>	<b>30,621</b>	<b>25,817</b>	<b>22,937</b>	<b>88.8%</b>	<b>38,249</b>
Roads & Easements Expenses	6,595	12,500	19,218	153.7%	
Roads & Easements Income	0	1,000	3,220	322.0%	
<b>R &amp; E Income less Expenses =</b>	<b>(6,595)</b>	<b>(11,500)</b>	<b>(15,998)</b>	<b>139.1%</b>	<b>22,251</b>
Water Department Expenses	\$52,472	50,223	58,000	115.5%	
Water Department Income	49,135	46,000	58,000	126.1%	
<b>Water Dept. Income less Expenses =</b>	<b>(\$3,337)</b>	<b>(\$4,223)</b>	<b>\$0</b>	<b>0.0%</b>	<b>22,251</b>
Recreation Department Expenses	44,978	41,968	31,800	75.8%	
Recreation Department Income	\$24,631	18,808	31,800	169.1%	
<b>Recreation Dept. Income less Expenses =</b>	<b>(\$20,347)</b>	<b>(\$23,160)</b>	<b>\$0</b>	<b>0.0%</b>	<b>22,251</b>
Fire Department Expenses	18,327	26,490	30,500	115.1%	
Fire Department Income	6,800	23,249	30,500	131.2%	
<b>Fire Dept. Income less Expenses =</b>	<b>(\$11,527)</b>	<b>(\$3,241)</b>	<b>\$0</b>	<b>0.0%</b>	<b>22,251</b>

**TOTAL OF ALL DISTRICT INCOME** \$128,697 \$136,944 \$166,937 121.9%

**TOTAL OF ALL DISTRICT EXPENSES** 139,882 153,251 159,998 104.4%

**EQUITY CHANGE, INCOME LESS EXPENSES** (\$11,185) (\$16,307) \$6,939

**ENDING BALANCE (CONTINGENCY RESERVE) =** \$17,840 (\$16,307) \$22,251 22,251

\* These budget figures will be completed by Monday evening. However, these budgets will be balanced to a zero income versus expenditure basis.

**CAPITAL RESERVE HARRIS FUND 429**

Operations & Maintenance Description	91-92	92-93	92-93
	Actual	Budget	% of 91-92
Consulting Engineer	4,500	4,500	100%
Harris Plan D-2 @ \$41,000	35,125	0	n.a.
Harris Plan D-5	27,221		
Harris Plan D-4	0	41,000	0%
<b>TOTAL EXPENDITURES =</b>	<b>66,846</b>	<b>45,500</b>	<b>1</b>
<b>Revenue</b>			
Tax Assessment	23,468	23,500	100%
Surcharge	13,431	0	NA
Interest on unused Fund Balance	2,850	1,000	35%
(2) County Assistance Grant	0	10,000	NA
<b>TOTAL REVENUE RECEIVED =</b>	<b>39,749</b>	<b>34,500</b>	<b>87%</b>
Beginning Cash Balance	65,461	38,364	
Change in Balance, Income less Expenses	(27,097)	(11,000)	
<b>ENDING CASH BALANCE =</b>	<b>38,364</b>	<b>27,364</b>	<b>71%</b>

(1) This G&A revenue includes a \$9,517 reimbursement for West Marin Grant expenditures from the General Fund. The reimbursement documentation and request has been sent.

(2) The 1991-92 grant of \$10,000 was received and deposited in July. Therefore, it is shown as 1992-93 income. A new grant is not anticipated.

**MUIR BEACH COMMUNITY SERVICES DISTRICT  
PROPOSED 1992-93 FISCAL YEAR BUDGET  
GENERAL & ADMINISTRATIVE DEPARTMENT  
DIVISION 9236, FUND 428**

Printed: 07/24/92

**PERSONNEL & OPERATIONS EXPENSES**

CODE	DESCRIPTION	91-92 BUDGET	91-92 ACTUAL	92-93 BUDGET	END NOTES
1003	Recording Secretary	\$1,320	\$1,928	\$1,500	
1404	Social Security	0	147	120	
1506	Employee Benefits	0	0	250	(1)
2049	Conferences & Meetings	500	754	900	(2)
2059	General Insurance	0	0	1,165	(3)
2117	Contracts & Outside Services, General Manager	12,000	6,750	5,625	(4)
2119	Publications & Advertizing	200	484	1,200	(5)
2130	Postage & Transmittal Expense	0	8	100	
2133	Office supplies	300	1,347	300	
2137	Copier Expense	1,500	1,076	2,300	(6)
2352	Auditor & Courty Fees	6,000	2,992	4,000	(7)
2479	Mileage & Routine Travel	0	326	600	(8)
2534	Telephone	250	579	1,200	(9)
2720	General Administrative Expenses	0	0	300	
<b>TOTAL PERSONNEL &amp; OPERATING EXPENSES =</b>		<b>\$22,070</b>	<b>\$16,391</b>	<b>\$19,560</b>	

**CAPITAL EXPENDITURES**

CODE	DESCRIPTION	91-92 BUDGET	91-92 ACTUAL	92-93 BUDGET	END NOTES
4048	Building Improvements	\$0	\$0	\$450	(10)
	Office Lighting \$100				
	Office Storage \$150				
	Wall Sealing \$100				
4093	Equipement & Furnishings	0	798	470	(11)
	Files with Locking drawers \$220				
	Improved Workspace \$250				
<b>TOTAL CAPITAL EXPENDITURES =</b>		<b>\$0</b>	<b>\$798</b>	<b>\$920</b>	

**TOTAL ADMINISTRATIVE EXPENSES = \$22,070 \$17,189 \$20,480**

**MUIR BEACH COMMUNITY SERVICES DISTRICT  
PROPOSED 1992-93 FISCAL YEAR BUDGET  
GENERAL & ADMINISTRATIVE DEPARTMENT  
DIVISION 9236, FUND 428**

Printed: 07/24/92

**PROJECTED REVENUE 1992-93**

CODE	DESCRIPTION	91-92 BUDGET	91-92 ACTUAL	92-93 BUDGET	END NOTES
9001	Property Taxes, Secured	\$28,420	\$28,234	\$28,800	(12)
9002	Property Taxes, Unsecured	1,429	1,310	1,300	
9003	Property Taxes P, Secured Delinquent	555	556	0	(13)
9004	Property Taxes P. Secured Redemptions	832	944	0	
9020	Special District Augmentation Fund	14,631	14,616	0	(14)
9041	Supplemental Assessment "C"	1,370	1,406	na	
9043	Supplemental Assessment "R"	20	88	na	
9280	Hoptr. St.	320	627	0	
9308	Other State Reimbursements	0	0	0	
9480	Other in Lieu Taxes	0	0	0	
9772	Miscellaneous Income (Copier)	0	0	2,000	(15)
9900	General Income, Fees & Charges	0	300	1,800	(16)
<b>TOTAL PROJECTED REVENUE =</b>		<b>\$47,577</b>	<b>\$48,081</b>	<b>\$33,900</b>	

**REVENUE LESS EXPENSES = \$25,507 \$30,892 \$13,420**

**ENDNOTES:**

#	DESCRIPTION
(1)	Employee benefits include worker's compensation and unemployment insurance.
(2)	New conferences are included to earn credits for reduced SDRMA costs and other benefits.
(3)	General liability insurance is necessary for administrative operations.
(4)	This was originally Code 1005. It is based on 30% of 1 month @ \$2,250 and 11 months @ \$1,500.
(5)	Cost includes copier costs for MBCSD newsletter, and public hearing advertisement.
(6)	Includes maintenance (originally under Recreation) and cost of copies for Agendas, Board Packets, Social Notices, and miscellaneous administrative copies.
(7)	Anticipates a \$1,000 increase in County fees.
(8)	Includes travel for local meetings, local conferences, supply runs, etc.
(9)	Includes emergency pager service.
(10)	These are necessary to make the General Manger's office functional.
(11)	These are necessary for security and improved funtionability. Used files will be purchased if available.
(12)	There is some thought that the District may loose all property tax revenue.
(13)	There is no indication of delinquent taxes outstanding.
(14)	It is 99.5% certain that the District will loose the special District Augmentation revenue.
(15)	This income includes other Division copier expense, and private copier use.
(16)	This includes \$1,260 in advertizing income (newsletter), and a \$60 annual fee for Board Packets.

**MUIR BEACH COMMUNITY SERVICES DISTRICT  
PROPOSED 1992-93 FISCAL YEAR BUDGET  
ROADS & EASEMENTS DEPARTMENT  
DIVISION 9237, FUND 428**

Printed: 07/24/92

**PERSONNEL & OPERATIONS EXPENSES**

CODE	DESCRIPTION	91-92 BUDGET	91-92 ACTUAL	92-93 BUDGET	END NOTES
1028	Maintenance Manager	\$6,000	\$879	\$1,440	
1073	General Maintenance Person	1,500	2,382	5,040	(1)
1404	FICA	0	128	503	
1506	Employee Benefits	0	0	120	(2)
1701	Worker's Compensation Insurance	0	225	500	(3)
2059	General Insurance	1,500	1,281	1,165	(4)
2077	Routine Repairs	0	105	500	(5)
2078	General Maintenance	1,500	1,591	1,000	(6)
2117	Contracts & Outside Service, General Manager	0	0	3,750	(7)
2137	Copier Expense, (Notices)	0	0	100	
2249	Small Tools & Instruments	na	na	500	(8)
2501	Gas, Oil & Misc.	0	3	100	
2741	Chipper Service	1,000	0	4,500	(9)
<b>TOTAL PERSONNEL &amp; OPERATING EXPENSES =</b>		<b>\$11,500</b>	<b>\$6,594</b>	<b>\$19,218</b>	

**PROJECTED REVENUE 1992-93**

CODE	DESCRIPTION	91-92 BUDGET	91-92 ACTUAL	92-93 BUDGET	END NOTES
9248	Restricted Donations & Fund Raisers	0	0	1,000	(10)
9900	General Income, Fees & Charges	0	300	2,220	(11)
<b>TOTAL PROJECTED REVENUE =</b>		<b>\$0</b>	<b>\$300</b>	<b>\$3,220</b>	

2 2270

**REVENUE LESS EXPENSES = (\$11,500) (\$6,294) (\$15,998)**

**ENDNOTES:**

#	DESCRIPTION
(1)	The General Maintenance person will do the lessor skilled work on easements, stair repairs, weed abatement, ditch cleaning, and cleanup. This person will also work in maintaining the Community Center grounds and facilities.
(2)	Includes the proportional share of the Maintenance Manager's health insurance.
(3)	Based on the current rate of 7.6% for these employees.
(4)	Proportional allocation for SDRMS's billing for fiscal 1992-93.
(5)	New category for actual repairs versus normal maintenance.
(6)	General maintenance of easements & roadways.
(7)	Previously Code 1005. Based on 20% of 1 month at @2,250 and 11 months at \$1,500.
(8)	Purchase of small tools essential to maintenance and repair operations.
(9)	This will be transferred to the MBVFD Division. However, the current service was performed under Roads & Easements. This includes actual contractor's cost of \$2,500 for recent service, and projects a lessor cost in March 1993. The lessor 1993 cost will result from the District's rental and operation of the necessary equipment.
(10)	These restricted donations are anticipated from planned fund raisers, such as Block parties, etc. to be used for the concerned residents specific area maintenance needs.
(11)	This includes the \$220 collected during the recent "Chipper Service", plus an increased "break even" charge for the planned March 1993 service. If approximate "break even" charges are not available, the service should either be canceled or severely reduced in scope.



RESOLUTION NO. 92-07-29

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
MUIR BEACH COMMUNITY SERVICES DISTRICT  
PROPOSING AN ELECTION BE HELD IN ITS JURISDICTION;  
REQUESTING THE BOARD OF SUPERVISORS TO  
CONSOLIDATE WITH THE GENERAL ELECTION IN NOVEMBER OF 1992**

The board of Directors of the Muir Beach Community Services District resolves as follows:

**WHEREAS**, it is the determination of said governing body that a measure should be submitted to the voters of the District pursuant to provisions of the Government Code of the State of California; and

**WHEREAS**, said measure must be approved by at least two-thirds (2/3) of the voters voting thereon.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Muir Beach Community Services District calls for an Election to be held on November 3, 1992, at which election the issue to be presented to the voters shall be:

Shall Ordinance No. 92-01 of the Muir Beach Community Services District levying a special tax of not less than \$86 nor more than \$255 per annum on each parcel of real property located in the District be adopted as a special tax for the purpose specified in said ordinance and the appropriations limit for the District increased for the period authorized by law.

**BE IT FURTHER RESOLVED** that Rebuttal shall be received to ballot arguments.

**BE IT FURTHER RESOLVED** that the Board of supervisors is requested to consolidate the election with the General Election in November of 1992.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the Board of Directors of the Muir Beach Community Services District on ~~29 July 1992~~

*5 August 1992*

AYES: *Pinto, Lee, Yamamoto*  
NAYS: *None*  
ABSENT: *Collier, Madden*  
ABSTAIN: *None*

*Erin B. [Signature]*  
\_\_\_\_\_  
President of the Board

ATTEST:

*[Signature]*  
\_\_\_\_\_  
Secretary

**MUIR BEACH COMMUNITY CENTER  
19 SEACAPE DRIVE  
STAR ROUTE 221  
MUIR BEACH, CA 94965-9739**

**RULES AND REGULATIONS**

**FEES**

1. Appropriate forms and fees are required for rental of the Muir Beach Community Center.
2. A reservation deposit fee holds the requested date. It is not applicable toward the rental fee, but is refundable if required cleaning is completed (as per clean-up checklist), renter is out by specified time and there is no damage or additional cleaning required.
3. Total rental fees are due 2 weeks prior to event. Total amount due will be shown on contract.
4. Cost in excess of the reservation deposit fee for any cleaning or repairs to the facility, equipment or grounds following an event will be charged to the applicant.
5. Minimum rental on weekends is four hours.

**CANCELLATION**

6. If a rental agreement is cancelled by renter two weeks or more in advance, 25% of the reservation deposit fee will be retained. If less than two weeks notice is given, 50% of the reservation deposit fee will be retained.
7. The MBCSD Recreation Committee reserves the right to cancel any rental contract if a use is misrepresented and subsequently determined to be inappropriate, a high risk liability exposure or detrimental to the facility and/or surrounding neighborhood. The reservation deposit fee will be retained.
8. Use of the Center may be revoked at any time by representatives of the Muir Beach Community Services District Recreation Committee if the rules for rental are not adhered to by the renter or if the use results in a disturbance of the peace or a breach of the law. Both the reservation deposit fee and the rental fee will be retained.
9. In case of emergency the MBCSD Recreation Committee reserves the right to cancel any reservation. All fees and deposits will be refunded.

**INSURANCE**

10. All events (except those sponsored by the Muir Beach Community Services District) must provide a Certificate of Insurance stating that the event is covered by public liability insurance. The Muir Beach Community Services District must be named as an additional insured. See Insurance Notice for required amounts. Insurance can be provided through the District's association with the Special District Risk Management Association. *(Item 10 is eliminated in Strawberry rules).*
10. *The District's liability insurance does not provide coverage for renters. You may wish to contact your insurance agent for coverage of your event at the Community. (Marinwood CSD). Insurance can be provided through the District's association with the Special District Risk Management Association.*

**ALCOHOL**

11. Users must comply with State regulations forbidding consumption of alcohol by minors on the premises.

12. Applicants must comply with State A.B.C. policy if alcohol is to be sold and a copy of the ABC permit must be submitted to the MBCSD Recreation Committee no later than two weeks prior to the event.
13. If alcoholic beverages are being served, the applicant must provide a Certificate of Insurance stating that the event is covered by public liability insurance (see Insurance Notice for details). The Muir Beach Community Services District must be named as an additional insured. (*Item 13 is eliminated in Marinwood and Strawberry rules*).

#### **USAGE**

14. Renters who wish to decorate the Center for their event must fasten decorations with ties, tape or thumb-tacks only. Staples are not to be used.
15. Reservations for use of the Center must be completed by individuals 21 years of age or older.
16. Application permits are non-transferrable.
17. At the discretion of the Muir Beach Community Services Recreation Committee, off-duty police officers or licensed security firms may be required at renter's expense.
18. The applicant whose signature appears on the rental contract should arrive at the starting time designated and be present until the end of the event. If the applicant cannot be present, he should designate an individual and place that name on the application.
19. Capacity of the room is 114 people or, if a sit-down event, 43 people. Number of persons using the Center must be within these limits.
20. Parking on Seacape Drive is limited to the down-hill side only. Other parking may be arranged with the GGNRA Ranger (388-2595).
21. Recreational wheels are not allowed in the building.
22. Ping pong is the only ball-playing activity allowed in the building.
23. Music must be confined to the immediate area of the building and must end at 1:00am on weekends and at 10:30pm Sunday through Thursday.
24. Please request participants to be considerate of our neighbors and to place litter in appropriate Community Center containers.
25. All facilities must be left in the same condition as before the event started, as per clean-up checklist.

rev. 6/24/92 (items in italics are alternatives that the Recreation Committee wanted to research at other community centers. Discussion on these alternatives is scheduled for a special meeting on remaining Community Center forms to be held on 7/29/92, at 11 am at the Community Center).

Date submitted \_\_\_\_\_

**MUIR BEACH COMMUNITY CENTER**  
**19 Seacape Drive**  
**Star Route 221**  
**Muir Beach, California 94965-9739**

**PROGRAM PROPOSAL**

This proposal provides the information needed by the Muir Beach Recreation Committee to program the use of the Center in ways appropriate to the educational, community service, and/or recreational purposes for which the Center was established.

Muir Beachers are encouraged to initiate activities, set up programs, apply for grants, etc., in conjunction with and following procedures developed by the MBCSD Recreation Committee.

Fees are set in accordance with the Rental Fee Schedule.

\_\_\_\_\_  
Name of Program

\_\_\_\_\_  
Name(s) of Organizer

\_\_\_\_\_  
Name of Instructor if different from above

\_\_\_\_\_  
Address of Organizer

\_\_\_\_\_  
Phone # of Organizer

\_\_\_\_\_  
Name of individual or group legally and fiscally responsible for organization and management of the program.

1. Date(s) and time(s) requested: Hours requested must include set-up and clean-up which will be charged at the hourly rental rate. Renters must leave building clean and available for other uses after each rental period.

Date

Starting Time

Ending Time

Total number of hours requested: \_\_\_\_\_

2. Projected enrollment: \_\_\_\_\_ Maximum \_\_\_\_\_ Minimum \_\_\_\_\_

How many are Muir Beach residents? \_\_\_\_\_

3. What fees will be charged to the participants? \_\_\_\_\_

4. Briefly describe the program (may be used in Community Center publicity):

5. Briefly describe the program's goals (may be used in Community Center publicity):

(OVER)

6. Please attach, if checked:

- ☐ A. A copy of the program budget and/or financial statement describing program funding.
- ☐ B. Present proof of compliance with any relevant federal, state and /or local government codes and regulations.
- ☐ C. A brief description of the educational background and previous experience of the instructor.
- ☐ D. Brief description of proposed staffing, including, if applicable, safe staff levels, adult/child ratios, staff schedules, first aid knowledge and in-service training schedules.
- ☐ E. A list of names, addresses and phone numbers of the members of the program's board of directors.
- ☐ F. List of the program's safety rules.
- ☐ G. Independent brochures and publicity releases describing the program.

7. Your signature below affirms your willingness to participate in program evaluation consisting of:

- a. A visit by a member of the Recreation Committee to your activity.
- b. Completion of Community Center evaluation forms by participants of your program and by the instructor or organizer of the program, based on the program description, after two months or at the end of the session, whichever comes first; and at continuing intervals during long- term programs.

---

Signature of Individual or Group Legally and Fiscally Responsible for Organization and Management of the program.

Upon approval, a copy of your proposal and a contract showing appropriate rental fees will be mailed to you.

Please make checks payable to the Muir Beach Community Services District.

Please return completed proposal with reservation deposit of \$\_\_\_\_\_ to:

Muir Beach Community Center  
Star Route 221  
Muir Beach, California 94965-9739

# MUIR BEACH COMMUNITY CENTER

19 Seacape Drive  
Muir Beach, California

## APPLICATION FOR USE

APPLICANT \_\_\_\_\_  
Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

HOURS REQUESTED MUST INCLUDE SET-UP AND CLEAN-UP, which are charged at the hourly rental rate. Renters must leave building clean and available for other users after each rental period.

Date \_\_\_\_\_ Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Total number of hours requested: \_\_\_\_\_  
PERSON IN CHARGE OF ACTIVITY \_\_\_\_\_  
Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

TYPE OF ACTIVITY \_\_\_\_\_  
(activities may require a proposal and/or evaluation)  
Description of Activity \_\_\_\_\_

### WHAT FEES AND/OR DONATIONS WILL BE CHARGED TO PARTICIPANTS?

Do you expect to make a profit? \_\_\_\_\_  
PROJECTED ATTENDANCE \_\_\_\_\_ MAXIMUM \_\_\_\_\_ MINIMUM \_\_\_\_\_

How many participants will be from Muir Beach? \_\_\_\_\_

NAME OF ORGANIZATION OR BUSINESS \_\_\_\_\_

Are you a non-profit organization? \_\_\_\_\_ If yes, your non-profit #: \_\_\_\_\_

PERSON RESPONSIBLE FOR CLEAN-UP \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

(person responsible for clean-up must be present during clean-up.)

WILL THE EVENT BE OPEN TO THE PUBLIC? \_\_\_\_\_

Will Alcoholic Beverages be sold? \_\_\_\_\_ If yes, ABC Permit #: \_\_\_\_\_

Will Alcoholic Beverages be served? \_\_\_\_\_

Please remit refundable deposit of \$ \_\_\_\_\_ with this application. Make checks payable to Muir Beach Community Services District. Mail to Muir Beach Community Center, Star Route 221, Muir Beach, California, 94965-9739.

Deposit will be refunded to person in charge of activity unless otherwise requested.

Upon approval, a copy of this application and a rental contract showing appropriate rental fees will be mailed to you.

# MUIR BEACH COMMUNITY CENTER GENERAL POLICY

The Muir Beach Community Center operates under the jurisdiction of the Muir Beach Community Services District and is intended primarily for educational, community service, recreational and social purposes. Individuals, groups and organizations are permitted and encouraged to use the Center, subject to review by the Recreation Committee, on a reservation basis.

## RENTAL FEE SCHEDULE

	Muir Beach Community Service Org. <sup>1</sup>	Non-profit Organization	Muir Beach Residents	Special Neighbors <sup>2</sup>	Non-residents
I. Commercial Use Deposit: \$150.	NA	NA	\$25./hr	\$25./hr	\$35./hr
II. General Use Deposit: \$75. Wedding Deposit: \$150.	Free	\$10./hr	\$10./hr	\$15./hr	\$25./hr
Kids' birthday parties (Noon to 5 pm) Deposit: \$75.	NA	NA	\$10. flat fee	\$15. flat fee	\$100. flat fee
III. Programmatic Use	The majority of participants must be Muir Beach residents.				
Fee <sup>3</sup> recreational, educational & social programs	Rental fees are the same as participants' fees. Require teacher contract.				
Free / Low-cost recreational, educational & social programs	No rental fees. Low-cost activities require teacher contract.				

1. Muir Beach community service organizations are volunteer-staffed organizations serving the community. No rental deposit required for meetings or classes.

2. Special Neighbors are residents of Green Gulch Farm, Slide Ranch, Banducci Farm, Camino del Canyon, and the rangers' homes on Muir Woods Road and in Muir Woods.

3. Low-cost recreational, educational and social activities are those in which the fee to participants is \$3.00/hour or less.

NOTE: The children's room is primarily intended for drop-in use by children with their parents/caregivers, per a use agreement and \$10. refundable key deposit. It may also be used when there is a scheduling conflict in the main room. In addition, Muir Beach community organizations and/or residents may schedule the children's room at no fee for use in conjunction with a scheduled activity in the main room. There is a \$15./day flat fee for such use by non-profit organizations, special neighbors, and non-residents.

Date\_\_\_\_\_

**MUIR BEACH COMMUNITY CENTER**  
19 Seacape Drive  
Star Route 221  
Muir Beach, California 94965-9739

**CLASS PAYMENT RECORD**

\_\_\_\_\_  
Name of Program

\_\_\_\_\_  
Name(s) of Organizer

\_\_\_\_\_  
Name of Instructor if different from above

\_\_\_\_\_  
Address of Organizer

\_\_\_\_\_  
Phone # of Organizer

Number of participants in class:\_\_\_\_\_

Fee to participant: \_\_\_\_\_

Dates of classes:\_\_\_\_\_

\_\_\_\_\_  
Amount of payment:\_\_\_\_\_

Please return this form with your check two weeks prior to the commencement of the class. Make check payable to the Muir Beach Community Services District, and send to:

Muir Beach Community Center  
19 Seacape Drive  
Star Route 221  
Muir Beach, California 94965-9739

For office use only: Received by:\_\_\_\_\_ Date\_\_\_\_\_



## MUIR BEACH COMMUNITY CENTER Clean-up Check List

Renter \_\_\_\_\_ Date \_\_\_\_\_

**Note:** This check list is to aid you in your clean-up responsibilities. All areas are to be left clean to ensure refund of your deposit.

- \_\_\_\_ 1. Decorations removed from walls & ceiling and taken away, unless agreed otherwise.
- \_\_\_\_ 2. Tables & chairs wiped off and put away properly.
- \_\_\_\_ 3. All other equipment used (such as coffee pots, stereo, ping-pong table) put back in place.
- \_\_\_\_ 4. Ash trays emptied and wiped out.
- \_\_\_\_ 5. Carpeted area vacuumed. (Vacuum is stored in women's rest room)
- \_\_\_\_ 6. Make sure all areas are cleaned including the deck and grounds.
- \_\_\_\_ 7. All dishes/utensils/tableware cleaned and replaced in drawers and on shelves.
- \_\_\_\_ 8. Stove top and ovens cleaned, if used.
- \_\_\_\_ 9. Stove burners & ovens turned off.
- \_\_\_\_ 10. Sink scrubbed and cleaned.
- \_\_\_\_ 11. Group food removed from refrigerator.
- \_\_\_\_ 12. All counter tops cleaned.
- \_\_\_\_ 13. Rest rooms cleaned.
- \_\_\_\_ 14. Floor swept and wet mopped. (Mop is located on Community Center deck).
- \_\_\_\_ 15. Glass bottles and aluminum cans (no foil or pie plates, etc.) placed in appropriate recycling cans located on the Community Center deck.
- \_\_\_\_ 16. All other trash/garbage removed and dumped (in bags) in cans at road. Each renter is allowed to fill one can; garbage beyond that must be carried away by renter.
- \_\_\_\_ 17. Roadside, bushes and driveways of adjacent homes checked and cleared of litter.

**Thank you for your cooperation**

**Please Note:** It usually will take you at least one hour to clean up after your event, with several helpers. Please make plans ahead of time for your clean-up crew. You should end your event in time for your clean-up and be out of the building at the time specified on your rental application.

rev. 7/22/92

Please complete, sign and return to \_\_\_\_\_

## MUIR BEACH COMMUNITY CENTER ACTIVITY REGISTRATION FORM

PARTICIPANT'S NAME: \_\_\_\_\_

PHONE: DAY \_\_\_\_\_ EVES. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

AGE (if under 18 years): \_\_\_\_\_

PERSON (other than self) TO BE CONTACTED IN CASE OF EMERGENCY:

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

NAME OF ACTIVITY/CLASS: \_\_\_\_\_

DATES: \_\_\_\_\_ DAY: \_\_\_\_\_ TIME: \_\_\_\_\_ FEE: \_\_\_\_\_

A completed registration form must be received before the time of the first class.  
If attending a class on a drop-in basis, a registration form must be filled out & signed at each class.

### HOLD HARMLESS/MANDATORY ARBITRATION AGREEMENT

I hereby agree to indemnify and hold harmless the Muir Beach Community Services District and its officers and employees, and any community organization cosponsoring the program, from and against any and all liability for any injury which may be suffered by me or my child, arising out of or in any way connected with participation in the program named above.

I also certify that I (or my children) are knowledgeable as to all rules on conduct appropriate to the above-mentioned activity. Neither I nor my child have any physical illnesses, conditions, disabilities or weaknesses that would interfere with safe participation in the activity. I recognize that bodily injury and/or property damage may be sustained through participation in this activity and acknowledge that I/we voluntarily accept all risks of injury to persons or property.

In case of emergency, my child may be treated by a qualified physician.

**MANDATORY ARBITRATION OF CLAIMS AGAINST MUIR BEACH COMMUNITY SERVICES DISTRICT.** It is hereby expressly understood that any claim asserted against the District by the undersigned participant, either on behalf of him/her or on behalf of another person, on account of bodily injury, mental disturbance, death or property damage, sustained as a result of, or for any reason connected with the use of District property, facilities, or programs pursuant to this registration, will be determined by submission to arbitration as provided by California law, and not by a lawsuit or resort to court process except as California law provides for judicial review of arbitration proceedings. **THE MUIR BEACH COMMUNITY SERVICES DISTRICT AND THE UNDERSIGNED BY EXECUTION OF THIS DOCUMENT ARE GIVING UP THEIR CONSTITUTIONAL RIGHT TO HAVE ANY SUCH DISPUTE DECIDED IN A COURT OF LAW BEFORE A JURY AND INSTEAD ARE ACCEPTING THE USE OF ARBITRATION.**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/guardian if under 18 years old)

# **RECREATION DIVISION 9239** **OPERATIONS & MAINTENANCE**

	91-92 Budget	91-92 Revised Budget	91-92 Actual to 3/31	91-92 Budget Projected to 6/30/92	92-93 Budget
1003 General Manager	0	0	0	0	3750
1028 Maintenance Manager	0	0	0	449	0
1073 Extra Hire	0	0	0	114	500
1080 Administration & Grant Writing	0	0	0	0	500
2041 Recreational Programs -\$240 (Walkathon)	1640	1400	425	728	5714
Halloween party	75	75	0	0	100
Easter party	75	75	0	75	100
Child care	200	200	0	0	200
CSD dinners: - \$175 (Walkathon) in 91-92	300	125	25	25	0
Fun Night: - \$65 (Walkathon in 91-92	130	65	0	0	0
Coffee, etc.	60	60	0	0	***
Bistro: Supplies: \$800 Wages: \$960	800	800	400	628	1760
Appreciation fund	0	0	0	see #2380	100
Community Dinner Night	0	0	0	0	2600
2059 General Insurance	1965	1965	1822	1822	2000
2077 Misc. Repair & Small Tools	100	100	98		340
2096 Building Cleaning & Maintenance	2810	2230	1186		2880
Cleaning	1680	1680	760		1680
Floor	300	300	240	240	***
VCR & TV	100	100	186	186	500
Chimney & wood stove	150	150	0	0	150
Sprinkler System	580	***	***	***	***
Special Annual Cleaning, including floor (2/yr)	0	0	0	0	500
Water heater flushing	0	0	0	0	50
2097 Grounds Maintenance	1670	1670	900	900	3000
Trees	1000	1000	900		1000
Yard work (including log splitter rental)	670	670		521	2000
2119 Publication: - \$90 (Walkathon) in 91-92	190	100	0	0	400
Telephone directory: \$170			0	0	200
Neighbors' handbook: \$250			0	0	200
2133 Office Supplies & Postage	150	150	44.13	75	75
* Recreation Division Copier Use	0	0	na	na	300
2259 Garbage Removal	275	275	231	303	325
2269 Misc. Fees	0	0	0	0	300
2366: Building Supplies	150	150	395		600
* Recreational supplies (art supplies, games, coffee etc.)	0	0	0	527	200
2369 Restricted Fund Program (Walkathon)	0	440	0	0	1000
2378 Community fundraiser expenses	0	0	0	0	1000

\* New Rec Division account number

\*\*\* Moved to another Rec. Division account, or moved within a Rec. Div. account (floor cleaning)

# RECREATION DIVISION 9239 OPERATIONS & MAINTENANCE

	91-92 Budget	91-92 Revised Budget	91-92 Actual to 3/31/92	91-92 Expenses Projected to 6/30/92	92-93 Budget
2380 Start-up program funding	1000	1000	663	971	1000
<u>Appreciation Fund</u>			13	13	***
<u>Barefoot Dancing</u>			450	675	na
<u>Halloween party</u>			150	150	na
<u>Recreation supplies: Santa suit, art supplies</u>			50	32.50	***
<u>Work parties</u>					na
<u>Playground celebration party</u>				100	na
2534 Telephone	395	395	278	387	420
2535 Power for Community Center -\$65 (Walkathon)	1200	1135	778	1121	1200
<b>Total Operations &amp; Maintenance</b>					25,505

## CAPITAL OUTLAY

4045 Block Grant (CSD)	5725	5500	5010	1500	3475
<u>Window insulation (CSD)</u>	1500	1500	1235	1235	na
<u>Floor &amp; skylight insulation (CDBG)</u>	4225	4000	3775	3775	225
<u>Floor insulation (CSD)</u>	0	0	0	0	775
<u>Porch Overhangs (CSD)</u>	0	0	0	0	500
<u>Porch Overhangs (CDBG)</u>	0	0	0	0	1975
4048 Building Improvements	2558	3138	3120	3120	1950
<u>Office renovation: \$2500</u>	2500	2500	2500	2500	na
<u>Sprinkler system: \$620</u>	0	580	620	620	na
<u>Storage shed</u>	0	0	0	0	500
<u>Garbage shed: \$300</u>	0	0	0	0	150
<u>Deck extension</u>	0	0	0	0	****
<u>BBQ</u>	0	0	0	0	300
<u>Recycling area</u>	0	0	0	0	400
<u>Office front wall renovation</u>	0	0	0	0	****
<u>Front door and door frame replacement</u>	0	0	0	0	600
4093 Equipment & Furnishings -\$45 (Walkathon)	674	629	985	985	1500
<u>Chairs: \$320 - \$45 (Walkathon)</u>	320	275	161	161	na
<u>Office desk: \$254</u>	254	254	248	248	na
<u>Fire extinguishers</u>	0	0	58	58	50
<u>Propane tank chain</u>	0	0	67	67	na
<u>Water heater</u>	0	0	350	350	na
<u>Recreation equipment: \$100</u>	100	100	0	0	500
<u>Gallery lighting: \$150</u>	0	0	0	0	0

\*\*\* This item is part of projected building & grounds master plan

pg. 2  
rev. 7/27/92

# RECREATION DIVISION 9239

## CAPITAL OUTLAY

	91-92 Budget	91-92 Revised Budget	91-92 Actual to 3/31/92	91-92 Projected to 6/30/92	92-93 Budget
Electric switch replacement	0	0	0	0	300
Outdoor light fixtures: \$200	0	0	0	0	250
Kitchen equipment	0	0	101	101	200
Umbrella for patio table	0	0	0	0	200
4243 Playground	9473	19281		24281	0
* Contingency Fund	0	0	na	na	1000
<b>Total Capital Expenses</b>					7925
<b>Total Expenditures</b>					33,430

## REVENUE

9220 Administrative use of copier	1500	1500	745	1000	1076
9221 Other copier income	500	500	586	700	691
9248 Restricted donations			10248	15248	1000
<u>Playground</u>			9808	14808	0
<u>Walkathon</u>	440	440	440	440	1000
9255 Rental of building	3000	3000	1566	2051	4000
9259 Donations & fundraisers	0	0	0	0	2000
<u>Labor Day BBQ</u>					2000
9811 Start-up program income	na	na	465	675	na
9834 Resident handbook ad sales	0	0	0	0	400
9937 Recreational program income	0	0		1518	4118
<u>Bistro</u>				1518	1518
<u>Community Dinner Night</u>					2600
9900 Grant revenue	4000	4000	8775	8775	2200
<u>CDBG</u>	4000	4000	3775	3775	2200
<u>Marin Community Foundation</u>	0	0	5000	5000	0
<b>Total department revenue</b>					13,718
<b>Property taxes</b>					19,712
<b>Total revenue</b>					33,430

### Notes:

- (1) #2369: 92-93 budget figure includes FY 91-92 rollover
- (2) #9220 and #9221 will be moved to CSD G&A accounts in FY 92-93
- (3) #9900: FY 92-93 budget figure includes FY 91-92 rollover

**AGENDA**

**PUBLIC HEARING OF THE  
BOARD OF DIRECTORS OF THE  
MUIR BEACH COMMUNITY SERVICES DISTRICT  
CONSIDERING MODIFICATION OF THE DISTRICT'S  
WATER SERVICE RATES**

**AUGUST 11, 1992  
7:00 P.M.**

- I. The Muir Beach Community Services District meeting is called to order.
- II. Roll call: Board of Directors of the Muir Beach Community Services District.
- III. A Public Hearing by the Board of Directors of the Muir Beach Community Services District, on the modification of the district's water rates for the District's provision of water service delivery and ancillary maintenance.
  - A. Open the public hearing.
  - B. Staff presentation of the needs, analysis, and the recommended rate modifications in the District water rates.
  - C. Public testimony. The public will be invited to testify in support or opposition of the proposed water rate modifications. Testimony will be limited to no more than five minutes per presentation, and each presentation should offer new non-repetitive information. If individuals wish to confirm their support of a particular testimony, they may submit their names to be read into the record.
  - D. Written testimony, received in accordance with the procedures outlined in the published Notice of Public Hearing, will be logged into the record in the name of the submitter's signature, without reading.
  - E. Close the Public Hearing.

**IV. Action recommended by the staff. The following list of actions are recommended by staff to complete the rate modification process.**

- A. If no written objections are filed, in accord with the Notice of Public Hearing, and if public testimony does not substantiate a cause for alternative action, the staff recommends adoption of the Resolution establishing a new rate structure, beginning September 1, 1992.**
- B. If written objections are filled, in accord with the Notice of Public Hearing, the staff recommends adjournment of the Board of Directors to August 26, 1992, to consider the written objections. This does not re-open or continue the public hearing, which has been closed. The purpose of the adjournment is to allow reasonable time to properly consider the context of the written objections.**

## **PUBLIC HEARING PROCEDURES**

### **I. Opening of the Public Hearing**

- A. Call to order (President)
- B. Board of Directors roll call (Recording Secretary)
- C. Declare the Public Hearing open (President)

### **II. Introductory remarks (President)**

- A. The purpose of this Public Hearing of the Muir Beach Community Services District Board of Directors is to consider the proposed modification of the District's water service rates.

### **III. Staff Presentation (Henry Hyde)**

- A. Introduction of the staff (President)
- B. Summary of the needs, analysis, and the recommended rate modifications in the District water rates. (Henry Hyde)

### **IV. Public Testimony on the Proposed Rate Modifications**

- A. Rules governing public testimony (President). All persons desiring to speak on the proposed rate modifications will be given the opportunity to speak.
  - 1. Before speaking, please state your name, address, and organization (if any) you represent, for the record, and
  - 2. Please limit your comments to the subject at hand, with new non-repetitive information, and to a time not exceeding five (5) minutes.
  - 3. Individuals wishing to indorse or join with a given public testimony may submit their names for entry into the public record, as being in support without repetitive testimony.



4. The five minute time limit for individual presentation will be in effect. However, the President may request tabulation of the number of proposed testimonies, and upon consideration of the number wave or increase the allotted time limit, subject to an approved motion of the Board.

B. Written<sup>1</sup> and oral comments by persons objecting to the proposed rate modifications:

1. The General Manager will enter all written communications objecting to the proposed rate modifications into the record, for consideration, under the name of the individual's signature; and
2. Reminder of the rules governing public testimony (President); and
3. Accept public testimony.

C. Written and oral communications in favor of the proposed rate modifications; and

1. The General Manager will enter all written communications in favor of the proposed rate modifications into the record, for consideration, under the name of the individual's signature; and
2. Reminder of the rules governing public testimony (President); and
3. Accept public testimony.

V. Closing of the Public Hearing (President)

VI. Actions by the Board - Per Agenda.

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<sup>1</sup> All written objections must be considered by the Board, in a reasonable and seasonal manner prior the adoption of the proposed rate modifications.

**RESOLUTION NO. 92-08-11**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
MUIR BEACH COMMUNITY SERVICES DISTRICT  
ADOPTING A MODIFICATION OF THE RATES CHARGED  
FOR THE DISTRICT'S WATER SERVICES**

**WHEREAS**, the Board of Directors has held a Public Hearing to consider the modification of the rates charged for the District's water services, and has determined that the day to day operations of the District's Water Division will be more expediently conducted, if the rate structure is modified to provide funds adequate to support the day to day Water Division operations; and

**WHEREAS**, Section 61621 of the California Government Code provides that "A district may prescribe, revise and collect rates or other charges for services and facilities furnished by it..."; and

**WHEREAS**, the Board of Directors finds that the report and recommended rate structure submitted by the Water Division staff accomplishes the objectives, supra, without undue hardship on the recipients of the District's services.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Muir Beach Community Services District as follows:

**Section 1:** The Board of Directors adopts the modified rate structure, as detailed in the Water Division's report for the Public Hearing conducted on August 11, 1992.

**Section 2:** The Board of Directors instructs the Water Division to make these rate modifications effective, commencing with the billing for service during the month of August 1992, and continuing until such time as the Board deems further modification is necessary for the preservation of the public health, safety, and welfare.

**PASSED, APPROVED AND ADOPTED** at a meeting of the Board of Directors of the Muir Beach Community Services District on \_\_\_\_\_

**AYES:  
NAYS:  
ABSENT:  
ABSTAIN:**

\_\_\_\_\_  
President of the Board

**ATTEST:**

\_\_\_\_\_  
Secretary

July 14, 1992

**TO:           Donovan Macfarlane**  
                  General Manager

**FROM:       Henry Hyde**  
                  Water Manager

**RE:           1992-93 Water Department Budget Analysis**

The enclosed information regarding the 92-93 Water Department Budget and revision of the water rate schedule is provided as requested by the Board of Directors at its meeting on July 10, 1992.

The proposed FY 92-93 Budget (attached) provides for a 15.5 percent increase over the 92-91 Budget including 20 percent of the General Manager's salary (\$4,000) and a \$6,000 contingency reserve for unanticipated emergencies. The unused portion of this reserve will be placed into a capital replacement fund the following year.

The proposed rate schedule (attached) will generate an estimated annual revenue of \$58,000 to balance the budget. The proposed schedule will revise the two low use categories resulting in one flat rate for the lowest use (0-250 cu. ft./mo.) and a graduated rate for the other categories based on the amount of water used. A seventh category is added for high use (2,500 + cu. ft./mo.). That could be considered a "commercial" rate.

The current rate schedule has not been adjusted since 1980 except for revision in the two high use categories last year.

**A review of the current and proposed rates show the following facts:**

- **Revenue derived from the current rates does not cover expenses. General tax revenue is currently used to subsidize the water rates.**
- **The revenue derived from the current rates does not provide contingency funds for unanticipated emergencies or system replacement funds except for nominal annual improvements (e.g., meter, valve, hydrant replacement). Contingencies are currently covered by the District's General Fund.**

**The proposed rates will eliminate the general tax subsidy and establish a contingency/capital replacement fund of \$6,000/yr. (about 10% of the budget) for long-term water facilities upgrade and replacement. Grant funds and other sources of financing will continue to be pursued to provide adequate revenue for this purpose.**

- **The current rates do not cover the cost of service for certain categories on a proportional water use basis. For example, Category 3 (501 to 1,000 cu. ft./mo.) produces 32.5% of the revenue but accounts for 37.5% of the metered water use. Therefore, this group is being subsidized by the other ratepayers on a proportional use basis.**

**The proposed rates will provide a more equitable balance of revenue and use.**

- **The rates have not been significantly adjusted since 1980. At an average rate of inflation of 4%/yr., cost has increased 60 percent during this period. At 5%/yr., cost has increased 80 percent.**

**The proposed rate increases, although significant, will not cover the inflation cost over the past 12 years. However, a combination of the proposed rate increases and cost control will provide adequate revenue to operate, maintain and begin the upgrading of existing facilities to provide for a reliable long-term water system.**

- **The current annual cost of water for the "average" Muir Beach customer is 38 to 88 percent less than comparable water districts. Refer to the attached Annual Water Cost Comparison prepared by the North Marin Water District.**

**The "average" Muir Beach Water customer currently pays \$273/yr. for system operation and maintenance (this does not include the Measure E tax for Harris Project additions). Under the proposed rate schedule, the "average" customer will pay \$414/yr. which is still well below the cost charged by most of the other Districts.**

**Based on the proposed 92-93 Budget and the District's policy of managing the water system as an "enterprise fund" (e.g., water rate revenue covers expenses), I recommended that the District adopt the proposed rate schedule and hold a public hearing to consider comments in conjunction with adoption of the 92-93 District Budget.**

MBCSD PROPOSED BUDGET  
FY 92-93  
Water: Fund 105164 - Division 9238

		92-93 Proposed Budget	91-92 Budget	90-91 Actual
<u>Operations &amp; Maintenance</u>				
2117	<del>1001</del> General Manager	3,750 <del>4,000</del>	--	--
	1003 District Secretary	7,200	7,200	7,199
	1004 Meter Readers	1,080	790	1,170
2395	<del>1005</del> Water Manager, <i>Consultant</i>	4,500	4,500	6,000
	1028 Maintenance Manager	6,240 <del>6,000</del>	6,000	6,765
	1404 Social Security	1,060 <del>1,000</del>	1,630	1,503
	1506 Medical Plan	1,020 <del>1,000</del>	1,000	604
	1701 Workers Comp. Insurance	1250 <del>1,000</del>	1,000	673
	Subtotal Personnel Costs	26,100 <del>26,400</del>	22,120	23,914
	2058 Annual Inspection Fee	350		
	2059 General Insurance	1765 <del>2,500</del>	2,265	2,145
	2077 Misc. Repair & Small Tools	1,400	1,860	2,182
	2096 Building Repair	500	500	505
	2115 Lab Supplies & Testing	1,000	1,500	2,755
	2122 Refunds	200	100	180
	2130 Postage	230	300	248
	2133 Office Supplies	350	355	408
	2221 Public & Legal Notices	135 <del>200</del>	0	0
	2325 Contract Service - Maintenance	3,000	6,223	4,961
	2479 Mileage	900	500	517
	2534 Telephone - Tank Relay	370	500	570
	2535 Electricity for Pumps	15,712 <del>5,500</del>	5,000	5359
	Subtotal Non-Personnel Costs	15,712 <del>16,300</del>	19,103	19,830
	Total Operations & Maintenance	41,812 <del>42,700</del>	41,223	43,744
<u>Capital Outlay</u>				
	4093 Equipment	1,000	1,000	0
	4160 Water Meters	1,800	1,350	1,414
	4162 Water Supply Study	2,000	1,150	4,133
	4169 Tanks & Structures	0	1,500	8,494
	4197 Water System Repairs	4,500	2,200	10,542
	4816 Hydrant Replacement/Upgrade	0	1,800	0
	Total Capital Expenditures	9,300	9,000	24,583
	Contingency Reserve	6,900 <del>6,000</del>	0	0
	Total Expenditures	58,000	50,223	68,327
<u>Revenue</u>				
	9025 Water Bills (Estimated)	58,000	46,000	43,090
	9377 Local Assistance Grant	0	0	7,100
	Total Department Revenue	58,000	46,000	50,190
	Property Taxes	0	4,223	18,149
	Total Revenue	58,000	50,223	68,339

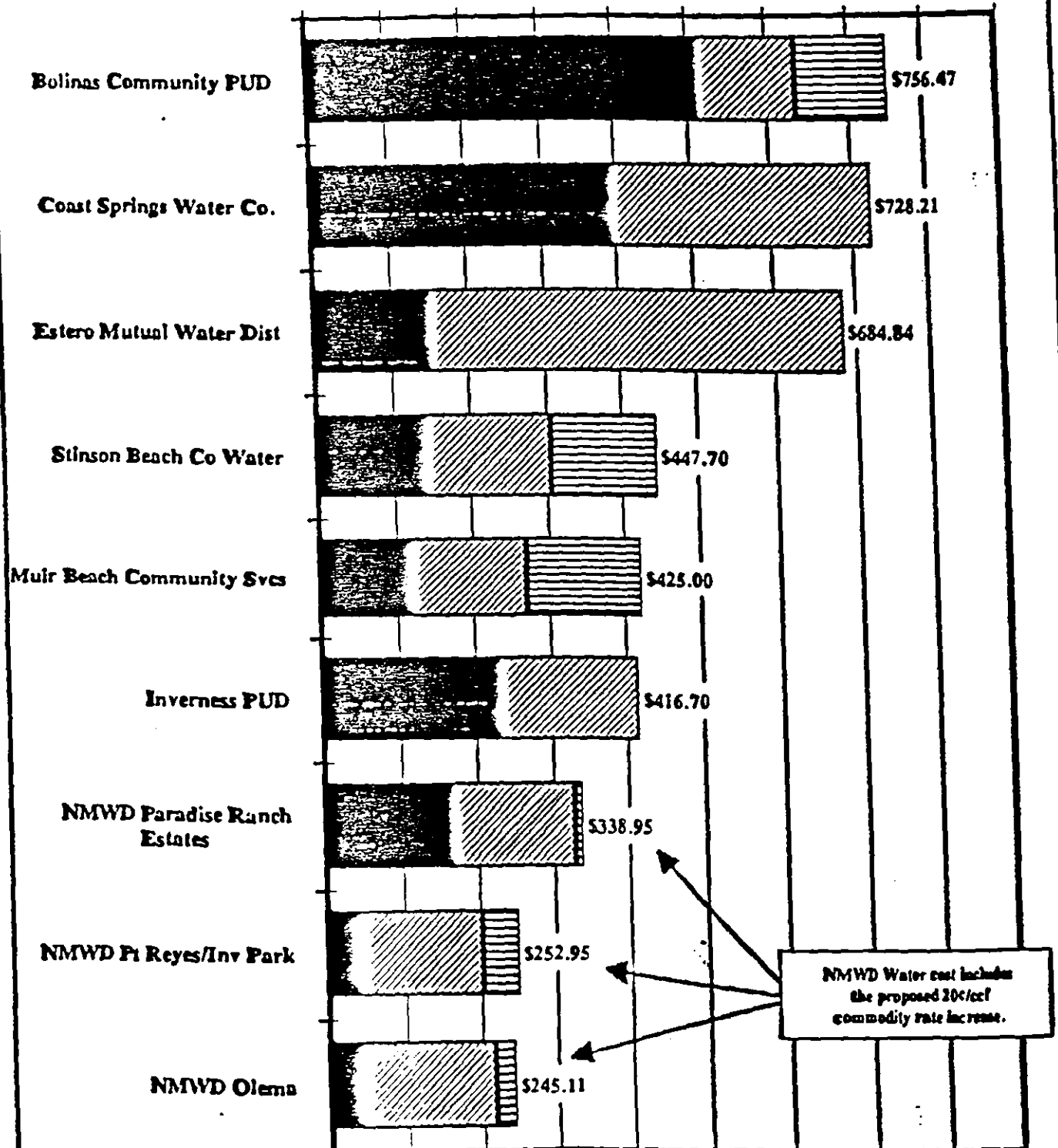
FY 92-93 BUDGET  
PROPOSED RATE SCHEDULE  
AND ESTIMATED REVENUE

<u>Category</u> <u>Cu.Ft./</u> <u>Mo.</u>	<u>No. of</u> <u>Customers</u>	<u>Current</u> <u>Rate</u>	<u>Current</u> <u>Revenue</u> <u>\$/Mo.</u>	<u>New</u> <u>Rate</u>	<u>Estimated</u> <u>Revenue</u> <u>\$/Mo.</u>	<u>Monthly</u> <u>Diff. Per</u> <u>Customer</u>	<u>%</u> <u>Revenue</u>	<u>%</u> <u>Use</u>
1. 0-250	15	\$8	\$120	\$10	\$150	\$2	3.1	2.0
2. 251-500	30	\$10	\$300	\$3/100	\$399	\$3.30	8.3	9.8
3. 501-1000	69	\$3/100 cu. ft.	\$1,108	\$4/100	\$1,765	\$9.50	36.8	37.5
4. 1001-1500	20	\$4/100 cu. ft.	\$587	\$4.50/100	\$887	\$15	18.5	20.0
5. 1501-2000	6	\$5/100 cu. ft.	\$333	\$5/100	\$423	\$15	8.8	10.0
6. 2001-2500	7	\$6/100 cu. ft.	\$543	\$6/100	\$648	\$15	13.5	13.5
7. 2500+	1	\$6/100 cu. ft.	\$424	\$7/100	\$528	\$104	11.0	7.2
	—	—	—	—	—	—	—	—
TOTAL	148		\$3,415 (\$41,000/yr.)		\$4,800 (\$58,000/yr.)		100.0	100.0

2/28/92

# TOTAL ANNUAL WATER COST COMPARISON Typical Single Family Home Annual Consumption = 111 CCF

\$0    \$100    \$200    \$300    \$400    \$500    \$600    \$700    \$800    \$900



LEGEND: ■ MINIMUM    ▨ COMMODITY    ▤ TAXES

Regular Meeting of  
The Muir Beach Community Services District  
August 5, 1992

Present: Erin Pinto, President; Judith Yamamoto; Nancy Wolf Lee.

Absent: Hank Maiden, Robin Collier

- I. **Call To Order**  
Erin President, called the meeting to order at 7:10 PM.
- II. **Review and consideration of Agenda**  
A. Judith made the *motion* to approve the agenda; Nancy seconds; ayes all.
- III. **Review and consideration of drafts for the Minutes of previous Board meetings:**  
A. Minutes of the special Board meeting June 4, 1992.  
Judith made the *motion* to approve the minutes; Nancy seconds; ayes all.  
B. Minutes of the regular Board meeting June 24, 1992.
  1. Erin stated the need to follow-up on the appointment of Hank Maiden as Vice President.
  2. Discussion followed re: dissemination of minutes. It was suggested stamping "draft" on the minutes. This will be a discussion item for the next meeting.
  3. Judith made the *motion* to approve the minutes; Nancy seconds; ayes all.  
C. Minutes of the special Board meeting July 10, 1992.  
Nancy made the *motion* to accept the minutes; Judith seconds; ayes all.
- IV. **Review and consideration of bills and expenses.**  
A. Judith made the *motion* to approve the bills as submitted. Nancy seconds; ayes all.
- V. **Public Open Time**
  1. Judith Yamamoto stated that the recycling center is a mess. Donovan stated that the Conservation Corps is scheduled to come once a week. He has requested additional signs, flyers and brochures which will state what can and cannot be taken.
  2. Erin requested that Donovan obtain more information re: Gary Coatney's (Business Manager for GGNRA) request to meet with the CSD Board.
- VI. **General Manager's Report**  
A. Water Department - Henry Hyde elaborated upon his submitted report.  
Discussion followed re: the budget and the proposed rate schedule enabling the fund to work as an enterprise system, to allow for a contingency/capital fund, and to pay part of the General Manager's salary.  
- Henry stated that re: the Harris Fund, \$41,000 has been budgeted for the intertie between Charlotte's Way and Sunset. Henry stated that the next project will be the Starbuck extension.  
B. 1991/92 Budget - Budget/Expense Summary - Donovan stated that the contingency amount is \$22,251. He stated that an analysis of the 91/92 budget shows an addition of \$7,745 from property taxes received in June and \$5,200 in revenue from the water department.  
C. 1992/93 Budget Summary - Donovan stated Muir Beach will not receive Special District augmentation fund. He was advised by the County that MB would be classified as an enterprise zone, all tax money will be taken, and in order to receive tax funds from the citizens, a resolution for the November ballot must be passed and submitted. He further stated that the State plans to take away all tax moneys from enterprise zones as well as the Special Districts Augmentation Fund and at least a portion of the remaining tax moneys from non-enterprise special districts.  
- Judith made the motion to put resolution No. 92-07-29 on the November ballot with the date changed to August 5, 1992. Nancy Wolf Lee seconds; ayes all.  
D. 1992/93 G & A Budget - Donovan stated that the property tax income (9001) was increased from approximately \$26,000 to \$28,000. He suggested a \$60 fee for CSD packets.  
E. Roads & Easements - Donovan reported an addition of \$50 for General Income, Fees & Charges (9900). Donovan stated that he will research the rental and/or purchase of a chipper. He stated that the expense for the chipper will remain in Roads & Easements until it is decided to move to the Fire Department. Nancy Wolf Lee suggested the idea of having a



"weed wacker" available for community residents, and charging a fee to earn extra income for the District. Donovan is researching.

**F. Recreation Department** (*Community Center Report and Rental Procedures were deferred to the next regular meeting.*)

1. **1992/93 Budget**- Donovan stated that the goal of the recreation budget is to cover all expenses which is accomplished by offering more programs: revenue will cover expenses.

- Nancy Wolf Lee noted that [page 17 of packet, page 3 of General Manager's report] should read Sunday, September 20 (not 19).

2. **Community Center** - Donovan requested approval from the Board to spend no more than \$2500 to have carpenter ant infestation treated as soon as possible. Judith made the motion to authorize Donovan to go ahead with the contract and to spend no more than \$2,500. Nancy seconds; ayes all. Nancy requested that the building is made safe while the work is being done, that no one enters the building during the work, and 24 hours beyond the recommended waiting period after the work is complete. Donovan stated that he will supervise the safety aspects of the job.

- Rodent Infestation - Judith made the motion to authorize the General Manager to purchase a new power supply and make other repairs not to exceed \$300. Nancy seconds; ayes all. The Board authorized Donovan to speak with a consultant and to take action to block off the access before using poisons.

**G.** Judith made the *motion* to approve the Budget with the changes that were made during the evening. Nancy Wolf Lee seconds; ayes all.

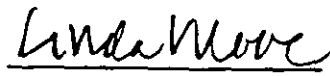
**VII. Fire Department**

1. Donovan reported changes in the Fire Dept. budget - add to 4093 (Fire Cap. Proj. Equip) \$2200 for Equipment Hose Fittings; 9258 (Volunteer Contributions) \$3,000 is deleted and added to 6985 (Fire Station Building Fund Reserve) to make a total (with interest from last year) of \$7,243. He stated that Worker's Comp will cover 13 people; \$1,000 was added to Radio Maintenance & Supply (2085).

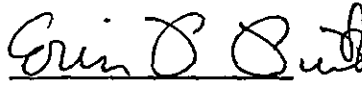
**VIII. Adjournment**

The Meeting was adjourned at 11:40 PM.

Respectfully Submitted,



Linda Moore  
Recording Secretary



Erin Pinto  
President

**Public Hearing  
of the Board of Directors of the  
Muir Beach Community Services District  
Considering modification of the District's water service rates  
August 11, 1992**

**I. Call To Order**

Erin Pinto, President, called the hearing to order at 7:15 PM.

**II. Roll Call:**

Present: Erin Pinto, President; Robin Collier; Judith Yamamoto;  
Hank Maiden; Nancy Wolf Lee.

**III. Public Hearing**

A. Erin Pinto stated that the CSD Board of Directors is considering raising the water rates in order that the Water Department operate as a enterprise fund, and that water revenue and other related sources of funding should cover expenses. She further stated that no significant water increase has been implemented since 1980. There are concerns regarding funding due to the fact that grants are more scarce this year, and the anticipated loss of tax funds.

B. Henry Hyde, Water Manager, made a presentation of the needs, analysis and recommended rate modifications in the District water rates. He stated that a primary objective of the Board is to make the Water Dept. an enterprise system. He stated that the system has been subsidized by the general tax funds and is therefore not self-sufficient; revenue derived from the current rates does not cover expenses. In addition, revenue does not provide contingency funds for unanticipated emergencies, or for replacement of a system that is 25-30 year old. The proposed rates will establish a contingency/capital replacement fund of \$6,000/year for long-term water facilitates upgrade and replacement, and also includes 20% of the General Manager's salary.

Henry stated that the proposed rate schedule will generate an estimated annual revenue of \$58,000 and will provide a more equitable balance of revenue and use.

Henry stated that rates have not been altered since 1980. In comparing water rates with other similar water districts, Muir Beach's are significantly less. He stated that the proposed schedule will revise the two low use categories resulting in one flat rate for the lowest use, and a graduated rate for the other categories based upon water use; a "commercial" rate is added for high use.

**IV. Public Testimony**

1. Leslie Riehl stated that salary and benefit expenses are too high, and should not necessarily be included in the water department budget. She stated a preference for a flat rate, and for bi-monthly billing. She stated that water department expenses should be subsidized by taxes.

2. Gerry Pearlman requested that information be received in advance in order to properly evaluate the issues; and that more study was necessary. He agreed with Leslie Riehl that personnel costs were too high.


**VI. Written Testimony**

The President did acknowledge receipt of the written testimony and the oral testimony and thanked the oral participants for their input, and said the Board would seriously consider both the written and oral input.

**VII. The Public Hearing was closed at 8:10 PM.**

Respectfully Submitted,

  
Linda Moore, Recording Secretary

  
Erin Pinto, President

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**MUIR BEACH COMMUNITY SERVICES DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
TO BE HELD AT  
THE COMMUNITY CENTER, 19 SEACAPE, MUIR BEACH, CALIFORNIA  
WEDNESDAY AUGUST 26, 1992 AT 7:00 PM**

**DIRECTORS:** Erin Pinto, president; Robin Collier, Nancy Wolf Lee, Hank Maiden, and Judith Yamamoto, directors.

**AGENDA**

- I. Meeting called to order.
- II. Review and consideration of the August 26, 1992 Agenda.
- III. Review and consideration of drafts for the following Minutes of previous Board meetings:
  - A. Preliminary Draft of the minutes of the August 5, 1992, Special Board meeting.
  - B. Preliminary Draft of the minutes of the August 11, 1992, Public Hearing.

**NOTE:** The above drafts have not been reviewed by the Board members, and may contain erroneous context and language.

- IV. **PUBLIC OPEN TIME:** California State Law prohibits Board action on any item, within its subject matter jurisdiction, that has not been listed on the lawfully posted Agenda unless: *1) upon a determination by a majority of the Board that an emergency situation exists; 2) upon a determination by a two-thirds majority of the Board (or by no less than three members, if less than the entire Board is present) that the need to take action arose subsequent to the Agenda being posted; or 3) the item was posted for a prior Board meeting, occurring not more than five (5) days prior to the date action is taken on the item, and at the subject prior meeting, the item was continued to the meeting at which action is being taken. Other items will generally be received as information, or referred to staff for further consideration prior to the next scheduled meeting of the board. As a matter of procedure, the Board may limit each individual presentation to no more than five minutes. The Board may also restrict individual presentations to new non-repetitive items, and non-repetitive supporting information.*

**PUBLIC INPUT:** Old business. The public may request further consideration, clarification, or modification of business items previously considered and acted upon by the Board. To do so, the public must refer to the specific minute item and date of the approved minutes.

New Business. The public may introduce items of new business, not included in the posted Agenda, that they wish the Board to consider at a future meeting, or they may present substantiating evidence to support emergency consideration. The presentation should include adequate specific information and details to render a clear understanding of the problem or situation desired to be considered.

In addition to foregoing public input, the public has the right and will be invited to comment on any and all items listed on the posted Agenda. This public comment is subject to the same time and content limitations outlined above.

**AT 8:30, A 15 MINUTE COFFEE BREAK WILL BE CALLED**

- V. **FIRE DIVISION REPORT:** The MBVFD chief will report on the Division's activities during the months July and August.
- VI. **GENERAL MANAGER'S REPORT:** The General Manager's report briefly summarizes the following items, and will be presented in the following order for general discussion and consideration by the Board.

- A. **1992-93 Budget Summary:** A summary of the 1992-93 budget is attached, showing each division's known expenditures and revenues through 15 August 1992. This data has been compiled from MBCSD records, and does not reflect income or expenditures occurring through the County, without reference to CSD actions. **At this time, the County is still balancing the 1991-92 County fiscal records, and is not publishing the 1992-93 reports to the various Districts.** The CSD budget report reflects income and expenditures occurring through both the County and the District's depositories.

In addition to the 1992-93 Budget Summary, the following fiscal matters will be presented for consideration by the Board:

1. Review and consideration of bills and expenses incurred subsequent to the August 5, 1992 meeting, in comparison with the proposed fiscal 1992-93 budget.
2. An analysis of the non payroll expenditures during the 1991-92 fiscal year (not including June 92), with recommendations for alternative fiscal management.

- B. **Recreation Division:** Review of the following Division activities:

1. The August 12, 1992 "Community Dinner Night" participation and fiscal analysis.
2. The Labor Day Bar-B-Que plans.
3. Insect infestation treatment.
4. CSD/Recreation depository.
5. Proposed restructuring of the Divisions organization format.

6. Procedure

Shown as added Continued  
6. Leslie Riehl letters. - Send letter to Leslie to attend next meeting

**C. Roads & Easements Division:** Report on the following division activities.

1. Fiscal report on the Chipper activity.
2. Consideration of methods for removal of debris remaining after the Chipper activity, and possible service improvements.

**D. General and Administrative Division:** The following G & A items require consideration by the Board.

1. Draft of proposed Ordinance 92-01: In November, the voters within Muir Beach Community Services District will vote on the approval of this Ordinance, to authorize a special tax. The Ordinance includes clarification of the details for implementation of the special tax, that are not clearly indicated by the Resolution requesting to be on the ballot. **The final form of this Ordinance should be approved by the Board no later than the regular Board meeting in September.** Adoption of the Ordinance requires a 2/3 majority of the voters.
2. Rescheduling of the regular September Board meeting night: The regular September meeting will be on September 30, 1992 (5th Wednesday). With the importance of the upcoming election, consideration and approval of the Proposed Ordinance, and the need for extensive public communication, it is recommended that the September meeting be held on the 4th Wednesday, September 23, 1992.
3. Review of the additional time demands placed on the General Manager as a result of the State budgetary process, and the requirements to abate the contingent problems passed through to the District.
4. When the 1992-93 budget was adopted, the G&A Division budget included income from increased fees for the distribution of the Board Packets and the Agenda/Minute packets. However, no detailed discussion resulting in a Board resolution was entertained. It is recommended that the annual fee for Board Packets be increased to \$60, and that the annual fee for Agenda/Minute packets be increased to \$20. As a courtesy to the subscribers, packets have been delivered for the meetings in July through the current meeting. It is recommended that the packets for the regular September meeting be the last packets delivered, unless the subscription fee is paid.
5. *Draft minutes availability.*

**E. Water Division:** In addition to consideration of the Division's Consultant Manager's report, the following items require consideration by the Board.

1. In the regular Board meeting on June 24, 1992, the Board extended the Consultant Manager's contract for services to the District, through the month of July pending adoption of the 1992-93 budget. Since the end of July, the Consultant Manager has continued to serve the District without a contract. It is recommended that, in accord with the adopted 1992-92 budget, the Consultant Manager's contract be extended to include the full 1992-93 fiscal year.

2. In addition to the Consultant Manager's comments on the written objections to the proposed water rate modifications, the required formal responses have been prepared for the Board's review and concurrence, prior to the responses being mailed to the concerned parties.
3. As a result of the written objections, the General Manager has prepared an analysis of the existing water rates to the proposed 7 tier modified water rates, and to a simplified 3 tier schedule (a modification jointly considered by the General Manager and the Consultant Manager). Prior to adoption of new water rates, this analysis should be considered, with relative thought to the written and verbal objections submitted during the public hearing.
4. The Consultant Water Manager's report and comments in response to the written and verbal objections presented during the public hearing.
5. Consideration of adoption of a new water rate schedule.

**ADJOURNMENT OR CONTINUATION.**

Regular Meeting of  
The Muir Beach Community Services District  
August 5, 1992

**DRAFT COPY**

Present: Erin Pinto, President; Judith Yamamoto; Nancy Wolf Lee.  
Absent: Hank Maiden, Robin Collier

- I. **Call To Order**  
Erin President, called the meeting to order at 7:10 PM.
- II. **Review and consideration of Agenda**  
A. Judith made the *motion* to approve the agenda; Nancy seconds; ayes all.
- III. **Review and consideration of drafts for the Minutes of previous Board meetings:**  
A. Minutes of the special Board meeting June 4, 1992.  
Judith made the *motion* to approve the minutes; Nancy seconds; ayes all.  
B. Minutes of the regular Board meeting June 24, 1992.  
1. Erin stated the need to follow-up on the appointment of Hank Maiden as Vice President.  
2. Discussion followed re: dissemination of minutes. It was suggested stamping "draft" on the minutes. This will be a discussion item for the next meeting.  
3. Judith made the *motion* to approve the minutes; Nancy seconds; ayes all.  
C. Minutes of the special Board meeting July 10, 1992.  
Nancy made the *motion* to accept the minutes; Judith seconds; ayes all.
- IV. **Review and consideration of bills and expenses.**  
A. Judith made the *motion* to approve the bills as submitted. Nancy seconds; ayes all.
- V. **Public Open Time**  
1. Judith Yamamoto stated that the recycling center is a mess. Donovan stated that the Conservation Corps is scheduled to come once a week. He has requested additional signs, flyers and brochures which will state what can and cannot be taken.  
2. Erin requested that Donovan obtain more information re: Gary Coatney's (Business Manager for GGNRA) request to meet with the CSD Board.
- VI. **General Manager's Report**  
A. **Water Department** - Henry Hyde elaborated upon his submitted report.  
Discussion followed re: the budget and the proposed rate schedule enabling the fund to work as an enterprise system, to allow for a contingency/capital fund, and to pay part of the General Manager's salary.  
- Henry stated that re: the Harris Fund, \$41,000 has been budgeted for the intertie between Charlotte's Way and Sunset. Henry stated that the next project will be the Starbuck extension.  
B. **1991 /92 Budget** - Budget/Expense Summary - Donovan stated that the contingency amount is \$22,251. He stated that an analysis of the 91/92 budget shows an addition of \$7,745 from property taxes received in June and \$5,200 in revenue from the water department.  
C. **1992/93 Budget Summary** - Donovan stated Muir Beach will not receive Special District augmentation fund. He was advised by the County that MB would be classified as an enterprise zone, all tax money will be taken, and in order to receive tax funds from the citizens, a resolution for the November ballot must be passed and submitted. He further stated that the State plans to take away tax moneys from enterprise zones as well as from all Special Districts.  
- Judith made the *motion* to put resolution No. 92-07-29 on the November ballot with the date changed to August 5, 1992. Nancy Wolf Lee seconds; ayes all.  
D. **1992/93 G & A Budget** - Donovan stated that the property tax income (9001) was increased from approximately \$26,000 to \$28,000. He suggested a \$60 fee for CSD packets.  
E. **Roads & Easements** - Donovan reported an addition of \$50 for General Income, Fees & Charges (9900). Donovan stated that he will research the rental and/or purchase of a chipper. He stated that the expense for the chipper will remain in Roads & Easements until it is decided to move to the Fire Department. Nancy Wolf Lee suggested the idea of having a "weed wacker" available for community residents, and charging a fee to earn extra income for the District. Donovan is researching.

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**F. Recreation Department** (*Community Center Report and Rental Procedures were deferred to the next regular meeting.*)

1. **1992/93 Budget**- Donovan stated that the goal of the recreation budget is to cover all expenses which is accomplished by offering more programs: revenue will cover expenses.

- Nancy Wolf Lee noted that [page 17 of packet, page 3 of General Manager's report] should read Sunday, September 20 (not 19).

2. **Community Center** - Donovan requested approval from the Board to spend no more than \$2500 to have carpenter ant infestation treated as soon as possible. Judith made the motion to authorize Donovan to go ahead with the contract and to spend no more than \$2,500. Nancy seconds; ayes all. Nancy requested that the building is made safe while the work is being done, that no one enters the building during the work, and 24 hours after the work is complete. Donovan stated that he will supervise the safety aspects of the job. *Post Bldg*

- Rodent Infestation - Judith made the motion to authorize the General Manager to purchase a new power supply and make other repairs not to exceed \$300. Nancy seconds; ayes all. The Board authorized Donovan to speak with a consultant and to take action to block off the access before using poisons.

G. Judith made the *motion* to approve the Budget with the changes that were made during the evening. Nancy Wolf Lee seconds; ayes all.

**VII. Fire Department**

1. Donovan reported changes in the Fire Dept. budget - add to 4093 (Fire Cap. Proj. Equip) \$2200 for Equipment Hose Fittings; 9258 (Volunteer Contributions) \$3,000 is deleted and added to 6985 (Fire Station Building Fund Reserve) to make a total (with interest from last year) of \$7,243. He stated that Worker's Comp will cover 13 people; \$1,000 was added to Radio Maintenance & Supply (2085).

**VIII. Adjournment**

The Meeting was adjourned at 11:40 PM.

Respectfully Submitted,

\_\_\_\_\_  
Linda Moore  
Recording Secretary

\_\_\_\_\_  
Erin Pinto  
President

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**Public Hearing  
of the Board of Directors of the  
Muir Beach Community Services District  
Considering modification of the District's water service rates  
August 11, 1992**

**DRAFT COPY**

- I. Call To Order**  
Erin Pinto, President, called the hearing to order at 7:15 PM.
- II. Roll Call:**  
Present: Erin Pinto, President; Robin Collier; Judith Yamamoto;  
Hank Maiden; Nancy Wolf Lee.
- III. Public Hearing**  
A. Erin Pinto stated that the CSD Board of Directors is considering raising the water rates in order that the Water Department operate as a enterprise fund, and that water revenue and other related sources of funding should cover expenses. She further stated that no significant water increase has been implemented since 1980. There are concerns regarding funding due to the fact that grants are more scarce this year, and the anticipated loss of tax funds.
- B. Henry Hyde, Water Manager, made a presentation of the needs, analysis and recommended rate modifications in the District water rates. He stated that a primary objective of the Board is to make the Water Dept. an enterprise system. He stated that the system has been subsidized by the general tax funds and is therefore not self-sufficient; revenue derived from the current rates does not cover expenses. In addition, revenue does not provide contingency funds for unanticipated emergencies, or for replacement of a system that is 25-30 year old. The proposed rates will establish a contingency/capital replacement fund of \$6,000/year for long-term water facilitates upgrade and replacement, and also includes 20% of the General Manager's salary.
- Henry stated that the proposed rate schedule will generate an estimated annual revenue of \$58,000 and will provide a more equitable balance of revenue and use.
- Henry stated that rates have not been altered since 1980. In comparing water rates with other similar water districts, Muir Beach's are significantly less. He stated that the proposed schedule will revise the two low use categories resulting in one flat rate for the lowest use, and a graduated rate for the other categories based upon water use; a "commercial" rate is added for high use.
- IV. Public Testimony**  
1. Leslie Riehl stated that salary and benefit expenses are too high, and should not necessarily be included in the water department budget. She stated a preference for a flat rate, and for bi-monthly billing. She stated that water department expenses should be subsidized by taxes.
2. Gerry Pearlman requested that information be received in advance in order to properly evaluate the issues; and that more study was necessary. He agreed with Leslie Riehl that personnel costs were too high.
- V. Written Testimony**  
Letters were received from Gerry Pearlman, Christian Riehl, Leslie Riehl, and Helen Browing.
- VI. The Public Hearing was closed at 8:10 PM.**

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Respectfully Submitted,

\_\_\_\_\_  
Linda Moore, Recording Secretary

\_\_\_\_\_  
Erin Pinto, President

**Special Meeting of  
The Muir Beach Community Services District**

**June 3, 1992**

**Present: Robin Collier, President; Erin Pinto; Judith Yamamoto; Nancy Wolf Lee; Hank Maiden**

**I. Call To Order**

A. Robin Collier, President called the meeting to order at 7:00 pm.

**II. Budget**

- A. Robin stated his concerns re: the incompleteness of the records (ie., reconciliation of department accounts with County runsheets) in order to make decisions about the budget and have an effective budget meeting. Donovan stated that before he is able to submit budget recommendations he needs policy decisions. It was decided to go over the water budget, as it was the most complete.
- B. Objectives of Water Budget: (1) Annual revenues cover annual expenses. (2) The cost of each customer category should be covered by revenue in terms of percent of budget vs. percent of water use. Donovan stated the problem of there being no provision for the building up of a contingency reserve for systematic renovation and unavoidable emergencies.
- C. According to Henry Hyde's projections \$46,000 income, \$57,000 expenses with \$4600 shortfall, not accounting for the General Manager's salary. Henry suggested raising the rates to eliminate projected income deficiencies and in order to make the rate categories more equitable.
- D. Question arose re: raising rates once every five years, or in smaller amounts once a year.
- E. Henry stated that replacement costs are not included in the budget. He stated that he is working on a water system inventory and replacement costs report (main well and upper tank). He stated that these costs must come from either raising the rates, or from outside sources such as grants, bonds, tax increases, or rate increases.
- F. Henry stated that beginning this fiscal year, \$330 is being charged by the State Health Dept. for inspection services; this needs to be included in the budget.
- G. Robin brought up the questions: does the Board believe the water system should pay for itself from its revenue; pay for a reserve; pay for a portion of the GM's salary. Donovan suggests 10% of total revenue be put aside for a reserve fund. Henry suggested using the tax assessment approach (bonds) to build-up reserve replacement fund for capital improvements.
- H. Donovan stated that in order to prepare a budget he needs direction and policy decisions re: specific repair and improvements of roadways and easements. Robin stated unless there is an emergency situation with the roads and easements, and because lengthy discussion would be required to set policy, that a minimal budget be proposed, and establish a process over the

year with community involvement to make specific recommendations. Erin Pinto suggested establishing an improvement fund.

- I. Donovan stated that within the next year funding will be less available; the base tax rate is anticipated to increase at least 2%; the budget expenditures, to stay even with inflation, will be increased at least 4% over this year; and grants will be less available.
- J. Donovan discussed the possibilities of the Community Center becoming more of a money-generating facility. He feels that this is a policy-making decision that needs to be looked at.
- K. Hank Maiden requested that any item in the budget which has a 25% or more reduction or increase as compared to last year's budget, be noted.
- L. Donovan and Henry Hyde will meet re: the \$10,000 Special Assistance Grant; Henry Hyde noted that it has not appeared on the County runsheets.
- M. Nancy Wolf Lee made the *motion* that Henry Hyde prepare a draft budget for the water department to include 30%-50% of the General Manager's salary (at the base rate of \$18,000), an allowance for increases to employees wages, and a capital improvement reserve fund that would come from a portion of the water revenue and taxes; in addition adding another line item of the contingency fund. Judith seconds; ayes all.
- N. Hank Maiden made the *motion* that the General Manager be instructed to meet with the Water Manager, the Fire Chief, Roads Manager and the Recreation Chair to prepare all necessary documents for proposed budget at a special meeting of the CSD Board on Wednesday, June 17 at 7 pm. Erin seconds. Each Board Member was assigned to meet with Donovan prior to the June 17 to go over the budget: Erin, Water; Hank, Recreation; Judith, Fire; Nancy, G & A; Robin, Roads. Ayes all.
- O. Fire Chief Bill Farkas stated that there are discrepancies in what the County runsheets reported and his accounting reports. He will meet with Donovan.

### III. Adjournment

The Meeting was adjourned at 10:30 pm

Respectfully Submitted,



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Linda Moore  
Recording Secretary

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Robin Collier  
President

Regular Meeting of  
The Muir Beach Community Services District

June 24, 1992

Present: Robin Collier, President; Erin Pinto; Judith Yamamoto; Nancy Wolf Lee.

Absent: Hank Maiden

**I. Call To Order**

Robin Collier, President, called the meeting to order at 7:10 pm.

**II. Review and consideration of Agenda**

A. Discussion of \$2.00 dinner was deferred until the next meeting.

B. Nancy Wolf Lee made the *motion* to approve the agenda; Erin Pinto seconds; ayes all.

**Appointment of new President and Vice President**

A. Judith made the *motion* to appoint Erin Pinto as the President of the CSD for the next 6 months to begin at the next meeting. Nancy seconds; ayes all.

B. Judith made the *motion* to appoint Hank Maiden, subject to his approval, as Vice President; Nancy seconds; ayes all.

**III. Review and consideration of Minutes for the regular meeting May 27, 1992.**

A. The question arose as to the procedure for the Board approving the minutes. Robin stated that the public should be present at the meetings in order to respond to what happened at the last meeting, and at that time the minutes would be corrected. At this time the General Manager reviews the first draft and makes corrections, additions and deletions prior to preparing the Board packets.

B. Discussion followed re: Recreation Committee Summary - Hank Maiden's "on the record" statement re: Leslie Riehl and the playground. Donovan Macfarlane stated he interpreted what Hank said differently than the way it sounds in written form in the minutes. Nancy stated that if Leslie had been at the meeting she would have received a different impression of what Hank was saying, than what the minutes convey. Robin stated that he felt only part of what Hank said was conveyed in the minutes; he said that Hank misinterpreted Leslie's remarks in the Beachcomber. Judith suggested an apology to Leslie, because of the misunderstandings and statements taken out of context. Donovan stated that it would be appropriate to again acknowledge the Board's appreciation for the work Leslie did on the playground; however it is not the Board's job to apologize for a statement made by a Board member.

1) Because of the possibility of the minutes being out of context, or Hank being misstated, Donovan suggested that the minutes be approved except for the paragraph B. Recreation Committee #2. That portion of the minutes will be clarified by Hank.

2) Donovan suggested posting a notice on the bulletin boards informing the public that the minutes have not been approved subject to review by Hank. Robin thought this to be a good idea.

3) Nancy stated that she felt the Board erred by not officially inviting Leslie to the CSD Board meetings, and a discussion of possible Board action followed.

C. Judith made the *motion* to approve the minutes subject to the changes made and further changes; specifically of the announcement made for a special meeting on June 3; and section B. Recreation Committee (2) which will be clarified upon the return of Hank Maiden; and Leslie Riehl will be invited to the next CSD meeting to further clarify. Erin seconds; ayes all.

D. Erin made the *motion* that she will draft a letter to Leslie on behalf of the Board clarifying the situation. Nancy seconds; ayes all.

E. Corrections to the minutes: Water Dept. (c) - change "mean" to "main." (d) change "30%" to "significant."

**IV. Review and consideration of bills and expenses.**

A. Donovan stated that all bills to be paid through the County depository require prior approval of the General Manager and the Board. The bills listed in the "Bills to be Paid Report" have not been paid. However, it would be difficult for the Board to deny payment,

10 of 6

as the work and/or purchases have been made. However, expenditures made in carrying out the Board's approved budget, carry the Board's pre-approval, providing the expenditures conform to the budget.

All the District's vendors have been notified, in writing, that the district will use a purchase order system beginning July 1, 1992. Their bills will be submitted for Board approval at the next Board meeting, following receipt of the vendors invoice and comparison to the approved budget.

Every effort will be made to submit expenditures that are in addition to, or in substantial variation to the approved budget, to the Board for their consideration and approval prior to being spent. Normally, this procedure will take care of everything but untimely emergencies. For expenditures drawn from depositories other than the County account, prior approval is not required as a Board member and the president or General Manager will always be a signature on the draft. Further, the Board has specifically limited maximum value and cumulative monthly totals of such drafts.

B. Robin suggested that in the format, instead of listing the code numbers, the names of the expense category be listed.

C. Judith noted that #4., [pg. 7] should be corrected to read "9238."

D. Nancy made the *motion* to approve the bills as submitted. Judith seconds; ayes all.

#### V. Public Input

There was no public input on old business or new business.

#### VI. Volunteer Fire Department

A. Chief Bill Farkas stated that the BBQ net was \$16,243.

B. Discussion followed re: the amended budget. Robin suggested that the \$3600 for Certified Fire Training might possibly come from other funding sources. Donovan is pursuing other possibilities for this and other items in the budget, such as immunizations. Final figures are forthcoming, ie., check book and seed monies, roll-over funds, etc.

C. Donovan and Bill will meet to finalize the budget for Board approval.

#### VII. Water Department

A. Henry stated that in addition to monthly flushing of routine hydrants, selected hydrants will be flushed more frequently (one-two week basis).

B. Henry stated that the cause of cloudy, yellow or brown water comes from either organic sources (plant material, leaves, wood tannin) which would be in the tank or in the source water; or inorganic sources (iron) - the yellowish color being a result of oxidation of the iron. Over time these materials are built-up if a system is not properly or regularly flushed. Donovan stated other processes to get rid of the color have side effects; that the most effective thing to do is to flush the system frequently, which is Henry's plan to do.

C. Water budget - Donovan prefaced Henry's report by stating that he re-structured the County runsheets for income and expenses, correcting and shifting individual items where needed. He reported that the Water Revenue is less than \$37,000, eg., revenue is approximately 20% below the budget projection for this time of year. Henry based his income projections on the higher figure (\$44,000). Donovan feels that not more than 20% of his salary should come out of the Water Budget.

D. Henry stated that water billing is down from where it should be. Robin suggested a comparison of 90/91 consumption with 91/92.

E. Henry stated that Acct. Code 2077 (Misc. Repair and Tools) needs to be looked at, possibly some items put in there, should not be.

F. Henry stressed the need for raising revenue with a revised rate structure in order to establish more balance between high and low-end users. He elaborated on his report considering water rate alternatives increasing water rates 25-43%. This would cover the projected deficit including a portion of the General Manager's salary, and provide a contingency fund without relying upon taxes as a source of revenue.

G. Henry stated that existing water rates will not cover a portion of the General Manager's salary, a contingency fund and a replacement fund. He stated that projected revenues from the water sales at the current rate do not cover anticipated expenses; and that the system has always been subsidized. The rate schedule for certain categories of service does not cover the cost of that service proportionally. He stated that the rate schedule and

structure have not changed since August 1980. Further 4% annual inflation rate would justify a 60% rate increase.

- H. Henry stated that he is working on an inventory control and possible methods for covering costs to set aside monies for a replacement fund.
- I. Judith made the *motion* that a policy be set that the CSD water system operate as an enterprise system, by supporting its operation expenses through revenues. Nancy Wolf Lee seconds; ayes all.
- J. Judith made the *motion* to set a special budget meeting on July 10 at 7 pm. Erin seconds; ayes all.
- K. Nancy Wolf Lee made the *motion* to call for a public hearing on July 29, 7:00 pm for the purpose of voting on a resolution to increase water rates. Judith seconds; ayes all.
- L. Donovan reported that he filed the \$10,000 grant for the Harris fund, which we will receive in July, although it was budgeted for the 1991/92 fiscal year.
- M. Erin made the *motion* to extend Water Manager, Henry Hyde's contract for the month of July. Nancy seconds; ayes all.

#### VIII. Recreation Committee Report

- A. Erin made the *motion* that the CSD authorize a pest inspection, the cost of which is not to exceed \$150. Judith seconds; ayes all.
- B. Donovan will report on the result of the inspection and recommend further action (if necessary) to the Board at the Special Meeting on July 10.

#### IX. Roads & Easements

- A. Donovan made apologies to the Board for not having the preliminary budget for roads and easements ready for the meeting. Other matters of considerable fiscal importance required immediate actions, such as the Harris Fund grant.
- B. Re: chipper - After some discussion regarding the various options, Erin made the *motion* to hire a chipper for Muir Beach on July 15 and 16 with the cost not to exceed \$500 per day with the option of extending it 2-3 days if needed, and not to exceed \$500 per day. Donovan will post notices and will set-up a fee collection process charging \$5/per property. Nancy Wolf Lee seconds; ayes all.

#### X. General Manager's Report

- A. Recreation Committee summary  
Resolution #92-06-24. In Section 2: Erin made the *motion* to adopt Resolution #92-06-24, a resolution of the Board of Directors of the MBCSD establishing a depository for the miscellaneous income and expenses of the day to day district activities, with the change that "District Secretary" be changed to "Financial Secretary." Nancy seconds; ayes all.
- B. Donovan requested consideration of month to month continuance of his current work schedule and compensation. After some discussion Judith made the *motion* that for the month of July Donovan Macfarlane be compensated for his hours from the contingency reserve. Nancy seconds; ayes all.

#### XI. Adjournment

The Meeting was adjourned at 11:15 pm.

Respectfully Submitted,



Linda Moore  
Recording Secretary

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Robin Collier  
President

**Special Budget Meeting of  
The Muir Beach Community Services District**

**July 10, 1992**

**Present:** Erin Pinto, President; Robin Collier; Judith Yamamoto; Hank Maiden;  
Nancy Wolf Lee.

**I. Call To Order**

Erin Pinto, President, called the meeting to order at 7:15 pm.

**II. Review and consideration of Agenda**

A. Donovan stated that the minutes from previous meetings (June 3 and June 24, 1992) were not available for approval and would be for the July regular meeting. He stated that after his review they will be distributed to the Board for their review before they are included in the next packet.

B. Judith made the *motion* to approve the agenda; Robin seconds; ayes all.

**III. Public Open Time**

There was no public input.

**IV. Signatures of the President and Directors, for the Wells Fargo depository account.**

Signatures were obtained on the bank document.

**V. Consideration of the bills to be paid.**

After review by the Board, Robin made the *motion* to approve the bills; Hank seconds; ayes all.

**VI. Consideration of the preliminary closing statement for the 91-92 budget.**

A. Donovan apologized for having the incorrect spreadsheet; corrections have been made, but were inadvertently copied from a different computer disc.

B. Corrections to note: Donations from the Fire Dept (9258) have been received (\$5,800). Recreation Dept. 9900/Grant Revenue Community Block Grant should read \$3775. Donovan stated that \$13,000 is due from the West Marin grant for the Fire Dept. Therefore approximately \$15,000 more is added to the cash balance ending June 1992; the result being that not as much money was spent as was budgeted.

C. Donovan stated that \$10,000 for the Harris Fund was approved on June 30 for the 92/93 budget. Robin noted an approximate \$20,000 under budget figure in the Harris Plan D-5. He requested for the next meeting an analysis of what money was saved within the Harris Project with the anticipation of not receiving the \$10,000 this year. A cash flow projection through the end of the Harris Plan showing what affect of not receiving the \$10,000 would have on the completion of all the projects, to try to anticipate over or under budget.



**VII. Consideration of the projected 1992-93 general revenue**

- A. Donovan stated that the County informed him that the Supplemental District Augmentation Fund for approximately \$14,000 would not be received this year.
- B. Discussion followed re: property taxes and allocations. Hank Maiden questioned the procedure for assuring MBCSD is receiving the proper amounts from property tax assessments. Donovan stated that over the next 12 months it is part of his program to research this.
- C. Donovan stated that the new fiscal year will begin with \$28,000 cash balance.
- D. Hank Maiden made the *motion* to accept the budget summary subject to any minor changes that may come forward before the next meeting. Judith seconds; ayes all.

Discussion followed re: a summary of proposed budget figures before details of departments were discussed:

- A. Robin stated that the individual department budget amounts were not added up to the total amount of funds, therefore making it difficult to go through the budget item by item unsure of how much money can be spent. He stated that his figures indicated an approximate \$17,000 shortfall.
- B. Robin summarized: G & A proposed budget has a surplus of \$9,285 which could be allocated to other departments. The Roads & Easements Budget has a deficit of \$17,233. The Recreation Dept. budget has a \$23,671 deficit. The Water Dept. balances. The Fire Dept. has a \$7,000 deficit. Total of \$38,00 92/93 shortfall; subtracting a \$28,000 carryover from 91/92 leaves a \$10,000 shortfall. A \$20,000 deficit allowing for contingency reserves in the departments would include \$5,000 for G & A; \$1,000 for Recreation; \$5,000 for Water.
- C. It was decided to list what the unknowns of the budget are in order to determine the next steps: (1) available balance of Fire Dept. checkbook; (2) balance of Fire Barn account; (3) Rec Dept. balance is not reflected in the budget; (4) property tax allocations; (5) water report and rate alternatives.

**VIII. Consideration of General and Administrative Dept. draft budget.**

- A. Donovan elaborated upon the proposed budget and stated that 30% of his salary is allocated under G & A, 20% under Roads, 20% under Water, 20% under Recreation, and 10% under Fire Dept.
- B. Donovan will add the pro-rated insurance amount into the G & A budget.
- C. Discussion followed re: the chipper. Donovan stated that from feedback he has received the \$5.00 fee is too low. The Board stated that unpaved roads cannot be discriminated against.
- D. Robin made that *motion* that all material that is put out is to be chipped, even if it takes 3 or 4 days, to put a cap on of \$2,000 and adjust the budget, if necessary. Hank seconds; ayes all.

- IX. Consideration of Roads & Easements Dept. draft budget.**
- A. Robin stated that the chipper should be moved to the Fire Dept. budget.
  - B. Donovan explained that the (1028) Maintenance Manager's hours will be cut from what was originally budgeted for. He stated the work that needs to be cannot be done at the rate of \$12/hr. The amount budgeted (\$1440) is for certain skilled activities.
  - C. The General Maintenance Person (1073) salary [\$5,040] is based upon 4 days a month/1 day a week at \$55/day.
  - D. Category changes: 2077 should read Routine Repairs (\$500). 2078 should read Routine Maintenance (\$1000). Add 2249 to read Small Tools and Instruments (\$500). 2049 is eliminated.
- X. Consideration of Recreation Department's draft budget.**
- A. Donovan clarified that all the County income that was deposited to the County as Recreational income is reflected in the Recreational budget; all the Recreational checkbook income that was deposited in the Recreational checkbook is reflected in the budget, but was not deposited with the County. Robin further clarified that the \$2700 given as a beginning balance in the Recreation checkbook is already reflected in the budget as a net gain.
  - B. Donovan stated that \$1440 for Maintenance Manager will be eliminated. He stated that a combination of weekly cleaning, yard maintenance and general major cleaning would be less costly.
  - C. Discussion and the amounts for the Bistro were deferred until further research.
  - D. Donovan stated that programs such as the Bistro and Community Dinners cannot afford to be subsidized; as well as creating good will they must be self-supporting.
  - E. Change 9258 to read Donations and Fundraisers. Add \$2000 revenue for Labor Day BBQ to that category.
  - F. Add category 2378: Community Fundraisers, \$1,000.
  - G. Add to expenses, 2041 Recreational Programs: \$2600 for Community Dinner Night. Change 9337/Revenue to read Recreational Programs; total \$4118.
  - H. Donovan stated that a goal is to generate at least \$4,000 to (9255) Rental of building.
- XI. Consideration of Fire Department's draft budget.**
- A. Donovan stated that the the Fire Dept. will turn-over their checkbook to him within the next thirty days. There is approx. \$18,000 balance in the checkbook, of which \$5,000 is reserved for the BBQ next year.
- XII. Consideration of Water Department's draft budget.**
- A. Discussion followed re: rate schedule which would include a revenue of \$61,000. Donovan stated that it would be included at the next meeting.
  - B. Robin made the *motion* that Alternative B be altered and named "Alternative C" which is to be prepared with the rates for category 3 to be \$4.00/100 cubic ft. and category 4 to be \$4.50/100 cubic ft. and that the additional money raised from that will go into a larger contingency fund

for the Water Dept. Nancy seconds. Discussion followed re: the possibility of proposing a larger [than \$5,000] contingency fund. Ayes all.

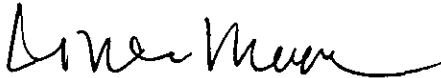
- C. Erin suggested a cover letter be included with proposed water rate schedule.

Robin made the *motion* to set the date for the public hearing for August 11, 1992 at 7:00 pm and adopt the notice as drafted by Donovan with minor grammatical changes. Hank seconds; ayes all.

**XIII. Adjournment**

The meeting was adjourned at 11:40 pm with the remaining discussion of proposed budget to be continued at the next regular CSD meeting.

Respectfully Submitted,



Linda Moore, Recording Secretary



Erin Pinto, Chair

**INVOICES TO BE CONSIDERED FOR PAYMENT  
BY THE MUIR BEACH COMMUNITY SERVICES DISTRICT**

The following invoices have been received, subsequent to the special Board meeting held on 5 August 1992. Brief details of the invoices are outlined for your consideration.

Description	Amount
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**GENERAL & ADMINISTRATIVE DIVISION 9236**

**Marin Independent Journal:** legal advertising of "Notice of Public Hearing.

Code 2119 Advertising . . . . . \$ 128.49

**Pacific Bell:** telephone and voice mail service for General Manager's office.

Code 2534 telephone service . . . . . \$ 73.91

**MobilComm:** Emergency pager service for General Manager's office.

Code 2534 telephone service . . . . . \$ 55.20

**Linda Moore:** recording tapes, Code 2133 office supplies . . . . . \$ 6.50

**TOTAL G&A NON-PAYROLL EXPENSES = \$ 264.10**

**WATER DIVISION 9238**

**McPhails:** cast iron fittings for maintenance shed.

Code 4169, Tanks & Structures. (carryover from 1991-92) . . . . . \$ 26.60

**Burkell Plumbing:** billing for water service repair "joint soldering".

Code 2325. Contract maintenance. . . . . \$ 36.07

**Brelje and Race Laboratories, Inc.:** billing for water sample analysis.

Code 2115. Lab supplies and testing . . . . . \$ 126.00

**Goodmans Building Supply:** miscellaneous materials for water storage

shed, code 4162 Tank & Structures . . . . . \$ 28.56

**Harvey Pearlman:** code 2479, mileage & routine travel . . . . . \$ 75.00

**Hazel Melo:** code 2130, postage (2.31); code 2133, copies (2.74) . . . . . \$ 5.05

**TOTAL WATER DIVISION NON-PAYROLL EXPENSES = \$ 297.28**

**NON PAYROLL EXPENSES CONTINUED**

**RECREATION DIVISION**

■ **PG&E:** electric service for the Community Center, Code 2535 ..... \$ 75.00

**Pacific Bell:** pay telephone for the Community Center,  
Code 2534 telephone ..... \$ 30.98

**TOTAL RECREATION DIVISION NON-PAYROLL EXPENSES = \$ 105.98**

**FIRE DIVISION 9240**

**Marin County Revenue:** radio repair, Code 2085 radio maint. .... \$ 56.79

**TOTAL NON-PAYROLL EXPENSES IN THIS REQUEST FOR PAYMENT APPROVAL = \$ 724.15**

**PAYROLL & CONTRACT EXPENSES FOR 7/21/92 THROUGH 8/20/92  
BY THE MUIR BEACH COMMUNITY SERVICES DISTRICT**

Payroll and contract service expenses processed for the period 7/21/92 through 8/20/92.

**PAYROLL EXPENSES**

<u>Description</u>	<u>Amount</u>
Hazel Melo, District Secretary, Water Div. 9238, Code 1003 .....	\$ 553.84
Harvey Pearlman, Maintenance Manager, Water Div. 9238, Code 1028 .....	\$1,278.00
Linda Moore, recording Secretary, G&A Div., Code 1003 .....	\$ 153.00
State Compensation Fund, insurance .....	\$ 706.53
Employee Benefits, H. Pearlman med. ins., Code 1506 .....	\$ 83.45
Meter Readers, Water Div. 9238, Code 1004 .....	\$ 90.00

**TOTAL PAYROLL EXPENSES = \$2,864.82**

## CONTRACT EXPENSES

### Henry Hyde & Associates, Consultant Water Manager

Water Division 9248, Code 2395, professional consultant . . . . . \$ 375.00

Harris Fund 429, Code 2395, professional consultant . . . . . 375.00

### Associated Business & Community Consultants

G&A Division 9236, Code 2117, cont. services for General Manager . . . . . \$ 675.00

R&E Div. 9237, " " " " " " " " . . . . . \$ 450.00

WATER Div. 9238, " " " " " " " " . . . . . \$ 450.00

REC. Div. 9239, " " " " " " " " . . . . . \$ 450.00

FIRE Div. 9249, " " " " " " " " . . . . . \$ 225.00

**TOTAL CONTRACT EXPENSES = \$3,000.00**

**TOTAL PAYROLL AND CONTRACT EXPENSES = \$5,864.82**

**NON PAYROLL EXPENSES FROM ABOVE = \$ 724.15**

**TOTAL OF ALL EXPENSES FOR THIS PERIOD = \$6,588.97**

**GENERAL FUND 428  
CASH LEDGER  
SUMMARY 1992-93 YEAR TO DATE  
OPENING ADOPTED 1992-93 BUDGET**

DESCRIPTION	Actual Year To Date	1992-93 Budget	To Date % of Budget	General Fund Balance
Beginning Fund Depository Balance				\$15,312
Budgeted Contingency Reserve		\$22,251		
Total G & A Division Expenditures	\$1,394	\$20,480	6.8%	
Total G & A Division Revenue	54	33,900	0.2%	
<b>G &amp; A Division Revenue - Expenditures</b>	<b>(\$1,340)</b>	<b>\$13,420</b>	<b>NA</b>	<b>\$13,972</b>
Total R & E Division Expenditures	\$2,950	\$19,218	15.4%	
Total R & E Division Revenue	270	3,270	8.3%	
<b>R &amp; E Division Revenue - Expenditures</b>	<b>(\$2,680)</b>	<b>(\$15,948)</b>	<b>NA</b>	<b>\$11,292</b>
Total Water Division Expenditures	\$8,250	\$58,000	14.2%	
Total Water Division Revenue	2,510	58,000	4.3%	
<b>Water Division Revenue - Expenditures</b>	<b>(\$5,740)</b>	<b>\$0</b>	<b>NA</b>	<b>\$5,552</b>
Total Recreation Division Expenditures	\$1,182	\$24,825	4.8%	
Total recreation Division Revenue	771	24,843	3.1%	
<b>Recreation Div. Revenue - Expenditures</b>	<b>(\$411)</b>	<b>\$18</b>	<b>NA</b>	<b>\$5,141</b>
Total Fire Division Expenditures	\$926	\$38,259	2.4%	
Total Fire Division Revenue	0	53,415	0.0%	
(1) <b>Fire Division Revenue - Expenditures</b>	<b>(\$926)</b>	<b>\$15,156</b>	<b>NA</b>	
<b>TOTAL OF ALL DISTRICT REVENUE</b>	<b>\$3,605</b>	<b>\$173,428</b>	<b>2.1%</b>	
<b>TOTAL OF ALL DISTRICT EXPENDITURES</b>	<b>\$13,775</b>	<b>\$122,523</b>	<b>11.2%</b>	
(1) <b>EQUITY CHANGE, REVENUE - EXPENDITURE</b>	<b>(\$10,171)</b>	<b>\$50,905</b>	<b>-20.0%</b>	<b>\$5,141</b>
(1) Fire Division funds are restricted for Fire Division use, and are not included in the General Fund Balance.				

**CAPITAL RESERVE HARRIS FUND 429**

Account Code	OPERATIONS & MAINTENANCE EXPENDITURES	Actual Year to Date	92-93 Budget	To Date % of Budget	91-92 Actual	July	Aug
2395	Consulting Engineer	\$750	\$4,500	17%	\$4,500	\$375	\$375
4145	Harris Plan D-4	1,464	41,000	4%	NA	1,464	
	<b>TOTAL EXPENDITURES =</b>	<b>\$2,214</b>	<b>\$45,500</b>	<b>5%</b>	<b>\$4,500</b>	<b>\$1,839</b>	<b>\$375</b>
<b>REVENUE</b>							
9007	Special Tax Assessment	\$0	\$23,500	0%	\$23,468		
9201	Interest on unused Fund Balance	0	1,000	0%	2,850		
9377	County Assistance Grant	0	10,000	0%	0		
	<b>TOTAL REVENUE RECEIVED =</b>	<b>\$0</b>	<b>\$34,500</b>	<b>0%</b>	<b>\$26,318</b>	<b>\$0</b>	<b>\$0</b>
	Beginning Cash Balance	\$38,364	\$38,364				
	Change in Balance, Income less Expenses	(2,214)	(11,000)				
	<b>ENDING CASH BALANCE =</b>	<b>\$36,150</b>	<b>\$27,364</b>		<b>\$38,364</b>	<b>\$0</b>	<b>\$0</b>

## MBCSD 1992-93 BUDGET vs. ACTUAL INCOME &amp; EXPENDITURES, (UNAUDITED REPORT)

**GENERAL & ADMINISTRATIVE DIVISION 9236, FUND 428**

Account Code	OPERATIONS & MAINTENANCE EXPENDITURES	Actual Year to Date	92-93 Budget	To Date % of Budget	91-92 Actual	July	Aug
1003	Recording Secretary	\$375	\$1,500	25%	\$1,928	\$222	\$153
1404	Social Security	0	120	0%	147		
1506	Employee Benefits	14	250	6%	0		14
2049	Conferences & Meetings	0	900	0%	754		
2059	General Insurance	0	1,165	0%	0		
2117	Cont. & Out. Serv., General Manager	675	5,625	12%	6,750	675	0
2119	Publications & Advertisement	128	1,200	11%	484		128
2130	Postage & mail expense	0	100	0%	8		
2133	Office Supplies	7	300	2%	1,347		7
2137	Administrative use of copier	0	2,300	0%	1,076		
2352	Auditor & County fees	0	4,000	0%	2,992		
2479	Mileage & Routine Travel	0	600	0%	326		
2534	Telephone	194	1,200	16%	579	65	129
2534	Gen. Administrative Exp.	0	300	0%	0		
<b>Total Operations &amp; Maintenance Expenses =</b>		<b>\$1,394</b>	<b>\$19,560</b>	<b>7%</b>	<b>\$16,391</b>	<b>\$962</b>	<b>\$431</b>

**CAPITAL EXPENDITURES**

4048	Building Improvements	\$0	\$450	0%	\$0		
4093	Equipment & furnishings	0	470	0%	798	0	0
<b>Total Capital Expenditures =</b>		<b>\$0</b>	<b>\$920</b>	<b>0%</b>	<b>\$798</b>	<b>\$0</b>	<b>\$0</b>

**TOTAL G & A EXPENDITURES =**

<b>\$1,394</b>	<b>\$20,480</b>	<b>7%</b>	<b>\$17,189</b>	<b>\$962</b>	<b>\$431</b>
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**REVENUE**

9001	Property Taxes, Secured	\$0	\$28,800	0%	\$28,420		
9002	Property Taxes, Unsecured	0	1,300	0%	1,429		
9003	Property Taxes, Secured delinquent	0	0	n.a.	555		
9004	Property Taxes, Secured Redemptions	0	0	n.a.	832		
9772	Miscellaneous Income (Copier)	54	2,000	3%	0	54	
9280	General Income, Fees & Charges	0	1,800	0%	300		
<b>TOTAL G&amp;A REVENUE =</b>		<b>\$54</b>	<b>\$33,900</b>	<b>0%</b>	<b>\$31,536</b>	<b>\$54</b>	<b>\$0</b>

**G & A REVENUE - EXPENDITURES =**

<b>(\$1,340)</b>	<b>\$13,420</b>	<b>-10%</b>	<b>\$14,347</b>	<b>(\$908)</b>	<b>(\$431)</b>
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MBCSD 1992-93 BUDGET vs. ACTUAL INCOME & EXPENDITURES, (UNAUDITED REPORT)

**ROADS & EASEMENTS DIVISION 9237, FUND**

Account Code	OPERATIONS & MAINTENANCE EXPENDITURES	Actual Year to Date	92-93 Budget	To Date % of Budget	91-92 Actual	July	Aug
1028	Maintenance Manager	\$0	\$1,440	0%	\$879		
1073	Extra Hire, General Maint. Person	0	5,040	0%	2,382		
1404	FICA	0	503	0%	128		
1506	Employee Benefits	0	120	0%	0		
1701	Worker's Compensation Ins.	0	500	0%	225		
2059	General Insurance	0	1,165	0%	1,281		
2077	Routine Repairs	0	500	0%	105		
2078	General Maintenance	0	1,000	0%	1,591		
2117	Cont. & Out. Serv., General Manager	450	3,750	12%	0	450	
2137	Copier Expense, Notices	0	100	0%	0		
2249	Small Tools & Instruments	0	500	0%	0		
2501	Gas, oil & Gr	0	100	0%	3		
2741	Chipper	2,500	4,500	56%	0	2,500	
<b>TOTAL ROADS &amp; EASEMENTS EXPENDITUR</b>		<b>\$2,950</b>	<b>\$19,218</b>	<b>68%</b>	<b>\$6,594</b>	<b>\$2,950</b>	<b>\$0</b>
<b>REVENUE</b>							
9248	Restricted Donations & Fund Raisers	\$270	\$1,000	27%	\$0	\$270	
9772	General Income, Fees & Charges	0	2,270	0%	0		
<b>TOTAL ROADS &amp; EASEMENTS REVENUE =</b>		<b>270</b>	<b>3,270</b>	<b>8%</b>	<b>0</b>	<b>\$270</b>	<b>\$0</b>
<b>REVENUE - EXPENDITURES =</b>		<b>(\$2,680)</b>	<b>(\$15,948)</b>	<b>-59%</b>	<b>(\$6,594)</b>	<b>(\$2,680)</b>	<b>\$0</b>

## MBCSD 1992-93 BUDGET vs. ACTUAL INCOME &amp; EXPENDITURES, (UNAUDITED REPORT)

**WATER DIVISION 9238, FUND 428**

Account Code		Actual Year to Date	92-93 Budget	To Date % of Budget	91-92 Actual	July	Aug
<b>PERSONNEL EXPENDITURES</b>							
1003	District Secretary	\$1,107	\$7,200	15%	\$7,199	\$554	\$554
1004	Meter Readers	180	1,080	17%	1,170	90	90
1028	Maintenance Manager	2,518	6,000	42%	6,765	1,240	1,278
1404	Social Security	182	1,630	11%	1,503	139	43
1506	Medical Plan	167	1,000	17%	604	83	83
1701	Worker's Comp. Insurance	44	1,000	4%	673		44
<b>Total Personnel Expenses =</b>		<b>\$4,199</b>	<b>\$17,910</b>	<b>23%</b>	<b>\$17,914</b>	<b>\$2,106</b>	<b>\$2,093</b>

**OPERATION & MAINTENANCE EXPENDITURES**

2058	Annual Inspection Fee	\$0	\$350	0%	\$0		
2059	General Insurance	0	1,765	0%	2,316		
2077	Routine Repairs	31	1,400	2%	3,364	31	
2096	Building Repair	0	500	0%	121		
2115	Lab Supplies & Testing	159	1,000	16%	787	33	126
2117	General Manager	450	3,750	12%	0	450	
2122	Refunds	73	200	37%	593	73	
2130	Postage	38	230	16%	204	33	5
2133	Office Supplies	88	350	25%	420	88	
2221	Public & Legal Notices	0	135	0%	7		
2325	Contract Service - Maintenance	36	3,000	1%	6,922		36
2395	Prof. Consultant, Water Manager	375	4,500	8%	4,250	375	
2479	Mileage & Routine Travel	150	900	17%	755	75	75
2534	Telephone, Tank Control Relay	31	370	8%	567	31	
2535	Electricity for pumps	1,241	5,500	23%	5,388	1,241	
<b>Total Operations Expenses =</b>		<b>\$2,671</b>	<b>\$23,950</b>	<b>165%</b>	<b>\$25,694</b>	<b>\$2,429</b>	<b>\$242</b>
<b>Total Personnel &amp; Operations Expenses =</b>		<b>\$6,870</b>	<b>\$41,860</b>	<b>16%</b>	<b>\$43,608</b>	<b>\$4,535</b>	<b>\$2,335</b>

**CAPITAL EXPENDITURES**

4093	Equipment	\$0	\$1,000	0%	\$0	\$0	\$0
4160	Water Meters	0	1,800	0%	1,964		
4162	Water Supply Study	0	2,000	0%	3,364		
4169	Const. Proj. Impr. Cost., Reserve	55	6,840	1%	0		55
4197	Water System Repairs/Upgrade	1,325	4,500	29%	4,618	1,325	
<b>Total Capital Expenditures =</b>		<b>\$1,380</b>	<b>\$16,140</b>	<b>9%</b>	<b>\$9,946</b>	<b>\$1,325</b>	<b>\$55</b>
<b>TOTAL WATER EXPENDITURES =</b>		<b>\$8,250</b>	<b>\$58,000</b>	<b>14%</b>	<b>\$53,554</b>	<b>\$5,860</b>	<b>\$2,390</b>

**REVENUE**

9025	Water Billing	\$2,510	\$58,000	4%	\$42,035	\$1,068	\$1,442
9763	Other revenue, Customer deposits	100	0	n.a.	NA	50	50
9377	Local Assistance Grant	0	n.a.	n.a.	7,100		
<b>Total Non Tax Revenue =</b>		<b>\$2,510</b>	<b>\$58,000</b>	<b>4%</b>	<b>\$49,135</b>	<b>\$1,118</b>	<b>\$1,492</b>
Property Tax Revenue		\$0	\$0	n.a.	\$4,419		
<b>TOTAL WATER REVENUES =</b>		<b>\$2,510</b>	<b>\$58,000</b>	<b>4%</b>	<b>\$53,554</b>	<b>\$0</b>	<b>\$0</b>
<b>REVENUE - EXPENDITURES =</b>		<b>(\$5,740)</b>	<b>\$0</b>	<b>-10%</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$2,390)</b>

## MBCSD 1992-93 BUDGET vs. ACTUAL INCOME &amp; EXPENDITURES, (UNAUDITED REPORT)

**RECREATION DIVISION 9239, FUND 428**

Account Code	OPERATIONS & MAINTENANCE EXPENDITURES	Year to Date	91-92 Budget	To Date % of Budget	90-91 Actual Expense	July	Aug
1073	Extra Hire	\$196	\$200	98%	NA	\$76	\$120
2041	Recreational Programs	0	5,215	0%	1,050		
2059	General Insurance	18	1,600	1%	1,822		18
2077	Routine Repair	0	300	0%	441		
2096	Building Cleaning & Maintenance	150	2,560	6%	1,603	150	
2097	Grounds Maintenance	0	1,000	0%	1,421		
2117	Cont. Serv., General Manager	450	3,750	12%	NA	450	
2119	Publication Expense	0	400	0%	0		
2133	Office Supplies & Postage	0	75	0%	59		
2137	Copier Expense & Buyout	0	300	0%	NA		
2259	Garbage Removal	0	310	0%	308		
2366	Building Supplies	0	450	0%	440		
2369	General Recreation Supplies	0	200	0%	NA		
2378	Fundraisers & Related Expenses	262	1,000	26%	345	93	169
2380	New Program Start-up Expense	0	1,000	0%	NA		
2534	Telephone	31	390	8%	387		31
2535	Electricity for Community Center	75	1,200	6%	1,092		75
<b>Total Operations &amp; Maintenance Expenses =</b>		<b>\$1,182</b>	<b>\$19,950</b>	<b>6%</b>	<b>\$8,968</b>	<b>\$769</b>	<b>\$413</b>
<b>CAPITAL EXPENDITURES</b>							
4045	Block Grant: Insulation & Skylights	\$0	\$2,925	0%	\$5,010		
4048	Bldg. Improve., Office/Sprink. Sys.	0	350	0%	3,469		
4093	Equipment & Furnishings	0	800	0%	433		
4381	Contingency Reserve	0	800	0%	NA		
<b>Total Capital Expenditures =</b>		<b>\$0</b>	<b>\$4,875</b>	<b>0%</b>	<b>\$8,912</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL RECREATION EXPENDITURES =</b>		<b>\$1,182</b>	<b>\$24,825</b>	<b>5%</b>	<b>\$17,880</b>		<b>\$413</b>
<b>REVENUE</b>							
<b>BEGINNING CASH BALANCE</b>		<b>\$0</b>	<b>\$2,768</b>	<b>0%</b>	<b>\$1,382</b>		
9224	Grounds Rental, Playground	0	200	0%	NA		
9248	Restricted Donations, (Walkathon)	0	440	0%	NA		
9255	Rental of Building	320	4,000	8%	2,191	40	280
9258	Donations General, Fund Raisers	0	6,575	0%	NA		
9811	Recreation Other, Start-up Programs	43	1,000	4%	754	43	
9834	Resident Handbook, Ad Sales	0	400	0%	NA		
9937	Bistro & Community Dinners	408	7,260	6%	1,052	157	251
9900	Grant Revenue, Community Block Grant	0	2,200	0%	3,775		
<b>Total General Revenue =</b>		<b>\$771</b>	<b>\$24,843</b>	<b>3%</b>	<b>\$9,154</b>	<b>\$240</b>	<b>\$531</b>
Income Allocated from Property Taxes		\$0	\$0	n.a.	\$8,726		
<b>TOTAL RECREATION REVENUE =</b>		<b>\$771</b>	<b>\$24,843</b>	<b>3%</b>	<b>\$17,880</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL (REVENUE - EXPENDITURES) =</b>		<b>(\$411)</b>	<b>\$18</b>		<b>\$0</b>	<b>\$0</b>	<b>(\$413)</b>

## MBCSD 1992-93 BUDGET vs. ACTUAL INCOME &amp; EXPENDITURES, (UNAUDITED REPORT)

**FIRE DIVISION 9240, FUND 428**

Account Code	OPERATIONS & MAINTENANCE EXPENDITURES	Year to Date	Budget	To Date % of Budget	90-91 Expense	July	Aug
1701	Worker's Compensation, Vol. Personnel	\$644	\$2,500	26%	\$644		\$644
2020	Cal OSHA, Hepatitis Vaccinations	0	2,800	0%	NA		
2059	General Insurance	0	4,136	0%	5,602		
2085	Radio Maint. & Supply	57	1,000	6%	1,239		57
2086	Fire Trucks & Vehicle Maintenance	0	1,200	0%	1,010		
2117	Cont. Serv., General Manager	225	1,875	12%	NA	225	
2246	Rent for Firehouse	0	50	0%	50		
2273	Training	0	3,600	0%	4,349		
2362	Special Programs, Bar-B-Que	0	5,000	0%	NA		
2501	Gas & Oil	0	600	0%	108		
2531	Fire Hose	0	3,500	0%	0		
<b>Total Operations &amp; Maint. Expenses =</b>		<b>\$926</b>	<b>\$26,261</b>	<b>4%</b>	<b>\$13,002</b>	<b>\$225</b>	<b>\$701</b>
<b>CAPITAL EXPENDITURES</b>							
4093	Fire Equipment, Spec. Hose Fittings	\$0	\$2,223	0%	\$5,234		
4801	Misc. Equip. & Small Tools	0	500	0%	NA		
4827	Spec. Equip., W. Marin Grant	0	9,275	0%	12,249		
<b>Total Capital Expenditures =</b>		<b>\$0</b>	<b>\$11,998</b>	<b>0%</b>	<b>\$17,483</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL FIRE EXPENDITURES =</b>		<b>\$926</b>	<b>\$38,259</b>	<b>2%</b>	<b>\$30,485</b>		<b>\$701</b>
<b>REVENUE</b>							
9900	Forestry Grant	\$0	\$1,000	0%			
9258	MBVFD Donations	0	17,000	0%	5,800		
9377	West Marin Grant	0	10,415	0%	13,389		
9400	Other Agency Aid, (Marin Fire Dept.)	0	2,500	0%	0		
9763	Other Revenue, MBVFD Bar-B-Que	0	22,500	0%	NA		
<b>Total Operational Revenue =</b>		<b>\$0</b>	<b>\$53,415</b>	<b>0%</b>	<b>\$19,189</b>	<b>\$0</b>	<b>\$0</b>
Property Taxes		\$0	\$0	n.a.	\$11,296		
<b>TOTAL FIRE REVENUES =</b>		<b>\$0</b>	<b>\$53,415</b>	<b>0%</b>	<b>\$30,485</b>	<b>\$0</b>	<b>\$0</b>
<b>REVENUE - EXPENDITURES =</b>		<b>(\$926)</b>	<b>\$15,156</b>	<b>-6%</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$701)</b>
<b>Fire Station Reserve Fund (Restricted)</b>							
6985	Fire Station Building Fund Reserve	Balance =	\$7,243				

MUIR BEACH C.S.D. WATER DEPARTMENT  
STATUS REPORT: July, 1992

**WATER SYSTEM OPERATION**

The water system basic operation services performed during the month of July, 1992 includes:

1. Daily check of the system and maintain the daily log book.
2. Monthly bacteriological samples (2) - acceptable results.

Water production for the month of July was 48,438 gpd or about 26% more than the 1991 annual average of 38,600 gallons/day.

1.	Volume of water produced:	1,646,900	gallons
2.	Average daily production:	48,438	gallons/day
3.	Maximum day production:	57,600	gallons/day
4.	Volume of water used (metered):	1,144,201	gallons
5.	Line Flushing and Main Break (Estimated)	90,000	gallons
6.	Unaccounted for volume:	412,699	gallons (25% of production)

**SUPPORT ACTIVITIES**

Support activities initiated and/or completed include:

1. Supervision of Harvey Pearlman. Activities included assignment of maintenance tasks and water system operation training.
2. Obtained monthly bacteriological samples and delivered to Brelje and Race Laboratories for analysis. Results were sent to the County Health Department.
3. Monthly line flushing of system.

**EMERGENCY REPAIRS**

1. Water main break on July 9 at the 2-in. diameter feed line to the low zone storage tank. (See previous Incident Report).

26 869

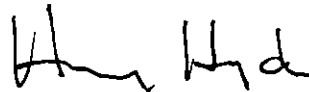
Page Two

**SPECIAL SERVICES**

Special services included:

1. Begin planning for Harris Project D4 (Charlotte-Sunset) Intertie.
2. Annual Budget and Rate Review.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'H. Hyde', is written above the printed name.

Henry Hyde & Associates  
District Water Manager

27869

August 18, 1992

TO: Don Macfarlane  
General Manager

FROM: Henry Hyde  
Water Manager

RE: Modification of Water Service Rates  
Public Hearing  
Response To Comments

The following information is provided in response to comments received both verbally and in writing at the subject August 11, 1992 Public Hearing. The response is grouped by subject and is intended to clarify the water service cost and revenue situation.

#### **WATER SERVICE COST - BUDGET**

The proposed Water Division 92-93 Budget as compared with the 91-92 actual expenses (attached) shows no increase in personnel expense and a decrease in O&M expense that includes the contract (non-District employee) Water Manager and a portion (21%) of the contract General Manager expense.

The total 92-93 Budget of \$58,000 provides for an 8.3% increase (\$4,446) over 91-92 expenses including the proposed \$6,840 capital reserve - replacement expense not included last year.

#### **Personnel Expense**

1. The contract Water Manager expense of \$4,500 is based on a fee of \$375/month with no benefits. A significant portion of the actual cost of this service is donated time including availability on a 24-hour basis for emergency services. This expense is included under O&M as a contract service.
2. The contract General Manager expense of \$3,750 is 21% of the General Manager's fee based on the allocation of his time involving water system administrative support services. This expense includes no benefits. This expense is included under O&M as a contract service.

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3. The Maintenance Manager (District Employee) expense represents 10 hours/week to cover daily system checks and perform minor maintenance tasks. This level of effort is considered to be the minimum required. Employee benefits are in addition to the hourly rate (\$12/hour).
4. The District Secretary expense has historically been allocated to the Water Division since most of the duties relate to water system support services (e.g. - meter reading, billing, invoices, payments, etc.). As the District upgrades its practices in this regard (e.g. computerized billings), this expense should decrease in the future.
5. The Meter Readers cost is based on \$90/month for 12 months/year. Reducing meter reading to bi-monthly would save \$540/year. There is no direct District Secretary cost savings associated with bi-monthly billing since the District Secretary salary is fixed cost irregardless of shifting workload.

There is a significant O&M benefit to monthly meter reading by providing metered water use, leakage, meter condition information that allows for relatively close monitoring of the system. Most agencies that read meters bi-monthly are large agencies that read 1/2 of the meters each month, not all meters every other month. It is the Water Manager's opinion that for our small system, monthly meter reading is important for monitoring purposes.

#### Summary

1. Personnel expense for 92-93 is equivalent to 91-92.
2. The portion of the General Manager's expense allocated to the Water Division is offset by reductions in other O&M expenditures.
3. The contract Water Manager and District Maintenance Manager expense is considered to be the minimum required for system O&M.
4. The District Secretary expense allocated to the Water Division is expected to decrease as the District's administrative and financial systems are upgraded.
5. Personnel expense as currently defined is relatively fixed cost.

#### O&M Expense

1. Approximately \$10,000 of the O&M expense (43%) is fixed.
2. Total 92-93 planned O&M expenditures are \$1,744 less than 91-92 including the contract Water Manager and District Manager expense.



3. Contract Service Maintenance provides for the use of outside construction contractors as needed to perform major maintenance - repair functions usually on an emergency basis. The District is not equipped in-house to handle such projects.

### **Capital Expense**

1. Capital expenditures are allocated to specific projects and are considered to be fixed cost.
2. The proposed 92-93 expense is \$600 less than 91-92 excluding the capital reserve - replacement expense.
3. The capital reserve - replacement expense (\$6,840) is established for the first time to initiate the accumulation of funds to replace aging water system facilities (e.g. - Capital Replacement Fund). While it is recognized that a uniform parcel tax or similar form of funding may be more appropriate in the long term, the District has determined that it is important to begin this process in 92-93 as an interim measure. Long-term financing (e.g. extension of the Measure E tax, bonds, loans, etc.) will be reviewed this year.

### **REVENUE - RATES**

The scope and objectives of the changes in the District water rates are to implement a rate schedule that will enable the District Water Department to have adequate income from the sale of its water supply service to pay for all operational costs. A further objective is to generate annual income to provide for essential repair and replacement of aging water distribution facilities. All funds derived from the changes in the water rates will be restricted for use in Water Department operational costs, systematic maintenance, repairs and replacement.

The 91-92 revenue included \$42,035 in user fees, a \$7,100 County grant and \$4,419 in property tax revenue for a total of \$53,554.

For 92-93, County grants are not anticipated to be available and District policy calls for elimination of the tax revenue to subsidize water rates. That is, the Water Division should be operated as an Enterprise Fund where water sales revenue covers expenses.

The District reviewed several water rate scenarios to cover the proposed budget expenses during the budget review process over the past several months. The proposed tiered rate schedule is a revision of the existing tiered schedule that was adopted in August, 1980. The proposed revisions include one flat rate (\$10/month) for the lowest use category (life-line), five increasing tiered rates for each 500 cu. ft./month increment and a seventh category for high-end use.

The basic purpose of tiered rates is to equitably distribute cost of service among customers in proportion to use and varying needs. A primary reason for tiered rates is to encourage water conservation particularly during the high use summer months that include landscape irrigation.

For the District water system where water supply is not severely limited (e.g. Marin Municipal), conservation is related more directly to the ongoing water rights issue rather than a specific water supply problem. Also, as previously noted, annual water system expense is relatively fixed and is not very sensitive to water quantity variations by customers (e.g. variable O&M cost, wear and tear).

The District agrees that the proposed tiered rate schedule and alternatives should be reviewed.

### Alternative Rate Scenarios

Several examples of alternative rate schedules are presented as follows:

1. Simplify Existing Tiered Rates. The proposed seven tier rate schedule can be simplified into four rates as shown by the following example:

Tier 1.	0 - 250 cu. ft./month	\$10.	(15 cust.)
Tier 2.	251 - 1000 cu. ft./month	\$4/100 cu. ft.	(99 cust.)
Tier 3.	1001 - 2500 cu. ft./month	\$5/100 cu. ft.	(33 cust.)
Tier 4.	2,500+ cu. ft./month	\$7/100 cu. ft.	(1 cust.)

2. Flat Unit Rate. A flat unit rate of \$4.50/100 cu. ft. will generate the required revenue. Under a flat rate schedule, everyone pays the same unit rate regardless of use. This is based on the premise that the water cost is primarily fixed cost that is distributed equally among customers.
3. Variable Flat Unit Rate. A variable flat unit rate will account for some variable cost among customers based on quantity. An example follows:

Rate 1.	0 - 500 cu. ft./month	\$4/100 cu. ft.
Rate 2.	501 - 2,000 cu. ft./month	\$4.50/100 cu. ft.
Rate 3.	2,000+ cu. ft./month	\$5/100 cu. ft.

4. Service Charge - Quantity Charge.

Some water districts have a split rate structure where fixed cost is recovered by a service charge (based on meter size, for example) and variable cost is recovered by a quantity charge (\$/100 cu. ft.).

In the District system, all meters except for two are 3/4-in size. If 75% of the expenses are fixed, a monthly service charge of \$25 would be required to cover fixed cost. The other 25% variable cost would be recovered by a quantity charge of about \$1.00/100 cu. ft. For example, Stinson Beach charges a bi-monthly service charge of \$24 (\$12/month) and a quantity charge of \$1.00 to \$2.40/100 cu. ft.

## **GENERAL COMMENTS**

A response to other general comments follows:

1. The measure E Tax Fund (Harris Projects) is included in the overall District Budget as a separate fund to finance the water system additions (e.g. looping dead ends, high zone to low zone connections) as approved by the District and voters. This is a separate activity from existing water system replacement. Extension of measure E beyond its expiration in 1996 will be considered by the District as a possible source of long-term funding for system replacement.
2. The proposed rate schedule attempts to address water use in the community and conservation through a tiered rate schedule (quantity charge only). Water use by multiple units or for commercial use (e.g. Pelican Inn) is addressed by the tiered rate schedule where high use is charged a higher unit rate. Tiered rate schedules tend to promote water conservation.

Rec'd 7/27/92

To: CSD BOARD & GENERAL MANAGER

From: Gerry Pearlman

Re: Public Hearing

A conflict prevents my attendance at the scheduled public hearing. My concern is that not enough information on the overall budget will be available to put the proposed rate changes in proper perspective. It would <sup>also</sup> be most helpful to have information on the current income from the sale of water, operational costs, repair and replacement costs, and the income that would be generated by the proposed rate changes before any hearings are held.

Other information that would ensure a higher level of discussion at the public hearing would be information as to alternative sources of funding - particularly under the various water bond acts.

Lastly it would be important to understand what California Special District Law mandates with respect to the enactment of rate changes.

If I could receive this information I would then be happy to file a written statement with the Board and General Manager of my support or objections to the proposed changes. I do believe such information would also benefit other property owners, residents and water users in advance of the hearings.

July 30, 1992

Mr. Gerry Pearlman  
270 Pacific Way  
Star Box 296  
Muir Beach, CA 94965

Dear Mr. Pearlman:

Thank you for your undated memorandum concerning the Muir Beach Community Services District public hearing. We received the memorandum on July 27, 1992, and are responding as seasonally possible.

You indicate concern that inadequate information is available for your proper evaluation of the needs for this proposed district action. The Notice of public hearing clearly stated that the Water Division report, requesting this action and offering supporting information, is on file in the District office. This report, along with normal budget reports, monthly analysis of water division billing, expenses, and income are also on file in the District office. These files are available for public review, upon request, during the hours the office is open. Further, you may request a special time that is convenient to your schedule. I will make every effort to be available to review this information with you. For safety and preservation, public records must be reviewed on the premises. Copies of these documents are available for a cost of \$0.10 per page.

Your comments referring to alternative sources of funding, including various water bond acts are well intended. However, at this time, our research and agency contacts indicate such funds are either not available (due to severe federal, state, and county fiscal restrictions), or are not appropriate for districts as small as the Muir Beach Community Services District. Except for emergency conditions, the expensive cost of financing (even with the current low rates) reduces the effective use of income to an imprudent level. Even a minimal rate of 5% (if it were available), on a twenty year bond will increase the total cost by more than 58%, effectively costing the District \$1.58+ for every dollar received. In addition, the cost of required supporting documentation and underwriting also substantially reduces the effective income received. In former years, when interest rates were comparable to and occasionally less than the average inflation rates, financing was frequently considered a prudent action. Today however, interest rates are above the average inflation rates by as much as or more than 3%. This rate differential is exacerbated by the current failure of the state administration to adopt a budget.

Additional consideration of financing includes the fact that it is seldom good fiscal policy to finance short term expenses through long term debt. The current problems of the water division are normal operational costs, refelecting:

1. Increasing expenses for maitnenance and repairs to an aged distribution system that has suffered from inconsistent operational procedures during its existence.
2. A failure to equalize the progressive rate structure so as to equitably distribute and generate the actual cost of delivering service.

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3. A failure to adjust the rate schedule for inflation factors since 1980. This has resulted in more than a 60% decline in real income.

In answer to what California Special District law mandates regarding enactment of rate changes, you may refer to the following California Government Codes (Community Services Districts are in Sections 61000 through 61800):

61615 Taxation: A district may levy and cause to be collected , taxes for the purpose of carrying on the operations and paying the obligations of the district.

61621 begins, "A district may prescribe, revise and collect rates or other charges for the service and facilities furnished by it....."

61622 "Each district has the power generally to perform all acts necessary to carry out fully the provisions of this division.

California Water Districts Code, Section 35501. Charges: The district may prescribe, revise and collect rates or other charges for the services and facilities furnished pursuant to this article.

It is interesting to note that neither the "Community Services District or the California Water Districts" law requires a public hearing to establish or change rates. However, as a matter of reasonable community concern, the Board has been advised and has decided to conduct the current scheduled public hearing on the proposed rates.

A copy of the annotated Community Services District law, including the most recent 1992 Cumulative Packet Part, is on file in the District office. The Marin Law Library is quite complete and up to date. You may refer to that facility for further research concerning California law.

Thank you for your interest and concern. It is essential that citizens take interest and participate in the legislative process, particularly in very small districts such as ours.

Cordially,

MUIR BEACH COMMUNITY SERVICES DISTRICT

---

Donovan Macfarlane, General Manager

August 8 1992

Donovan Macfarlane  
General Manager  
Muir Beach Community Services  
Board of Directors  
Muir Beach Community Services

Dear Mr. Macfarlane and Board,

I am concerned that the proposed water rate schedule does not adequately address water use in our community.

The concern in arriving at these proposed rates seems simplistic in increasing costs to arrive at a current budget need of \$58,000.00, without any focus on water use, conservation, and the growing use of water in our community for re-sale through second or more units or licensed commercial use. I believe that we simply cannot take water used divided by users against total funds needed and call this wise use of a product that is possibly limited. We also need to address the issue of water resold more adequately in our rate schedule where its use is for multiple units or commercial use, and not for residential use.

I suggest the community address these issues with the Board of Directors and Water Manager, before the proposed rates are implemented so that future rate increases will be based on a less simplistic basis.

Sincerely,



H. Helen Browning

36869

Christian Riehl  
190 Pacific Way  
Muir Beach, Ca. 94965

August 10, 1992

General Manager  
Muir Beach Community Services District

Dear Sir:

I object to the proposed increase in the district's water rates for the following reasons:

1. The Proposed Budget included with the 8-11-92 Agenda of the Public Hearing of the Board of Directors fo the MBCSD Considering Modification of the District's Water Service Rates does not provide adequate information. Information that should be included are:
  - a) a listing of the 91-92 *actual* expenditures, instead of the 91-92 budget, which are irrelevant now;
  - b) an explanation of each line item, particularly those items related to personnel, which is the largest component of cost and which results, I think, from an allocation of resources among water, roads, recreation, and fire protection;
  - c) current budgets for all other jurisdictions of the MBCSD, including roads, recreation, and fire so that comparisons can be made with respect to allocations of expenses and revenue.

This information should be provided to the rate payors and tax payors of the MBCSD *at the same time* with a reasonable period of time for examination prior to the public hearing. I received the information today, just one day before the hearing. One day is not a reasonable period of time. For this reason alone, the Board of the MBCSD would be acting responsibly by rescheduling further consideration of this proposal until the information is provided and the rate payors and tax payors are given adequate time for consideration.

2. Additionally, I forward the following objections:

- 1) The largest component of cost, personnel and personnel-related, is excessive, even for a system as small as ours. Listed are \$26,100 for personnel Costs plus \$3,000 for Contract Service-Maintenance for a total of \$29,100: 50%+ of total budgeted expenses. The \$26,100 listed for

37869



personnel costs is an increase from the 91-92 Budget of a whopping 18%!

Almost all of the increase in the proposed budget is due to the General Manager's your salary. The Board apparently approved this expenditure by hiring a GM. Now it is seeking a way to pay for it by raising water rates rather than reducing personnel costs elsewhere. Funding for your position should have been arranged prior to employment. The Board is acting irresponsibly in seeking to pay the GM salary by raising revenues rather than cutting costs elsewhere.

Requested is \$7,200 for District Secretary. Additionally, there is another \$1,080 for Meter Readers, for a combined total equal to 14.28% of the total budget. Excluding the Contingency Reserve, the percentage is **16.2% of the total budget**. If we are paying Social Security or other benefits (which are not detailed) then the total percentage is even higher.

- i. To my knowledge, the primary service the District Secretary does for the water system is preparing bills. As such, we are paying an excessive amount to receive our water bills. That the bills are still calculated and printed by hand -instead of by computer- is preposterous. With a simple Lotus 1-2-3 spreadsheet, all that should be required is data entry.
  - ii. I object to the fact that the amount budgeted meter reading for 91-92 was \$790 and the amount budgeted for 92-93 is \$1,080 - *an increase of 36.7%!* Surely, the number of water connections has not increased that much nor has the inflation rate! Bi-monthly meter readings surely would reduce the cost and would be less of a financial burden to rate payors than a general rate increase.
- 2) The budget lists \$6,900 as a "Contingency Reserve", with no accompanying explanation. That is 11.9% of the total budget. In previous years no such amount was budgeted. This is in addition to another \$9,300 in capital outlays. I believe a contingency reserve is a good idea; however, nearly 12% of a yearly budget is excessive.
  - 3) I seem to recall that Muir Beach voters approved a parcel tax to help pay for capital improvements to the water system. Why are not these funds shown?

The Board should submit a budget that shows reduced expenditures, especially for personnel costs, before any consideration is given

38769

to a water rate increase.

*Christian Riehl*

Christian Riehl

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Leslie D. H. Riehl  
Star Route Box 292  
Muir Beach, CA 94965

August 11, 1992

General Manager  
Muir Beach Community Services District  
Muir Beach, CA 94965

Dear Sir:

I am writing to register my objection to the proposed water rate increased scheduled for September 1, 1992. I have reviewed the various budgets submitted to the public and have the following concerns:

1. Salary and Benefit expenses for the water system are outrageous. Over the past two years comparable salary figures for 1990/91 indicate salary and benefits have risen 25%. There appear to be several reasons for this: a) All of the District Secretary's salary is now allocated to the water system. Given that in the past this salary included a significant amount of work for the other jurisdictions I see absolutely no justification for all of the salary to be allocated to the water system. b) Some expense for the General Manager should be allocated to the water system, but I have to assume that other salary expenses could be reduced to reflect the work the General Manager has now assumed. c) The Board struck down bi-monthly meter reading. This action is costing us at least \$1,000/yr in increased meter reader time, billing and receiving expenses and postage/supply expenses. There is absolutely no reason why there can't be bi-monthly meter reading, especially in light of the proposed rate increase. Underlying all of the water expenses is a lack of explanation as to who does what and is it the most efficient way to do it. I believe the billing system should be computerized and bi-monthly. The goal of the Board should be to run the water system as cost effectively as possible. The current budget does not reflect this goal.

2. A quick review of the fixed and variable costs of our water system indicates that almost all expenses are fixed. I estimate that fixed costs/hookup/month, excluding capital and contingency, are \$17.67. (Total cost/month/hookup is \$23.22) I believe the Board must develop a specific objective as to how the rates are charged. (Is it's the Board's intention to charge high end users higher rates because they should be conserving, or because statistics indicate they can afford to, or what, or is it their objective to simply raise revenue.) The data presented in the budget indicates we are not at a loss for water (there's plenty of it) and it does not cost significantly more to pump more.) The Board needs specific rate objectives.

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3. I believe the initially hookup fee should be roughly \$10-20,000 to reflect a proportion of the system that has already been built to accommodate additional users. The existing fee of \$500 is a give away.

4. I recommend that the expenses be reduced as follows <sup>so as to</sup> avoid a rate increase. First, actual revenue for 1991/92 was \$49,000 not \$41,000, therefore the shortfall is only \$9,000. Salary expense should be reduced \$5,500. Capital expenses and contingency fund should be reduced \$3,500. Electricity expense is going from \$4,700 to \$5,500. This seems high, therefore I would reduce this amount to \$5,000. Total savings from these budget cuts \$9,500.

The Board's first reaction to any change in budget conditions should not be to raise taxes and or rates. We are being taxed to death. Rate increases are necessary when all other options have been explored and explained. This has not been done. We were only shown different ways to raise the rates, not at how the expenses might be reduced.

I strongly object to a rate increase, and I believe that no rate increase is necessary to maintain the same water quality we now have. Salary expenses must be cut.

Sincerely,

A handwritten signature in dark ink, appearing to be a stylized 'L' followed by a flourish.

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## ANALYSIS OF NON PAYROLL EXPENSES 1991-92 FISCAL YEAR

	Division	Code	Date	Expenditure	Explanation
1 .	9238	2130	12/20	1.25	"
2 .	9238	2133	5/29	2.12	ditto
3 .	9238	2133	5/05	2.46	ditto
4 .	9239	2366	12/19	2.89	
5 .	9238	2077	9/19	3.50	ditto
6 .	9237	2077	9/19	3.50	" "
7 .	9238	2133	9/27	3.79	
8 .	9238	2130	11/01	3.81	"
9 .	9238	2479	11/25	4.14	Regan McNeil
10 .	9238	2479	11/18	4.20	Linda Moore
11 .	9238	2479	10/30	4.20	
12 .	9238	2479	9/26	4.40	
13 .	9238	2479	9/03	4.40	
14 .	9238	2534	5/27	4.72	
15 .	9238	2133	3/30	4.90	Hazel
16 .	9238	2133	5/29	5.16	Hazel
17 .	9238	2133	2/28	5.36	
18 .	9238	2133	2/28	5.47	
19 .	9238	2133	12/13	5.99	
20 .	9239	2077	11/18	6.44	
21 .	9238	2133	5/05	6.65	Hazel
22 .	9238	2077	9/19	6.75	Regan McNeil
23 .	9238	2130	9/24	6.94	"
24 .	9239	2366	2/21	7.02	
25 .	9238	2077	2/05	7.25	
26 .	9238	2077	5/29	7.44	Hazel
27 .	9238	2535	10/30	7.50	
28 .	9238	2535	12/27	7.50	
29 .	9238	2535	9/26	7.50	
30 .	9238	2535	3/30	7.50	
31 .	9238	2535	12/04	7.50	
32 .	9238	2535	7/29	7.50	
33 .	9238	2535	9/03	7.50	
34 .	9238	2535	5/27	7.50	
35 .	9238	2535	1/29	7.50	
36 .	9238	2535	2/28	7.50	
37 .	9238	2479	10/31	7.82	
38 .	9238	2535	4/28	7.99	Why the 7% increase?
39 .	9239	2133	3/31	8.47	
40 .	9238	2133	11/01	8.86	
41 .	9240	2112	5/08	9.17	ditto
42 .	9239	2366	1/16	9.48	
43 .	9238	2133	2/28	9.89	
44 .	9238	2133	3/31	9.99	Linda
45 .	9238	2221	1/02	10.60	ditto
46 .	9237	2094	9/04	10.70	ditto

## ANALYSIS OF NON PAYROLL EXPENSES 1991-92 FISCAL YEAR

Division	Code	Date	Expenditure	Explanation
47 .	9236	2534	4/07	11.63
48 .	9238	2133	12/20	11.76
49 .	9237	2094	2/10	12.07
50 .	9237	2094	3/11	12.07
51 .	9238	2479	10/07	12.42
52 .	9238	2077	5/12	12.44 DM
53 .	9238	2479	1/22	12.60 Linda
54 .	9238	2479	12/13	12.60 Linda
55 .	9239	2380	3/31	12.72 Kathy Sward
56 .	9238	2534	11/19	13.52
57 .	9238	2534	12/26	13.76
58 .	9238	2534	4/21	13.95
59 .	9239	4243	4/02	13.99 Martin Bros. Supply
60 .	9238	2534	3/23	14.12
61 .	9237	2094	9/19	14.44 ditto
62 .	9238	2479	8/23	14.49
63 .	9238	2133	1/31	14.52
64 .	9238	2130	3/30	14.54
65 .	9238	2534	1/23	14.61
66 .	9238	2534	8/27	14.62
67 .	9240	2086	2/05	14.77 ditto
68 .	9238	2534	9/20	14.78
69 .	9239	4243	4/21	15.10 Leslie
70 .	9238	2077	8/27	15.35
71 .	9238	2479	9/19	15.41
72 .	9238	2534	2/21	15.48
73 .	9238	2479	7/24	15.64
74 .	9238	2077	2/05	15.74
75 .	9238	2133	10/30	15.79
76 .	9238	2534	5/26	15.81
77 .	9239	2077	8/27	15.84
78 .	9240	2531	7/23	15.85 County Grant Expenses
79 .	9238	2479	9/04	16.10
80 .	9238	2479	8/06	16.10
81 .	9238	2534	7/18	16.23 Contract service telephone
82 .	9238	2534	10/18	16.31
83 .	9239	2366	11/18	16.36
84 .	9238	4169	5/04	16.47 ditto
85 .	9240	2501	11/18	16.75 Gas & Oil
86 .	9238	2122	7/18	17.00 Tom Brase, rebate/refund
87 .	9238	2133	2/10	17.22
88 .	9238	2133	12/03	17.32
89 .	9238	2133	2/28	17.33
90 .	9238	2077	8/27	17.34
91 .	9239	2077	12/26	17.70
92 .	9238	2133	8/30	18.20

## ANALYSIS OF NON PAYROLL EXPENSES 1991-92 FISCAL YEAR

	Division	Code	Date	Expenditure	Explanation
93 .	9239	2077	3/31	18.50	Judith Yamato
94 .	9238	2130	5/29	18.70	
95 .	9237	2094	7/09	18.75	Road repair supplies
96 .	9238	2077	2/05	19.36	
97 .	9237	2094	3/11	19.56	
98 .	9237	2094	3/11	19.61	
99 .	9238	2077	2/05	19.69	
100 .	9238	2077	10/31	19.78	
101 .	9238	2130	5/05	20.24	
102 .	9238	2077	2/05	20.30	
103 .	9238	2115	9/10	20.40	
104 .	9238	2130	1/31	20.63	
105 .	9238	2077	1/16	20.90	
106 .	9238	2133	9/27	21.18	
107 .	9237	2077	8/27	21.20	Misc. repairs
108 .	9239	2366	2/21	21.24	
109 .	9237	2094	5/26	21.66	Martin Bros.
110 .	9239	2077	10/31	21.84	
111 .	9238	2115	7/23	22.00	Lab. supplies
112 .	9238	2077	5/05	22.24	Jackson's Hdw
113 .	9237	2094	2/10	22.31	
114 .	9238	2133	12/26	22.80	
115 .	9239	2077	9/04	23.50	
116 .	9238	2130	7/26	23.54	Postage
117 .	9239	2133	9/27	23.65	Off. Supp., Judith Yamato
118 .	9236	2049	8/02	23.74	
119 .	9238	2133	5/12	23.98	DM
120 .	9239	4093	2/21	24.13	Fire capital projects, N. Knox?
121 .	9239	2041	11/14	25.00	Yemaya
122 .	9238	2115	3/05	25.74	Paradise Pool Service
123 .	9238	2115	10/02	25.74	Paradise Pool Service
124 .	9238	2479	10/17	26.22	
125 .	9238	2479	7/15	26.91	Mileage & travel exp.
126 .	9239	2133	11/18	27.14	MBCCC
127 .	9237	2094	8/27	27.84	ditto
128 .	9238	2133	1/13	28.95	
129 .	9240	2049	2/05	29.30	AAOS
130 .	9238	2077	7/09	29.31	Misc. Repairs
131 .	9238	2077	9/04	29.87	
132 .	9238	2122	10/18	30.00	Kutlen, Rick
133 .	9238	2130	8/30	30.24	"
134 .	9238	2534	3/23	30.32	
135 .	9238	2534	2/21	30.32	
136 .	9238	2534	1/12	30.39	
137 .	9238	2534	7/18	30.42	
138 .	9238	2534	4/21	30.42	

# ANALYSIS OF NON PAYROLL EXPENSES 1991-92 FISCAL YEAR

	Division	Code	Date	Expenditure	Explanation
139 .	9238	2534	9/20	30.42	
140 .	9238	2534	8/27	30.42	
141 .	9238	2534	5/26	30.42	
142 .	9238	2534	10/18	30.42	
143 .	9238	2534	12/26	30.42	
144 .	9238	2534	11/19	30.42	
145 .	9238	2130	12/03	31.34	"
146 .	9239	2259	7/02	32.10	
147 .	9238	2133	7/26	32.23	Office Supplies
148 .	9239	2380	3/31	32.50	John Sward
149 .	9238	2077	12/09	32.79	Goodman Bld. Supply
150 .	9240	4093	9/04	33.55	
151 .	9238	2115	7/02	33.92	Paradise Pool Service
152 .	9238	2115	5/04	34.32	ditto
153 .	9238	2115	8/02	34.32	Paradise Pool Service
154 .	9238	2115	11/06	34.32	Paradise Pool Service
155 .	9239	2534	3/31	34.56	
156 .	9239	2534	3/05	34.56	
157 .	9238	2534	5/04	34.56	
158 .	9239	2534	1/31	34.63	
159 .	9239	2534	10/02	34.65	
160 .	9239	2534	1/02	34.65	
161 .	9239	2534	10/31	34.65	
162 .	9239	2534	9/03	34.65	
163 .	9239	2534	12/03	34.65	
164 .	9237	2077	1/10	34.91	
165 .	9239	2534	8/02	35.32	
166 .	9238	2221	12/27	36.40	Jobs Available
167 .	9238	2133	1/31	37.80	
168 .	9239	2534	7/02	39.79	Cont. Telephone
169 .	9238	2122	4/08	40.00	Elizabeth Lauren
170 .	9238	2077	5/11	41.61	
171 .	9238	2133	10/30	42.47	
172 .	9238	2077	7/09	43.88	
173 .	9239	2259	7/02	45.00	Shoreline Disposal
174 .	9237	2077	2/10	45.15	Jackson's hardware
175 .	9240	2049	2/05	46.11	CA Prison Industry Author
176 .	9239	4243	3/30	47.36	ditto
177 .	9237	2094	8/02	47.66	ditto
178 .	9238	2479	1/23	47.84	Harvey
179 .	9238	2133	12/13	48.05	
180 .	9237	2094	4/02	48.24	
181 .	9238	2133	12/27	48.67	
182 .	9238	2479	1/13	49.22	Harvey
183 .	9238	2221	12/27	50.00	Management Center
184 .	9238	2122	12/26	50.00	Carol Joeerger



## ANALYSIS OF NON PAYROLL EXPENSES 1991-92 FISCAL YEAR

	Division	Code	Date	Expenditure	Explanation
185	9238	2122	1/31	50.00	Margaret Jones
186	9238	2122	10/18	50.00	Richardson Anderson,
187	9239	2366	7/31	50.00	
188	9238	2122	8/28	50.00	Tucker, Maggie "
189	9238	2133	3/31	52.12	Linda
190	9239	2366	10/15	52.65	
191	9239	4243	5/05	53.46	Leslie
192	9237	1073	1/10	56.00	Jai Haissman
193	9239	2096	12/03	57.83	Fire Master
194	9238	2077	2/05	58.44	
195	9239	4243	4/15	60.06	Leslie
196	9236	2133	10/02	61.20	Marine Journal ? Advertising
197	9238	2077	5/05	61.38	Goodman Hdw.
198	9239	2366	2/05	66.01	
199	9239	2077	7/09	66.63	Misc. Repairs
200	9237	2094	2/10	67.96	
201	9236	2133	5/05	69.07	Linda
202	9238	2077	1/10	72.95	
203	9239	2535	7/09	74.86	
204	9238	2479	5/27	75.00	Harvey
205	9238	2479	5/27	75.00	Harvey
206	9236	2049	5/12	75.00	DM
207	9238	2479	4/08	75.00	Harvey
208	9239	2535	5/27	75.65	
209	9239	4243	4/02	75.70	Jackson's Hardware
210	9238	2077	7/09	75.90	
211	9239	2535	4/28	76.25	
212	9239	2535	3/30	76.25	
213	9239	2259	3/31	77.10	
214	9239	2259	1/02	77.10	
215	9239	2259	10/02	77.10	
216	9238	2133	2/28	78.16	
217	9238	2096	1/31	80.00	Juanita
218	9239	2096	7/09	80.00	Bldg & Plt. Maint.
219	9239	2096	9/03	80.00	
220	9239	2096	12/03	80.00	Juanita
221	9239	2096	3/11	80.00	Juanita
222	9238	1506	5/27	83.45	ditto
223	9238	1506	5/05	83.45	ditto
224	9238	1506	5/05	83.45	Harvey, Ret. & Empl. Benefits
225	9238	1506	5/05	83.45	ditto
226	9238	1506	5/05	83.45	ditto
227	9238	2077	2/05	83.74	
228	9239	2366	1/31	84.62	John Sward
229	9239	2096	1/10	90.00	Juanita
230	9239	2535	9/26	90.27	

# ANALYSIS OF NON PAYROLL EXPENSES 1991-92 FISCAL YEAR

	Division	Code	Date	Expenditure	Explanation
31	9240	2501	12/05	90.75	
232	9239	2535	10/30	90.96	
233	9239	2535	2/27	91.14	
234	9239	2535	1/29	92.26	
235	9239	2535	9/03	93.76	
236	9237	1073	12/27	96.00	William Coley
237	9239	4243	4/28	96.36	ditto
238	9240	2086	2/05	96.90	ditto
239	9238	2479	4/15	99.19	ditto
240	9236	2119	11/06	100.00	Books, CSDA

Total Expenses <= \$100 = **\$8,075.12**

Percent of total dollars = **8.72%**

Percent of total transactions = **66.12%**

241	9238	2479	3/05	103.75	Harvey
242	9239	2096	11/13	110.00	Juanita Gonzalez
243	9239	2096	4/07	110.00	ditto
244	9240	4093	10/21	111.54	Rbt. Allen
245	9240	2086	12/12	113.47	Fire & Veh. maint.
246	9237	2094	4/02	117.08	
47	9239	2535	12/04	119.04	
48	9238	2077	9/04	120.00	ditto
249	9238	2325	10/02	120.00	
250	9239	2096	5/05	120.00	
251	9238	2096	9/03	121.00	Bld. & Plant Maintenance
252	9240	4093	9/04	130.00	
253	9240	2112	5/08	130.79	Dyna Med
254	9240	2086	5/12	131.30	LN Curtis
255	9236	2049	8/02	132.25	
256	9238	4169	4/02	133.30	Mill Valley Lumber
257	9239	2535	12/27	135.74	
258	9238	2133	9/26	138.18	
259	9237	2094	10/31	138.35	ditto
260	9238	4162	4/08	144.00	Nute Engineering
261	9238	2077	8/12	145.57	
262	9236	2049	11/05	150.00	Judith Yamato
263	9239	4243	5/12	150.00	Kroger
264	9239	2369	10/30	150.00	Gen. Rec. Supplies
265	9238	2059	11/06	150.00	SDRMA
266	9236	2534	5/08	154.31	Mobilecom
267	9238	4169	4/02	157.05	Goodman Lumber; Const. Proj.
268	9238	2325	7/02	157.14	Contracts & Outside Services
69	9239	2096	10/15	160.00	
70	9239	4093	2/21	160.71	Janet Stump
271	9238	4160	5/27	162.06	Bell Industries

## ANALYSIS OF NON PAYROLL EXPENSES 1991-92 FISCAL YEAR

Division	Code	Date	Expenditure	Explanation
272 .	9236	2049	8/02	164.60 Conferences & Meetings
273 .	9239	4243	5/26	170.00 Selomie Villalta
274 .	9239	4243	3/17	175.40 Leslie Riehl
275 .	9238	2325	4/15	180.00 ditto
276 .	9239	2096	1/17	185.80 Town & Country TV
277 .	9236	2049	5/12	198.00 DM
278 .	9239	2041	9/03	200.00 Food, Community Center

Total expenses <= \$200 = **\$13,525.55**Percent of total dollars = **14.60%**Percent of total transactions = **76.58%**

279 .	9237	2094	11/06	201.63 Martin Bros. Supply
280 .	9239	2077	12/09	201.92
281 .	9240	2086	2/05	208.90 Oregon Fire equipment Co., Ltd
282 .	9239	4243	5/18	209.34 Leslie
283 .	9238	2221	1/02	226.09 Marin Co. Review
284 .	9239	2096	11/25	239.31 Selomie Villalta
285 .	9238	2325	3/17	240.00 Foster Pump Service
286 .	9239	4243	4/08	240.00 James Kroger
287 .	9239	4243	5/01	240.00 ditto
288 .	9239	2366	9/04	248.07 Jan & Bldg. Supplies
289 .	9238	2479	5/12	248.50 DM
290 .	9238	2325	7/12	248.80
291 .	9240	4093	7/12	250.00 Cap. Prj., CA Mountain Co.
292 .	9240	2096	12/17	259.38 Plt. & Bld. Maint.
293 .	9240	2086	2/05	260.83 L.N. Curtis & Sons
294 .	9240	4093	2/12	267.80 L.N. Curtis & Sons
295 .	9238	2534	5/27	274.39 New install?
296 .	9239	2137	9/18	285.41 Doc. Repro. Costs, Disc. Off. Sys.
297 .	9238	2535	2/27	285.96
298 .	9240	2086	3/30	297.74 Transtech Enterprises
299 .	9238	2077	9/04	304.35
300 .	9238	2535	3/30	305.47
301 .	9238	2122	2/21	305.65 Dept. of Trans, Dist. 4
302 .	9238	2535	12/27	313.14
303 .	9238	2535	1/29	313.89
304 .	9240	4093	8/28	327.00 Rbt. Allen
305 .	9236	2133	7/09	339.00 Office Supplies & Expense
306 .	9238	2096	1/22	350.00 Michael Moore Const.
307 .	9238	4162	2/24	352.06 ditto
308 .	9238	2535	4/28	356.56
309 .	9240	4093	9/04	356.86 Marin Co. Revenue
310 .	9238	1005	5/07	375.00
311 .	9238	1005	4/08	375.00
312 .	9238	1005	2/10	375.00
313 .	9238	1005	1/10	375.00

## ANALYSIS OF NON PAYROLL EXPENSES 1991-92 FISCAL YEAR

	Division	Code	Date	Expenditure	Explanation
314 .	9238	1005	11/07	375.00	ditto
315 .	9238	1005	12/09	375.00	ditto
316 .	9239	4243	4/17	378.56	Leslie
317 .	9238	2535	12/04	383.86	
318 .	9240	2049	2/05	421.75	AAOS
319 .	9239	2137	5/27	428.40	Discovery Office systems
320 .	9238	2535	9/26	482.03	
321 .	9238	2535	9/03	495.84	
322 .	9238	2115	1/10	500.00	Brejle & Race Labs
323 .	9239	4243	12/27	500.00	Play Area, James Bischoff

Total expenses &lt;= \$500 = \$27,924.04

Percent of total dollars = 30.14%

Percent of total transactions = 88.98%

324 .	9240	4093	9/04	509.26	ditto
325 .	9240	4093	9/04	515.87	Spec. T Fire Eq.
326 .	9238	2535	5/27	557.25	
327 .	9239	4243	5/26	575.89	Martin Bros.
328 .	9239	4243	4/02	590.35	Leslie Riehl
329 .	9238	2535	10/30	597.46	
330 .	9238	2535	7/29	598.80	Contract service, electric power
331 .	9239	4243	4/08	600.00	Leslie Riehl
332 .	9239	2137	11/14	600.00	Pat Peratta
333 .	9239	4243	4/08	600.00	ditto
334 .	9239	4048	10/02	600.00	Bld. Facilities, Window Accents.
335 .	9239	2077	2/21	620.00	Transbay Fire Protection
336 .	9239	2137	10/09	629.56	Disc. Off. Sys.
337 .	9239	4045	11/09	635.42	Fixed Assets, Window accents
338 .	9238	4197	10/09	641.44	Foster Pump Co.
339 .	9239	4243	5/04	725.00	Kroger
340 .	9240	2049	2/05	851.04	L.N. Curtis & Sons
341 .	9240	2049	12/17	866.30	Conf. & Mtgs., CA Prison Assoc.
342 .	9239	4243	4/17	900.00	Kroger
343 .	9239	4243	5/20	900.00	Kroger

Total expe \$41,037.68

Percent of total dollars = 44.30%

Percent of total transactions = 94.49%

344 .	9238	2325	10/02	1,040.54	Foster Pump & Service ?
345 .	9238	2325	2/28	1,079.95	Foster Pump & Service?
346 .	9239	4243	4/21	1,212.50	Kroger
347 .	9238	4162	1/16	1,271.06	Nute Engineering
348 .	9237	2059	7/02	1,281.00	SDRMA, General Insurance
349 .	9240	4093	7/12	1,320.49	
350 .	9240	2059	4/06	1,485.00	James W. Irving?
351 .	9238	4162	1/29	1,597.11	David Keith Todd

## ANALYSIS OF NON PAYROLL EXPENSES 1991-92 FISCAL YEAR

	Division	Code	Date	Expenditure	Explanation
352 .	9238	4197	10/30	1,640.08	Bell Industries
353 .	9239	2059	7/02	1,822.00	SDRMA, insurance
354 .	9239	4243	4/02	1,920.97	Mill Valaley Lumber
355 .	9238	2059	7/02	2,166.00	General Insurance
356 .	9236	1005	5/27	2,250.00	ABC Consultants
357 .	9239	4243	4/09	2,392.00	Eagle Rock
358 .	9239	4048	12/16	2,499.47	Michael Moore Const
359 .	9238	4197	12/03	2,732.00	MBVFD?
360 .	9236	2352	10/15	2,992.00	Prof. Services, Marin County
361 .	9238	2077	9/04	5,373.30	?Foster Pump Service
362 .	9240	2059	7/02	5,602.00	General Insurance
363 .	9239	4243	3/11	9,926.56	Ross Recreational Equipement

Total Expenditures =

\$92,641.71

**ORDINANCE NO. 92 - 01**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE  
MUIR BEACH COMMUNITY SERVICES DISTRICT  
APPROVING AND ADOPTING THE LEVY OF A  
SPECIAL TAX ON THE REAL PROPERTY  
LOCATED WITHIN THE DISTRICT**

**DRAFT COPY**

**WHEREAS**, in accord with California Government Code Section 53901, the Board of Directors (the "Board") of the Muir Beach Community Services District (the "District") has formulated and adopted a budget for fiscal year 1992-93 (the "budget") within sixty days of the beginning of the fiscal year; and

**WHEREAS**, the budget includes revenues that have historically been derived and received from ad valorem taxes (the "taxes") applicable to land parcels within the District boundaries; and

**WHEREAS**, the District has been advised by superior legislative bodies that the on going deliberations of the State of California (the "State") legislature and administration include a partial or full taking or appropriation of the taxes normally allocated to the district; and

**WHEREAS**, the District has been advised by superior legislative bodies to seek replacement, of the potential loss of the taxes appropriated by the State, through an alternative special tax on the land parcels with the District; and

**WHEREAS**, the District has conducted a public hearing to consider a rate modification and increase in the rates charged for the District's water distribution services; and

**WHEREAS**, the District has made considerable and sincere effort to increase projected revenues through increased service charges, fees, fund raising and other lawful revenue earning methods available to the District; and

**WHEREAS**, the inclusion of all the additional projected revenues resulting from these revenue increasing efforts supra, the budget still requires receipt of the taxes to avoid unlawful deficit spending while fulfilling the district obligation to provide for the District's health, safety and welfare as mandated by the District's formation, and

**WHEREAS**, the District, upon advice from superior legislative bodies, adopted District Resolution No. 92-07-29, calling for an Election to be held on November 3, 1992, to approve this Ordinance establishing a special tax of not less than \$86 nor more than \$255 per land parcel within the District; and

**WHEREAS**, the District requested the Marin County Board of Supervisors to consolidate the election with the General Election in November 1992.

**DRAFT COPY**

**NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF DIRECTORS OF  
MUIR BEACH COMMUNITY SERVICES DISTRICT AS FOLLOWS:**

**SECTION 1:** The purpose and intent of the Board with respect to the Special Tax are:

- (a) To replace, as nearly as possible and dollar for dollar, the taxes normally received as revenue to the District, that are taken from the District by the State budget appropriation measures.
- (b) As the District is unable to determine, with reasonable certainty, the magnitude of lost revenue resulting from the State budget appropriations until the long overdue State budget is adopted, the District has requested the variable special tax range supra. This shall stop the district from assessing a tax greater than the \$255 per parcel. However, it shall not require the District to assess the minimum value of \$86. Nor shall it stop the District from assessing an amount less than \$86 per parcel upon a finding that a lesser amount will reasonably replace the tax revenue lost as a result of State appropriation.

**SECTION 2:** Land parcels to be assessed under this Ordinance shall be defined as a lawful parcel created through a land subdivision and which is capable of having a habitable structure constructed within its boundaries, in compliance with all applicable required building, planning and zoning codes.

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- (a) Any combination of two or more legal land parcels, under a single ownership, combined for the purpose of being improved with a single habitable unit in compliance with all applicable required building, planning, and zoning codes shall be taxed as a single parcel.
  - (b) Land parcels of sub-standard land area, irregular shape, irregular topography, or any combination thereof that renders such parcels as incapable of being improved with a single habitable structure in compliance with all applicable required building, planning, and zoning codes shall not be considered as a taxable parcel under this Ordinance.

**SECTION 3:** In order to implement this Ordinance, the Board must establish the tax to be assessed, as defined supra, each year.

- (a) As the dollar value of the tax to be assessed is dependent upon the amount of tax lost as a result of State budget appropriation, the Board shall establish the tax assessment value within thirty (30) days after receiving the details of the adopted State budget. However, as voter approval for adoption of this Ordinance can not occur until the results of the November 3, 1992 election are determined, the Board shall make its first assessment determination within thirty (30) days after being officially notified of the election results, or in the event the State budget is adopted as soon as possible thereafter.

## DRAFT COPY

- (b) The District shall establish a tax assessment dollar value that, as closely as possible replaces the actual loss of tax dollars as appropriated by the State, or any lessor value deemed reasonable to balance the District budget while maintaining a reasonable emergency contingency fund.
- (c) The historical tax revenue that would normally occur to the District without consideration of possible State appropriation, shall be determined annually in accord with accepted accounting and assessment methods, and the State laws.

**SECTION 4:** This Ordinance shall not become effective until approved by a two-thirds (2/3) majority of the voting registered voters within the District.

**SECTION 5:** This Ordinance shall become effect immediately upon the voter approval.

**SECTION 6:** When approved by the voters supra, this Ordinance shall remain in effect for a period of four (4) years and shall require a two-thirds (2/3) majority approval of the voting registered voters within the District for its continuation beyond the forth (4th) year of existence. *fourth*

**SECTION 7:** If any part of this ordinance is held to be invalid for any reason, such decision shall not affect the remaining portion of this Ordinance and the Board hereby declares that it would have passed the remainder of this Ordinance as if such invalid portion thereof had been deleted.

**SECTION 8:** The District Secretary shall certify the passage of this Ordinance by the Board, and cause a copy thereof to be published as required by law in a newspaper of general circulation in Marin County, and this Ordinance shall take force and effect after its passage by the voter approval supra and as provided by law.

**SECTION 9:** This Ordinance shall be introduced at least five (5) days prior to the Board meeting at which this Ordinance is to be adopted by the Board. The full text of this Ordinance shall also be published once within fifteen (15) days after this Ordinance's passage, by the Board, and not less than thirty (30) days prior to the day of the General Election in which the voters are to vote on its approval. ?

**SECTION 15:** The District Secretary shall post a certified copy of the full text of this Ordinance, as adopted by the Board, along with the names of the board members voting for and against the Ordinance in accord with Government Code Section 36933.

**SECTION 16:** Upon approval by the voters supra, the District Secretary shall cause to be recorded a certified copy of the full text of such adopted and voter approved Ordinance, in the public records of Marin County, California.

DRAFT COPY



**PASSED, APPROVED, AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_  
1992 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
President

**ATTEST:**

\_\_\_\_\_  
District Secretary

**APPROVED AS TO FORM AND  
LEGAL CONTENT:**

\_\_\_\_\_  
District Attorney

**DRAFT COPY**

WATER RATE MODIFICATION ANAL USING JULY 1992 ACTUAL CONSUMPTION

	JUNE METER READING	JULY METER READING	CUBIC FEET USED	CURRENT BILLING METHOD	7 TIER BILLING METHOD	7 TIER \$ BILLING CHANGE	7 TIER % CHANGE	MOD. #1 BILLING METHOD	MOD. #1 \$ BILLING CHANGE	MOD. #1 % CHANGE	MOD. #2 BILLING METHOD	MOD. #2 \$ BILLING CHANGE	MOD. #2 % CHANGE
1	20,819	20,819	0	\$8.00	\$10.00	\$2.00	25.00%	\$12.00	\$4.00	50.00%	\$10.50	\$2.50	31.25%
2	1,280	1,280	0	\$8.00	\$10.00	\$2.00	25.00%	\$12.00	\$4.00	50.00%	\$10.50	\$2.50	31.25%
3	67,864	67,864	0	\$8.00	\$10.00	\$2.00	25.00%	\$12.00	\$4.00	50.00%	\$10.50	\$2.50	31.25%
4	97,523	97,527	4	\$8.00	\$10.00	\$2.00	25.00%	\$12.00	\$4.00	50.00%	\$10.50	\$2.50	31.25%
5	10,746	10,752	6	\$8.00	\$10.00	\$2.00	25.00%	\$12.00	\$4.00	50.00%	\$10.50	\$2.50	31.25%
6	31,310	31,323	13	\$8.00	\$10.00	\$2.00	25.00%	\$12.00	\$4.00	50.00%	\$10.50	\$2.50	31.25%
7	1,192	1,216	24	\$8.00	\$10.00	\$2.00	25.00%	\$12.00	\$4.00	50.00%	\$10.50	\$2.50	31.25%
8	12,072	12,097	25	\$8.00	\$10.00	\$2.00	25.00%	\$12.00	\$4.00	50.00%	\$10.50	\$2.50	31.25%
9	3,402	3,437	35	\$8.00	\$10.00	\$2.00	25.00%	\$12.00	\$4.00	50.00%	\$10.50	\$2.50	31.25%
10	1,970	2,017	47	\$8.00	\$10.00	\$2.00	25.00%	\$12.00	\$4.00	50.00%	\$10.50	\$2.50	31.25%
11	0	96	96	\$8.00	\$10.00	\$2.00	25.00%	\$12.00	\$4.00	50.00%	\$10.50	\$2.50	31.25%
12	90,625	90,749	124	\$8.00	\$10.00	\$2.00	25.00%	\$12.00	\$4.00	50.00%	\$10.50	\$2.50	31.25%
13	21,068	21,206	138	\$8.00	\$10.00	\$2.00	25.00%	\$12.00	\$4.00	50.00%	\$10.50	\$2.50	31.25%
14	1,401	1,547	146	\$8.00	\$10.00	\$2.00	25.00%	\$12.00	\$4.00	50.00%	\$10.50	\$2.50	31.25%
15	82,313	82,460	147	\$8.00	\$10.00	\$2.00	25.00%	\$12.00	\$4.00	50.00%	\$10.50	\$2.50	31.25%
16	57,582	57,739	157	\$8.00	\$10.00	\$2.00	25.00%	\$12.00	\$4.00	50.00%	\$10.50	\$2.50	31.25%
17	60,984	61,192	208	\$10.00	\$10.00	\$0.00	NA	\$12.00	\$2.00	20.00%	\$10.50	\$0.50	5.00%
18	309	541	232	\$10.00	\$10.00	\$0.00	NA	\$12.00	\$2.00	20.00%	\$10.50	\$0.50	5.00%
19	54,727	54,998	271	\$10.00	\$10.63	\$0.63	6.30%	\$12.00	\$2.00	20.00%	\$10.50	\$0.50	5.00%
20	86,564	86,851	287	\$10.00	\$11.11	\$1.11	11.10%	\$12.00	\$2.00	20.00%	\$10.50	\$0.50	5.00%
21	1,616	1,937	321	\$10.00	\$12.13	\$2.13	21.30%	\$12.84	\$2.84	28.40%	\$11.24	\$1.23	12.35%
22	21,787	22,133	346	\$10.00	\$12.88	\$2.88	28.80%	\$13.84	\$3.84	38.40%	\$12.11	\$2.11	21.10%
23	84,651	85,004	353	\$10.00	\$13.09	\$3.09	30.90%	\$14.12	\$4.12	41.20%	\$12.36	\$2.36	23.55%
24	45,576	45,942	366	\$10.00	\$13.48	\$3.48	34.80%	\$14.64	\$4.64	46.40%	\$12.81	\$2.81	28.10%
25	6,931	7,303	372	\$10.00	\$13.66	\$3.66	36.60%	\$14.88	\$4.88	48.80%	\$13.02	\$3.02	30.20%
26	4,764	5,147	383	\$10.00	\$13.99	\$3.99	39.90%	\$15.32	\$5.32	53.20%	\$13.41	\$3.41	34.05%
27	30,547	30,938	391	\$10.00	\$14.23	\$4.23	42.30%	\$15.64	\$5.64	56.40%	\$13.69	\$3.69	36.85%
28	10,921	11,333	412	\$10.00	\$14.86	\$4.86	48.60%	\$16.48	\$6.48	64.80%	\$14.42	\$4.42	44.20%
29	74,026	74,449	423	\$10.00	\$15.19	\$5.19	51.90%	\$16.92	\$6.92	69.20%	\$14.81	\$4.81	48.05%
30	21,627	22,065	438	\$10.00	\$15.64	\$5.64	56.40%	\$17.52	\$7.52	75.20%	\$15.33	\$5.33	53.30%
31	2,026	2,488	462	\$10.00	\$16.36	\$6.36	63.60%	\$18.48	\$8.48	84.80%	\$16.17	\$6.17	61.70%
32	7,158	7,626	468	\$10.00	\$16.54	\$6.54	65.40%	\$18.72	\$8.72	87.20%	\$16.38	\$6.38	63.80%
33	7,734	8,213	479	\$10.00	\$16.87	\$6.87	68.70%	\$19.16	\$9.16	91.60%	\$16.77	\$6.77	67.65%
34	2,349	2,836	487	\$10.00	\$17.11	\$7.11	71.10%	\$19.48	\$9.48	94.80%	\$17.05	\$7.05	70.45%
35	91,711	92,199	488	\$10.00	\$17.14	\$7.14	71.40%	\$19.52	\$9.52	95.20%	\$17.08	\$7.08	70.80%
36	2,542	3,035	493	\$10.00	\$17.29	\$7.29	72.90%	\$19.72	\$9.72	97.20%	\$17.26	\$7.25	72.55%
37	35,753	36,248	495	\$10.00	\$17.35	\$7.35	73.50%	\$19.80	\$9.80	98.00%	\$17.33	\$7.33	73.25%
38	1,811	2,307	496	\$10.00	\$17.38	\$7.38	73.80%	\$19.84	\$9.84	98.40%	\$17.36	\$7.36	73.60%
39	15,762	16,260	498	\$10.00	\$17.44	\$7.44	74.40%	\$19.92	\$9.92	99.20%	\$17.43	\$7.43	74.30%
40	2,044	2,596	552	\$11.56	\$19.58	\$8.02	69.38%	\$22.08	\$10.52	91.00%	\$19.32	\$7.76	67.13%
41	3,312	3,874	562	\$11.86	\$19.98	\$8.12	68.47%	\$22.48	\$10.62	89.54%	\$19.67	\$7.81	65.85%
42	2,707	3,273	566	\$11.98	\$20.14	\$8.16	68.11%	\$22.64	\$10.66	88.98%	\$19.81	\$7.83	65.36%
43	4,147	4,722	575	\$12.25	\$20.50	\$8.25	67.35%	\$23.00	\$10.75	87.76%	\$20.13	\$7.88	64.29%
44	52,505	53,085	580	\$12.40	\$20.70	\$8.30	66.94%	\$23.20	\$10.80	87.10%	\$20.30	\$7.90	63.71%

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WATER RATE MODIFICATION ANAL USING JULY 1992 ACTUAL CONSUMPTION

	JUNE METER READING	JULY METER READING	CUBIC FEET USED	CURRENT BILLING METHOD	7 TIER BILLING METHOD	7 TIER \$ BILLING CHANGE	7 TIER % CHANGE	MOD. #1 BILLING METHOD	MOD. #1 \$ BILLING CHANGE	MOD. #1 % CHANGE	MOD. #2 BILLING METHOD	MOD. #2 \$ BILLING CHANGE	MOD. #2 % CHANGE
45 .	871	1,466	595	\$12.85	\$21.30	\$8.45	65.76%	\$23.80	\$10.95	85.21%	\$20.83	\$7.98	62.06%
46 .	3,941	4,544	603	\$13.09	\$21.62	\$8.53	65.16%	\$24.12	\$11.03	84.26%	\$21.11	\$8.02	61.23%
47 .	68,217	68,822	605	\$13.15	\$21.70	\$8.55	65.02%	\$24.20	\$11.05	84.03%	\$21.18	\$8.03	61.03%
48 .	3,266	3,873	607	\$13.21	\$21.78	\$8.57	64.88%	\$24.28	\$11.07	83.80%	\$21.25	\$8.04	60.83%
49 .	41,577	42,191	614	\$13.42	\$22.06	\$8.64	64.38%	\$24.56	\$11.14	83.01%	\$21.49	\$8.07	60.13%
50	60,668	61,288	620	\$13.60	\$22.30	\$8.70	63.97%	\$24.80	\$11.20	82.35%	\$21.70	\$8.10	59.58%
51 .	16,780	17,410	630	\$13.90	\$22.70	\$8.80	63.31%	\$25.20	\$11.30	81.29%	\$22.05	\$8.15	58.63%
52 .	11,511	12,149	638	\$14.14	\$23.02	\$8.88	62.80%	\$25.52	\$11.38	80.48%	\$22.33	\$8.19	57.92%
53 .	91,404	92,059	655	\$14.65	\$23.70	\$9.05	61.77%	\$26.20	\$11.55	78.84%	\$22.93	\$8.28	56.48%
54 .	8,474	9,133	659	\$14.77	\$23.86	\$9.09	61.54%	\$26.36	\$11.59	78.47%	\$23.07	\$8.30	56.16%
55 .	46,587	47,266	679	\$15.37	\$24.66	\$9.29	60.44%	\$27.16	\$11.79	76.71%	\$23.77	\$8.40	54.62%
58	24,758	25,440	684	\$15.52	\$24.86	\$9.34	60.18%	\$27.36	\$11.84	76.29%	\$23.94	\$8.42	54.25%
57 .	48,611	49,299	688	\$15.64	\$25.02	\$9.38	59.97%	\$27.52	\$11.88	75.96%	\$24.08	\$8.44	53.96%
58 .	4,551	5,245	694	\$15.82	\$25.26	\$9.44	59.67%	\$27.76	\$11.94	75.47%	\$24.29	\$8.47	53.54%
59 .	17,066	17,764	698	\$15.94	\$25.42	\$9.48	59.47%	\$27.92	\$11.98	75.16%	\$24.43	\$8.49	53.26%
60 .	39,407	40,123	716	\$16.48	\$26.14	\$9.66	58.62%	\$28.64	\$12.16	73.79%	\$25.06	\$8.58	52.06%
61 .	5,390	6,116	726	\$16.78	\$26.54	\$9.76	58.16%	\$29.04	\$12.26	73.06%	\$25.41	\$8.63	51.43%
62 .	13,835	14,564	729	\$16.87	\$26.66	\$9.79	58.03%	\$29.16	\$12.29	72.85%	\$25.52	\$8.65	51.24%
63 .	4,174	4,905	731	\$16.93	\$26.74	\$9.81	57.94%	\$29.24	\$12.31	72.71%	\$25.59	\$8.66	51.12%
64 .	46,889	47,623	734	\$17.02	\$26.86	\$9.84	57.81%	\$29.36	\$12.34	72.50%	\$25.69	\$8.67	50.94%
65 .	53,188	53,922	734	\$17.02	\$26.86	\$9.84	57.81%	\$29.36	\$12.34	72.50%	\$25.69	\$8.67	50.94%
66 .	73,779	74,514	735	\$17.05	\$26.90	\$9.85	57.77%	\$29.40	\$12.35	72.43%	\$25.73	\$8.68	50.88%
67 .	12,564	13,301	737	\$17.11	\$26.98	\$9.87	57.69%	\$29.48	\$12.37	72.30%	\$25.80	\$8.69	50.76%
68 .	42,818	43,558	740	\$17.20	\$27.10	\$9.90	57.56%	\$29.60	\$12.40	72.09%	\$25.90	\$8.70	50.58%
69 .	2,354	3,094	740	\$17.20	\$27.10	\$9.90	57.56%	\$29.60	\$12.40	72.09%	\$25.90	\$8.70	50.58%
70 .	92,540	93,293	753	\$17.59	\$27.62	\$10.03	57.02%	\$30.12	\$12.53	71.23%	\$26.36	\$8.77	49.83%
71 .	40,519	41,298	779	\$18.37	\$28.66	\$10.29	58.02%	\$31.16	\$12.79	69.62%	\$27.27	\$8.90	48.42%
72 .	43,367	44,155	788	\$18.64	\$29.02	\$10.38	55.69%	\$31.52	\$12.88	69.10%	\$27.58	\$8.94	47.96%
73 .	94,348	95,158	808	\$19.24	\$29.82	\$10.58	54.99%	\$32.32	\$13.08	67.98%	\$28.28	\$9.04	46.99%
74 .	42,279	43,098	819	\$19.57	\$30.26	\$10.69	54.62%	\$32.76	\$13.19	67.40%	\$28.67	\$9.10	46.47%
75 .	25,781	26,607	826	\$19.78	\$30.54	\$10.76	54.40%	\$33.04	\$13.26	67.04%	\$28.91	\$9.13	46.16%
76 .	12,976	13,811	835	\$20.05	\$30.90	\$10.85	54.11%	\$33.40	\$13.35	66.58%	\$29.23	\$9.18	45.76%
77 .	64,797	65,636	839	\$20.17	\$31.06	\$10.89	53.99%	\$33.56	\$13.39	66.39%	\$29.37	\$9.20	45.59%
78 .	3,899	4,744	845	\$20.35	\$31.30	\$10.95	53.81%	\$33.80	\$13.45	66.09%	\$29.58	\$9.23	45.33%
79 .	83,977	84,822	845	\$20.35	\$31.30	\$10.95	53.81%	\$33.80	\$13.45	66.09%	\$29.58	\$9.23	45.33%
80 .	52,477	53,327	850	\$20.50	\$31.50	\$11.00	53.66%	\$34.00	\$13.50	65.85%	\$29.75	\$9.25	45.12%
81 .	56,709	57,565	858	\$20.68	\$31.74	\$11.06	53.48%	\$34.24	\$13.56	65.57%	\$29.96	\$9.28	44.87%
82 .	47,298	48,170	872	\$21.16	\$32.38	\$11.22	53.02%	\$34.88	\$13.72	64.84%	\$30.52	\$9.36	44.23%
83 .	30,464	31,339	875	\$21.25	\$32.50	\$11.25	52.94%	\$35.00	\$13.75	64.71%	\$30.63	\$9.38	44.12%
84 .	32,504	33,385	881	\$21.43	\$32.74	\$11.31	52.78%	\$35.24	\$13.81	64.44%	\$30.84	\$9.41	43.89%
85 .	91,276	92,171	895	\$21.85	\$33.30	\$11.45	52.40%	\$35.80	\$13.95	63.84%	\$31.33	\$9.48	43.36%
86 .	66,329	67,226	897	\$21.91	\$33.38	\$11.47	52.35%	\$35.88	\$13.97	63.76%	\$31.40	\$9.49	43.29%
87 .	7,157	8,055	898	\$21.94	\$33.42	\$11.48	52.32%	\$35.92	\$13.98	63.72%	\$31.43	\$9.49	43.25%
88 .	41,072	41,980	908	\$22.24	\$33.82	\$11.58	52.07%	\$36.32	\$14.08	63.31%	\$31.78	\$9.54	42.90%

WATER RATE MODIFICATION ANALYSIS USING JULY 1992 ACTUAL CONSUMPTION

	JUNE METER READING	JULY METER READING	CUBIC FEET USED	CURRENT BILLING METHOD	7 TIER BILLING METHOD	7 TIER \$ BILLING CHANGE	7 TIER % CHANGE	MOD. #1 BILLING METHOD	MOD. #1 \$ BILLING CHANGE	MOD. #1 % CHANGE	MOD. #2 BILLING METHOD	MOD. #2 \$ BILLING CHANGE	MOD. #2 % CHANGE
89 .	51,231	52,142	911	\$22.33	\$33.94	\$11.61	51.99%	\$36.44	\$14.11	63.19%	\$31.89	\$9.56	42.79%
90 .	95,093	96,019	926	\$22.78	\$34.54	\$11.76	51.62%	\$37.04	\$14.26	62.60%	\$32.41	\$9.63	42.27%
91 .	42,801	43,754	953	\$23.59	\$35.62	\$12.03	51.00%	\$38.12	\$14.53	61.59%	\$33.36	\$9.77	41.39%
92 .	14,227	15,209	982	\$24.46	\$36.78	\$12.32	50.37%	\$39.28	\$14.82	60.59%	\$34.37	\$9.91	40.52%
93 .	62,469	63,451	982	\$24.46	\$36.78	\$12.32	50.37%	\$39.28	\$14.82	60.59%	\$34.37	\$9.91	40.52%
94 .	4,606	5,609	1,003	\$25.12	\$37.64	\$12.51	49.82%	\$40.16	\$15.04	59.86%	\$35.15	\$10.03	39.93%
95 .	34,701	35,737	1,036	\$26.44	\$39.12	\$12.68	47.96%	\$41.89	\$15.45	58.43%	\$36.80	\$10.36	39.18%
96 .	32,406	33,444	1,038	\$26.52	\$39.21	\$12.69	47.85%	\$42.00	\$15.47	58.35%	\$36.90	\$10.38	39.14%
97 .	1,313	2,360	1,047	\$26.88	\$39.62	\$12.74	47.38%	\$42.47	\$15.59	57.99%	\$37.35	\$10.47	38.95%
98 .	34,377	35,425	1,048	\$26.92	\$39.66	\$12.74	47.33%	\$42.52	\$15.60	57.95%	\$37.40	\$10.48	38.93%
99 .	5,658	6,713	1,055	\$27.20	\$39.98	\$12.78	46.97%	\$42.89	\$15.69	57.67%	\$37.75	\$10.55	38.79%
100 .	6,511	7,566	1,055	\$27.20	\$39.98	\$12.78	46.97%	\$42.89	\$15.69	57.67%	\$37.75	\$10.55	38.79%
101 .	43,499	44,558	1,059	\$27.36	\$40.16	\$12.80	46.77%	\$43.10	\$15.74	57.52%	\$37.95	\$10.59	38.71%
102 .	64,519	65,613	1,094	\$28.76	\$41.73	\$12.97	45.10%	\$44.94	\$16.18	56.24%	\$39.70	\$10.94	38.04%
103 .	13,153	14,247	1,094	\$28.76	\$41.73	\$12.97	45.10%	\$44.94	\$16.18	56.24%	\$39.70	\$10.94	38.04%
104 .	13,542	14,638	1,096	\$28.84	\$41.82	\$12.98	45.01%	\$45.04	\$16.20	56.17%	\$39.80	\$10.96	38.00%
105 .	59,297	60,415	1,118	\$29.72	\$42.81	\$13.09	44.04%	\$46.20	\$16.48	55.43%	\$40.90	\$11.18	37.62%
106 .	5,520	6,651	1,131	\$30.24	\$43.40	\$13.16	43.50%	\$46.88	\$16.64	55.02%	\$41.55	\$11.31	37.40%
107 .	14,832	15,980	1,148	\$30.92	\$44.16	\$13.24	42.82%	\$47.77	\$16.85	54.50%	\$42.40	\$11.48	37.13%
108 .	6,532	7,698	1,166	\$31.64	\$44.97	\$13.33	42.13%	\$48.72	\$17.07	53.97%	\$43.30	\$11.66	36.85%
109 .	54,429	55,620	1,191	\$32.64	\$46.10	\$13.46	41.22%	\$50.03	\$17.39	53.27%	\$44.55	\$11.91	36.49%
110 .	9,592	10,888	1,296	\$36.84	\$50.82	\$13.98	37.95%	\$55.54	\$18.70	50.76%	\$49.80	\$12.96	35.18%
111 .	16,005	17,333	1,328	\$38.12	\$52.26	\$14.14	37.09%	\$57.22	\$19.10	50.10%	\$51.40	\$13.28	34.84%
112 .	65,417	66,767	1,350	\$39.00	\$53.25	\$14.25	36.54%	\$58.38	\$19.38	49.68%	\$52.50	\$13.50	34.62%
113 .	83,323	84,680	1,357	\$39.28	\$53.57	\$14.28	36.37%	\$58.74	\$19.46	49.55%	\$52.85	\$13.57	34.55%
114 .	22,601	23,982	1,381	\$40.24	\$54.65	\$14.40	35.80%	\$60.00	\$19.76	49.11%	\$54.05	\$13.81	34.32%
115 .	20,385	21,769	1,384	\$40.36	\$54.78	\$14.42	35.73%	\$60.16	\$19.80	49.06%	\$54.20	\$13.84	34.29%
116 .	13,423	14,818	1,395	\$40.80	\$55.28	\$14.48	35.48%	\$60.74	\$19.94	48.87%	\$54.75	\$13.95	34.19%
117 .	20,552	21,951	1,399	\$40.96	\$55.46	\$14.49	35.39%	\$60.95	\$19.99	48.80%	\$54.95	\$13.99	34.16%
118 .	69,495	70,904	1,409	\$41.36	\$55.91	\$14.55	35.17%	\$61.47	\$20.11	48.63%	\$55.45	\$14.09	34.07%
119 .	43,024	44,471	1,447	\$42.88	\$57.62	\$14.74	34.36%	\$63.47	\$20.59	48.01%	\$57.35	\$14.47	33.75%
120 .	26,692	28,145	1,453	\$43.12	\$57.89	\$14.77	34.24%	\$63.78	\$20.66	47.92%	\$57.65	\$14.53	33.70%
121 .	54,847	56,301	1,454	\$43.16	\$57.93	\$14.77	34.22%	\$63.84	\$20.68	47.90%	\$57.70	\$14.54	33.69%
122 .	83,904	85,419	1,515	\$45.75	\$60.75	\$15.00	32.79%	\$67.04	\$21.29	46.53%	\$60.75	\$15.00	32.79%
123 .	75,374	76,892	1,518	\$45.90	\$60.90	\$15.00	32.68%	\$67.20	\$21.29	46.39%	\$60.90	\$15.00	32.68%
124 .	14,935	16,463	1,528	\$46.40	\$61.40	\$15.00	32.33%	\$67.72	\$21.32	45.95%	\$61.40	\$15.00	32.33%
125 .	64,248	65,780	1,532	\$46.60	\$61.60	\$15.00	32.19%	\$67.93	\$21.33	45.77%	\$61.60	\$15.00	32.19%
126 .	21,436	22,976	1,540	\$47.00	\$62.00	\$15.00	31.91%	\$68.35	\$21.35	45.43%	\$62.00	\$15.00	31.91%
127 .	5,191	6,760	1,569	\$48.45	\$63.45	\$15.00	30.96%	\$69.87	\$21.42	44.22%	\$63.45	\$15.00	30.96%
128 .	31,665	33,390	1,725	\$56.25	\$71.25	\$15.00	26.67%	\$78.06	\$21.81	38.78%	\$71.25	\$15.00	26.67%
129 .	20,371	22,165	1,794	\$59.70	\$74.70	\$15.00	25.13%	\$81.69	\$21.99	36.83%	\$74.70	\$15.00	25.13%
130 .	63,353	65,165	1,812	\$60.60	\$75.60	\$15.00	24.75%	\$82.63	\$22.03	36.35%	\$75.60	\$15.00	24.75%
131 .	9,689	11,695	2,006	\$70.36	\$85.36	\$15.00	21.32%	\$92.89	\$22.53	32.02%	\$85.39	\$15.03	21.36%
132 .	32,760	34,819	2,059	\$73.54	\$88.54	\$15.00	20.40%	\$96.34	\$22.79	31.00%	\$88.84	\$15.29	20.80%

57769

WATER RATE MODIFICATION ANALYSIS USING JULY 1992 ACTUAL CONSUMPTION

	JUNE METER READING	JULY METER READING	CUBIC FEET USED	CURRENT BILLING METHOD	7 TIER BILLING METHOD	7 TIER \$ BILLING CHANGE	7 TIER % CHANGE	MOD. #1 BILLING METHOD	MOD. #1 \$ BILLING CHANGE	MOD. #1 % CHANGE	MOD. #2 BILLING METHOD	MOD. #2 \$ BILLING CHANGE	MOD. #2 % CHANGE
133 .	36,058	38,274	2,216	\$82.96	\$97.96	\$15.00	18.08%	\$106.54	\$23.58	28.42%	\$99.04	\$16.08	19.38%
134 .	21,199	23,537	2,338	\$90.28	\$105.28	\$15.00	16.61%	\$114.47	\$24.19	26.79%	\$106.97	\$16.69	18.49%
135 .	43,795	46,161	2,366	\$91.96	\$106.96	\$15.00	16.31%	\$116.29	\$24.33	26.46%	\$108.79	\$16.83	18.30%
136 .	21,842	24,235	2,393	\$93.58	\$108.58	\$15.00	16.03%	\$118.05	\$24.47	26.14%	\$110.55	\$16.97	18.13%
137 .	38,836	41,273	2,437	\$96.22	\$111.22	\$15.00	15.59%	\$120.91	\$24.69	25.65%	\$113.41	\$17.19	17.86%
138 .	51,942	54,395	2,453	\$97.18	\$112.18	\$15.00	15.44%	\$121.95	\$24.77	25.48%	\$114.45	\$17.27	17.77%
139 .	37,671	40,206	2,535	\$102.10	\$117.45	\$15.35	15.03%	\$127.28	\$25.18	24.66%	\$119.78	\$17.68	17.31%
140 .	30,357	33,195	2,838	\$120.28	\$138.66	\$18.38	15.28%	\$146.97	\$26.69	22.19%	\$139.47	\$19.19	15.95%
141 .	45,289	48,315	3,026	\$131.56	\$151.82	\$20.26	15.40%	\$159.19	\$27.63	21.00%	\$151.69	\$20.13	15.30%
142 .	6,144	9,189	3,045	\$132.70	\$153.15	\$20.45	15.41%	\$160.43	\$27.73	20.89%	\$152.93	\$20.23	15.24%
143 .	49,615	52,845	3,230	\$143.80	\$166.10	\$22.30	15.51%	\$172.45	\$28.65	19.92%	\$164.95	\$21.15	14.71%
144 .	20,624	23,949	3,325	\$149.50	\$172.75	\$23.25	15.55%	\$178.63	\$29.13	19.48%	\$171.13	\$21.63	14.46%
145 .	12,637	16,086	3,449	\$156.94	\$181.43	\$24.49	15.60%	\$186.69	\$29.75	18.95%	\$179.19	\$22.25	14.17%
146 .	39,580	43,772	4,192	\$201.52	\$233.44	\$31.92	15.84%	\$234.98	\$33.46	16.60%	\$227.48	\$25.96	12.88%
147 .	520,859	532,650	11,791	\$657.46	\$765.37	\$107.91	16.41%	\$728.92	\$71.46	10.87%	\$721.42	\$63.96	9.73%
				\$5,197.34	\$6,794.67	\$1,597.33	30.73%	\$7,262.90	\$2,065.56	39.74%	\$6,647.39	\$1,450.05	27.90%

TOTAL WATER USE      155,044 Cubic Feet      Average Change =      \$10.87      Average \$ change =      \$14.05      Average \$ change =      \$9.86

1,162,830 GALLONS

38,761 AVG. GALLONS/DAY

**GENERAL NOTES:**

1. The Community Center is included as a paying customer; however, this is primarily a transfer from one division to another.
2. Under the present accounting system, the Community Center is not billed or accounted for.

504085

## MUIR BEACH COMMUNITY SERVICES DISTRICT MANAGER'S REPORT

**TO:** The Board of Directors  
**FROM:** Donovan Macfarlane, General Manager  
**DATE:** August 23, 1992  
**FOR:** Board of Directors Regular Meeting, Wednesday August 26, 1992.

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- I. **1992-93 BUDGET EXPENSE/INCOME SUMMARY:** The adopted 1992-93 budget has been updated to include the known income and expenditures that have occurred since the beginning of the fiscal year.

It is important to note that the county has not forwarded their normal monthly report. At this time, it appears that the County reports will not be available until some time in September. For this reason, the District may have received revenue and incurred expenditures which are not reflected in this update. However, the normal income and expenditures occurring to the District should be accurately reflected.

- A. A list of the bills to be paid, including normal payroll expenses, is attached to this report. **These bills are included as having been paid, in the above budget report.**
- B. Immediately following the "Bills to be Paid" report is an analysis of the 1991-92 non payroll expenditures (not including June 1992). From this analysis, the following factors can be determined:
  - 1. The total of \$92,642.71 in expenditures represents 79.0% of all expenditures by the District during the eleven month period. Payroll cost represented 21.0% of the total expenditures.
    - a. The expenses reviewed are typical of the District's activities, and may be reasonably used for formulating and developing fiscal policy.
    - b. The 21% payroll factor is low in comparison to the normal payroll percentages (generally 30 to 35%) of payroll expenses. However, the District has utilized contract services more than the norm. At this time, I am analyzing these contract relationships to make certain they comply with federal and state contract service requirements. It appears that several of the 1991-92 contract and casual employment uses will not comply and cannot continue, unless converted to payroll.
  - 2. Detailed review of the Analysis indicates the following important factors:
    - a. 240 expenditures of \$100 or less totaled \$8,075.12, representing 8.72% of total non payroll dollars spent, and 66.12% of all non payroll transactions.

- b. 278 expenditures of \$200 (38 transactions between \$100 and \$200) or less totaled \$13,525.55, representing 14.60% of total non payroll dollars spent, and 76.58% of all non payroll transactions.
  - c. 323 expenditures of \$500 (45 transactions between \$200 and \$500) or less totaled \$27,924.04, representing 30.14% of total non payroll dollars spent, and 88.98% of all non payroll transactions.
  - d. 343 expenditures of \$1,000 (20 transactions between \$500 and \$1,000) or less totaled \$41,037.68, representing 44.30% of total non payroll dollars spent, and 94.49% of all non payroll transactions.
  - e. During this time frame, the monthly (non payroll) expenditures averaged less than \$8,500. Therefor, the District could have maintained total control and accounting for as much as 94% of all non payroll expenditures through a depository average of less than \$10,000.
3. Based on the above analysis, the following fiscal policy recommendations should be considered by the board:
- a. The District should establish a General Expense Depository, with a maximum balance of \$10,000. This depository can be compiled through the use of \$2,000 from the Recreation Division and \$4,000 from the Fire Division depositories, plus \$4,000 from the General fund.  
  
Segregation of the different Division funds can be maintained by proper bookkeeping procedures, to assure lawful use of the restricted funds. Combining the funds will enable each fund to have a lower non-interest bearing balance, while maintaining an adequate checkbook balance to avoid excessive banking charges. The balance of the Division funds can be placed in an interest bearing account that permits reasonable timely withdrawals. Even with the current minimal interest rates, this is prudent fiscal management.
  - b. In compliance with the law, all warrants will require two signatures and the approval of the Board. **As a further restriction, the maximum value of a check should be limited to \$1,000, with such a notation printed on the face of the warrant.**
4. Adoption of this fiscal policy should yield the following benefits:
- a. Direct and immediate accounting of the majority of District expenditures.
  - b. Considerable cost savings in transaction processing costs. The County procedures incur more processing costs than the actual value of many of the transactions.

- c. Minimize the untimeliness of County fiscal reports, with a substantial reduction the administrative time involved with duplicated accounting and reconciliation efforts.
- d. A small increase in effective income through timely payments that realize a discount, combined with the interest earned on surplus overnight funds.

### III. RECREATION DIVISION:

A. Community Dinner Night, 8/12/92: The Dinner was successful, particularly in developing community participation and interest. The following summarizes the attendance and financial results:

- 1. Attendance: Reservations 45, with three early cancellations.  
Attendance 39 total for the dinner.
- 2. Financial: Gross income = ..... \$251.00  
Total expenses = ..... 173.99

**Net proceeds = \$ 77.01**

B. The Labor Day Bar-B-Que. Plans for the Bar-B-Que are proceeding on schedule, with the first two announcements having been posted and delivered to the residents. As of 8/20/92 we have received 17 RSVP's; however, experience from the "Dinner Night" RSVP's indicates that approximately 75% of the RSVP's are received during the last three days before to the deadline.

As this is the first of a planned annual event, it is difficult to anticipate what the actual attendance will be. Further, due to the very short planning time and lack of funds to prepare for a large event, efforts have been limited to developing a Muir Beach Community affair for this first trial.

C. Insect infestation: The treatment is scheduled for Thursday August 27, 1992. A notice will be posted that the Community Center will be closed on that day. Foremost Pest Control has assured me that the chemicals to be use will be safe, and only require a few hours for the building to return to complete safety. The 24 hour closure is being implemented to build in an additional safety factor.

D. MBCSD Recreation depository. Since the last report on this account, very little has occurred. The following summarizes all transactions in the account since the beginning of the 1992-93 fiscal year.

Beginning cash balance = ..... \$2,725.67  
Deposit (Rental 320; Rec. Prog. 42.5; copier 50) = ..... 412.50  
Warrants (Juana Gonzales, cleaning fee for June & July)= ..... 270.00


**Balance = \$2,868.17**



The balance of the Dinner Night funds has been retained in Petty Cash, in anticipation of expenses for the scheduled Family Night. This function was postponed so additional effort could be concentrated on the Labor Day Bar-B-Que. These funds will be deposited now.

The actual changing of the signatures has been delayed as a result of the Bank requesting a different signature card. The new card has been signed by all Directors except Robin Collier and Hank Maiden. Their signatures should be obtained during this board meeting, and the transfer will then be completed.

E. I have suggested that the organizational structure of the Recreation Committee be changed in the following manner:

- 
1. That the General Manager function as a recreational director and central coordinator of all events.
  2. That each member of the current committee become the committee chairperson for primary sub-committees, and spend their efforts perfecting the programs within the particular sub-committee's functional purpose.
  3. That additional sub-committees be formed, to increase the programs being offered to the community.
  4. The primary goal of this restructuring is to reduce to a minimum, the efforts of volunteers involved in administrative functions, so as to maximize their skills and efforts in actual program development and activities. Under this format, the group recreational committee meetings that currently require considerable time and effort (with a subsequent drain on activity energy and time) will be minimized.

#### IV. ROADS & EASEMENTS DIVISION:

- A. Very little activity has occurred. Minimum clearing of debris and overgrowth hindering free access from Sunset to the Community Center has been effected. Several of the stairs along this easement need replacement, and will be included in work orders to be issued in September. No other work is scheduled at this time.
- B. Considerable debris, left over from the chipper activity, remains along the roadside. Contact has been made, and discussion is continuing with Shoreline Disposal. A summary of their comments to date follows:
  1. They will pick up "bagged debris" (32 gallon bag) placed by the normal garbage collection point, at a charge of \$5.15 per bag. To accomplish this, the residence owner must call and notify Shoreline that a pickup is desired, and specify the number of bags to be removed. Under this service, they will not remove unbagged debris.

2. Shoreline will provide containers with a capacity of 20 cubic yards (18' long x 5' high x 8' wide), to be located in a central location, for a monthly fee of \$457.10 and \$375.50 per pickup exchange. Alternatively, the container may be rented for weekly for \$350.50, plus \$350.50 per pickup exchange, if requested before the week ends.
3. As noted during the August 5 meeting, I am researching other alternatives including the possible District purchase of equipment, to yield greater cost efficiency in offering this service. Several special districts, including (locally) Tamalpais Community Services District offer garbage and debris collection as part of their services, on a self supporting fee basis.

## V. GENERAL AND ADMINISTRATIVE DIVISION:

- A. We have been included in the November election as a result of the resolution forwarded to the County. This resolution requests the voters to approve Ordinance No. 92-01, which outlines the special tax on on land parcels. A "Draft" copy of the proposed ordinance is attached for your review. Important factors specified in this suggested ordinance include:
  1. Clarification that a 2/3 majority of the voting voters is required to approve and implement the ordinance.
  2. Specifically states that the ordinance, when passed, will remain in effect for no more than four years. For the life of the ordinance to be extended, it requires a 2/3 majority of the voting voters approval. **Under current law, unless the 2/3 requirement is specified for extension, at the end of 4 years, only a simple majority approval is required.**
  3. A clarified definition of what a taxable parcel is. This specifies that multiple parcels under a single ownership and combined for a single dwelling improvement shall be considered as a single parcel. Additional definitions prevent taxing unusable parcels.
  4. Greater detail on the variable tax range is included to emphasize that the intent is to replace only the tax dollars lost through state appropriation, so as to balance the budget with a prudent contingency reserve. **Further, the ordinance permits the District to implement a tax less than the minimum rate specified in the quickly written resolution.**

To meet all posting and publishing requirements, approval of this ordinance by the Board, must be accomplished no later than the September meeting. However, to assure more thorough publication and communication with the community, approval to circulate in draft form (the legal counsel has not completed legal review) with whatever changes the Board desires, during the current meeting may be appropriate. **Approval for draft form circulation will not constitute formal approval for adoption.**

- B. September Board Meeting: The regular September meeting will occur on the 5th Wednesday (September 30). The very tight schedule for posting and approval of the ordinance will be slightly relieved by rescheduling the September meeting for the forth (4th) Wednesday (September 23, 1992). *23rd*

Further, consideration of two Board meetings each month as previously recommended, is requested. The current once per meeting concentrates too many issues into a single evening. This does not permit adequate time for preparation of the required details or allow adequate time for reasonable consideration of the issues. While there has not been active public participation, in the past meetings, two meetings per month should assist interest, and two posted agendas/packets will improve communication.

If two meetings per month are not considered worthwhile, it is recommended that the regular meetings be scheduled on the 3rd or 4th Wednesday of each month, in preference to the last Wednesday.

- C. The time demands placed on the General Manager, as a result of the State budgetary process and the District actions necessary to survive in face of the State appropriations, have far exceeded the provisions of the contract. Preferably, the time demands should have abated, as administrative organization improves. However, the development and concurrent necessary research of new procedures to meet the prevailing problems, indicates no relief until after the November election.

At the current time, the District activities require 40 to sixty hours just to stay even with ongoing events, much less correcting long standing problems and errors. For this reason, continuation of the 3/4 time contract is requested, on a month to month basis.

- D. When the 1992-93 budget was adopted, the G&A division income included an increase in the annual fees for subscriptions for the Board packets and agenda/minute packets. No formal resolution was entertained. Therefore, it is recommended that the subscription fees for the Board packets be increased to \$60 annually, and the fees for the agenda/minute packets be increased to \$20 annually.

It is further recommended that, payment requests be included with the delivery of the September information, along with a notice that no further delivery will be made unless payment is received to acknowledge a desire to continue the subscription. **It should be noted that at least one and perhaps more subscriptions are being delivered to boxes that have not been emptied in several months, and may be to persons no longer in the District.**

## VI. WATER DIVISION:

- A. Extension of the consultant water manager's contract: This contract was extended through the month of July, pending adoption of the budget. Now that the budget has been adopted, it is recommended that this contract be extended for remainder of the 1992-93 fiscal year.

- B. The consultant water manager has prepared submitted his comments in answer to the most of the written and verbal objections received for the public hearing. In addition to the Water Manager's comments, a consolidated formal reply to the objections has been prepared for the Board's review, prior to being mailed to the correspondent. The Board has had an opportunity to consider the public and written testimony, and should enter their responses if not in accord with the prepared response, or if desired in addition to the prepared response. In this regard, each member should clearly indicate, for the record, their considered response.
- C. As a result of the worthy comments submitted in writing and during the public hearing, the attached analysis of the effect of the 7 tiered water rate versus the actual billings (under the current rate) for July was prepared. In addition to the 7 tiered rate, additional considerations were developed using less complicated tiered rates, as follows:

EXISTING RATE SCHEDULE	\$ PER 100 CUBIC FEET	PROPOSED 7 TIER RATE SCHEDULE	\$ PER 100 CUBIC FEET
0 TO 200 C.F.	\$ 8.00 MIN. FEE	0 TO 250 C.F.	\$ 10.00 MIN FEE
201 TO 500 C.F.	\$10.00 FLAT FEE	251 TO 500 C.F.	\$ 10 + \$3.0/100 C.F.
501 TO 1,000 C.F.	\$10 + \$3/100 C.F.	501 TO 1,000 C.F.	\$ 17.5 + \$4.0/100 C.F.
1,000 TO 1,500 C.F.	\$25 + \$4/100 C.F.	1,000 TO 1,500 C.F.	\$ 37.5 + \$4.5/100 C.F.
1,501 TO 2,000 C.F.	\$45 + \$5/100 C.F.	1,501 TO 2,000 C.F.	\$ 60 + \$5.0/100 C.F.
2,001 AND ABOVE	\$70 + \$6/100 C.F.	2,001 TO 2,500 C.F.	\$ 85 + \$6.0/100 C.F.
		2,501 AND ABOVE	\$115 + \$7.0/100 C.F.

MODIFIED #1 RATE SCHEDULE	\$ PER 100 CUBIC FEET	MODIFIED #2 RATE SCHEDULE	\$ PER 100 CUBIC FEET
0 TO 300 C.F.	\$12.00 MIN. FEE	0 TO 300 C.F.	\$10.50 MIN. FEE
300 TO 1,000 C.F.	\$12 + \$4/100 C.F.	300 TO 1,000 C.F.	\$10.5 + \$3.5/100 C.F.
1,001 TO 2,000 C.F.	\$40 + \$5.25/100 C.F.	1,001 TO 2,000 C.F.	\$35 + \$5.0/100 C.F.
2,001 AND ABOVE	\$92.5 + \$6.5/100 C.F.	2,001 AND ABOVE	\$85 + \$6.5/100 C.F.

#### GENERAL COMMENTS ON THE RATE SCHEDULES:

First, it is important to recognize that the existing rate schedule has essentially not been modified since 1980. The one exception (to the best of my knowledge) is a change in fiscal 1990-91, where the 2001 c.f. and above rate was increased to \$6 per 100 c.f. This rate increase effected approximately 10 customers.

Inflation over this 12 year time period exceeds a compounded total loss of dollar value by more than 60%. e.g. Inflation rates for 1981 = 13.5%, '82 = 5.8%, '83 = 3.2%, '84 = 4.3%, '85 3.6 %, '86 = 1.9%, '87 = 3.6%, '88 = 4.0%, etc. While the District has managed to furnish water during this period, without modifying rates, the prevailing evidence indicates this has been accomplished through a lack of consistent system maintenance. In essence, this borrows from the future by avoiding the cost of current maintenance in a hope that the system failures will not

occur until a later date. Nationally, this problem amounts to a 15+ trillion dollar infrastructure maintenance improvement need. The 25+ year old Muir Beach water system is currently experiencing maintenance problems, as a result of the past inconsistent maintenance procedures. While these problems are mostly inconvenient and not currently hazardous to health, the danger to both health (water quality) and safety (fire protection) are becoming more imminent.

Third, the basic existing rate structure includes a primary inequity. Referring to the "Spreadsheet Analysis" Page 54, customer #39 is highlighted to show that this customer has the peak percentage of rate increase. Note that this customer used 498 c.f. of water during the billing month. Actually, the percentage change peaks at a consumption of 500 c.f. This is a result of the rate inequity applicable to consumption between 201 c.f. and 500 c.f. ( an effective rate of 66 2/3 cents/100 c.f., or a 0 to 500 c.f. avg. of \$2/100 c.f.). Customers using more than 500 c.f. received the maximum benefit of this rate. While, numerous philosophical discussions may be applicable to this, a practical analysis indicates that the \$0.66 2/3/100 c.f. is less than the actual cost of producing the water, and the average of \$2/100 c.f. is very close to the minimum user cost that would be applicable if the system were supported by a basic meter availability charge plus a minimum user fee for consumption (see page 31, item 4 "Water Manager's Response").

**LONG TERM RATE OBJECTIVES:** The philosophical policy of rate objectives can be debated ad infinitum. As a basic policy, I recommend the Board consider the following:

1. Potable water is the most essential critical element for human survival. Without water, a human cannot exist. Without water, property has no real purpose or value. Without water, safety from fire is non-existent. Therefore, we should consider the water system management as the most important duty of the District.
2. The basic benefit of water availability, through the District's system, should be equally shared. Fiscal support of the basic operational and maintenance cost should be shared in proportion to the recipient's benefit.
3. The variable consumption of water should be priced to provide for the actual cost of producing and delivering the water.
4. Potable water, as a resource, is in limited supply. Therefor, water conservation should be encouraged. The prevailing methodology for discouraging excessive use (use above reasonable life supporting minimums) is through a tiered rate structure that charges what may regarded as a penalty (fine?) for use above the what is determined as the critical life support level.
5. The basic provision for operations and maintenance costs should include the normal accounting methodology and reserve providing reasonable system depreciation.
6. The Muir Beach system is very near maximum build-out (less than 25 possible lots are available and feasible for construction). Normally, system expansion provides a decreasing base cost as the systems grows, and provides for major capital replacement through new user tie-in fees. Muir Beach's major capital replacement costs require funds from sources other than new user fees. **However, the new user fees should immediately be increased to the maximum fee permitted by law. Further, multiple residences (when permitted**

by zoning and legal land use) use should require separate meters for each unit, or a larger meter size and fee. In this regard, the use of a 3/4" water meter for multi-family use does not provide adequate water (under most conditions).

It is rumored that illegal multiple units exist in Muir Beach. As a matter of policy clarification, under California law, when a public official knows or is informed of an illegal condition and determines that such a condition may exist, that official is duty bound to report that condition to the proper enforcement authority. If the official does not do so, the official may be subject to personal liability for any damages that may result from the condition, and generally waives the immunity protection provided under the law. e.g. Building inspectors will never casually state they know of an illegal structural use or condition, for fear of becoming personally liable and exposing their city or county to liability.

#### **PROBLEMS OF THE WATER SYSTEM INFRASTRUCTURE:**

1. In general the system is more than twenty-five years old. It suffers not only from normal wear and tear (depreciation), but from years of inconsistent maintenance procedures. The resulting problems, which generally occur and are exacerbated under emergency conditions, are increasing in number. This requires an increasing fiscal contingency reserve. Further, this condition generally results in the following inconvenient or sub-standard conditions:
  - a. Excessive color in the water, particularly at inopportune times. This condition is generally a result of a buildup of iron precipitate, breaking free from a coagulation point, to become coloidal and excessively color the system's water.
  - b. System failure, such as ruptured distribution lines. This is normal result of system deterioration, over time, from shifting and settling ground. The older the system, the more likely the frequency of this will occur. This is always handled as an emergency condition, and the emergency repair exceeds normal replacement costs.
  - c. An inadequate number of main valves, combined with existing aged valves that are subject to operational failure. This condition exacerbates emergency repair conditions, and can result in a substantial reduction in fire protection availability. In a recent system failure, a substantial part of the District was essentially without water in the event of a fire.
  - d. Primary water reserve (the upper tank) is marginal in size, and subject to failure. Inspection of the upper tank indicates it has a potential safe life of 15 to 20 years. However, as experience with the lower tank failure proves (even though this failure was a direct result of faulty maintenance) that "Murphy's Law" the unexpected and undesirable will occur when least convenient. The Harris Plan special tax measure E, does not provide for replacement. Further, continued two tank use is questionable from fiscal prudence and general fire safety.
  - e. The District water supply source through shallow wells may be subject to pollution and environmental problems, as well as prohibited use. As best, continued use (if

permitted) will soon require the replacement of the primary well. This is not provided for under the Harris Plan funding.

- f. Federal water standards are changing, and may soon require additional treatment and possible filtration of the raw water supply. A long term goal (as soon as fiscally possible) of the District should be a delayed filtration system to eliminate the problems of iron precipitate, even if water standards do not require filtration.
- g. The District's distribution system is essentially two separate systems. One system serves the Seacape and intersecting streets. The other serves Sunset and Pacific Ways. Improvements in the system, under the Harris Plan, will equalize pressures. However, much of the Sunset/Pacific system was constructed without adequate depth (ground cover), and is subject to a higher failure rate from breakage. In addition, portions of this are may require replacement or improvement to comply with current and retroactive required standards. No fiscal provision for this exists.
- h. At the year's start, the general fund contingency reserve was approximately 12.5% of the 1992-92 General Budget. Prudent management of a water system requires a 5 to 10 percent contingency reserve based on the capital value of the total distribution system. The current estimated value of the Muir beach system is approximately 1.5 million dollars. Timed, twenty year replacement cost (of the existing system without improvement) is 2.7 million dollars (3% inflation allowance). A 5% contingency reserve would be \$75,000. If the Harris Fund is considered as a part of the reserve, the additional need at the end of the 1991-92 fiscal year was approximately \$21,000, in addition to the general fund reserve.

#### **GENERAL MANAGER ANALYSIS OF THE 1992-93 WATER DIVISION BUDGET:**

1. The heavy burden of personnel costs in the water division has been pointed out in past meetings. The overall personnel costs, including the General Manager (the "GM") and the Consultant Water Manager (the "WM") are \$26,160 (92-93), versus \$22,539 (91-92) including \$375 for the WM paid in July, is a 16.1% increase. The increase essentially provides for 20% of the GM's salary (4 hours/week). Compared to actual 90-91 expenditures of \$23,914, the 92-93 budget is 11.3% greater. Allowing a 3% inflation rate, the GM's addition adds 5.3% over the 90-91 actual expense. It is probable that the GM's participation in the Division will result in compensating improvements to offset this cost.
2. The 92-93 Operations & Maintenance (the "O&M"), excluding the GM and WM) is \$15,700. This is \$5,744 less (26.8%) than the 91-92 actual O&M expenditures. It is also \$4,130 less (20.8%) than the actual 90-91 O&M expenditures. Considering the factors reviewed supra, the O&M 92-93 budget is extremely conservative.
3. The 92-93 Capital Expenditures (the "CE") of \$16,640 (including a \$6,840 reserve) is just \$6,194 greater (62.3%) than the actual 91-92 CE. Without the reserve, the remaining \$9,300 is a reduction of \$646 (6.5%). The CE is conservative, and considering the normal prudent reserve requirements, accumulating the fund at this rate will require more than three (3) years to accumulate a proper reserve, providing no use of the contingency occurs during the accumulation period.

It should be evident that the 92-93 Water Division budget is very conservative. In fact it may be on the verge of being optimistic, considering the existing problems reviewed supra. **However, this does not mean improvements in the operation cannot be realized. It is those improvements, effected as they are properly researched and implemented, that will aliviate the cost of the General Manager.** Many of the potential improvements may not result in an actual budget decrease, but should result in improved maintenance and procedural matters.

#### **GENERAL MANAGER'S WATER DIVISION AND RATE RECOMMENDATIONS:**

1. **Personnel costs:** Continued 100% allocation of the District Secretary's salary, to the Water Division, is not recommended. As recommendations to follow indicate, the secretarial demands of the Water division will decrease. Therefore, it is recommended that approximately 50% of the Secretary's salary be transferred to G&A.

It should be noted that the Secretary's salary of \$7,200/year equals \$6.92/hour for a twenty hour week, or more realistically \$13.85 for a 10 hour week. This rate has not been adjusted for inflation, for several years. As a matter of fact, none of the personnel costs were adjusted for inflationary pressures, in the 92-93 budget.

The provision for 10 hours per week for the Maintenance Manager, is too conservative. Normal procedural duties require a minimum of 7 hours per week, leaving just 3 hours for general maintenance. **Therefor, it is recommended that any reduction in allocation of the Secretary's salary, be reallocated for increased maintenance of the system, rather than reducing the Division budget.**

2. **Water Billing:** It has been suggested that water meters be read every other month, versus monthly. The WM indicates there is additional system monitoring, by monthly reading, at minimal cost savings. However, this is based on the fact that the Secretary is salaried, and the resulting savings would only be \$540 per year. If the Secretary's salary is proportionally redistributed, the every other month savings is more significant. Further, in a tiered rate system, the inequality of different length months is more equally distributed. The advantage of more frequent "leak determination" does place a greater burden on the consumer to monitor the consumer's water system and use. However, the District has alternative methods for determining that substantial leakage is occurring, which is more likely to happen in the main distribution system. **Therefor, it is recommended the district join the predominate methodology, of reading meters and billing every other month.**
3. **Computerizing the billing system:** This has been one of my goals since coming to the District. The Spreadsheet Analysis is a simplified computerization of the billing system. More program development is required for full implementation, including the actual printing and addressing of the bills. Research indicates most available software is not suitable for our small system (usually main frame developed), and is cost prohibitive. However, basic use as currently developed should be implemented as soon as the Secretary becomes proficient in the program use. Further, it is my goal to fully automate the system, as my time permits program development. The final program will require Data Base use versus spreadsheets.



4. **Rate modification:** In using the current July as a basis for comparing water rate modifications to the existing rates, it should be noted that the current rate July billing gross is \$5,197.34 versus \$3,423.80 in July '91 (\$1,773.54 or 51.8% greater). The high consumption rate does not change the percentage rate differential, but it should closely reflect the maximum \$ differential. While, under the 7 tier modification, the increase averages approximately 31%, and the average \$ change is just under \$11/month. Therefore, using this high cost month, the average annual increase is \$130.44 or less than 36 cents per day. It would seem, that less than the price of a cup of coffee per day is well worth protecting this important asset of the District's consumers. The following recommendations are made concerning rate modification.

- a. The 7-tier rate schedule is over complicated for our district, and is too subject to major income fluctuations resulting from variable consumption and conservation.

Modified rate schedule #1 averages an increase of almost 40%. This increase is excessive, under the current consideration.

**The recommended rate is modification #2, which provides simplified schedule with a moderate average rate increase of less than 28%. This moderate increase should be less susceptible to variable consumption than the 7 tier schedule, while yielding adequate funding.**

- b. A small system, such as Muir Beach, is particularly susceptible to variable income based on consumption. The basic "flat rate" billing, with minimum additional consumption charges is more appropriate for the division's financing. A flat rate system may either be tax based, or included in the billing. Each method has advantages and disadvantages to the consumer. A taxed base system is not currently available, as the earliest electoral consideration is next spring. Further, the possible controversy of a flat rate system, and the higher rates placed on minimum consumers requires more research and community communication. **Therefore, it is recommended that the rate modification supra, be adopted for the remainder of fiscal 1992-93. However, it is also recommended that consideration of a special election, to consider a flat rate schedule, begin.** Computer monitoring of the system, combined with the additional research available through computer programs will enable the Board to be more adequately informed, along with the consumers. A detailed five (5) and twenty (20) year plan, incorporating the Harris Plan should be available for public discussion within six months.

It has continuously been the indicated desire of the Board, to stimulate community involvement. Properly publicized, this is a good topic to stimulate interest.

- c. **Rate implementation:** Implementation of the rate increase was originally scheduled to become effective in September. Water billing income for July and August still make this possible, within the 92-93 budget. **It is recommended that the adopted new rate schedule become effective in the billing for the month of September.**

**MUIR BEACH COMMUNITY SERVICES DISTRICT  
DISTRICT ADMINISTRATION RESPONSE TO THE  
WRITTEN AND ORAL OBJECTIONS RECEIVED  
AT THE PUBLIC HEARING HELD ON AUGUST 11, 1992**

The District listened to the oral objections during the course of the Public Hearing held by the Muir Beach Community Services District's Board of Directors, at the Community Center, #19 Seacape, Muir Beach, California, on Tuesday August 11, 1992. The meeting was scheduled to begin at 7:00 P.M., actually began at 7:15 P.M.

The following persons voiced oral objections and comments:

Gerry Pearlman, 270 Pacific Way, Muir Beach, Ca.  
Leslie Riehl, 190 Pacific Way, Muir Beach, Ca.

The following persons submitted written objections:

H. Helen Browing, address unknown  
Gerry Pearlman, supra  
Christian Riehl, 190 Pacific Way, Muir Beach, Ca.  
Leslie Riehl, supra

A consolidated general response will be made to the objections, as understood by the administrative staff, and forwarded to the individuals listed above along with copies of all information referred to in the response. The information forwarded will also include copies of the reply to Gerry Pearlman's letter received July 27, 1992 and replied to on July 30, 1992.

**OBJECTION:** Ms Browing's principal indication is that the proposed rates seem simplistic and ignore the essential considerations of conservation, and multiple dwelling use.

**RESPONSE:** The tiered water rate structure is the most frequently used methodology to encourage water conservation. At the same time, the tiered rate tends to ~~automatically provide~~ <sup>C.</sup> ~~possible illegal and undisclosed multiple family use. Legal and known multi family use is~~ ~~provided for by requiring individual meters and hookup fees for separate structures,~~ <sup>or stopped</sup> ~~rates.~~

**OBJECTION:** Multiple parties indicated dissatisfaction with the Notice of Hearing procedure, and the general lack of information furnished to the consumers.

**RESPONSE:** The Notice of Public Hearing was posted on the three public bulletin boards available and commonly use by the District, on the afternoon of Tuesday July 14, 1992. That same afternoon, an individual copy of the Notice was placed in each mail box of residents within the District's jurisdiction.

In addition to the posting and individual delivery, the full text of the Notice was published in the "legal notice section" of the predominate authorized medium (adjudged by the Superior Court of Marin County) for legal publications in Marin County, the Marin Independent Journal. The publication appeared on three consecutive Mondays including 7/27, 8/3, and 8/10 1992. This conforms to Government Code Section 6066, that stipulates the first publication shall appear at least 14 days prior to the time fixed for the hearing, and be posted in three public places.

**WRITTEN OBJECTIONS RECEIVED FROM CHRISTIAN RIEHL:** The first objection is listed in three divisions, and concentrates on inadequate information and lists information that should have been provided to the tax payers, in time for their consideration.

**RESPONSE:** This objection is the most frequent objection historically voiced by participants in a public hearing. General public policy, derived through more than 200 years of the nation's existence, has determined that furnishing a cornucopia of information in an attempt to answer all questions and desires is still meet with the same objection. Essentially it is impossible to anticipate and satisfy the needs and desires of everyone. Therefore, public policy has determined that the best answer to this problem is to publish that the information is available, at a convenient location, and may be reviewed at that location, or copied at the concerned party's expense. In general, if something is furnished free of charge to one person, it must then be furnished free of charge to the entire affected citizenry. To some, this would require furnishing the entire set of public records. To others, too much information is overwhelming and self defeating. The General Manager did offer, to all callers, to be make information available at the convenience of the caller, as frequently as the General Manager could arrange compatible time. This offer included weekends and evenings.

The budget consideration began in May 1992, and continued through the August 5th adoption. Full Board Packets were posted (only the Agenda is required to be posted) and available to the general public. In addition, the packets have been delivered to 15 individuals who have subscribed to them. These packets were delivered and posted at the same time and in the same manner as they were delivered to each Board member. Admittedly, the full packets may have been delivered with minimum time for review, prior to a specific meeting date. However, this was a result of preparation time restraints, and not a desire to conceal information.

**OBJECTION:** The 2nd listed objection (multiple parts), concentrates on the following:

2.     1)     Cost of personnel and in particular the cost of the General Manager, the District Secretary, and the 91-92 budgeted meter reading cost of \$790 versus an actual expenditure of \$1,080.
- 2)     The \$6,900 "Contingency Reserve", equal to 11.9% of the total budget, and the fact that previous years had not budgeted the reserve. An additional comment indicates the need for a reserve, but not as much as 12%.

- 3) A referral to the previous approval of a parcel tax by Muir Beach voters to help pay for water system capital improvements, and a question "why these funds are not shown".

**RESPONSE:** To part 2-1-i and ii), you are referred to page 10, pgh.1; and page 11, pgh. 1; of the attached "General Manager's Report" for the regular Board meeting to be held on August 26, 1992. While these conditions have been under consideration for some time, your comments contribute to the continued consideration and future actions. Further, you should be advised that California Special District Law Section 61240 specifies that a District shall have a General Manager. The intent of this section is to have an administrative manager. Directors cannot serve as either the General Manager or the Secretary. Directors are responsible for establishing policy, and should not be involved with implementation or administration activities of enforcing the policy.

To part 2-2), you are referred to page 10, pgh. h, of the General Manager's Report.

To part 2-3), you are referring to what is commonly know as Measure E, which assesses \$150 for each qualified parcel. Revenue derived from this measure is restricted for use under District Fund #429, commonly known as the Harris Fund. The revenue, expenditures and balance of this fund is reported in the Budget Reports, as they become available. The County Treasury is the depository for this account, and warrants are issued through the County auditor's office.

**OBJECTION:** "The Board should submit a budget that shows reduced expenditures, especially for personnel cost, before any consideration is given to a water rate increase.

**RESPONSE:** You are referred to the "General Manager Analysis of the 1992-92 Water Division Budget, on pages 10 and 11 of the report. Further, the gross budget for District expenditures in 1992-93 total \$122,523 versus actual expenditures in 1991-92 of \$143,462 versus the 1991-92 budget of \$153,251. This is a planned reduction of \$20,939 (14.6%) from actual spending. Considerable effort was expended, and many very difficult choices were made to accomplish this reduction.

**WRITTEN OBJECTIONS SUBMITTED BY LESLIE D. H. RIEHL:** The first objection concentrates on salary and benefit expenses.

**RESPONSE:** To avoid redundant answers, you are referred to the responses to the objections of Christian Riehl supra.

**OBJECTION #2:** This objection concentrates on fixed and variable costs, and the need for the Board to develop a specific objective as to how rates are to be charged.

**RESPONSE:** You are referred to the General Managers Report "Long Term Rate Objectives" on pages 8 and 9, and to the "Rate Modification" recommendations on page 12, particularly part 4b.

**OBJECTION #3:** You are referred to paragraph 6 of the "Long Term Rate Objectives" on page 8 of the General Manager's Report.

**YOUR RECOMMENDATIONS:** Your recommendations have been seriously considered in preparation of the General Manager's Report. However, to clarify certain comments, please consider the following:

1. The 92-93 budget for electric power is \$5,500 versus actual spending in 91-92 of \$5,388. Contact with PG&E indicates they are considering the possibility of a small rate increase. Further, for the past three months, electrical use has been above the norm and moved in to peak rate times due to high water consumption.
2. Gross water revenue in 1991-92 was \$49,135. However, this included receipt of funds from a \$7,100 grant awarded and expended in fiscal 190-91. Every contact with the granting authorities has emphasized that grant availability will be severely reduced in the current fiscal year. Needless to say, every potential will be pursued with maximum permissible effort.

**SUMMARY:** The considerable effort and sincere interest expressed by these individual is both acknowledged and appreciated by the District. The District desires to stimulate interest and participation in its activities, such as has been demonstrated by these individuals.

Thank you for your interest, comments, and recommendations. They will result in an improved general policy for the benefit of the District as a whole.

Cordially,

MUIR BEACH COMMUNITY SERVICES DISTRICT

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Donovan Macfarlane, General Manager

Regular Meeting of  
The Muir Beach Community Services District  
August 26, 1992

Present: Erin Pinto, President; Judith Yamamoto; Nancy Wolf Lee, Hank Maiden  
Absent: Robin Collier

**I. Call To Order**

Erin Pinto, President, called the meeting to order at 7:15 PM.

**II. Review and consideration of August 26, 1992 Agenda**

- A. Add to G & A - D 5: draft and delivery of minutes.
- B. Add to G & A - D 6: appointment of Hank Maiden as Vice President
- C. Add to General Mgrs. Report - Recreation Division: item 6, Leslie Riehl letter
- D. Add to General Mgrs. Report - Recreation Division: item 7, Policies and Procedures for Rec Center.
- E. Move discussion of item VI. E (General Mgr. Report/Water Division) to after the coffee break.
- F. Nancy Wolf Lee made the *motion* to approve the agenda of August 26, 1992 as amended; Judith seconds; ayes all.

**III. Review and consideration of drafts for the Minutes of previous Board meetings:**

- A. Minutes of the postponed regular Board meeting August 5, 1992.
  - 1. Add to VI. F. 2: "... no one enters the building during the work, and 24 hours *beyond the recommended waiting period* after the work is complete."
  - 2. Change VI. C: "He further stated that the State plans to take away *all* tax moneys from enterprise zones *as well as the Special District Augmentation Fund and at least a portion of the remaining tax moneys from non-enterprise special districts.*"
  - 3. Judith made the *motion* to approve the minutes; Nancy seconds; ayes all.
- B. Minutes of the Public Hearing August 11, 1992.
  - 1. Change VI. to read: The President did acknowledge receipt of the written testimony and the oral testimony and thanked the oral participants for their input, and said the Board would seriously consider both the written and oral input.
  - 2. Add VII to read: The Public Hearing was closed at 8:10 PM
  - 3. Hank Maiden made the *motion* to approve the minutes of the Public Hearing as amended; Nancy Wolf seconds; ayes all.

**IV. Public Open Time**

- A. Gordon Bennett requested follow-up information re: June 24 minutes item III C. re: action taken on clarifying discussion of Rec Committee and Hank Maiden's statement. Donovan stated that he has listened to the tape of the May 27 meeting, will give it to Hank who will then make his modification of those minutes. Hank stated that what was written in the draft minutes did appear to be harsher than what was intended. Erin stated that item is still in process, and Nancy Wolf Lee stated that Hank has been out of town.
- B. In answer to Gordon's question about Leslie Riehl being invited to the August 26 CSD meeting, Erin stated that she was invited, but was unable to attend.
- C. Karla Andersdatter questioned the proposed water rates and asked if the funds could be used to fund other District activities such as the Bistro. The General Manager clarified by stating water revenue could only be used for Water Division expenditures. He further stated that the adopted budget requires the Fire, Recreation and Water divisions to be self-funding and not dependent upon tax revenue. For example, if a recreation program such as Bistro is not self-supporting, it will be cancelled.
- D. There was no public input on old business nor on new business.

**V. Fire Division Report**

- A. Because the Fire Chief was not present, the report was deferred until the next meeting.

## VI. General Manager's Report

### A. 1992-93 Budget Summary

1. Donovan stated that the County is in the process of reconciling its 1991-2 records and no report has been received since June. The updating of the 1992-3 budget is from Donovan's records.
2. Donovan stated that the District has a cash reserve of approximately \$5,000
3. It was pointed out that several water customers are properties outside the District boundaries (GGNRA) who pay the \$15.00 per month water surcharge. To account for this income, a new code account must be added to the Water Division budget. The General Manager will make this addition to the budget format.
4. Donovan briefly reviewed the current cash balance and the uncertainty of tax revenue during the 92-93 fiscal year. He suggested caution for all District expenditures until the details of income are more certain.
5. Judith made the *motion* to approve the expenses as submitted; Hank seconds; ayes all.
6. Donovan elaborated upon his submitted analysis of the non-payroll expenditures recommending that because of the large number of transactions versus dollar amounts resulting in inefficiency of the accounting system. He recommended that a General Expense Depository be established combining accounts into one Money Market rate account, with a maximum balance of \$10,000 and maximum authorized check value of \$1,000 (printed on the checks). He recommended that the Board consider this until the next Board meeting, at which time action is recommended.

### B. Recreation Division

1. Donovan stated that the next Community Dinner Night is scheduled for Wednesday, September 16. The next Family Dinner Night is Sunday, September 27 and will be coordinated by Leslie Riehl.
2. Donovan stated that the computer, made dysfunctional by mice, has not been repaired as the rodent infestation has not been resolved, and that he will speak to the people who are treating the insect infestation.
3. Donovan obtained Hank Maiden's signature for the bank account transfer.
4. After discussion of the organizational structure of the Recreation Committee, Hank Maiden made the *motion* to accept the General Manager's recommendations as follows: 1) that the General Manager function as a recreational director and central coordinator of all events; 2) that each member of the current committee become the committee chairperson for primary sub-committees and spend their efforts perfecting the programs within the particular sub-committee's functional purpose; 3) that additional sub-committees be formed to increase the programs being offered to the community; and 4) that the primary goal of this restructuring is to reduce to a minimum the efforts of volunteers involved in administrative functions so as to maximize their skills and efforts in actual program development and activities. Under this format, the group recreational committee meetings that currently require considerable time and effort (with a subsequent drain on activity energy and time) will be minimized. Nancy Wolf Lee seconds; ayes all.
5. Erin stated that a letter was submitted to Leslie Riehl inviting her to the CSD meeting; she left a message with Erin that she was unable to attend. Nancy Wolf Lee made the *motion* that Donovan send a memo to her extending the invitation; Judith seconds; ayes all.
6. After some discussion re: Policies and Procedures, Nancy Wolf Lee made the *motion* to permit the Recreation Director to temporarily use the procedures submitted until final approval is given from the CSD Board at the next meeting. Hank Maiden seconds; ayes all.

### C. Roads and Easements

1. After discussion re: the debris left from the chipper, Hank Maiden made the *motion* that the District offer to return money to those for whatever portion was not picked up. Judith seconds; ayes all. Donovan agreed to call the residents involved.

### D. Water Division

1. Judith made the *motion* to extend the Water Consultant's contract (Henry Hyde) through the remainder of 1992/93 fiscal year. Hank seconds; ayes all.

2. Donovan elaborated upon his submitted report, presenting a modification of the tiered rate schedule previously under consideration; discussing long-term rate objectives, problems with the water system infrastructure, and an analysis of the water division budget.

3. After discussion of the General Manager's recommendations, Henry Hyde stated his preference for monthly billing (rather than bi-monthly as proposed by Donovan); he stated consideration of a flat rate system to be proposed in the future; and recommended changing the rate in Modification #2 in the 300 to 1,000 CF category from \$10.50 plus \$3.50/100CF to \$10.50 plus \$4.00/100CF.

4. Hank Maiden made the following *motion*: 1) that any reduction in allocation of the District Secretary's salary be reallocated for increased maintenance of the water system rather than reducing the Division budget; 2) that the reading of the meters continue on a monthly basis; 3) that the billing system be computerized; 4) that the rate modification # 2 with the adjustment of \$3.50 to \$4.00 in category 300-1,000CF be implemented; 5) that at future meetings discussion of a special election and the benefits that might accrue from a flat rate schedule be considered; and 6) that the rate implementation date be effective October 1, 1992 with the first bill received by customers in November 1992. Nancy Wolf Lee seconds; ayes all.

5. Gordon Bennett stated his objections to the process by which the proposing of the increase in rates came about. He stated objections that he, as well as others did not receive proper notice of the public hearing; that as required for a public hearing, he and others did not receive delivered notices in their mailboxes. Donovan stated that the Public Hearing notice was posted on the three bulletin boards and delivered to each Star Route mailbox during the late afternoon of July 14, 1992. The notice was also published under legal notices in the Marin Independent Journal for three consecutive Mondays beginning with Monday July 27, 1992.

-The second part of Mr. Bennett's objection had to do with the Board's disregard of the Water Committee's role in facilitating public involvement in the water rates and the process. He stated that the Water Committee was responsible for soliciting public input and drafting recommendations that were adopted by the Board for the prior year's rate increase.

-Finally Gordon stated that on the whole he agrees with the statements of the General Manager and the Water Manager that the submitted budget is fundamentally reasonable in regard to the normal operations and maintenance of the system. He stated that the citizens of Muir Beach would be willing to pay for additional needed water expenses if the need could be demonstrated. He stated that a rescheduled public hearing would be appropriate.

-Erin stated that the Water Committee was active before Henry Hyde was hired, and its activities have been diminished; she stated that the last time water rates were raised the Committee discussed various options; she did not recall it being a responsibility of the Committee to solicit community input; she felt that the General Manager and General Procedures are adequate for gaining community input.

-Nancy Wolf Lee then asked Gordon "Where are these 17 people listed as objecting to the rate changes and procedures?" She referred to tonight's meeting and the audience comprised of just Mr. Bennett and Karla Andersdatter who had left earlier. Nancy stated that the water rate discussions had been under consideration for several months, and had been included in the posted agendas and Board packets for all the Board meetings. She indicated that the District had made a sincere effort to communicate and then get the public involved.

6. Nancy Wolf Lee recommended that in the future, the serving of notice be done by public mail.

7. Hank Maiden recommended that the General Manager prepare a report to include information about the needs of the system, noting that the issue is not just raising the water rates, but just as important, the need to educate the community on: replacing valves, the ability to respond to emergency situations, being able to do regular testing, and being able to educate the community, fire protection. He recommended the report be a brief summary of his General Manager's report, and it go in with the next water bill. Donovan said he will include a comparison of the old rates with the new rates.



E. General & Administrative Division

1. Re: Resolution No. 92-01, an ordinance of the Board of Directors of the MBCSD approving and adopting the levy of a special tax on the real property located within the District. Donovan suggested that he will draft an informational pamphlet stating the issues, and will circulate the ordinance to the County with minor changes as suggested by the Board.
2. Hank Maiden made the *motion* that the next regular CSD meeting be held on September 23, 1992. Nancy Wolf Lee seconds; ayes all.
3. Judith made the *motion* that the General Manager's contract be continued on 3/4 time for the month of August and September. Hank seconds; ayes all. Erin expressed concerns about the budget and how the amount was to be paid.
4. Discussion of a fee for packets was postponed until the next CSD meeting.
5. Dissemination of the minutes and stamping "draft" on the minutes was postponed until the next CSD meeting.
6. Hank Maiden accepted his appointment of Vice President of the MBCSD.
7. Donovan will re-word his response to letters submitted in objection to water rates.
8. Donovan will respond to the letter from the Pelican Inn.

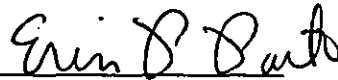
VIII. Adjournment

The Meeting was adjourned at 12:30 AM.

Respectfully Submitted,



Linda Moore  
Recording Secretary



Erin Pinto  
President

*Did Footnote  
of date.*

*5.5 hrs for meeting  
8.5 hrs trans.*

*DONOVAN*

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**MUIR BEACH COMMUNITY SERVICES DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
TO BE HELD AT  
THE COMMUNITY CENTER, 19 SEACAPE, MUIR BEACH, CALIFORNIA  
WEDNESDAY SEPTEMBER 23, 1992 AT 7:00 PM**

**DIRECTORS:** Erin Pinto, president; Robin Collier, Nancy Wolf Lee, Hank Maiden, and Judith Yamamoto, directors.

AB.

7:08

**AGENDA**

AB.  
arrived 7:11

- I. Meeting called to order.
- II. Review and consideration of the September 23, 1992 Agenda.
- III. Review and consideration of draft minutes of the August 26, 1992 Board meeting.

**NOTE:** The above minute drafts are on file in the General manager's office, and have been distributed to all Board members and department heads, for review and correction. However, as these may contain erroneous context and language, they will not be released for general public review until the Board members have approved them. **Only copies of the approved Official Minutes will be included in Board Packets available for general review.**

- IV. Review and consideration of bills and expenses incurred subsequent to the August 26, 1992 meeting, in comparison with the adopted fiscal 1992-93 budget.

- V. **PUBLIC OPEN TIME:** California State Law prohibits Board action on any item, within its subject matter jurisdiction, that has not been listed on the lawfully posted Agenda unless: 1) upon a determination by a majority of the Board that an emergency situation exists; 2) upon a determination by a two-thirds majority of the Board (or by no less than three members, if less than the entire Board is present) that the need to take action arose subsequent to the Agenda being posted; or 3) the item was posted for a prior Board meeting, occurring not more than five (5) days prior to the date action is taken on the item, and at the subject prior meeting, the item was continued to the meeting at which action is being taken. Other items will generally be received as information, or referred to staff for further consideration prior to the next scheduled meeting of the board. As a matter of procedure, the Board may limit each individual presentation to no more than five minutes. The Board may also restrict individual presentations to new non repetitive items, and non-repetitive supporting information.

**PUBLIC INPUT:** Old business. The public may request further consideration, clarification, or modification of business items previously considered and acted upon by the Board. To do so, the public must refer to the specific minute item and date of the approved minutes.

New Business. The public may introduce items of new business, not included in the posted Agenda, that they wish the Board to consider at a future meeting, or they may present substantiating evidence to support emergency consideration. The presentation should include adequate specific information and details to render a clear understanding of the problem or situation desired to be considered.

In addition to foregoing public input, the public has the right and will be invited to comment on any and all items listed on the posted Agenda. This public comment is subject to the same time and content limitations outlined above.

VI. **OLD BUSINESS:** The following items were considered during the meeting of August 26, 1992; however action was deferred for further consideration during this meeting.

- A. Final review and if appropriate modification of that section of the minutes for the meeting of May 27, 1992 referring to Director Maiden's comments concerning Ms. Reihl.
- B. Addition of a code classification for income received from properties outside the District boundaries, that pay the \$15 monthly surcharge fee.
- C. Consideration of a General Expenses Depository to improve accounting efficiency and general District control of fiscal matters. Please refer to information contained in the August 26, 1992 General Manager's Report. *- Pg 59*
- D. *Consideration of increasing the fees for Board Packets & Agenda/Minutes. \$60/yr. Pg 64 Pg 10 of Aug*

**AT 8:30, A 15 MINUTE COFFEE BREAK WILL BE CALLED**

VI. **WATER DIVISION:** The Water Department's consulting manager will review this division's activities.

VII. **VOLUNTEER FIRE DEPARTMENT:** The Fire Chief will review this division's activities.

VII. **GENERAL MANAGER'S REPORT:** The General Manager's report briefly summarizes the following items, and will be presented in the following order for general discussion and consideration by the Board.

- A. **State appropriation of District income:** A summary of Senate Bill No. 617, adopting the State budget for fiscal 1992-93, and the information gained during the general manager's attendance at the annual California Special District Association convention, concerning the State's appropriation of District real property taxes.
- B. **Ordinance 92-01:** As revised to include Board recommendations and the recommendations of the County counsel.
- C. **Recreation Department:** Review of the division's activities including fund raising, planned "Community Dinner Nights", the Labor Day Bar-B-Que, future events, and the division's depository update.
- D. **Budget Report:** Update of the District's operating budget.

**ADJOURNMENT OR CONTINUATION.**

Regular Meeting of  
The Muir Beach Community Services District  
August 5, 1992

Present: Erin Pinto, President; Judith Yamamoto; Nancy Wolf Lee.  
Absent: Hank Maiden, Robin Collier

- I. **Call To Order**  
Erin President, called the meeting to order at 7:10 PM.
- II. **Review and consideration of Agenda**  
A. Judith made the *motion* to approve the agenda; Nancy seconds; ayes all.
- III. **Review and consideration of drafts for the Minutes of previous Board meetings:**  
A. Minutes of the special Board meeting June 4, 1992.  
Judith made the *motion* to approve the minutes; Nancy seconds; ayes all.  
B. Minutes of the regular Board meeting June 24, 1992.  
1. Erin stated the need to follow-up on the appointment of Hank Maiden as Vice President.  
2. Discussion followed re: dissemination of minutes. It was suggested stamping "draft" on the minutes. This will be a discussion item for the next meeting.  
3. Judith made the *motion* to approve the minutes; Nancy seconds; ayes all.  
C. Minutes of the special Board meeting July 10, 1992.  
Nancy made the *motion* to accept the minutes; Judith seconds; ayes all.
- IV. **Review and consideration of bills and expenses.**  
A. Judith made the *motion* to approve the bills as submitted. Nancy seconds; ayes all.
- V. **Public Open Time**  
1. Judith Yamamoto stated that the recycling center is a mess. Donovan stated that the Conservation Corps is scheduled to come once a week. He has requested additional signs, flyers and brochures which will state what can and cannot be taken.  
2. Erin requested that Donovan obtain more information re: Gary Coatney's (Business Manager for GGNRA) request to meet with the CSD Board.
- VI. **General Manager's Report**  
A. **Water Department** - Henry Hyde elaborated upon his submitted report.  
Discussion followed re: the budget and the proposed rate schedule enabling the fund to work as an enterprise system, to allow for a contingency/capital fund, and to pay part of the General Manager's salary.  
- Henry stated that re: the Harris Fund, \$41,000 has been budgeted for the intertie between Charlotte's Way and Sunset. Henry stated that the next project will be the Starbuck extension.  
B. **1991 /92 Budget - Budget/Expense Summary** - Donovan stated that the contingency amount is \$22,251. He stated that an analysis of the 91/92 budget shows an addition of \$7,745 from property taxes received in June and \$5,200 in revenue from the water department.  
C. **1992/93 Budget Summary** - Donovan stated Muir Beach will not receive Special District augmentation fund. He was advised by the County that MB would be classified as an enterprise zone, all tax money will be taken, and in order to receive tax funds from the citizens, a resolution for the November ballot must be passed and submitted. He further stated that the State plans to take away all tax moneys from enterprise zones as well as the Special Districts Augmentation Fund and at least a portion of the remaining tax moneys from non-enterprise special districts.  
- Judith made the motion to put resolution No. 92-07-29 on the November ballot with the date changed to August 5, 1992. Nancy Wolf Lee seconds; ayes all.  
D. **1992/93 G & A Budget** - Donovan stated that the property tax income (9001) was increased from approximately \$26,000 to \$28,000. He suggested a \$60 fee for CSD packets.  
E. **Roads & Easements** - Donovan reported an addition of \$50 for General Income, Fees & Charges (9900). Donovan stated that he will research the rental and/or purchase of a chipper. He stated that the expense for the chipper will remain in Roads & Easements until it is decided to move to the Fire Department. Nancy Wolf Lee suggested the idea of having a

"weed wacker" available for community residents, and charging a fee to earn extra income for the District. Donovan is researching.

F. Recreation Department (*Community Center Report and Rental Procedures were deferred to the next regular meeting.*)

1. 1992/93 Budget- Donovan stated that the goal of the recreation budget is to cover all expenses which is accomplished by offering more programs: revenue will cover expenses.

- Nancy Wolf Lee noted that [page 17 of packet, page 3 of General Manager's report] should read Sunday, September 20 (not 19).

2. Community Center - Donovan requested approval from the Board to spend no more than \$2500 to have carpenter ant infestation treated as soon as possible. Judith made the motion to authorize Donovan to go ahead with the contract and to spend no more than \$2,500. Nancy seconds; ayes all. Nancy requested that the building is made safe while the work is being done, that no one enters the building during the work, and 24 hours beyond the recommended waiting period after the work is complete. Donovan stated that he will supervise the safety aspects of the job.

- Rodent Infestation - Judith made the motion to authorize the General Manager to purchase a new power supply and make other repairs not to exceed \$300. Nancy seconds; ayes all. The Board authorized Donovan to speak with a consultant and to take action to block off the access before using poisons.

G. Judith made the *motion* to approve the Budget with the changes that were made during the evening. Nancy Wolf Lee seconds; ayes all.


VII. Fire Department

1. Donovan reported changes in the Fire Dept. budget - add to 4093 (Fire Cap. Proj. Equip) \$2200 for Equipment Hose Fittings; 9258 (Volunteer Contributions) \$3,000 is deleted and added to 6985 (Fire Station Building Fund Reserve) to make a total (with interest from last year) of \$7,243. He stated that Worker's Comp will cover 13 people; \$1,000 was added to Radio Maintenance & Supply (2085).

VIII. Adjournment

The Meeting was adjourned at 11:40 PM.

Respectfully Submitted,



Linda Moore  
Recording Secretary



Erin Pinto  
President

**Public Hearing  
of the Board of Directors of the  
Muir Beach Community Services District  
Considering modification of the District's water service rates  
August 11, 1992**

**I. Call To Order**

Erin Pinto, President, called the hearing to order at 7:15 PM.

**II. Roll Call:**

Present: Erin Pinto, President; Robin Collier; Judith Yamamoto;  
Hank Maiden; Nancy Wolf Lee.

**III. Public Hearing**

A. Erin Pinto stated that the CSD Board of Directors is considering raising the water rates in order that the Water Department operate as a enterprise fund, and that water revenue and other related sources of funding should cover expenses. She further stated that no significant water increase has been implemented since 1980. There are concerns regarding funding due to the fact that grants are more scarce this year, and the anticipated loss of tax funds.

B. Henry Hyde, Water Manager, made a presentation of the needs, analysis and recommended rate modifications in the District water rates. He stated that a primary objective of the Board is to make the Water Dept. an enterprise system. He stated that the system has been subsidized by the general tax funds and is therefore not self-sufficient; revenue derived from the current rates does not cover expenses. In addition, revenue does not provide contingency funds for unanticipated emergencies, or for replacement of a system that is 25-30 year old. The proposed rates will establish a contingency/capital replacement fund of \$6,000/year for long-term water facilitates upgrade and replacement, and also includes 20% of the General Manager's salary.

Henry stated that the proposed rate schedule will generate an estimated annual revenue of \$58,000 and will provide a more equitable balance of revenue and use.

Henry stated that rates have not been altered since 1980. In comparing water rates with other similar water districts, Muir Beach's are significantly less. He stated that the proposed schedule will revise the two low use categories resulting in one flat rate for the lowest use, and a graduated rate for the other categories based upon water use; a "commercial" rate is added for high use.

**IV. Public Testimony**

1. Leslie Riehl stated that salary and benefit expenses are too high, and should not necessarily be included in the water department budget. She stated a preference for a flat rate, and for bi-monthly billing. She stated that water department expenses should be subsidized by taxes.

2. Gerry Pearlman requested that information be received in advance in order to properly evaluate the issues; and that more study was necessary. He agreed with Leslie Riehl that personnel costs were too high.

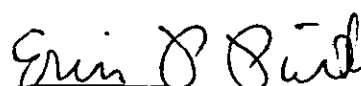
**VI. Written Testimony**

The President did acknowledge receipt of the written testimony and the oral testimony and thanked the oral participants for their input, and said the Board would seriously consider both the written and oral input.

**VII. The Public Hearing was closed at 8:10 PM.**

Respectfully Submitted,

  
Linda Moore, Recording Secretary

  
Erin Pinto, President

Regular Meeting of  
The Muir Beach Community Services District  
August 26, 1992

Present: Erin Pinto, President; Judith Yamamoto; Nancy Wolf Lee, Hank Maiden  
Absent: Robin Collier

**I. Call To Order**

Erin Pinto, President, called the meeting to order at 7:15 PM.

**II. Review and consideration of August 26, 1992 Agenda**

- A. Add to G & A - D 5: draft and delivery of minutes.
- B. Add to G & A - D 6: appointment of Hank Maiden as Vice President
- C. Add to General Mgrs. Report - Recreation Division: item 6, Leslie Riehl letter
- D. Add to General Mgrs. Report - Recreation Division: item 7, Policies and Procedures for Rec Center.
- E. Move discussion of item VI.E (General Mgr. Report/Water Division) to after the coffee break.
- F. Nancy Wolf Lee made the *motion* to approve the agenda of August 26, 1992 as amended; Judith seconds; ayes all.

**III. Review and consideration of drafts for the Minutes of previous Board meetings:**

- A. Minutes of the postponed regular Board meeting August 5, 1992.
  - 1. Add to VI. F. 2: "... no one enters the building during the work, and 24 hours *beyond the recommended waiting period* after the work is complete."
  - 2. Change VI. C: "He further stated that the State plans to take away *all* tax moneys from enterprise zones *as well as the Special District Augmentation Fund and at least a portion of the remaining tax moneys from non-enterprise special districts.*"
  - 3. Judith made the *motion* to approve the minutes; Nancy seconds; ayes all.
- B. Minutes of the Public Hearing August 11, 1992.
  - 1. Change VI. to read: The President did acknowledge receipt of the written testimony and the oral testimony and thanked the oral participants for their input, and said the Board would seriously consider both the written and oral input.
  - 2. Add VII to read: The Public Hearing was closed at 8:10 PM
  - 3. Hank Maiden made the *motion* to approve the minutes of the Public Hearing as amended; Nancy Wolf seconds; ayes all.

**IV. Public Open Time**

- A. Gordon Bennett requested follow-up information re: June 24 minutes item III C. re: action taken on clarifying discussion of Rec Committee and Hank Maiden's statement. Donovan stated that he has listened to the tape of the May 27 meeting, will give it to Hank who will then make his modification of those minutes. Hank stated that what was written in the draft minutes did appear to be harsher than what was intended. Erin stated that item is still in process, and Nancy Wolf Lee stated that Hank has been out of town.
- B. In answer to Gordon's question about Leslie Riehl being invited to the August 26 CSD meeting, Erin stated that she was invited, but was unable to attend.
- C. Karla Andersdatter questioned the proposed water rates and asked if the funds could be used to fund other District activities such as the Bistro. The General Manager clarified by stating water revenue could only be used for Water Division expenditures. He further stated that the adopted budget requires the Fire, Recreation and Water divisions to be self-funding and not dependent upon tax revenue. For example, if a recreation program such as Bistro is not self-supporting, it will be cancelled.
- D. There was no public input on old business nor on new business.

**V. Fire Division Report**

- A. Because the Fire Chief was not present, the report was deferred until the next meeting.



## VI. General Manager's Report

### A. 1992-93 Budget Summary

1. Donovan stated that because the County is in the process of reconciling its 1991-2 records and no report has been received since June, the updating of the 1992-3 budget is from Donovan's records.
2. Donovan stated that the District has a cash reserve of approximately \$5,000
3. It was pointed out that several water customers are properties outside the District boundaries (GGNRA) who pay the \$15.00 per month water surcharge. To account for this income, a new code account must be added to the Water Division budget. The General Manager will make this addition to the budget format.
4. Donovan briefly reviewed the current cash balance and the uncertainty of tax revenue during the 92-93 fiscal year. He suggested caution for all District expenditures until the details of income are more certain.
5. Judith made the *motion* to approve the expenses as submitted; Hank seconds; ayes all.
6. Donovan elaborated upon his submitted analysis of the non-payroll expenditures recommending that because of the large number of transactions and therefore the inefficiency of the accounting system, <sup>various amounts, resulting in</sup> that a General Expense Depository be established <sup>maximum</sup> combining accounts into one Money Market rate account, maintaining a <sup>minimum</sup> balance of \$10,000. He recommended that the Board consider this until the next Board meeting, at which time action is recommended.

### B. Recreation Division

1. Donovan stated that the next Community Dinner Night is scheduled for Wednesday, September 16. The next Family Dinner Night is Sunday, September 27 and will be coordinated by Leslie Riehl.
2. Donovan stated that the computer, made dysfunctional by mice, has not been repaired as the rodent infestation has not been resolved, and that he will speak to the people who are treating the insect infestation.
3. Donovan obtained Hank Maiden's signature for the bank account transfer.
4. After discussion of the organizational structure of the Recreation Committee, Hank Maiden made the *motion* to accept the General Manager's recommendations as follows: 1) that the General Manager function as a recreational director and central coordinator of all events; 2) that each member of the current committee become the committee chairperson for primary sub-committees and spend their efforts perfecting the programs within the particular sub-committee's functional purpose; 3) that additional sub-committees be formed to increase the programs being offered to the community; and 4) that the primary goal of this restructuring is to reduce to a minimum the efforts of volunteers involved in administrative functions so as to maximize their skills and efforts in actual program development and activities. Under this format, the group recreational committee meetings that currently require considerable time and effort (with a subsequent drain on activity energy and time) will be minimized. Nancy Wolf Lee seconds; ayes all.
5. Erin stated that a letter was submitted to Leslie Riehl inviting her to the CSD meeting; she left a message with Erin that she was unable to attend. Nancy Wolf Lee made the *motion* that Donovan send a memo to her extending the invitation; Judith seconds; ayes all.
6. After some discussion re: Policies and Procedures, Nancy Wolf Lee made the *motion* to permit the Recreation Director to temporarily use the procedures submitted until final approval is given from the CSD Board at the next meeting. Hank Maiden seconds; ayes all.

### C. Roads and Easements

1. After discussion re: the debris left from the chipper, Hank Maiden made the *motion* that the District offer to return money to those for whatever portion was not picked up. Judith seconds; ayes all. Donovan agreed to call the residents involved.

### D. Water Division

1. Judith made the *motion* to extend the Water Consultant's contract (Henry Hyde) through the remainder of 1992/93 fiscal year. Hank seconds; ayes all.

2. Donovan elaborated upon his submitted report, presenting a modification of the tiered rate schedule previously under consideration; discussing long-term rate objectives, problems with the water system infrastructure, and an analysis of the water division budget.

3. After discussion of the General Manager's recommendations, Henry Hyde stated his preference for monthly billing (rather than bi-monthly as proposed by Donovan); he stated consideration of a flat rate system to be proposed in the future; and recommended changing the rate in Modification #2 in the 300 to 1,000 CF category from \$10.50 plus \$3.50/100CF to \$10.50 plus \$4.00/100CF.

4. Hank Maiden made the following *motion*: 1) that any reduction in allocation of the District Secretary's salary be reallocated for increased maintenance of the water system rather than reducing the Division budget; 2) that the reading of the meters continue on a monthly basis; 3) that the billing system be computerized; 4) that the rate modification # 2 with the adjustment of \$3.50 to \$4.00 in category 300-1,000CF be implemented; 5) that at future meetings discussion of a special election and the benefits that might accrue from a flat rate schedule be considered; and 6) that the rate implementation date be effective October 1, 1992 with the first bill received by customers in November 1992. Nancy Wolf Lee seconds; ayes all.

5. Gordon Bennett stated his objections to the process by which the proposing of the increase in rates came about. He stated objections that he, as well as others did not receive proper notice of the public hearing; that as required for a public hearing, he and others did not receive delivered notices in their mailboxes. Donovan stated that the Public Hearing notice was posted on the three bulletin boards and delivered to each Star Route mailbox during the late afternoon of July 14, 1992. The notice was also published under legal notices in the Marin Independent Journal for three consecutive Mondays beginning with Monday July 27, 1992.

-The second part of Mr. Bennett's objection had to do with the Board's disregard of the Water Committee's role in facilitating public involvement in the water rates and the process. He stated that the Water Committee was responsible for soliciting public input and drafting recommendations that were adopted by the Board for the prior year's rate increase.

-Finally Gordon stated that on the whole he agrees with the statements of the General Manager and the Water Manager that the submitted budget is fundamentally reasonable in regard to the normal operations and maintenance of the system. He stated that the citizens of Muir Beach would be willing to pay for additional needed water expenses if the need could be demonstrated. He stated that a rescheduled public hearing would be appropriate.

-Erin stated that the Water Committee was active before Henry Hyde was hired, and its activities have been diminished; she stated that the last time water rates were raised the Committee discussed various options; she did not recall it being a responsibility of the Committee to solicit community input; she felt that the General Manager and General Procedures are adequate for gaining community input.

-Nancy Lee Wolf then asked Gordon "Where are these 17 people listed as objecting to the rate changes and procedures?" She referred to tonight's meeting and the audience comprised of just Mr. Bennett and Karla Andersdatter who had left earlier. Nancy stated that the <sup>SP</sup> water rate discussions had been under consideration for several months, and had ~~been~~ included in the posted agendas and Board packets for all the Board meetings. She indicated that the District had made a sincere effort to communicate and to get the public involved.

6. Nancy Wolf Lee recommended that in the future, the serving of notice be done by public mail.

7. Hank Maiden recommended that the General Manager prepare a report to include information about the needs of the system, noting that the issue is not just raising the water rates, but just as important, the need to educate the community on: replacing valves, the ability to respond to emergency situations, being able to do regular testing, and being able to educate the community, fire protection. He recommended the report be a brief summary of his General Manager's report, and ~~to go~~ in with the next water bill. Donovan said he will include a comparison of the old rates with the new rates.



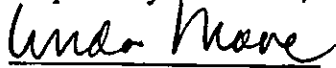
E. General & Administrative Division

1. Re: Resolution No. 92-01, an ordinance of the Board of Directors of the MBCSD approving and adopting the levy of a special tax on the real property located within the District. Donovan suggested that he will draft an informational pamphlet stating the issues, and will circulate the ordinance to the County with minor changes as suggested by the Board.
2. Hank Maiden made the *motion* that the next regular CSD meeting be held on September 23, 1992. Nancy Wolf Lee seconds; ayes all.
3. Judith made the *motion* that the General Manager's contract be continued on 3/4 time for the month of August and September. Hank seconds; ayes all. Erin expressed concerns about the budget and how the amount was to be paid.
4. Discussion of a fee for packets was postponed until the next CSD meeting.
5. Dissemination of the minutes and stamping "draft" on the minutes was postponed until the next CSD meeting.
6. Hank Maiden accepted his appointment of Vice President of the MBCSD.
7. Donovan will re-word his response to letters submitted in objection to water rates.
8. Donovan will respond to the letter from the Pelican Inn.

VIII. Adjournment

The Meeting was adjourned at 12:30 AM.

Respectfully Submitted,



Linda Moore  
Recording Secretary

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Erin Pinto  
President

# INVOICES TO BE CONSIDERED FOR PAYMENT BY THE MUIR BEACH COMMUNITY SERVICES DISTRICT

The following invoices have been received, subsequent to the regular Board meeting held on 26 August 1992. Brief details of the invoices are outlined for your consideration.

Description	Amount
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## GENERAL & ADMINISTRATIVE DIVISION 9236

California Special Districts Association: Annual convention and conference reviewing Senate Bill No. 617 approving the State budget for fiscal 1992-93	\$ 275.00 ✓
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**TOTAL G&A NON-PAYROLL EXPENSES = \$ 275.00**

## WATER DIVISION 9238

McPhails: Water meter boxes and lids. Note this expense was actually incurred in April of the past fiscal year, and was delayed pending final delivery of the boxes. Code 4160, Water Meters (carryover from 1991-92)	\$ 267.05 ✓
Goodmans Building Supply: miscellaneous materials for water storage shed, code 4162 Tank & Structures	\$ 76.80 ✓
Harvey Pearlman: code 2479, mileage & routine travel	\$ 75.00 ✓
Paradise Pools: code 2115, Chemicals & laboratory supplies	\$ 34.32 ✓
Pacific Bell: code 2534, telephone control relay	\$ 30.52 ✓
Rita Lustgarten: code 2122, water deposit refund	\$ 50.00 ✓

**TOTAL WATER DIVISION NON-PAYROLL EXPENSES = \$ 533.69**

## RECREATION DIVISION

Costco: Food supplies for Labor day BBQ, Code 2378	\$ 213.87 ✓
J. Sward: Food and wine supplies for Labor day BBQ	\$ 180.10 ✓

**TOTAL RECREATION DIVISION NON-PAYROLL EXPENSES = \$ 393.97**

**TOTAL NON-PAYROLL EXPENSES IN THIS REQUEST FOR PAYMENT APPROVAL = \$1,152.66**

**PAYROLL & CONTRACT EXPENSES FOR 7/21/92 THROUGH 8/20/92  
BY THE MUIR BEACH COMMUNITY SERVICES DISTRICT**

Payroll and contract service expenses processed for the period 7/21/92 through 8/20/92.

**PAYROLL EXPENSES**

<b>Description</b>	<b>Amount</b>
Hazel Melo, District Secretary, Water Div. 9238, Code 1003 .....	\$ 553.64 ✓
Harvey Pearlman, Maintenance Manager, Water Div. 9238, Code 1028 .....	\$ 924.00 ✓
Juana Gonzales, maid service Com. Center, Rec. 9237, Code 2096 .....	\$ 60.00 ✓
Linda Moore, recording Secretary, G&A Div., Code 1003 .....	\$ 189.00 ✓
Employee Benefits, H. Pearlman med. ins., Code 1506 .....	\$ 83.45 ✓

**TOTAL PAYROLL EXPENSES = \$1,810.09**

**CONTRACT EXPENSES**

Henry Hyde & Associates, Consultant Water Manager	
Water Division 9248, Code 2395, professional consultant .....	\$ 375.00 ✓✓
Harris Fund 429, Code 2395, professional consultant .....	375.00 ✓✓

**Associated Business & Community Consultants**

G&A Division 9236, Code 2117, cont. services for General Manager .....	\$ 675.00 ✓✓
R&E Div. 9237, " " " " " " " " .....	\$ 450.00 ✓✓
WATER Div. 9238, " " " " " " " " .....	\$ 450.00 ✓✓
REC. Div. 9239, " " " " " " " " .....	\$ 450.00 ✓✓
FIRE Div. 9249, " " " " " " " " .....	\$ 225.00 ✓✓

**TOTAL CONTRACT EXPENSES = \$3,000.00**

**HARRIS FUND**

Nute Engineering: Fund 429, Project D-4 .....	\$1,572.00 ✓
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**TOTAL PAYROLL AND CONTRACT EXPENSES = \$6,382.09**

**NON PAYROLL EXPENSES FROM ABOVE = \$1,152.66**

**TOTAL OF ALL EXPENSES FOR THIS PERIOD = \$7,534.75**

## MUIR BEACH COMMUNITY SERVICES DISTRICT MANAGER'S REPORT

**TO:** The Board of Directors  
**FROM:** Donovan Macfarlane, General Manager  
**DATE:** September 18, 1992  
**FOR:** Board of Directors Regular Meeting, Wednesday September 23, 1992

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- I. 1992-93 BUDGET EXPENSE/INCOME SUMMARY:** The adopted 1992-93 budget has been updated to include the known income and expenditures that have occurred since the beginning of the fiscal year.

The County has completed their final audit of the 1991-92 fiscal year. In addition, the County has forwarded their interim report for July 1992. The July 1992 information is included in the MBCSD budget update.

- II. REPORT ON THE CSDA CONVENTION AND THE ADOPTED STATE BUDGET:** The following comments summarize the information presented during the conference concerning Senate Bill No. 617 adopting the State budget for fiscal 1992-93.

- A. The State has reinterpreted Proposition 13, and opened the door to taking all general property taxes from special districts. For the current fiscal year, the State will take 35% of all the general (1%) property taxes and the income from the special district augmentation fund. For the current year, the maximum taking is limited to no more than 10% of the total district revenue derived from all income sources. Under certain circumstances, the comptroller general can authorize a taking of 40%, providing it does not exceed the 10% limitation.
- B. The wording in the bill is somewhat obscure and ambiguous. Therefore, further information and cleanup decisions will be required to determine exactly what the final effect is. For instance, it is unclear just what year will be used to determine the total income base for the 10% limitation. Lacking the required information, the following estimates establish the maximum and minimum ranges.
1. The maximum taking will be between \$15,500 and \$16,000.
  2. The minimum taking will be approximately \$14,500.
- C. It is important to understand that everyone, including several legislators, strongly indicated that the current budget has not solved the State's fiscal problems. Further, all of these individuals indicated that it is most likely that additional funds will be taken from special districts next year and in future years. *THE LEGISLATURE WOULD ELIMINATE ALL SP. DISTRICTS, IF POSSIBLE*
- D. At this time, the CSDA has not decided to join the Water Districts Association in their suit protesting the budget appropriation methods and taking of real property taxes. I am pursuing this course of action with both associations.

### III. RECREATION DIVISION:

A. The Labor Day Bar B Que was successful, particularly in developing community participation and interest. The following summarizes the attendance and financial results:

1. Attendance: Reservations approximately 100, and more than 100 persons in and out. At one time, I estimated approximately 125 people.

2. Financial: Gross income = ..... \$971.40  
Total expenses = ..... 393.97

Net proceeds = \$577.43

Many individuals contributed to the success of this program. Several individuals should be particularly recognized, including: Aran Collier (Bean Preparation), Janet Stump (advertising), Kathy and John Sward (food preparation), and Judith and Larry Yamamoto (food preparation).

B. The next "Community Dinner Night" has been rescheduled for Wednesday September 30, 1992. Bill Farkas has volunteered to be the "Frustrated Chef". The first announcement was posted and placed in the rural mail boxes Friday afternoon.

B. F.

C. Insect infestation: The original treatment was successfully completed. There is evidence that additional treatment is necessary in the library area. The insect consultants say this is normal, and additional treatment is scheduled for Thursday September 24. This will be a localized treatment of the library area.

D. MBCSD Recreation depository. Since the last report on this account, very little has occurred. A summary of income, expenditures, and account balance is included in the Board Packet. This format is direct from the computer tracking software, and has not been further customized.

IV. **ROADS & EASEMENTS DIVISION:** No activity has occurred in this division since the last Board meeting.

### V. GENERAL AND ADMINISTRATIVE DIVISION:

A. Ordinance No. 92-01 has been reviewed by the County counsel and all counsel recommendations have been included in that revised draft included in the board packet. The following recommendations are offered:

1. That the Ordinance be adopted in its present form, with acknowledgement that it will not be effective until approved by a 2/3ds majority of the voting voters.

2. That copies of the Ordinance be posted and delivered to the rural mail boxes within the District. Further, that copies of the Ordinance be mailed to non-

resident property owners, even though they are not registered to vote in the local election.

3. That the Board make a determination that for the 1992-93 fiscal year, no special taxes under this Ordinance, will be assessed against the real property.
- C. When the 1992-93 budget was adopted, the G&A division income included an increase in the annual fees for subscriptions for the Board packets and agenda/minute packets. No formal resolution was entertained. Therefore, it is recommended that the subscription fees for the Board packets be increased to \$60 annually, and the fees for the agenda/minute packets be increased to \$20 annually.

It is further recommended that, payment requests be included with the delivery of the September information, along with a notice that no further delivery will be made unless payment is received to acknowledge a desire to continue the subscription. **It should be noted that at least one and perhaps more subscriptions are being delivered to boxes that have not been emptied in several months, and may be to persons no longer in the District.**

**THIS CONCLUDES THE GENERAL MANAGER'S REPORT.**



RECREATIONAL ACCOUNT  
8/ 1/29 Through 9/30/92

MBCSDREC-WELLS FARGO  
9/18/92

Page 1

Category Description	8/ 1/29- 9/30/92
INCOME/EXPENSE	
INCOME	
Fund raisers	1,198.27
Gen. Fund. Inc.	45.65
Income liability	300.00
Misc. Income	20.00
Rental	660.00
Water Div. Inc.	70.52
TOTAL INCOME	2,294.44
EXPENSES	
C.C. Supplies	13.98
Expenses - Other	213.87
TOTAL EXPENSES	227.85
TOTAL INCOME/EXPENSE	2,066.59
BALANCE FORWARD	
WELLS FARGO	3,063.01
TOTAL BALANCE FORWARD	3,063.01
OVERALL TOTAL	5,129.60

**ORDINANCE NO. 92 - 01**

**ORDINANCE OF THE BOARD OF DIRECTORS OF THE  
MUIR BEACH COMMUNITY SERVICES DISTRICT  
APPROVING AND ADOPTING THE LEVY OF A  
SPECIAL TAX ON THE REAL PROPERTY  
LOCATED WITHIN THE DISTRICT**

**WHEREAS**, in accord with California Government Code Section 53901, the Board of Directors (the "Board") of the Muir Beach Community Services District (the "District") has formulated and adopted a budget for fiscal year 1992-93 (the "budget") within sixty days of the beginning of the fiscal year; and

**WHEREAS**, the budget includes revenues that have historically been derived and received from ad valorem taxes (the "taxes") applicable to land parcels within the District; and

**WHEREAS**, the District has been advised that the State of California (the "State") budget for fiscal year 1992-93, as adopted, includes a partial taking or appropriation of the real property taxes normally allocated to the District; and

**WHEREAS**, the District has been advised that it is most probable that State legislative and administrative deliberations considering future State budgets will include additional and possibly greater takings of the real property taxes normally allocated to the District; and

**WHEREAS**, the District has been advised to seek replacement, of the potential loss of the taxes appropriated by the State, through an alternative special tax on the land parcels within the District; and

**WHEREAS**, the District has conducted a public hearing to consider a rate modification and increase in the rates charged for the District's water distribution services; and

**WHEREAS**, the District has made considerable and sincere effort to decrease expenditures and to increase projected revenues through appropriate service charges, fees, fund raising and other lawful revenue earning methods available to the District; and

**WHEREAS**, with the inclusion of all the additional projected revenues resulting from these revenue increasing efforts described above, the budget still requires receipt of the taxes to avoid unlawful deficit spending while fulfilling the district obligation to provide for the District's health, safety and welfare as mandated by the District's formation, and

**WHEREAS**, the District, upon advice of Marin County officials, adopted District Resolution No. 92-07-29, calling for an Election to be held on November 3, 1992, to approve this Ordinance establishing a special tax of not less than \$86 nor more than \$255 per land parcel within the District; and

**WHEREAS**, the District requested the Marin County Board of Supervisors to consolidate the election with the General Election in November 1992.

**NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF DIRECTORS OF  
MUIR BEACH COMMUNITY SERVICES DISTRICT AS FOLLOWS:**

**SECTION 1:** The purpose and intent of the Board with respect to the Special Tax are:

- a. To replace as nearly as possible, the revenue normally received by the District in the form of real property taxes, including the special district augmentation funds that are taken from the District as a result of State budget appropriation measures adopted for fiscal 1992-93 and subsequent fiscal years.
- b. ~~The~~ The District is unable to determine at this time, the magnitude of lost revenue resulting from the State budget adoption, until clarification of the terminology included in Senate Bill No. 617 is available, the District has requested the variable special tax range previously stated. ~~The shall~~ *Measure* limit the district from assessing a tax greater than the \$255 per parcel.
- c. *That,* If the Board determines that the basic tax rate of \$86 per parcel will result in more revenue than is necessary to replace the lost real property tax income described above, the basic tax rate shall be revised to a rate lower than that set forth herein, by resolution passed by a simple majority of the Board.

**SECTION 2:** Each land parcel to be assessed under this Ordinance shall be defined as a lawful parcel created through a land subdivision and which is capable of having a habitable structure constructed within its boundaries, in compliance with all applicable required building, planning and zoning codes.

- a. Any combination of one or more legal land parcels, under a single ownership, combined for the purpose of being improved with a single habitable unit in compliance with all applicable required building, planning, and zoning codes shall be taxed as a single parcel. The issuance of a County building permit for a single habitable structure, at one time in the past or in the future, shall be confirming evidence that such a parcel exists.
- b. Any combination of one or more legal land parcels, developed with a separate habitable structure containing residential improvements, shall be considered as a single land parcel for each habitable unit.
- c. Land parcels of sub-standard land area, irregular shape, irregular topography, or any combination thereof that renders such parcels as incapable of being improved with a single habitable structure in compliance with all applicable required building, planning, and zoning codes shall not be considered as a taxable parcel under this Ordinance. Denial of a County building permit, at one time in the past or some time in the future, shall be evidence that development incapability exists.

**SECTION 3:** In order to implement this Ordinance, the Board must establish the tax to be assessed each year.

- a. The Board must find that the State budget's implementation will cause a loss in District income and impair the District's ability to fulfill its duties.
- b. The District shall establish a tax assessment dollar value that, as closely as possible replaces the actual loss of tax dollars, or any lesser value deemed adequate to balance the District budget while maintaining a reasonable level of authorized District Services.
- c. If, at the end of a fiscal year wherein this Ordinance is implemented to replace applicable lost revenues, it is determined that the District's assessment yielded more revenue than would have been determined as lost, that excess revenue shall be deducted from the loss determined in the subsequent fiscal year. If no loss is determined for the subsequent fiscal year, and the surplus is greater than \$10 per assessed parcel, the Board shall refund the surplus prior to the end of the month of December following the close of the fiscal year ending with the surplus. If the surplus is less than \$10 per assessed parcel, the Board shall hold the surplus, in trust, to offset future determinations of losses applicable to this Ordinance, or until such time as the value of the Trust is greater than \$10 per assessed parcel when a refund shall be implemented.

**SECTION 4:** The special tax imposed by this Ordinance for the purposes outlined in Section 1 is due from every person who owns real property within the District as reflected upon the rolls of the county Assessor at the same time ad valorem tax is due and is to be collected in the same manner. The Marin County Tax Collector shall collect the tax and any penalty or interest due hereunder. The full amount due under this Ordinance shall constitute a debt to the area. —

**SECTION 5:** To any amount of the tax created by this ordinance which becomes delinquent, the Marin County Tax Collector shall add a penalty in an amount equal to any penalties owing for delinquencies in the ad valorem property tax. The tax and penalty shall bear interest at the same rate as the rate for unpaid ad valorem property tax until paid.

**SECTION 6:** This Ordinance shall become effective not later than thirty (30) days after its adoption but shall not take effect unless and until it is approved by 2/3ds of the voters voting upon the Ordinance at an election to be held on November 3, 1992.

**SECTION 7:** When approved by the voters, this Ordinance shall remain in effect for a period of four (4) years. Continuation of this Ordinance shall then require approval by two-thirds (2/3) of the voters voting upon an Ordinance to authorize its continuation for an additional four (4) years.

**SECTION 8:** If any part of this ordinance is held to be invalid for any reason, such decision shall not affect the remaining portion of this Ordinance and the Board hereby declares that it would have passed the remainder of this Ordinance as if such invalid portion thereof had been deleted.

**SECTION 9:** The District Secretary shall certify the passage of this Ordinance by the Board, and cause a copy thereof to be published as required by law in a newspaper of general circulation in Marin County, and this Ordinance shall take force and effect after its passage by the voter approval supra and as provided by law.

**SECTION 10:** This Ordinance shall be introduced and made available to the voters, at least five (5) days prior to the Board meeting at which this Ordinance is to be considered for adoption by the Board. The full text of this Ordinance shall also be published once within fifteen (15) days after this Ordinance's passage, by the Board, and not less than thirty (30) days prior to the day of the General Election in which the voters are to vote on its approval.

**SECTION 11:** The District Secretary shall post a certified copy of the full text of this Ordinance, as adopted by the Board, along with the names of the board members voting for and against the Ordinance in accord with Government Code Section 36933.

**SECTION 12:** Upon approval by the voters voting in the November 3, 1992 election, the District Secretary shall cause to be recorded a certified copy of the full text of such adopted and voter approved Ordinance, in the public records of Marin County, California.

**PASSED, APPROVED, AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_  
1992 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
President

**ATTEST:**

\_\_\_\_\_  
District Secretary

**APPROVED AS TO FORM AND LEGAL CONTENT:**

\_\_\_\_\_  
District Legal Counsel

## MBCSD 1992-93 BUDGET vs. ACTUAL INCOME &amp; EXPENDITURES, (UNAUDITED REPORT)

**GENERAL FUND 428**  
**CASH LEDGER**  
**SUMMARY 1992-93 YEAR TO DATE**  
**OPENING ADOPTED 1992-93 BUDGET**

DESCRIPTION	Actual Year To Date	1992-93 Budget	To Date % of Budget	General Fund Balance
Beginning Fund Depository Balance				\$19,225
Budgeted Contingency Reserve		\$22,251		
Total G & A Division Expenditures	\$5,525	\$24,080	22.9%	
Total G & A Division Revenue	651	33,900	1.9%	
<b>G &amp; A Division Revenue - Expenditures</b>	<b>(\$4,874)</b>	<b>\$9,820</b>	<b>NA</b>	<b>\$14,351</b>
Total R & E Division Expenditures	\$5,815	\$19,218	30.3%	
Total R & E Division Revenue	290	3,270	8.9%	
<b>R &amp; E Division Revenue - Expenditures</b>	<b>(\$5,525)</b>	<b>(\$15,948)</b>	<b>NA</b>	<b>\$8,826</b>
Total Water Division Expenditures	\$14,908	\$58,000	25.7%	
Total Water Division Revenue	16,766	58,000	28.9%	
<b>Water Division Revenue - Expenditures</b>	<b>\$1,859</b>	<b>\$0</b>	<b>NA</b>	<b>\$10,684</b>
Total Recreation Division Expenditures	\$6,980	\$24,825	28.1%	
Total Recreation Division Revenue	5,823	24,843	23.4%	
<b>Recreation Div. Revenue - Expenditures</b>	<b>(\$1,157)</b>	<b>\$18</b>	<b>NA</b>	<b>\$9,528</b>
Total Fire Division Expenditures	\$5,514	\$38,259	14.4%	
Total Fire Division Revenue	0	53,415	0.0%	
(1) <b>Fire Division Revenue - Expenditures</b>	<b>(\$5,514)</b>	<b>\$15,156</b>	<b>NA</b>	
<b>TOTAL OF ALL DISTRICT REVENUE</b>	<b>\$23,530</b>	<b>\$173,428</b>	<b>13.6%</b>	
<b>TOTAL OF ALL DISTRICT EXPENDITURES</b>	<b>\$33,227</b>	<b>\$126,123</b>	<b>26.3%</b>	
(1) <b>EQUITY CHANGE, REVENUE - EXPENDITURE</b>	<b>(\$9,697)</b>	<b>\$47,305</b>	<b>-20.5%</b>	<b>\$9,528</b>
(1) Fire Division funds are restricted for Fire Division use, and are not included in the General Fund Balance.				

**CAPITAL RESERVE HARRIS FUND 429**

Account Code	OPERATIONS & MAINTENANCE EXPENDITURES	Actual Year to Date	92-93 Budget	To Date % of Budget	91-92 Actual	July	Aug	Sep
2395	Consulting Engineer	\$1,125	\$4,500	25%	\$4,500	\$375	\$375	\$375
4145	Harris Plan D-4	4,882	41,000	12%	NA	3,310		1,572
	<b>TOTAL EXPENDITURES =</b>	<b>\$6,007</b>	<b>\$45,500</b>	<b>13%</b>	<b>\$4,500</b>	<b>\$3,685</b>	<b>\$375</b>	<b>\$1,947</b>
<b>REVENUE</b>								
9007	Special Tax Assessment	\$0	\$23,500	0%	\$23,468			
9031	Special Surcharge Account	90	540	17%	13,431	45	30	15
9201	Interest on unused Fund Balance	262	1,000	26%	2,850	262		
9377	County Assistance Grant	10,000	10,000	100%	0	10,000		
	<b>TOTAL REVENUE RECEIVED =</b>	<b>\$10,352</b>	<b>\$35,040</b>	<b>30%</b>	<b>\$39,749</b>	<b>\$10,307</b>	<b>\$30</b>	<b>\$15</b>
	Beginning Cash Balance	\$38,364	\$38,364					
	Change in Balance, Income less Expenses	4,345	(10,460)					
	<b>ENDING CASH BALANCE =</b>	<b>\$42,709</b>	<b>\$27,904</b>		<b>\$38,364</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## MBCSD 1992-93 BUDGET vs. ACTUAL INCOME &amp; EXPENDITURES, (UNAUDITED REPORT)

**GENERAL & ADMINISTRATIVE DIVISION 9236, FUND 428**

Account Code	OPERATIONS & MAINTENANCE EXPENDITURES	Actual Year to Date	92-93 Budget	To Date % of Budget	91-92 Actual	July	Aug	Sep
1003	District Secretary	\$831	\$3,600	23%	\$1,928	\$277	\$277	\$277
1005	Recording Secretary	564	1,500			222	153	189
1404	Social Security	61	120	51%	147	19	21	21
1506	Employee Benefits	8	250	3%	0	3	3	3
2049	Conferences & Meetings	275	900	31%	754			275
2059	General Insurance	1,165	1,165	100%	0	1,165		
2117	Cont. & Out. Serv., General Manager	2,025	5,625	36%	6,750	675	675	675
2119	Publications & Advertisement	128	1,200	11%	484		128	
2130	Postage & mail expense	0	100	0%	8			
2133	Office Supplies	7	300	2%	1,347		7	
2137	Administrative use of copier	269	2,300	12%	1,076	98	171	
2352	Auditor & County fees	0	4,000	0%	2,992			
2479	Mileage & Routine Travel	0	600	0%	326			
2534	Telephone	192	1,200	16%	579	62	129	
2720	Gen. Administrative Exp.	0	300	0%	0			
<b>Total Operations &amp; Maintenance Expenses =</b>		<b>\$5,525</b>	<b>\$23,160</b>	<b>24%</b>	<b>\$16,391</b>	<b>\$2,521</b>	<b>\$1,564</b>	<b>\$1,440</b>

**CAPITAL EXPENDITURES**

4048	Building Improvements	\$0	\$450	0%	\$0			
4093	Equipment & furnishings	0	470	0%	798	0	0	0
<b>Total Capital Expenditures =</b>		<b>\$0</b>	<b>\$920</b>	<b>0%</b>	<b>\$798</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL G &amp; A EXPENDITURES =</b>		<b>\$5,525</b>	<b>\$24,080</b>	<b>23%</b>	<b>\$17,189</b>	<b>\$2,521</b>	<b>\$1,564</b>	<b>\$1,440</b>

**REVENUE**

9001	Property Taxes, Secured	\$0	\$28,800	0%	\$28,420			
9002	Property Taxes, Unsecured	0	1,300	0%	1,429			
9003	Property Taxes, Secured delinquent	0	0	n.a.	555			
9004	Property Taxes, Secured Redemptions	0	0	n.a.	832			
9020	Special Dist. Augmentation Fund	0	0	n.a.	14,616	0		
9041	Supplemental Assessment, current	120	0	n.a.	1,406	120		
9043	Supplemental Assessment, redemptions	0	0	n.a.	88			
9280	Hoptr. St.	1	0	n.a.	627	1		
9772	Miscellaneous Income (Copier)	529	2,000	26%	n.a.	241	238	50
9280	General Income, Fees & Charges	0	1,800	0%	300			
<b>TOTAL G&amp;A REVENUE =</b>		<b>\$651</b>	<b>\$33,900</b>	<b>2%</b>	<b>\$48,272</b>	<b>\$363</b>	<b>\$238</b>	<b>\$50</b>
<b>G &amp; A REVENUE - EXPENDITURES =</b>		<b>(\$4,874)</b>	<b>\$9,820</b>	<b>n.a.</b>	<b>\$31,083</b>	<b>(\$2,158)</b>	<b>(\$1,326)</b>	<b>(\$1,390)</b>

## MBCSD 1992-93 BUDGET vs. ACTUAL INCOME &amp; EXPENDITURES, (UNAUDITED REPORT)

**ROADS & EASEMENTS DIVISION 9237, FUND**

Account Code	OPERATIONS & MAINTENANCE EXPENDITURES	Actual Year to Date	92-93 Budget	To Date % of Budget	91-92 Actual	July	Aug	Sep
1028	Maintenance Manager	\$0	\$1,440	0%	\$879			
1073	Extra Hire, General Maint. Person	0	5,040	0%	2,382			
1404	FICA	0	503	0%	128			
1506	Employee Benefits	0	120	0%	0			
1701	Worker's Compensation Ins.	0	500	0%	225			
2059	General Insurance	1,165	1,165	100%	1,281	1,165		
2077	Routine Repairs	0	500	0%	105			
2078	General Maintenance	0	1,000	0%	1,591			
2094	Roads reconstructed	800	n.a.	n.a.	157	800		
2117	Cont. & Out. Serv., General Manager	1,350	3,750	36%	0	450	450	450
2137	Copier Expense, Notices	0	100	0%	0			
2249	Small Tools & Instruments	0	500	0%	0			
2501	Gas, oil & Gr	0	100	0%	3			
2741	Chipper	2,500	4,500	56%	0	2,500		
<b>TOTAL ROAD &amp; EASEMENT EXPENDITURES</b>		<b>\$5,815</b>	<b>\$19,218</b>	<b>30%</b>	<b>\$6,751</b>	<b>\$4,915</b>	<b>\$450</b>	<b>\$450</b>
<b>REVENUE</b>								
9248	Restricted Donations & Fund Raisers	\$290	\$1,000	29%	\$0	\$270	\$20	
9772	General Income, Fees & Charges	0	2,270	0%	0			
<b>TOTAL ROADS &amp; EASEMENTS REVENUE =</b>		<b>290</b>	<b>3,270</b>	<b>9%</b>	<b>0</b>	<b>\$270</b>	<b>\$20</b>	<b>\$0</b>
<b>REVENUE - EXPENDITURES =</b>		<b>(\$5,525)</b>	<b>(\$15,948)</b>	<b>n.a.</b>	<b>(\$6,751)</b>	<b>(\$4,645)</b>	<b>(\$430)</b>	<b>(\$450)</b>



## MBCSD 1992-93 BUDGET vs. ACTUAL INCOME &amp; EXPENDITURES, (UNAUDITED REPORT)

**WATER DIVISION 9238, FUND 428**

Account Code		Actual Year to Date	92-93 Budget	To Date % of Budget	91-92 Actual	July	Aug	Sep
<b>PERSONNEL EXPENDITURES</b>								
1003	District Secretary	\$831	\$3,600	23%	\$7,199	\$277	\$277	\$277
1004	Meter Readers	270	1,080	25%	1,170	90	90	90
1028	Maintenance Manager	3,466	9,600	36%	6,765	1,264	1,278	924
1404	Social Security	331	1,630	20%	1,503	120	119	92
1506	Medical Plan	250	1,000	25%	604	83	83	83
1701	Worker's Comp. Insurance	255	1,000	25%	673	93	94	68
<b>Total Personnel Expenses =</b>		<b>\$5,403</b>	<b>\$17,910</b>	<b>30%</b>	<b>\$17,914</b>	<b>\$1,927</b>	<b>\$1,941</b>	<b>\$1,535</b>

**OPERATION & MAINTENANCE EXPENDITURES**

2058	Annual Inspection Fee	\$0	\$350	0%	\$0			
2059	General Insurance	1,765	1,765	100%	2,316	1,765		
2077	Routine Repairs	356	1,400	25%	3,364	356		
2096	Building Repair	0	500	0%	121			
2115	Lab Supplies & Testing	195	1,000	20%	787	35	126	34
2117	General Manager	1,350	3,750	36%	0	450	450	450
2122	Refunds	123	200	62%	593	73		50
2130	Postage	7	230	3%	204	2	5	
2133	Office Supplies	3	350	1%	420	3		
2137	Copier Use	28	?	n.a.	n.a.	13	15	
2221	Public & Legal Notices	0	135	0%	7			
2325	Contract Service - Maintenance	1,112	3,000	37%	6,922	1,076	36	
2395	Prof. Consultant, Water Manager	1,125	4,500	25%	4,250	375	375	375
2479	Mileage & Routine Travel	225	900	25%	755	75	75	75
2534	Telephone, Tank Control Relay	61	370	16%	567	31		31
2535	Electricity for pumps	667	5,500	12%	5,388	667		
<b>Total Operations Expenses =</b>		<b>\$7,017</b>	<b>\$23,950</b>	<b>29%</b>	<b>\$25,694</b>	<b>\$4,920</b>	<b>\$1,082</b>	<b>\$1,015</b>

<b>Total Personnel &amp; Operations Expenses =</b>	<b>\$12,420</b>	<b>\$41,860</b>	<b>30%</b>	<b>\$43,608</b>	<b>\$8,847</b>	<b>\$3,023</b>	<b>\$2,549</b>
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**CAPITAL EXPENDITURES**

4093	Equipment	\$0	\$1,000	0%	\$0	\$0	\$0	\$0
4160	Water Meters	267	1,800	15%	1,964			267
4162	Water Supply Study	77	2,000	4%	3,364			77
4169	Const. Proj. Impr. Cost., Reserve	1,319	6,840	19%	0	1,264	55	
4197	Water System Repairs/Upgrade	825	4,500	18%	4,618	825		
<b>Total Capital Expenditures =</b>		<b>\$2,488</b>	<b>\$16,140</b>	<b>15%</b>	<b>\$9,946</b>	<b>\$2,089</b>	<b>\$55</b>	<b>\$344</b>

<b>TOTAL WATER EXPENDITURES =</b>	<b>\$14,908</b>	<b>\$58,000</b>	<b>26%</b>	<b>\$53,554</b>	<b>\$8,936</b>	<b>\$3,078</b>	<b>\$2,893</b>
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**REVENUE**

9025	Water Billing	\$9,666	\$58,000	17%	\$42,035	\$4,460	\$2,316	\$2,890
9025R	Refundable Customer Deposits	150	?	n.a.	n.a.	100	50	
9377	Local Assistance Grant	7,100	n.a.	n.a.	0			
9763	Other Revenue, miscellaneous	7,787	0	n.a.	NA			71
<b>Total Non Tax Revenue =</b>		<b>\$16,766</b>	<b>\$58,000</b>	<b>29%</b>	<b>\$42,035</b>	<b>\$4,560</b>	<b>\$2,366</b>	<b>\$2,890</b>

Property Tax Revenue	\$0	\$0	n.a.	\$11,519			
<b>TOTAL WATER REVENUES =</b>	<b>\$16,766</b>	<b>\$58,000</b>	<b>29%</b>	<b>\$53,554</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>REVENUE - EXPENDITURES =</b>	<b>\$1,858</b>	<b>\$0</b>	<b>n.a.</b>	<b>\$0</b>	<b>(\$8,936)</b>	<b>(\$3,078)</b>	<b>(\$2,893)</b>
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## MBCSD 1992-93 BUDGET vs. ACTUAL INCOME &amp; EXPENDITURES, (UNAUDITED REPORT)

**RECREATION DIVISION 9239, FUND 428**

Account Code	OPERATIONS & MAINTENANCE EXPENDITURES	Year to Date	92-93 Budget	To Date % of Budget	91-92 Actual Expense	July	Aug	Sep
1073	Extra Hire	\$196	\$200	98%	NA	\$76	\$120	
2041	Recreational Programs	0	5,215	0%	1,050			
2059	General Insurance	2,222	1,600	139%	1,822	2,204	18	
2077	Routine Repair	0	300	0%	441			
2096	Building Cleaning & Maintenance	270	2,560	11%	1,603		270	
2097	Grounds Maintenance	0	1,000	0%	1,421			
2117	Cont. Serv., General Manager	1,350	3,750	36%	NA	450	450	450
2119	Publication Expense	0	400	0%	0			
2122	Refunds of rental security deposits	150	?	n.a.	n.a.		150	
2133	Office Supplies & Postage	29	75	39%	59		29	
2137	Copier Expense	81	300	27%	NA	53	27	
2259	Garbage Removal	77	310	25%	308	77		
2366	Building Supplies	14	450	3%	440			14
2369	General Recreation Supplies	0	200	0%	NA			
2378	Fundraisers & Related Expenses	656	1,000	66%	345	93	169	394
2380	New Program Start-up Expense	0	1,000	0%	NA			
2534	Telephone	66	390	17%	387	35	31	
2535	Electricity for Community Center	180	1,200	15%	1,092	105	75	
<b>Total Operations &amp; Maintenance Expenses =</b>		<b>\$5,290</b>	<b>\$19,950</b>	<b>27%</b>	<b>\$8,968</b>	<b>\$3,093</b>	<b>\$1,340</b>	<b>\$858</b>
<b>CAPITAL EXPENDITURES</b>								
4045	Block Grant: Insulation & Skylights	\$0	\$2,925	0%	\$5,010			
4048	Bldg. Improve., Office/Sprink. Sys.	0	350	0%	3,469			
4093	Equipment & Furnishings	0	800	0%	433			
4243	Playground	1,689	n.a.	n.a.	22,935	1,689		
4381	Contingency Reserve	0	800	0%	NA			
<b>Total Capital Expenditures =</b>		<b>\$1,689</b>	<b>\$4,875</b>	<b>35%</b>	<b>\$31,847</b>	<b>\$1,689</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL RECREATION EXPENDITURES =</b>		<b>\$6,980</b>	<b>\$24,825</b>	<b>28%</b>	<b>\$40,815</b>	<b>\$4,782</b>	<b>\$1,340</b>	<b>\$858</b>
<b>REVENUE</b>								
<b>BEGINNING CASH BALANCE</b>		<b>\$2,768</b>	<b>\$2,768</b>	<b>100%</b>	<b>\$1,382</b>			
9224	Grounds Rental, Playground	0	200	0%	NA			
9248	Restricted Donations	0	440	0%	NA			
9255	Rental of Building	1,000	4,000	25%	2,191	320	20	660
9255R	Refundable Rental Deposits	600	?	n.a.	n.a.		300	300
9258	Donations General, Fund Raisers	10	6,575	0%	NA		10	
9811	Recreation Other, Start-up Programs	43	1,000	4%	754	43		
9834	Resident Handbook, Ad Sales	0	400	0%	NA			
9937	Bistro & Community Dinners	1,402	7,260	19%	1,052		251	1,151
9900	Grant Revenue, Community Block Grant	0	2,200	0%	3,775			
<b>Total General Revenue =</b>		<b>\$5,823</b>	<b>\$24,843</b>	<b>23%</b>	<b>\$9,154</b>	<b>\$363</b>	<b>\$581</b>	<b>\$2,111</b>
Income Allocated from Property Taxes		\$0	\$0	n.a.	\$8,726			
<b>TOTAL RECREATION REVENUE =</b>		<b>\$5,823</b>	<b>\$24,843</b>	<b>23%</b>	<b>\$17,880</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL (REVENUE - EXPENDITURES) =</b>		<b>(\$1,157)</b>	<b>\$18</b>	<b>n.a.</b>	<b>(\$22,935)</b>	<b>(\$4,782)</b>	<b>(\$1,340)</b>	<b>(\$858)</b>

## MBCSD 1992-93 BUDGET vs. ACTUAL INCOME &amp; EXPENDITURES, (UNAUDITED REPORT)

**FIRE DIVISION 9240, FUND 428**

Account Code	OPERATIONS & MAINTENANCE EXPENDITURES	Year to Date	92-93 Budget	To Date % of Budget	91-92 Actual Expense	July	Aug	Sep
1701	Worker's Compensation, Vol. Personnel	\$644	\$2,500	26%	\$644		\$644	
2020	Cal OSHA, Hepatitis Vaccinations	0	2,800	0%	NA			
2059	General Insurance	4,136	4,136	100%	5,602	4,136		
2085	Radio Maint. & Supply	57	1,000	6%	1,239		57	
2086	Fire Trucks & Vehicle Maintenance	0	1,200	0%	1,010			
2117	Cont. Serv., General Manager	675	1,875	36%	NA	225	225	225
2137	Copier Use	1	?	n.a.	n.a.	1		
2246	Rent for Firehouse	0	50	0%	50			
2273	Training	0	3,600	0%	4,349			
2362	Special Programs, Bar-B-Que	0	5,000	0%	NA			
2501	Gas & Oil	0	600	0%	108			
2531	Fire Hose	0	3,500	0%	0			
<b>Total Operations &amp; Maint. Expenses =</b>		<b>\$5,514</b>	<b>\$26,261</b>	<b>21%</b>	<b>\$13,002</b>	<b>\$4,362</b>	<b>\$926</b>	<b>\$225</b>
<b>CAPITAL EXPENDITURES</b>								
4093	Fire Equipment, Spec. Hose Fittings	\$0	\$2,223	0%	\$5,234			
4801	Misc. Equip. & Small Tools	0	500	0%	NA			
4827	Spec. Equip., W. Marin Grant	0	9,275	0%	12,249			
<b>Total Capital Expenditures =</b>		<b>\$0</b>	<b>\$11,998</b>	<b>0%</b>	<b>\$17,483</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL FIRE EXPENDITURES =</b>		<b>\$5,514</b>	<b>\$38,259</b>	<b>14%</b>	<b>\$30,485</b>	<b>\$4,362</b>	<b>\$926</b>	<b>\$225</b>
<b>REVENUE</b>								
9900	Forestry Grant	\$0	\$1,000	0%				
9258	MBVFD Donations	0	17,000	0%	5,800			
9377	West Marin Grant	0	10,415	0%	13,389			
9400	Other Agency Aid, (Marin Fire Dept.)	0	2,500	0%	0			
9763	Other Revenue, MBVFD Bar-B-Que	0	22,500	0%	NA			
<b>Total Operational Revenue =</b>		<b>\$0</b>	<b>\$53,415</b>	<b>0%</b>	<b>\$19,189</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Property Taxes		\$0	\$0	n.a.	\$11,296			
<b>TOTAL FIRE REVENUES =</b>		<b>\$0</b>	<b>\$53,415</b>	<b>0%</b>	<b>\$30,485</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>REVENUE - EXPENDITURES =</b>		<b>(\$5,514)</b>	<b>\$15,156</b>	<b>n.a.</b>	<b>\$0</b>	<b>(\$4,362)</b>	<b>(\$926)</b>	<b>(\$225)</b>
<b>Fire Station Reserve Fund (Restricted)</b>								
6985	Fire Station Building Fund Reserve	Balance =	\$7,243					

**OFFICIAL MINUTES OF THE  
MUIR BEACH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
HELD ON SEPTEMBER 23, 1992**

**Directors present:** Erin Pinto, president; Robin Collier; and Nancy Wolf Lee. Director Maiden arrived 5 minutes after the meeting was called to order.

**Absent:** Judith Yamamoto

**I. Call to order.** President Pinto called the meeting to order at 7:08 P.M.

**II. Review and consideration of Agenda.** President Pinto requested that all future Agendas include a line item for each of the District's divisions, even if no activity has occurred to require a formal report. Director Collier then motioned to approve the Agenda; 2nd by Director Lee; ayes all.

It was later noted that the last three Agenda section numbers are incorrectly numbered as VI. Water Division, VII. Volunteer Fire Department, and VII General Manager's Report. These were corrected to numbers VII, VIII, and IX respectively, in these minutes. It is requested that the Board approve the corrections during the minute considerations.

**III. Review and consideration of drafts for the Minutes of the August 26, 1992 Board meeting.** The General Manager submitted a list of suggested corrections as follows:

- A. Section VI, A-1 2nd line should read "received since *June. The* updating".
- B. Section VI, A6 3rd and forth lines should read "transactions *versus dollar amounts, resulting in* inefficiency of the accounting system. *He recommended a*"
- C. Section VI, A6 lines 4 and 5 should read "rate account, *with a maximum balance of \$10,000 and a maximum authorized check value of \$1,000 (printed on the checks).* He"
- D. Section VI, D-5 pgh. 5, the word *been* at the right side of line four is misspelled.
- E. Director Maiden pointed out that Director Lee's names are reversed at the beginning of Section VI, D-5 pgh. 5. He further pointed out the next to last line in Section VI, D-7 should read "and *it goes* in with".
- F. Director Maiden motioned to approve the minutes as amended; 2nd by Director Lee; ayes all.

**IV. Review and consideration of bills and expenses.** The General Manager briefly reviewed the bills and expenses to be paid, and pointed out that several of the bills cover expenses incurred during the previous fiscal year.

Director Maiden motioned to approve the bills as submitted; 2nd by Director Lee; ayes all.

**V. Public open time.**

- A. **Old Business.** There were no requests from the public for Old Business.
- B. **New Business.** There were no requests from the public for new business. President Pinto then introduced information concerning the State Highway Departments moves to minimize their mitigation proposals resulting from the Highway One landslide. They have submitted a proposal to the Coastal Commission requesting approval of mitigation of a reduced area that

does not consider Redwood Creek and its Muir Beach outlet. Discussion of the District's interests followed, and due to the pressing time limitations, it was determined that the Board should take some action tonight.

Director Collier motioned that the General Manager write a letter to the Coastal Commission, the Technical Advisory Committee, and Supervisor Giacomini, to the effect that the Muir Beach Community Services District board of Directors seriously object to this request by the Highway Department, and strongly requests that the studies and mitigation recommended by the Technical Advisory Committee be continued and implemented as applicable. 2nd by Director Lee; ayes all.

## **VI. Old business.**

- A. Considerable discussion was entertained referring to the Minutes of May 27, 1992 and the minute's wording of Director Miaden's comments concerning Ms. Riehl. Director Maiden stated that the minutes do not correctly reflect his recollection of his comments and intent. He indicated the quotation was incorrectly taken out of context. He indicated his desire to support the efforts of volunteers. The length of time since the meeting, combined with the general confusion exacerbates the difficulty of correctly wording the minutes. He would prefer that the reference be stricken from the minutes.

Director Collier motioned that the reference be stricken from the minutes. The motion died for a lack of 2nd, with some discussion indicating discomfort with such action. Director Lee asked if Ms. Riehl had been invited to this meeting. The manager confirmed that he had conversed with Ms Riehl, on the telephone in reference to this and several other matters.

The manager was instructed to compile a summary of this section of the recordings of the May 27th meeting, as soon as possible, for review and consideration by the Board. He was also instructed to invite Ms Riehl to attend the next meeting.

- B. The manager pointed out that the Budget Report has been corrected to include account code 9031, under Fund 429 (Harris Fund), to account for income from the 4 properties remaining under the water surcharge of \$15 per month.
- C. Consideration of establishing a General Expenses Depository, as reviewed in the Board Packet for the August 26, 1992 meeting, was entertained. The manager reviewed the major factors of his previous report and the advantages of establishing such an account.

Director Collier motioned that the manager take the necessary steps to establish a General Expense Depository account, in accord with the recommendations of the August 26, 1992 report. He included in the motion that bonding requirements be reviewed, and complied with as applicable to the manager, finance director/secretary, and all members of the Board. 2nd by Director Maiden. Ayes all.

## **VII. Water Division.** The consulting water manager reviewed his report of the water division activities since the last meeting and water production for the month of August.

- A. Preparations are being made for the next phase of Harris Project work, involving the inter-tie

from the west end of Charlotte Way, to Sunset Way. The manager is arranging for the necessary easements to be granted by property owners adjacent to the route of the inter-tie.

- B. Proposals have been requested for replacement of the three main valves found to be inoperative during emergency repair of the main line break located in the lower tank area. Repair or replacement of these valves is necessary to preserve service integrity during emergency conditions. Scheduling of the project is subject to cash flow availability during the current low income months.
- C. The consulting manager indicated problems with the recycle area located adjacent to the main wells and pump house. There have been several instances of unknown people using the site as a dump area for general debris. In addition, the Conservation Corps providing the recycle service has experienced problems in making timely pickup, permitting excessive recycle material to overflow.

The general manager was instructed to review the situation, write letters requesting additional bins and prompt pickup service, and to prepare a notice guideline to Muir Beach residents.

- D. The general manager discussed ~~the~~ <sup>the</sup> today's water line break that occurred as a result of construction at 109 Sunset. The discussion included the contractor's need to temporarily close the west end of Sunset Way for part of the day. The contractor had the broken line repaired by his plumber, who was on the sight, as one of the options presented to him by the general manager. The contractor was instructed to place notices or to verbally advise the residents to be effected by the temporary closing; to arrange the closing during low traffic hours (10 A.M. to 2 P.M.); and to be prepared to open the road immediately if an emergency occurs.

#### VIII. Volunteer Fire Division. Fire Chief Farkas reported on the divisions activities.

- A. The State Senate adopted a bill requiring class B operator's licenses for all persons operating a vehicle with a gross weight exceeding 26,000 lbs. In review of the equipment records, it appeared that the drivers of our fire truck would be required to qualify for the \$75 class B license. Fortunately, when the applicable drivers took the vehicle to DMV, for the test, the actual weight was determined to be less than 26,000 lbs. The class B license is not required for our vehicles.
- B. The division has further researched the training necessary to achieve full certification as a qualified volunteer fire fighter. Initial information had indicated the cost, for all the volunteers, would be approximately \$3,600. New information indicates the cost will be approximately \$600 for books and materials, with instruction furnished by qualified County/State fire personnel. ① Free of charge
- C. Shelving for the MBVFD shirts, will be completed by next Monday. The shelves are to be located in the community center loft area closet. The shirts will be inventoried as they are placed in the shelves, and Marilyn Kriegel has agreed to take charge of the shirt sales and fiscal accounting.
- D. During their meeting Tuesday night, the MBVFD unanimously agreed to join with recreation director's suggestion that the annual Halloween Party (October 31, 1992) be jointly sponsored

as a fund raiser by the CSD and the MBVFD. The operational, maintenance, and cleanup activities will be jointly shared by the volunteers from both the Fire and Recreation divisions. Profits (the expense is the \$500 cost for the band) will be divided equally between the two divisions, to be used in meeting their budgetary obligations.

**IX. General Manager's Report.** The general manager reported on the following activities.

- A. No activity has occurred in roads and easements. Plans are being prepared to begin drainage swale clearing during October. Plans are also being prepared to replace several deteriorating stairs on the easement from the community center to Sunset Way. The next priority is restoration of the deteriorated areas for the easement from Sunset to Little Beach. Work will begin in late October, and progress in accord with available limited funds.

The general manager requested clarification of what several residents have reported as construction of a fence closing what they believe is an easement connecting Seacape/Ahab (junction) and Sunset. The preliminary consensus of the Board members is that an easement does not exist in this location. Additional review of the official maps, as soon as copies can be obtained, was suggested.

- B. State appropriation of District income. The general manager reported on information gained during his attendance of the California Special District Association meeting held in San Diego. Essentially, the State has reinterpreted Proposition 13, and determined that the State was delegated the distribution of real property taxes, as they feel equitable. For the current fiscal year, the State is taking 35% (and under special conditions the State Comptroller may increase this to 40%) of all real property taxes normally allocated to special districts. The State defines the real property taxes as including the special district augmentation fund along with all other ad valorem taxes. A limitation precludes the State from taking more than 10% of a District's gross income resulting from all sources.

The manager emphasized that the shifting from taking the augmentation fund, has effectively permitted the State to deviously take 10% of all the District's income, including special taxes and fund raising events.

The Water District's Association has indicated they will initiate suite. However, at this time, the Special District Association has not decided to take action, and indicated some reluctance to take action.

Additional discussion was entertained between the Board members and the general manager. The general manager was instructed to continue pursuit of information and whatever meaningful actions available, including writing letters.

- C. Ordinance 92-01. Considerable discussion was entertained concerned this proposed ordinance. As the manager had recommended the Board assess no taxes for the current year, the discussion centered on the need for the ordinance.

Director Maiden indicated dissatisfaction with the complexity of the ordinance, and questioned why it couldn't be in the shorter simple form of previous Muir Beach taxing ordinances. He encouraged simplicity for all future ordinances.

Discussion was entertained on the limited timing permitted by the State's budget actions; the time requirements to meet statutory deadlines; the uncertainty of the State's final budget actions; and the fact that the District's adopted budget has provided for loss of the augmentation fund. The maximum taking of funds, by the State will reduce the District's budgeted income by approximately \$1,000, and the manager indicated that this could possibly be offset by other funding methods.

The Directors questioned the continued need for requesting the tax measure, under the current conditions. The general consensus is that further study and consideration is required to develop a measure that will be acceptable to the citizens, while preserving the ability of the District to continue its services.

The manager pointed out that the measure cannot be removed from the election ballot, and that the cost (\$2.50 per registered voter) will be charged to the District. The election item cannot be voided; however, the Board can recommend that the public vote against the measure. The manager recommended such an action, with the caveat that effort be continued on development of future revenue methods to replace the funds which the State has indicated they will take from the districts in future years. If the State had implemented their maximum proposed taking this year, the District would not have been able to meet its obligations.

Director Collier motioned that adoption of the Ordinance be denied, and the general manager take all possible actions to inform the voters that they should vote "NO" on the ballot, to assure that the measure does not pass by accident. 2nd by Director Maiden; Ayes all.

- D. The manager reviewed the Recreation Division's activities, and reported that the Labor Day Bar-B-Que received many nice complements from the citizens. The net proceeds on the Bar-B-Que were \$577.43. The current balance in the depository is \$5,129.60, including refundable deposits of \$300.

Upcoming fund raising events include the "Community Dinner Night" scheduled Wednesday September 30, 1992; the "Halloween Night" scheduled October 31, 1992, and plans are being developed for a "Champaign Sunday Brunch".

- E. Discussion was entertained concerning increasing the subscription fees for persons desiring complete Board Packets and Agenda/Minute packets. There was some diversity in the range of potential increases. Directors expressed their desire to encourage public participation. The consensus was that the manager's recommended increases were excessive, and might discourage public participation.

In recognition of the severe budget restraints, and the need for District activities to be self supporting, Director Collier motioned that the annual fees be increased to \$40 for the Board Packets, and \$15 for the Agenda/Minute packets. The October packet should include a billing for the 1992-93 fiscal year, with a notice that payment should be received prior to the November delivery date, for continued delivery of the information to subscribers. Director Lee 2nd. Ayes all.



- F. Discussion was entertained on the regular scheduling of the Board meeting nights. In consideration of previous recommendations by the manager, combined with time schedules of most Board members, Director Collier motioned that the regular Board meeting night be changed to the 3rd Wednesday of each month; continue to start at 7 P.M.; and the next meeting be held on Wednesday October 21, 1992. 2nd by Director Maiden; Ayes all.
- G. Discussion was entertained concerning the recording secretary's resignation. The manager related that the cost of the recording secretary was approximately \$160 per month in 1991-92. He is taking the minutes for tonight's meeting, and recommends that temporarily he continue doing so. He indicated that the additional demands on his time would cost approximately \$100, for a \$60 monthly savings. However, his main interest is in more timely receipt of the draft minutes.

Director Collier motioned that the general manager be appointed as the recording secretary, on a month to month basis with additional monthly compensation of \$100. 2nd by Director Maiden; Ayes all.


Brief discussion was considered concerning the draft minutes, and circulation. This was deferred for further consideration at the next Board meeting.

- H. Brief discussion concerning the Recreation Division policies and forms was entertained. At the last meeting, the Board motioned temporary use of the existing forms until tonight's Board meeting. The manager indicated he had not had time to properly review the documents, and recommended temporary continuation of the use of the current forms and policies. Director Collier motioned to continue the use of current forms and policies, with the general manager to prepare a report for the Board for consideration at the next meeting. 2nd by Director Maiden; Ayes all.

**X. Adjournment.** The meeting was adjourned at 9:16 P.M.

These minutes were approved by the Muir Beach Community Services District Board of Directors, during their meeting on 21 October 1992.

  
Erin Pinto, Board President

Attest:   
Donovan Macfarlane, Recording Secretary

Buz. #1

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**MUIR BEACH COMMUNITY SERVICES DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING TO BE HELD IN  
THE COMMUNITY CENTER, 19 SEACAPE, MUIR BEACH, CALIFORNIA  
WEDNESDAY OCTOBER 21, 1992 AT 7:00 PM**

**DIRECTORS:** Erin Pinto, president; Robin Collier, Nancy Wolf Lee, Hank Maiden, and Judith Yamamoto, directors.

**AGENDA**

- I.** Call the meeting to order.
- II.** Review and consideration of the October 21, 1992 Agenda.
- III.** Review and consideration of draft minutes of the September 23, 1992 Board meeting.

**NOTE:** Draft minutes are on file in the General Manager's office, and have been distributed to Board members and department heads, for review and correction. **Copies of approved Official Minutes are included in Board Packets for general review.**

- IV.** Consideration of bills and expenses received subsequent to the September 23, 1992 meeting.
- V. PUBLIC OPEN TIME:** California State Law prohibits Board action on any item, within its jurisdiction, that has not been listed on the lawfully posted Agenda unless: *1) upon a determination by a majority of the Board that an emergency situation exists; 2) upon a determination by a two-thirds majority of the Board (or by no less than three members, if less than the entire Board is present) that the need to take action arose subsequent to the Agenda being posted; or 3) the item was posted for a prior Board meeting, occurring not more than five (5) days prior to the date action is taken on the item, and at the subject prior meeting, the item was continued to the meeting at which action is being taken. Other items will generally be received as information, or referred to staff for further consideration prior to the next scheduled meeting of the board. As a matter of procedure, the Board may limit individual presentations to no more than five minutes. Individual presentations should involve non repetitive items, and non-repetitive supporting information.*

**PUBLIC INPUT**

**Old business:** The public may request further consideration, clarification, or modification of business items previously considered and acted upon by the Board. To do so, the public must refer to the specific minute item and date of the approved minutes.

**New Business:** The public may introduce items of new business, not included in the posted Agenda, that they wish the Board to consider at a future meeting, or they may present substantiating evidence to support emergency consideration. The presentation should include information and details offering a clear understanding of the problem to be considered.

**In addition to foregoing public input, the public has the right and will be invited to comment on any and all items listed on the posted Agenda. This public comment is subject to the same time and content limitations outlined above.**

**VI. OLD BUSINESS:** The following items were considered during the meeting of September 23, 1992; however action was deferred for further consideration during this meeting.

- A. Final review and if appropriate modification of that section of the minutes for the meeting of May 27, 1992 referring to Director Maiden's comments concerning Ms. Riehl.
  - 1. Leslie Riehl has been invited to this meeting and has confirmed that she will attend. She has stated that she would like to have this matter resolved.
  - 2. The General Manager was instructed to compile a summary of that portion of the tape recording of the May 27, 1992 meeting. However, as the tape was not returned to the Manager, in time for transcription, this has not been done.
- B. Report on the General Expense Depository Account, as motioned in the September 23, 1992 meeting.
- C. Report on recycle area problems.
- D. Report on the questioned easement from the Ahab/Seacape intersection to Sunset.
- E. Measure K, the November tax issue.
- F. Discussion for establishing a Board policy for distribution of "Draft Minutes".

**AT 8:30, A 15 MINUTE COFFEE BREAK WILL BE CALLED**

**VILWATER DIVISION:** The Consulting Water Manager will review this division's activities.

**VIII. VOLUNTEER FIRE DEPARTMENT:** The Fire Chief will review this division's activities.

**IX. GENERAL MANAGER'S REPORT:** The General Manager's report will be presented in the following order for general discussion and consideration by the Board.

- A. **Roads and Easements Division:** A report on the activities for this division.
- B. **Recreation Division:** A report on the activities for this division.
- C. **G&A Division:** A report on general and administrative activities and District budget.

**ADJOURNMENT OR CONTINUATION.**

**Regular Meeting of  
The Muir Beach Community Services District  
August 26, 1992**

Present: Erin Pinto, President; Judith Yamamoto; Nancy Wolf Lee, Hank Maiden  
Absent: Robin Collier

**I. Call To Order**

Erin Pinto, President, called the meeting to order at 7:15 PM.

**II. Review and consideration of August 26, 1992 Agenda**

- A. Add to G & A - D 5: draft and delivery of minutes.
- B. Add to G & A - D 6: appointment of Hank Maiden as Vice President
- C. Add to General Mgrs. Report - Recreation Division: item 6, Leslie Riehl letter
- D. Add to General Mgrs. Report - Recreation Division: item 7, Policies and Procedures for Rec Center.
- E. Move discussion of item VI. E (General Mgr. Report/Water Division) to after the coffee break.
- F. Nancy Wolf Lee made the *motion* to approve the agenda of August 26, 1992 as amended; Judith seconds; ayes all.

**III. Review and consideration of drafts for the Minutes of previous Board meetings:**

- A. Minutes of the postponed regular Board meeting August 5, 1992.
  - 1. Add to VI. F. 2: "... no one enters the building during the work, and 24 hours *beyond the recommended waiting period* after the work is complete."
  - 2. Change VI. C: "He further stated that the State plans to take away *all* tax moneys from enterprise zones *as well as the Special District Augmentation Fund and at least a portion of the remaining tax moneys from non-enterprise special districts.*"
  - 3. Judith made the *motion* to approve the minutes; Nancy seconds; ayes all.
- B. Minutes of the Public Hearing August 11, 1992.
  - 1. Change VI. to read: The President did acknowledge receipt of the written testimony and the oral testimony and thanked the oral participants for their input, and said the Board would seriously consider both the written and oral input.
  - 2. Add VII to read: The Public Hearing was closed at 8:10 PM
  - 3. Hank Maiden made the *motion* to approve the minutes of the Public Hearing as amended; Nancy Wolf seconds; ayes all.

**IV. Public Open Time**

- A. Gordon Bennett requested follow-up information re: June 24 minutes item III C. re: action taken on clarifying discussion of Rec Committee and Hank Maiden's statement. Donovan stated that he has listened to the tape of the May 27 meeting, will give it to Hank who will then make his modification of those minutes. Hank stated that what was written in the draft minutes did appear to be harsher than what was intended. Erin stated that item is still in process, and Nancy Wolf Lee stated that Hank has been out of town.
- B. In answer to Gordon's question about Leslie Riehl being invited to the August 26 CSD meeting, Erin stated that she was invited, but was unable to attend.
- C. Karla Andersdatter questioned the proposed water rates and asked if the funds could be used to fund other District activities such as the Bistro. The General Manager clarified by stating water revenue could only be used for Water Division expenditures. He further stated that the adopted budget requires the Fire, Recreation and Water divisions to be self-funding and not dependent upon tax revenue. For example, if a recreation program such as Bistro is not self-supporting, it will be cancelled.
- D. There was no public input on old business nor on new business.

**V. Fire Division Report**

- A. Because the Fire Chief was not present, the report was deferred until the next meeting.

## VI. General Manager's Report

### A. 1992-93 Budget Summary

1. Donovan stated that the County is in the process of reconciling its 1991-2 records and no report has been received since June. The updating of the 1992-3 budget is from Donovan's records.
2. Donovan stated that the District has a cash reserve of approximately \$5,000
3. It was pointed out that several water customers are properties outside the District boundaries (GGNRA) who pay the \$15.00 per month water surcharge. To account for this income, a new code account must be added to the Water Division budget. The General Manager will make this addition to the budget format.
4. Donovan briefly reviewed the current cash balance and the uncertainty of tax revenue during the 92-93 fiscal year. He suggested caution for all District expenditures until the details of income are more certain.
5. Judith made the *motion* to approve the expenses as submitted; Hank seconds; ayes all.
6. Donovan elaborated upon his submitted analysis of the non-payroll expenditures recommending that because of the large number of transactions versus dollar amounts resulting in inefficiency of the accounting system. He recommended that a General Expense Depository be established combining accounts into one Money Market rate account, with a maximum balance of \$10,000 and maximum authorized check value of \$1,000 (printed on the checks). He recommended that the Board consider this until the next Board meeting, at which time action is recommended.

### B. Recreation Division

1. Donovan stated that the next Community Dinner Night is scheduled for Wednesday, September 16. The next Family Dinner Night is Sunday, September 27 and will be coordinated by Leslie Riehl.
2. Donovan stated that the computer, made dysfunctional by mice, has not been repaired as the rodent infestation has not been resolved, and that he will speak to the people who are treating the insect infestation.
3. Donovan obtained Hank Maiden's signature for the bank account transfer.
4. After discussion of the organizational structure of the Recreation Committee, Hank Maiden made the *motion* to accept the General Manager's recommendations as follows: 1) that the General Manager function as a recreational director and central coordinator of all events; 2) that each member of the current committee become the committee chairperson for primary sub-committees and spend their efforts perfecting the programs within the particular sub-committee's functional purpose; 3) that additional sub-committees be formed to increase the programs being offered to the community; and 4) that the primary goal of this restructuring is to reduce to a minimum the efforts of volunteers involved in administrative functions so as to maximize their skills and efforts in actual program development and activities. Under this format, the group recreational committee meetings that currently require considerable time and effort (with a subsequent drain on activity energy and time) will be minimized. Nancy Wolf Lee seconds; ayes all.
5. Erin stated that a letter was submitted to Leslie Riehl inviting her to the CSD meeting; she left a message with Erin that she was unable to attend. Nancy Wolf Lee made the *motion* that Donovan send a memo to her extending the invitation; Judith seconds; ayes all.
6. After some discussion re: Policies and Procedures, Nancy Wolf Lee made the *motion* to permit the Recreation Director to temporarily use the procedures submitted until final approval is given from the CSD Board at the next meeting. Hank Maiden seconds; ayes all.

### C. Roads and Easements

1. After discussion re: the debris left from the chipper, Hank Maiden made the *motion* that the District offer to return money to those for whatever portion was not picked up. Judith seconds; ayes all. Donovan agreed to call the residents involved.

### D. Water Division

1. Judith made the *motion* to extend the Water Consultant's contract (Henry Hyde) through the remainder of 1992/93 fiscal year. Hank seconds; ayes all.

2. Donovan elaborated upon his submitted report, presenting a modification of the tiered rate schedule previously under consideration; discussing long-term rate objectives, problems with the water system infrastructure, and an analysis of the water division budget.

3. After discussion of the General Manager's recommendations, Henry Hyde stated his preference for monthly billing (rather than bi-monthly as proposed by Donovan); he stated consideration of a flat rate system to be proposed in the future; and recommended changing the rate in Modification #2 in the 300 to 1,000 CF category from \$10.50 plus \$3.50/100CF to \$10.50 plus \$4.00/100CF.

4. Hank Maiden made the following *motion*: 1) that any reduction in allocation of the District Secretary's salary be reallocated for increased maintenance of the water system rather than reducing the Division budget; 2) that the reading of the meters continue on a monthly basis; 3) that the billing system be computerized; 4) that the rate modification # 2 with the adjustment of \$3.50 to \$4.00 in category 300-1,000CF be implemented; 5) that at future meetings discussion of a special election and the benefits that might accrue from a flat rate schedule be considered; and 6) that the rate implementation date be effective October 1, 1992 with the first bill received by customers in November 1992. Nancy Wolf Lee seconds; ayes all.

5. Gordon Bennett stated his objections to the process by which the proposing of the increase in rates came about. He stated objections that he, as well as others did not receive proper notice of the public hearing; that as required for a public hearing, he and others did not receive delivered notices in their mailboxes. Donovan stated that the Public Hearing notice was posted on the three bulletin boards and delivered to each Star Route mailbox during the late afternoon of July 14, 1992. The notice was also published under legal notices in the Marin Independent Journal for three consecutive Mondays beginning with Monday July 27, 1992.

-The second part of Mr. Bennett's objection had to do with the Board's disregard of the Water Committee's role in facilitating public involvement in the water rates and the process. He stated that the Water Committee was responsible for soliciting public input and drafting recommendations that were adopted by the Board for the prior year's rate increase.

-Finally Gordon stated that on the whole he agrees with the statements of the General Manager and the Water Manager that the submitted budget is fundamentally reasonable in regard to the normal operations and maintenance of the system. He stated that the citizens of Muir Beach would be willing to pay for additional needed water expenses if the need could be demonstrated. He stated that a rescheduled public hearing would be appropriate.

-Erin stated that the Water Committee was active before Henry Hyde was hired, and its activities have been diminished; she stated that the last time water rates were raised the Committee discussed various options; she did not recall it being a responsibility of the Committee to solicit community input; she felt that the General Manager and General Procedures are adequate for gaining community input.

-Nancy Wolf Lee then asked Gordon "Where are these 17 people listed as objecting to the rate changes and procedures?" She referred to tonight's meeting and the audience comprised of just Mr. Bennett and Karla Andersdatter who had left earlier. Nancy stated that the water rate discussions had been under consideration for several months, and had been included in the posted agendas and Board packets for all the Board meetings. She indicated that the District had made a sincere effort to communicate and then get the public involved.

6. Nancy Wolf Lee recommended that in the future, the serving of notice be done by public mail.

7. Hank Maiden recommended that the General Manager prepare a report to include information about the needs of the system, noting that the issue is not just raising the water rates, but just as important, the need to educate the community on: replacing valves, the ability to respond to emergency situations, being able to do regular testing, and being able to educate the community, fire protection. He recommended the report be a brief summary of his General Manager's report, and it go in with the next water bill. Donovan said he will include a comparison of the old rates with the new rates.

E. General & Administrative Division

1. Re: Resolution No. 92-01, an ordinance of the Board of Directors of the MBCSD approving and adopting the levy of a special tax on the real property located within the District. Donovan suggested that he will draft an informational pamphlet stating the issues, and will circulate the ordinance to the County with minor changes as suggested by the Board.
2. Hank Maiden made the *motion* that the next regular CSD meeting be held on September 23, 1992. Nancy Wolf Lee seconds; ayes all.
3. Judith made the *motion* that the General Manager's contract be continued on 3/4 time for the month of August and September. Hank seconds; ayes all. Erin expressed concerns about the budget and how the amount was to be paid.
4. Discussion of a fee for packets was postponed until the next CSD meeting.
5. Dissemination of the minutes and stamping "draft" on the minutes was postponed until the next CSD meeting.
6. Hank Maiden accepted his appointment of Vice President of the MBCSD.
7. Donovan will re-word his response to letters submitted in objection to water rates.
8. Donovan will respond to the letter from the Pelican Inn.

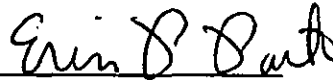
VIII. Adjournment

The Meeting was adjourned at 12:30 AM.

Respectfully Submitted,



Linda Moore  
Recording Secretary



Erin Pinto  
President



**OFFICIAL MINUTES OF THE  
MUIR BEACH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
HELD ON SEPTEMBER 23, 1992**

**Directors present:** Erin Pinto, president; Robin Collier; and Nancy Wolf Lee. Director Maiden arrived 5 minutes after the meeting was called to order.

**Absent:** Judith Yamamoto

- I. Call to order.** President Pinto called the meeting to order at 7:08 P.M.
- II. Review and consideration of Agenda.** President Pinto requested that all future Agendas include a line item for each of the District's divisions, even if no activity has occurred to require a formal report. Director Collier then motioned to approve the Agenda; 2nd by Director Lee; ayes all.

It was later noted that the last three Agenda section numbers are incorrectly numbered as VI. Water Division, VII. Volunteer Fire Department, and VII General Manager's Report. These were corrected to numbers VII, VIII, and IX respectively, in these minutes. It is requested that the Board approve the corrections during the minute considerations.

- III. Review and consideration of drafts for the Minutes of the August 26, 1992 Board meeting.** The General Manager submitted a list of suggested corrections as follows:

- A. Section VI, A-1 2nd line should read "received since *June*. *The* updating".
- B. Section VI, A6 3rd and forth lines should read "transactions *versus dollar amounts, resulting in* inefficiency of the accounting system. *He recommended a*"
- C. Section VI, A6 lines 4 and 5 should read "rate account, *with a maximum balance of \$10,000 and a maximum authorized check value of \$1,000 (printed on the checks)*. He"
- D. Section VI, D-5 pgh. 5, the word *been* at the right side of line four is misspelled.
- E. Director Maiden pointed out that Director Lee's names are reversed at the beginning of Section VI, D-5 pgh. 5. He further pointed out the next to last line in Section VI, D-7 should read "and *it goes in with*".
- F. Director Maiden motioned to approve the minutes as amended; 2nd by Director Lee; ayes all.

- IV. Review and consideration of bills and expenses.** The General Manager briefly reviewed the bills and expenses to be paid, and pointed out that several of the bills cover expenses incurred during the previous fiscal year.

Director Maiden motioned to approve the bills as submitted; 2nd by Director Lee; ayes all.

- V. Public open time.**

- A. **Old Business.** There were no requests from the public for Old Business.
- B. **New Business.** There were no requests from the public for new business. President Pinto then introduced information concerning the State Highway Departments moves to minimize their mitigation proposals resulting from the Highway One landslide. They have submitted a proposal to the Coastal Commission requesting approval of mitigation of a reduced area that

does not consider Redwood Creek and its Muir Beach outlet. Discussion of the District's interests followed, and due to the pressing time limitations, it was determined that the Board should take some action tonight.

Director Collier motioned that the General Manager write a letter to the Coastal Commission, the Technical Advisory Committee, and Supervisor Giacomini, to the effect that the Muir Beach Community Services District board of Directors seriously object to this request by the Highway Department, and strongly requests that the studies and mitigation recommended by the Technical Advisory Committee be continued and implemented as applicable. 2nd by Director Lee; ayes all.

## **VI. Old business.**

- A. Considerable discussion was entertained referring to the Minutes of May 27, 1992 and the minute's wording of Director Miaden's comments concerning Ms. Riehl. Director Maiden stated that the minutes do not correctly reflect his recollection of his comments and intent. He indicated the quotation was incorrectly taken out of context. He indicated his desire to support the efforts of volunteers. The length of time since the meeting, combined with the general confusion exacerbates the difficulty of correctly wording the minutes. He would prefer that the reference be stricken from the minutes.

Director Collier motioned that the reference be stricken from the minutes. The motion died for a lack of 2nd, with some discussion indicating discomfort with such action. Director Lee asked if Ms. Riehl had been invited to this meeting. The manager confirmed that he had conversed with Ms Riehl, on the telephone in reference to this and several other matters.

The manager was instructed to compile a summary of this section of the recordings of the May 27th meeting, as soon as possible, for review and consideration by the Board. He was also instructed to invite Ms Riehl to attend the next meeting.

- B. The manager pointed out that the Budget Report has been corrected to include account code 9031, under Fund 429 (Harris Fund), to account for income from the 4 properties remaining under the water surcharge of \$15 per month.
- C. Consideration of establishing a General Expenses Depository, as reviewed in the Board Packet for the August 26, 1992 meeting, was entertained. The manager reviewed the major factors of his previous report and the advantages of establishing such an account.

Director Collier motioned that the manager take the necessary steps to establish a General Expense Depository account, in accord with the recommendations of the August 26, 1992 report. He included in the motion that bonding requirements be reviewed, and complied with as applicable to the manager, finance director/secretary, and all members of the Board. 2nd by Director Maiden. Ayes all.

## **VII. Water Division.** The consulting water manager reviewed his report of the water division activities since the last meeting and water production for the month of August.

- A. Preparations are being made for the next phase of Harris Project work, involving the inter-tie

from the west end of Charlotte Way, to Sunset Way. The manager is arranging for the necessary easements to be granted by property owners adjacent to the route of the inter-tie.

- B. Proposals have been requested for replacement of the three main valves found to be inoperative during emergency repair of the main line break located in the lower tank area. Repair or replacement of these valves is necessary to preserve service integrity during emergency conditions. Scheduling of the project is subject to cash flow availability during the current low income months.
- C. The consulting manager indicated problems with the recycle area located adjacent to the main wells and pump house. There have been several instances of unknown people using the site as a dump area for general debris. In addition, the Conservation Corps providing the recycle service has experienced problems in making timely pickup, permitting excessive recycle material to overflow.

The general manager was instructed to review the situation, write letters requesting additional bins and prompt pickup service, and to prepare a notice guideline to Muir Beach residents.

- D. The general manager discussed ~~the~~ today's water line break that occurred as a result of construction at 109 Sunset. The discussion included the contractor's need to temporarily close the west end of Sunset Way for part of the day. The contractor had the broken line repaired by his plumber, who was on the sight, as one of the options presented to him by the general manager. The contractor was instructed to place notices or to verbally advise the residents to be effected by the temporary closing; to arrange the closing during low traffic hours (10 A.M. to 2 P.M.); and to be prepared to open the road immediately if an emergency occurs.

#### VIII. Volunteer Fire Division. Fire Chief Farkas reported on the divisions activities.

- A. The State Senate adopted a bill requiring class B operator's licenses for all persons operating a vehicle with a gross weight exceeding 26,000 lbs. In review of the equipment records, it appeared that the drivers of our fire truck would be required to qualify for the \$75 class B license. Fortunately, when the applicable drivers took the vehicle to DMV, for the test, the actual weight was determined to be less than 26,000 lbs. The class B license is not required for our vehicles.
- B. The division has further researched the training necessary to achieve full certification as a qualified volunteer fire fighter. Initial information had indicated the cost, for all the volunteers, would be approximately \$3,600. New information indicates the cost will be approximately \$600 for books and materials, with instruction furnished by qualified County/State fire personnel.
- C. Shelving for the MBVFD shirts, will be completed by next Monday. The shelves are to be located in the community center loft area closet. The shirts will be inventoried as they are placed in the shelves, and Marilyn Kriegel has agreed to take charge of the shirt sales and fiscal accounting.
- D. During their meeting Tuesday night, the MBVFD unanimously agreed to join with recreation director's suggestion that the annual Halloween Party (October 31, 1992) be jointly sponsored

as a fund raiser by the CSD and the MBVFD. The operational, maintenance, and cleanup activities will be jointly shared by the volunteers from both the Fire and Recreation divisions. Profits (the expense is the \$500 cost for the band) will be divided equally between the two divisions, to be used in meeting their budgetary obligations.

**IX. General Manager's Report.** The general manager reported on the following activities.

- A. No activity has occurred in roads and easements. Plans are being prepared to begin drainage swale clearing during October. Plans are also being prepared to replace several deteriorating stairs on the easement from the community center to Sunset Way. The next priority is restoration of the deteriorated areas for the easement from Sunset to Little Beach. Work will begin in late October, and progress in accord with available limited funds.

The general manager requested clarification of what several residents have reported as construction of a fence closing what they believe is an easement connecting Seacape/Ahab (junction) and Sunset. The preliminary consensus of the Board members is that an easement does not exist in this location. Additional review of the official maps, as soon as copies can be obtained, was suggested.

- B. State appropriation of District income. The general manager reported on information gained during his attendance of the California Special District Association meeting held in San Diego. Essentially, the State has reinterpreted Proposition 13, and determined that the State was delegated the distribution of real property taxes, as they feel equitable. For the current fiscal year, the State is taking 35% (and under special conditions the State Comptroller may increase this to 40%) of all real property taxes normally allocated to special districts. The State defines the real property taxes as including the special district augmentation fund along with all other ad valorem taxes. A limitation precludes the State from taking more than 10% of a District's gross income resulting from all sources.

The manager emphasized that the shifting from taking the augmentation fund, has effectively permitted the State to deviously take 10% of all the District's income, including special taxes and fund raising events.

The Water District's Association has indicated they will initiate suite. However, at this time, the Special District Association has not decided to take action, and indicated some reluctance to take action.

Additional discussion was entertained between the Board members and the general manager. The general manager was instructed to continue pursuit of information and whatever meaningful actions available, including writing letters.

- C. Ordinance 92-01. Considerable discussion was entertained concerned this proposed ordinance. As the manager had recommended the Board assess no taxes for the current year, the discussion centered on the need for the ordinance.

Director Maiden indicated dissatisfaction with the complexity of the ordinance, and questioned why it couldn't be in the shorter simple form of previous Muir Beach taxing ordinances. He encouraged simplicity for all future ordinances.

Discussion was entertained on the limited timing permitted by the State's budget actions; the time requirements to meet statutory deadlines; the uncertainty of the State's final budget actions; and the fact that the District's adopted budget has provided for loss of the augmentation fund. The maximum taking of funds, by the State will reduce the District's budgeted income by approximately \$1,000, and the manager indicated that this could possibly be offset by other funding methods.

The Directors questioned the continued need for requesting the tax measure, under the current conditions. The general consensus is that further study and consideration is required to develop a measure that will be acceptable to the citizens, while preserving the ability of the District to continue its services.

The manager pointed out that the measure cannot be removed from the election ballot, and that the cost (\$2.50 per registered voter) will be charged to the District. The election item cannot be voided; however, the Board can recommend that the public vote against the measure. The manager recommended such an action, with the caveat that effort be continued on development of future revenue methods to replace the funds which the State has indicated they will take from the districts in future years. If the State had implemented their maximum proposed taking this year, the District would not have been able to meet its obligations.

Director Collier motioned that adoption of the Ordinance be denied, and the general manager take all possible actions to inform the voters that they should vote "NO" on the ballot, to assure that the measure does not pass by accident. 2nd by Director Maiden; Ayes all.

- D. The manager reviewed the Recreation Division's activities, and reported that the Labor Day Bar-B-Que received many nice complements from the citizens. The net proceeds on the Bar-B-Que were \$577.43. The current balance in the depository is \$5,129.60, including refundable deposits of \$300.

Upcoming fund raising events include the "Community Dinner Night" scheduled Wednesday September 30, 1992; the "Halloween Night" scheduled October 31, 1992, and plans are being developed for a "Champaign Sunday Brunch".

- E. Discussion was entertained concerning increasing the subscription fees for persons desiring complete Board Packets and Agenda/Minute packets. There was some diversity in the range of potential increases. Directors expressed their desire to encourage public participation. The consensus was that the manager's recommended increases were excessive, and might discourage public participation.

In recognition of the severe budget restraints, and the need for District activities to be self supporting, Director Collier motioned that the annual fees be increased to \$40 for the Board Packets, and \$15 for the Agenda/Minute packets. The October packet should include a billing for the 1992-93 fiscal year, with a notice that payment should be received prior to the November delivery date, for continued delivery of the information to subscribers. Director Lee 2nd. Ayes all.

- F. Discussion was entertained on the regular scheduling of the Board meeting nights. In consideration of previous recommendations by the manager, combined with time schedules of most Board members, Director Collier motioned that the regular Board meeting night be changed to the 3rd Wednesday of each month; continue to start at 7 P.M.; and the next meeting be held on Wednesday October 21, 1992. 2nd by Director Maiden; Ayes all.
- G. Discussion was entertained concerning the recording secretary's resignation. The manager related that the cost of the recording secretary was approximately \$160 per month in 1991-92. He is taking the minutes for tonight's meeting, and recommends that temporarily he continue doing so. He indicated that the additional demands on his time would cost approximately \$100, for a \$60 monthly savings. However, his main interest is in more timely receipt of the draft minutes.

Director Collier motioned that the general manager be appointed as the recording secretary, on a month to month basis with additional monthly compensation of \$100. 2nd by Director Maiden; Ayes all.

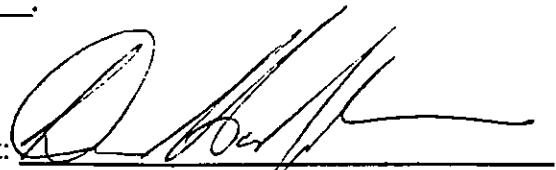
Brief discussion was considered concerning the draft minutes, and circulation. This was deferred for further consideration at the next Board meeting.

- H. Brief discussion concerning the Recreation Division policies and forms was entertained. At the last meeting, the Board motioned temporary use of the existing forms until tonight's Board meeting. The manager indicated he had not had time to properly review the documents, and recommended temporary continuation of the use of the current forms and policies. Director Collier motioned to continue the use of current forms and policies, with the general manager to prepare a report for the Board for consideration at the next meeting. 2nd by Director Maiden; Ayes all.

X. **Adjournment.** The meeting was adjourned at 9:16 P.M.

These minutes were approved by the Muir Beach Community Services District Board of Directors, during their meeting on 21 October 1992.

  
Erin Pinto, Board President

Attest:   
Donovan Macfarlane, Recording Secretary

# NON PAYROLL EXPENSES SINCE THE SEPTEMBER MEETING

VENDER NAME	DIV. CODE	USE CODE	DESCRIPTION	AMOUNT
HENRY HYDE & ASSOCIA	429	2395	CONSULTING WATER MANAGER	\$ 375.00
NUTE ENGINEERING	429	4145	SURVEY FOR INTER-TIE	\$ 1,572.00
<b>TOTAL HARRIS FUND EXPENSE</b>				<b>\$ 1,947.00</b>

ABC CONSULTANTS	9236	2133	COSTCO, OFFICE SUPPLIES	\$ 51.45
ABC CONSULTANTS	9236	2133	OFFICE DEPOT, OFFICE SUPPLI	\$ 38.29
ABC CONSULTANTS	9236	2133	OFFICE DEPOT, OFFICE SUPPLI	\$ 29.45
ABC CONSULTANTS	9236	2133	COSTCO, OFFICE SUPPLIES	\$ 56.67
ABC CONSULTANTS	9236	2479	ROUTINE TRAVEL, JULY 246 MI	\$ 61.50
ABC CONSULTANTS	9236	2479	ROUTINE TRAVEL, JUNE 110 MI.	\$ 27.50
ABC CONSULTANTS	9236	2479	SEMINAR & RO. TRV., SEP. 836	\$ 209.00
ABC CONSULTANTS	9236	2479	ROUTINE TRAVEL, AUG. 244 MI.	\$ 61.00
ABC CONSULTANTS	9236	2720	ASSESSOR'S MAPS	\$ 10.46
ABC CONSULTANTS	9236	2720	VEKTRON, COMPUTER REPAIR	\$ 287.43
<b>TOTAL G&amp;A EXPENSES =</b>				<b>\$ 832.75</b>

ABC CONSULTANTS	9238	2130	POSTAGE FOR RATE MAILING	\$ 68.66
ABC CONSULTANTS	9238	2137	CO. LAW LIB. COPIER EXP.	\$ 10.00
BELL INDUSTRIES	9238	4093	METER WRENCH	\$ 20.11
BELL INDUSTRIES	9238	4093	BALL VALVES & CORP'S	\$ 116.22
BELL INDUSTRIES	9238	4160	WATER METERS & GASKETS	\$ 2,030.67
FORSTER PUMP	9238	4169	IOWER TANK LINE LEAK REPAIR	\$ 1,157.89
HENRY HYDE & ASSOCIA	9238	2395	CONSULTING WATER MANAGER	\$ 375.00
MARTIN BROS.	9238	4169	ROOFING MAT. FOR STG. SHED	\$ 32.00
PACIFIC TELEPHONE	9238	2534	TELEPHONE RELAY CONTROL	\$ 30.16
PARADISE POOL	9238	2115	CHLORINE FOR WATER	\$ 34.32
PG&E	9238	2535	ELEC. SERV. WELL HOUSE	\$ 656.04
PG&E	9238	2535	ELEC. FOR LOWER TANK CONT	\$ 8.39
<b>TOTAL WATER DIV. EXPENSES =</b>				<b>\$ 4,539.46</b>

ABC CONSULTANTS	9239	2077	RADIO SHACK, TV CONNECTION	\$ 2.46
ABC CONSULTANTS	9239	2366	COSTCO, FLOOR CLEANER, CO	\$ 4.29
ABC CONSULTANTS	9239	2366	COSTCO, BATH TISSUE, COM. C	\$ 9.69
PG&E	9239	2535	ELEC. SERV. COMMUNITY CENT	\$ 73.91
SHORELINE DISPOSAL	9239	2259	GARBAGE DISPOSAL	\$ 77.10
WORLD OF SOUND	9239	2077	COM. CENTER TV REPAIR	\$ 69.95
<b>TOTAL REC. DIV. EXPENSES =</b>				<b>\$ 237.40</b>

NOTE: The ABC Consultants expenses include expenses from June 1992 through September 1992.

**PAYROLL & CONTRACT EXPENSES FOR 7/21/92 THROUGH 8/20/92  
BY THE MUIR BEACH COMMUNITY SERVICES DISTRICT**

Payroll and contract service expenses processed for the period 7/21/92 through 8/20/92.

**PAYROLL EXPENSES**

Description	Amount
Hazel Melo, District Secretary, Water Div. 9238, Code 1003 . . . . .	\$ 553.64
Harvey Pearlman, Maintenance Manager, Water Div. 9238, Code 1028 . . . . .	\$ 714.00
Juana Gonzales, maid service Com. Center, Rec. 9237, Code 2096 . . . . .	\$ 120.00
Linda Moore, recording Secretary, G&A Div., Code 1003 . . . . .	\$ 166.00
Routine travel, Harvey Pearlman, Div 9238, Code 2479 . . . . .	\$ 75.00
Employee Benefits, H. Pearlman med. ins., Code 1506 . . . . .	<u>\$ 83.45</u>

**TOTAL PAYROLL EXPENSES = \$1,712.09**

**CONTRACT EXPENSES**

Associated Business & Community Consultants

G&A Division 9236, Code 2117, cont. services for General Manager . . . . .	\$ 450.00
R&E Div. 9237, " " " " " " " " . . . . .	\$ 300.00
WATER Div. 9238, " " " " " " " " . . . . .	\$ 300.00
REC. Div. 9239, " " " " " " " " . . . . .	\$ 300.00
FIRE Div. 9249, " " " " " " " " . . . . .	\$ 150.00
G&A Div. 9236, Code 2117, Recording Secretary . . . . .	<u>\$ 100.00</u>

**TOTAL CONTRACT EXPENSES = \$1,600.00**

**TOTAL PAYROLL AND CONTRACT EXPENSES = \$3,312.09**

General expenses from previous page = \$7,556.61

**TOTAL OF ALL EXPENSES FOR THIS PERIOD = \$10,868.70**



## **MUIR BEACH COMMUNITY SERVICES DISTRICT GENERAL MANAGER'S REPORT**

**TO:** The Board of Directors  
**FROM:** Donovan Macfarlane, General Manager  
**DATE:** October 17, 1992  
**FOR:** Board of Directors Regular Meeting, Wednesday October 21, 1992.

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**I. OLD BUSINESS:** The following comments concern items remaining from previous meetings.

- A. May 27, 1992 Minutes.** Ms. Riehl has been invited to tonight's meeting and has indicated that she will be in attendance. **As this matter concerns personal matters, the Board may consider this matter in a closed session, if deemed necessary to protect personal and private proprieties.** This business should not be concluded until the following has been accomplished.
1. The minutes for the meeting of May 27, 1992 must be ratified so they may be available for public information.
  2. The references to Ms. Riehl, in the above minutes, should be concluded.
    - a. If the references are misquoted, they should be corrected.
    - b. If the references are correct, they should be approved as they stand.
    - c. If further consideration and explanation is necessary, the May 27 minutes should be noted as being approved tonight with a reference to additional information considered during tonight's meeting.
- B. The General Expense Depository Account.** Subsequent to the September 23 meeting, additional information concerning the State budget appropriations that may affect this proposed depository has been received. While the reasons for this Depository remain valid, the sources of depository funds may require additional thought in reference to the State appropriations. Therefor, a new depository has not been established. The Wells Fargo depository currently contains a mixture of funds belonging to a all divisions except the fire division. Appropriate bookkeeping entries and separation of funds are incorporated in the recording process.
- C. Recycle area problems.** The Marin Conservation Corps has been contacted in an effort to correct these problems. They are experiencing personnel problems resulting from limited funding, limited personnel, and limited volunteers. At this time, they are performing to the best of their capability.

In an effort to improve resident use of the area, an informational memo was included with the September water billing. This form described the acceptable recycle materials; outlined the maintenance problems resulting from improper use; indicated the financial problems caused by improper use and possible closing of the area.

- D. **Ahab/Seascape to Sunset easement.** A search of the County records indicates that provisions for this easement existed until the Seacape subdivision was recorded. At that time, no easement was provided by the Seacape subdivision, and the lower subdivision easement was vacated. The lower easement is currently recorded as being owned by the adjacent property owners.
- E. **The November Tax Measure and Ordinance 92-01:** Publication of the Board's decision to deny adoption of the Tax Measure Ordinance and recommend that voters vote no on the issue has been confirmed and published through a general news article in the Marin Journal. Subsequent to tonight's meeting, and prior to November 1, the publishing and distribution of the District's informational newsletter will be realized. **A thorough explanation of the Board's decision; the budgetary problems resulting from the State's taking; and the need for more thoughtful solutions will be included in the newsletter.**
- F. **Draft minutes.** Copies of tonight's Draft Minutes were distributed to the Board, by the Saturday following the September Board meeting. It is within the prerogative of each individual board member, to individually correct or clarify their specific quotes and motions referenced in the Draft minutes, providing they do not discuss the changes with other Board or staff members in such a manner as to create a series meeting. Further, their individual corrections should be voiced and confirmed during the public session of the approving meeting. **As the Board will have approximately two weeks to initiate corrections, it would seem proper that the reviewed Draft minutes could be circulated with the published Agenda/Minute package.**

**II. WATER DIVISION:** In addition to the Consulting Water Manager's report, the following water division activities are offered.

- A. **Billing.** The September billing was partially accomplished using a computer program to calculate the consumption and billing amounts. This enabled the division to include a comparison of the new billing rates to the old billing rates. It also furnished the Consulting Manager with more relevant consumption data than has been available in the past. Development of a fully computerized billing system is progressing, as rapidly as time permits. Automation should be implemented in time for the January billing. **A copy (sans names) of the comparative billing spreadsheet is attached.**
- B. **Cloudy water.** We continue to have a problem with cloudy water, at random locations. Procedurally, flushing of the lines at key locations is now scheduled on the 2nd Tuesday of each month, during the middle of the working day. The flushing is essential to prevent severe buildup of iron particulate. However, the flushing itself may contribute to temporary coloring of the water. **The scheduled flushing dates will be published in the District newsletter, and noticed on the monthly water bills.** In addition, the October water bill will include an explanation of the problem, the methods and costs of correction, and the suggestions for individual owner solutions.

**III. ROADS AND EASEMENTS:** The Marin Conservation Corps was contacted and we jointly inspected the easements to "Little Beach", the easement from Sunset to Ahab (adjacent to Erin's new home), and the drainage swales along Sunset. They contacted me on Friday,

October 16, to say they were still preparing their estimate for improving these easements, and basic maintenance on the drainage swales. If their estimate is received in time for the meeting, it will be open for discussion.

Through the homeless camp, I was able to hire a maintenance assistant, on a part time basis. The individual hired was a good worker. Regrettably a contractor working on the Sunset addition offered him full time work, with a substantial wage increase. I have reopened a notice with the employment development division and the homeless hotline. **Consistent replacement of this employee position is anticipated to be normal, but prudent.**

During the three days of employment, the yard area of the community center was maintained. In addition, a portion of the easement from the Community Center to Sunset was improved and three stairs were replaced. The stairs were replaced with scavenged materials. However, 4 - 4"x6"x8' treated timbers have been purchased for additional stair replacement.

**IV. RECREATION DIVISION:** The following summarizes the major recreation activities.

- A. The September 30, Community Dinner.** Bill Farkas served as the Frustrated Chef, preparing an excellent Hungarian style dinner. Attendance was over limit, with 41 participants. Gross income was \$282.93 (\$205 for dinners and \$77.93 for beverages). After all expenses and allowances for unused inventory (wine, canned goods, etc.) **the net income is \$92.20.** More important is the improving community spirit, evidenced by the increased attendance and social mixing.
- B. The October 11, Sunday Brunch.** The Sunday brunch was attended by 36 people, including children. Gross income was \$203.30. The big surprise was that very few people desired champagne or wine, and all but one bottle of each of these beverages was left unopened for future inventory. After all expenses and allowances for unused inventory, **the net income was \$51.46.** As this was the first brunch, all did not go perfectly. Food preparation took longer than anticipated, and there was an excess of fresh food wasted, which can be avoided next time. **The brunch was very well accepted, with requests to have more in the future.**
- C. The next "Community Dinner Night"** has been scheduled for Wednesday, November 11, 1992. Doris Chatham and her daughter have volunteered to be the "Frustrated Chefs". The menu will be for an Indian "Curry Style" dinner.
- D. Energy conservation.** PG&E completed their survey and recommendations for energy conservation modifications in our electrical consumption. In addition, a representative from Light Express is preparing a recommendation that will improve both light ambiance and energy conservation. At this time, the overall cost to improve the lighting and switching facilities is approximately \$1,000. PG&E offers a substantial conservation credit (if accomplished reported before the end of October) and the estimate (with the rebate considered) is an average payout in less than 18 months. As energy rates are anticipated to increase during the coming years, **I recommend that the applicable conservation methods suggested by PG&E and Light Express be implemented in time to receive the rebate.**

- E. Equipment and furnishings.** The 1992-93 budget includes an allocation of \$800 for needed new equipment and furnishings. Problems with the kitchen facilities, and the pressing service needs of the community dinners require some new equipment. A total of \$321.73 (sales tax included) has been spent to purchase a new 40 to 100 cup coffee urn, an electric griddle, and two buffet serving warmers. In addition to solving problems for the dinner and brunch activities, these items may be rented to groups renting the Community Center. I am in the process of collecting rental fee data, which may be as much as \$25 each for the urn and warmers.

In addition to the above purchases, repair of the community T.V. cost \$70. The community center kitchen refrigerator is out of order. As soon as possible, it will be loaded on my truck and taken to an appliance repair service for a repair estimate. This will avoid the \$50 or greater minimum charge for a service call.

- F. MBCSD Recreation depository.** The summary of income, expenditures, and account balance is included in the Board Packet.

**V. GENERAL AND ADMINISTRATIVE DIVISION:**

- A. State appropriation of District tax revenue:** We have just been notified by the County Auditor's office that the State has a new interpretation of Senate Bill 617. This new interpretation somehow increases the 10% maximum taking of gross District income through manipulation of the anticipated 1992-93 real property tax incremental increases. The new interpretation increases the anticipated taking from a maximum of \$15,682 to \$17,183. A lengthy and heated discussion with the Richard S. Arrow, failed to yield more than confirmation that the State intends to transfer \$17,183 of the District's 1992-93 income to the school system.

While Mr. Arrow was empathetic, the best he could offer was a hope that many suites will be filed against the State, in protest of this latest change in the rules. I am pursuing this matter through the news media, the CDSA, and all other possible sources.

- B. District budget update:** The updated District budget immediately follows this report. The budget has been updated to include the County Auditor's report through August, known District expenditures included in the bills payable submitted tonight, and known additional District income through October 16, 1992.
- C. County Grant:** Since the beginning of the fiscal year, discussions have been conducted with Gary Giacomini to follow up on his indication that he would make every effort to assist in our budgetary problems. This has finally resulted in a commitment for a \$10,000 grant. The required documents were picked up on October 13, and payment has been promised with ten days after the completed documents are returned to the County. The Board of Supervisors has approved this grant, subject to receiving the completed documents. **Completion of the Grant Agreement requires a Program Description and Budget.**

In previous years, this grant has been entirely allocated to the District Water Division, and in particular to the Harris Fund. With the changing budgetary needs; increased reductions in the District tax revenues; the self sufficiency of the Water Division; and the needs of other divisions that are beyond the District budget capabilities, I recommend the following use of these funds.

1. **Roads and easements:** An allocation of \$3,000 for improvement of the easements to "Little Beach", "Ahab to Sunset", "Sunset to Pacific", and the lower end of the Community Center easement to Sunset.

An allocation of \$1,500 for drainage swale improvements along Sunset, including the placement of gravel along portions of the uphill side.

2. **Recreation division:** An allocation of \$1,500 for energy conservation improvements in the lighting and electrical systems. This allotment will be returned to us in future energy cost savings, for years to come.

An allocation of \$3,000 for essential repairs, improvements, and increased storage facilities at the Community Center. We are consistently losing inventory for lack of secure storage, and the storage available is inadequate to provide for the District's needs. Adequate storage will enable us to improve the community center appearance, and store rentable items.

An allocation of \$500 to purchase needed tables and equipment for community center rentals and general community center activities. The tables we currently have are in various degrees of condition and generally not suitable for rental activities. The size of the community dinners is limited by the number of sound tables available to us. The number of acceptable chairs, for rental purposes is very limited. Purchase of these items will improve rentability and rental income.

3. **General & Administrative:** An allocation of the remaining \$500 for completion of the manager's office and the purchase of equipment and furnishings. The newest increase in the State's taking severely limits District funds available for the needed items.

It should be noted that using the grant funds for the above allocations will partially replace funds lost through the State's appropriation of District income. This is specifically applicable to the Roads and Easement, and G&A Division funds. The newest increase in the State's taking increases the original budgeted taking of \$14,631 to \$17,138. This is a reduction in income of \$2,507, which cannot reasonably be recouped through the general fund. By allocating the funds for the above described purposes, we will assure adequate maintenance of existing facilities, improve our rental income potential, reduce our losses through insecure storage facilities, and preserve a reasonable part of the general contingency fund.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT.

## COMPARATIVE BILLING FOR SEPTEMBER 1992, RATE OF CONSUMPTION ORDER

	CUBIC FEET USED	OLD BILLING METHOD	NEW BILLING METHOD	NEW \$ BILLING CHANGE	NEW % CHANGE
1 .	0	\$8.00	\$10.50	\$2.50	31.25%
2 .	0	\$8.00	\$10.50	\$2.50	31.25%
3 .	0	\$8.00	\$10.50	\$2.50	31.25%
4 .	3	\$8.00	\$10.50	\$2.50	31.25%
5 .	5	\$8.00	\$10.50	\$2.50	31.25%
6 .	11	\$8.00	\$10.50	\$2.50	31.25%
7 .	36	\$8.00	\$10.50	\$2.50	31.25%
8 .	42	\$8.00	\$10.50	\$2.50	31.25%
9 .	58	\$8.00	\$10.50	\$2.50	31.25%
10 .	67	\$8.00	\$10.50	\$2.50	31.25%
11 .	82	\$8.00	\$10.50	\$2.50	31.25%
12 .	83	\$8.00	\$10.50	\$2.50	31.25%
13 .	100	\$8.00	\$10.50	\$2.50	31.25%
14 .	122	\$8.00	\$10.50	\$2.50	31.25%
15 .	129	\$8.00	\$10.50	\$2.50	31.25%
16 .	146	\$8.00	\$10.50	\$2.50	31.25%
17 .	149	\$8.00	\$10.50	\$2.50	31.25%
18 .	154	\$8.00	\$10.50	\$2.50	31.25%
19 .	173	\$8.00	\$10.50	\$2.50	31.25%
20 .	175	\$8.00	\$10.50	\$2.50	31.25%
21 .	177	\$8.00	\$10.50	\$2.50	31.25%
22 .	203	\$10.00	\$10.50	\$0.50	5.00%
23 .	203	\$10.00	\$10.50	\$0.50	5.00%
24 .	204	\$10.00	\$10.50	\$0.50	5.00%
25 .	204	\$10.00	\$10.50	\$0.50	5.00%
26 .	220	\$10.00	\$10.50	\$0.50	5.00%
27 .	229	\$10.00	\$10.50	\$0.50	5.00%
28 .	250	\$10.00	\$10.50	\$0.50	5.00%
29 .	261	\$10.00	\$10.50	\$0.50	5.00%
30 .	268	\$10.00	\$10.50	\$0.50	5.00%
31 .	281	\$10.00	\$10.50	\$0.50	5.00%
32 .	299	\$10.00	\$10.50	\$0.50	5.00%
33 .	317	\$10.00	\$11.18	\$1.18	11.80%
34 .	325	\$10.00	\$11.50	\$1.50	15.00%
35 .	330	\$10.00	\$11.70	\$1.70	17.00%
36 .	339	\$10.00	\$12.06	\$2.06	20.60%
37 .	344	\$10.00	\$12.26	\$2.26	22.60%
38 .	355	\$10.00	\$12.70	\$2.70	27.00%
39 .	359	\$10.00	\$12.86	\$2.86	28.60%
40 .	362	\$10.00	\$12.98	\$2.98	29.80%
41 .	369	\$10.00	\$13.26	\$3.26	32.60%
42 .	377	\$10.00	\$13.58	\$3.58	35.80%
43 .	385	\$10.00	\$13.90	\$3.90	39.00%

## COMPARATIVE BILLING FOR SEPTEMBER 1992, RATE OF CONSUMPTION ORDER

	CUBIC FEET USED	OLD BILLING METHOD	NEW BILLING METHOD	NEW \$ BILLING CHANGE	NEW %
44 .	394	\$10.00	\$14.26	\$4.26	42.60%
45 .	399	\$10.00	\$14.46	\$4.46	44.60%
46 .	400	\$10.00	\$14.50	\$4.50	45.00%
47 .	402	\$10.00	\$14.58	\$4.58	45.80%
48 .	407	\$10.00	\$14.78	\$4.78	47.80%
49 .	419	\$10.00	\$15.26	\$5.26	52.60%
50 .	422	\$10.00	\$15.38	\$5.38	53.80%
51 .	429	\$10.00	\$15.66	\$5.66	56.60%
52 .	454	\$10.00	\$16.66	\$6.66	66.60%
53 .	457	\$10.00	\$16.78	\$6.78	67.80%
54 .	467	\$10.00	\$17.18	\$7.18	71.80%
55 .	471	\$10.00	\$17.34	\$7.34	73.40%
56 .	474	\$10.00	\$17.46	\$7.46	74.60%
57 .	477	\$10.00	\$17.58	\$7.58	75.80%
58 .	485	\$10.00	\$17.90	\$7.90	79.00%
59 .	508	\$10.24	\$18.82	\$8.58	83.79%
60 .	523	\$10.69	\$19.42	\$8.73	81.67%
61 .	524	\$10.72	\$19.46	\$8.74	81.53%
62 .	539	\$11.17	\$20.06	\$8.89	79.59%
63 .	546	\$11.38	\$20.34	\$8.96	78.73%
64 .	547	\$11.41	\$20.38	\$8.97	78.62%
65 .	547	\$11.41	\$20.38	\$8.97	78.62%
66 .	555	\$11.65	\$20.70	\$9.05	77.68%
67 .	557	\$11.71	\$20.78	\$9.07	77.46%
68 .	572	\$12.16	\$21.38	\$9.22	75.82%
69 .	575	\$12.25	\$21.50	\$9.25	75.51%
70 .	585	\$12.55	\$21.90	\$9.35	74.50%
71 .	594	\$12.82	\$22.26	\$9.44	73.63%
72 .	596	\$12.88	\$22.34	\$9.46	73.45%
73 .	601	\$13.03	\$22.54	\$9.51	72.99%
74 .	603	\$13.09	\$22.62	\$9.53	72.80%
75 .	605	\$13.15	\$22.70	\$9.55	72.62%
76 .	625	\$13.75	\$23.50	\$9.75	70.91%
77 .	627	\$13.81	\$23.58	\$9.77	70.75%
78 .	637	\$14.11	\$23.98	\$9.87	69.95%
79 .	638	\$14.14	\$24.02	\$9.88	69.87%
80 .	643	\$14.29	\$24.22	\$9.93	69.49%
81 .	649	\$14.47	\$24.46	\$9.99	69.04%
82 .	660	\$14.80	\$24.90	\$10.10	68.24%
83 .	660	\$14.80	\$24.90	\$10.10	68.24%
84 .	661	\$14.83	\$24.94	\$10.11	68.17%
85 .	670	\$15.10	\$25.30	\$10.20	67.55%
86 .	673	\$15.19	\$25.42	\$10.23	67.35%
87 .	701	\$16.03	\$26.54	\$10.51	65.56%

## COMPARATIVE BILLING FOR SEPTEMBER 1992, RATE OF CONSUMPTION ORDER

	CUBIC FEET USED	OLD BILLING METHOD	NEW BILLING METHOD	NEW \$ BILLING CHANGE	NEW % CHANGE
88 .	708	\$16.24	\$26.82	\$10.58	65.15%
89 .	745	\$17.35	\$28.30	\$10.95	63.11%
90 .	759	\$17.77	\$28.86	\$11.09	62.41%
91 .	764	\$17.92	\$29.06	\$11.14	62.17%
92 .	776	\$18.28	\$29.54	\$11.26	61.60%
93 .	776	\$18.28	\$29.54	\$11.26	61.60%
94 .	779	\$18.37	\$29.66	\$11.29	61.46%
95 .	784	\$18.52	\$29.86	\$11.34	61.23%
96 .	790	\$18.70	\$30.10	\$11.40	60.96%
97 .	791	\$18.73	\$30.14	\$11.41	60.92%
98 .	806	\$19.18	\$30.74	\$11.56	60.27%
99 .	811	\$19.33	\$30.94	\$11.61	60.06%
100 .	812	\$19.36	\$30.98	\$11.62	60.02%
101 .	860	\$20.80	\$32.90	\$12.10	58.17%
102 .	870	\$21.10	\$33.30	\$12.20	57.82%
103 .	870	\$21.10	\$33.30	\$12.20	57.82%
104 .	873	\$21.19	\$33.42	\$12.23	57.72%
105 .	906	\$22.18	\$34.74	\$12.56	56.63%
106 .	908	\$22.24	\$34.82	\$12.58	56.56%
107 .	917	\$22.51	\$35.18	\$12.67	56.29%
108 .	939	\$23.17	\$36.06	\$12.89	55.63%
109 .	950	\$23.50	\$36.50	\$13.00	55.32%
110 .	969	\$24.07	\$37.26	\$13.19	54.80%
111 .	993	\$24.79	\$38.22	\$13.43	54.18%
112 .	1,008	\$25.32	\$35.40	\$10.08	39.81%
113 .	1,011	\$25.44	\$35.55	\$10.11	39.74%
114 .	1,037	\$26.48	\$36.85	\$10.37	39.16%
115 .	1,042	\$26.68	\$37.10	\$10.42	39.06%
116 .	1,045	\$26.80	\$37.25	\$10.45	38.99%
117 .	1,058	\$27.32	\$37.90	\$10.58	38.73%
118 .	1,078	\$28.12	\$38.90	\$10.78	38.34%
119 .	1,079	\$28.16	\$38.95	\$10.79	38.32%
120 .	1,090	\$28.60	\$39.50	\$10.90	38.11%
121 .	1,096	\$28.84	\$39.80	\$10.96	38.00%
122 .	1,106	\$29.24	\$40.30	\$11.06	37.82%
123 .	1,128	\$30.12	\$41.40	\$11.28	37.45%
124 .	1,136	\$30.44	\$41.80	\$11.36	37.32%
125 .	1,272	\$35.88	\$48.60	\$12.72	35.45%
126 .	1,295	\$36.80	\$49.75	\$12.95	35.19%
127 .	1,318	\$37.72	\$50.90	\$13.18	34.94%
128 .	1,346	\$38.84	\$52.30	\$13.46	34.65%
129 .	1,365	\$39.60	\$53.25	\$13.65	34.47%
130 .	1,376	\$40.04	\$53.80	\$13.76	34.37%
131 .	1,398	\$40.92	\$54.90	\$13.98	34.16%

210733



COMPARATIVE BILLING FOR SEPTEMBER 1992, RATE OF CONSUMPTION ORDER

	CUBIC FEET USED	OLD BILLING METHOD	NEW BILLING METHOD	NEW \$ BILLING CHANGE	NEW % CHANGE
132 .	1,408	\$41.32	\$55.40	\$14.08	34.08%
133 .	1,447	\$42.88	\$57.35	\$14.47	33.75%
134 .	1,472	\$43.88	\$58.60	\$14.72	33.55%
135 .	1,510	\$45.50	\$60.50	\$15.00	32.97%
136 .	1,532	\$46.60	\$61.60	\$15.00	32.19%
137 .	1,561	\$48.05	\$63.05	\$15.00	31.22%
138 .	1,750	\$57.50	\$72.50	\$15.00	26.09%
139 .	1,777	\$58.85	\$73.85	\$15.00	25.49%
140 .	1,855	\$62.75	\$77.75	\$15.00	23.90%
141 .	1,860	\$63.00	\$78.00	\$15.00	23.81%
142 .	2,034	\$72.04	\$87.21	\$15.17	21.06%
143 .	2,329	\$89.74	\$106.39	\$16.65	18.55%
144 .	2,384	\$93.04	\$109.96	\$16.92	18.19%
145 .	2,541	\$102.46	\$120.17	\$17.71	17.28%
146 .	2,981	\$128.86	\$148.77	\$19.91	15.45%
147 .	3,138	\$138.28	\$158.97	\$20.69	14.96%
148 .	8,272	\$446.32	\$492.68	\$46.36	10.39%
		\$3,612.74	\$4,884.28	\$1,271.54	

115,465 Cubic Feet AVERAGE \$  
CHANGE = \$8.59

865,988 GALLONS

28,866 AVG. GALLONS/DAY

22733



**Muir Beach  
Volunteer Fire Department**

**MUIR BEACH VOLUNTEER FIRE DEPARTMENT**

**MINUTES, DRILL AND CALL RECORD FOR 8-15-92 THROUGH 10-15-92**

**MEETINGS:**

**9-15-92**

**Attending:** Farkas, Sward, Felix, Moore, Collier, Wadlington

**Discussion:** Recap on recent rope rescue call by Chief Farkas.

**10-13-92**

**Attending:** Farkas, Allen, Wadlington, Scott, Sward, Felix

**Discussion:** Planning for upcoming Halloween Party. New equipment for Scott and Moore. Update for five minute packs.

**DRILLS:**

**8-18-92**

**Attending:** Farkas, Allen, Wadlington, Sward, Scott, Felix, Moore

**Activities:** Cleaned and organized firehouse. Discussed upcoming equipment purchases.

**9-6-92**

**Attending:** Farkas, Allen, Freebarin-Smith, Scott, Marshall, Sward

**Activities:** Build shelves in community center for T-shirts and move shirts to new location.

**9-22-92**

**Attending:** Farkas, Allen, Freebarin-Smith, Scott, Marshall, Wadlington.

**Activities:** Drive and pump operations with Engine 680 and Squad 660.

**10-4-92**

**Attending:** Farkas, Allen, Wadlington, Freebarin-Smith, Scott, Sward. Also attending: Mary Beth McFarland GGNRA.

**Activities:** Drive and pump operations with Engine 680 and Squad 660. Discussion of inter-agency communication needs.

CALLS:

8-26-92      Motorcycle Accident / Hwy 1

Responding: Farkas, Collier

Details:      No Victim. Volunteers communicats details to responding agencies.

9-7-92      Fire / Muir Woods National Monument

Responding: Allen, Sward, Collier, Marshall

Details:      Small grass fire started by a careless BBQer. Volunteers responded to find that the rangers had it controlled with shovels. Volunteers communicated situation to other responding agencies and helped with mop-up.

9-13-92      Motorcycle Accident / Hwy 1

Responding: Farkas, Allen

Details:      Volunteers responded to Pelican Inn for medical check to find an uninjured motorcyclist that had been in a minor spill. In addition volunteers responded to a second report of a motorcycle down to help locate a injured motorcyclist that had crashed the previous evening and spent eight hours over a cliff. Volunteers assisted county personnel in a rope rescue of the victim. Patient had suffered a broken leg and otherwise seemed in good condition.

10-7-92      Medical Check / Pelican Inn

Responding: Farkas, Allen, Sward, Wadlington

Details:      Patient was a bicyclist who had been shot by a passing motorist with a pellet gun. Volunteers communicated with other responding agencies, patched up the wound and sent him to Marin General via private transportation.



**Muir Beach  
Volunteer Fire Department**

**MUIR BEACH VOLUNTEER FIRE DEPARTMENT**

**MINUTES, DRILL AND CALL RECORD FOR 6-19-92 THROUGH 8-14-92**

**MEETINGS:**

**6-23-92**

**Attending: Entire Fire Dept. and friends.**

**Discussion: Planning for next year's BBQ.**

**7-14-92**

**Attending: Marshall Collier, Farkas, Allen, Wadlington, Moore, Felix, Scott.**

**Discussion: Skid Pump Operation on Squad 660. Planning work party for next drill, volunteers to bring tools and materials.**

**8-10-92**

**Attending: Allen, Farkas and Lt. David Carr MCFD.**

**Discussion: Training schedule for coming year. Allen to investigate volunteer training certification with California State Fire Marshall. Materials to arrive in Fall and begin certification course with Marin County personnel as training instructors.**

**DRILLS:**

**8-2-92**

**Attending: Farkas, Allen, Sward, Moore, Marshall, F. Smith, Felix, Collier, Rob Winkelman and Bob Winkelman.**

**Activities: Washed, waxed and vacuumed both fire trucks. Rob and Aran installed a new charging system on Squad 660 that ties in the skid pumps battery. Mike and Sutton relocated shelving and equipment on Engine 680. Bob Winkelman removed the damaged bumper on 680 to have repaired.**

**8-11-92**

**Attending: Allen, Sward, Moore, Felix, Scott, Monteil, Wadlington.**

**Activities: Medical drill. New turnout to Scott and Monteil. Driving instruction of Engine 680 for new volunteers Scott and Monteil.**

**CALLS:**

**6-27-92      Motorcycle Down / Hwy 1**

**Responding: Farkas, Collier, Moore**

**Details:      Canceled**

**6-29-92      Smoking Power Line / Sunset Way**

**Responding: Farkas, Felix, Moore**

**Details:      Volunteers secured area and communicated with county personnel to send a PG&E crew. No fire.**

**25733**

7-10-92 Chimney Fire / Pelican Inn

Responding: Allen, Evans

Details: County personnel were in our service area when this call came in and were first on scene. Volunteers arrived to help ventilate the inn and then were cleared by county firemen to return to quarters.

7-16-92 Car over Cliff / Hwy 1 @ Slide Ranch

Responding: Felix, Scott

Details: False Alarm

7-20-92 Cliff Rescue / Slide Ranch Area

Responding: Moore

Details: Our volunteer was a key element in this rescue due to his knowledge of the area. Michael was first to locate the victim and determine the best route for rescue. He helped rig ropes and worked with the county personnel in retrieving this individual from the cliff. The victim was uninjured.

MBCSD DEPOSITORY  
7/ 1/92 Through 10/17/92

Page 1

MBCSDREC-WELLS FARGO  
10/17/92

Category Description	7/ 1/92- 10/17/92
INCOME/EXPENSE	
INCOME	
BISTRO & COM. DINNERS	1,479.54
COMMUNITY CENTER RENTAL	972.50
COPIER INCOME	71.81
DONATIONS GENERAL	100.00
MISC. WATER INCOME	70.52
R&E RESTRICTED DONATIONS	25.00
RECREAT. START-UP PROG.	135.00
REFUNDABLE DEPOSITS	450.00
TOTAL INCOME	3,304.37
EXPENSES	
BUILDING SUPPLIES	13.98
EQUIPE. & FURNISHINGS	321.73
FUND RAISER EXP.	572.24
RENTAL DEPOSIT REFUNDS	152.00
Expenses - Other	18.82
TOTAL EXPENSES	1,078.77
TOTAL INCOME/EXPENSE	2,225.60
BALANCE FORWARD	
WELLS FARGO	3,063.01
TOTAL BALANCE FORWARD	3,063.01
OVERALL TOTAL	5,288.61

**GENERAL FUND 428  
CASH LEDGER  
SUMMARY 1992-93 YEAR TO DATE  
OPENING ADOPTED 1992-93 BUDGET**

DESCRIPTION	Actual Year To Date	1992-93 Budget	To Date % of Budget	General Fund Balance
Beginning Fund Depository Balance				\$19,225
Budgeted Contingency Reserve		\$22,251		
Total G & A Division Expenditures	\$7,107	\$24,080	29.5%	
Total G & A Division Revenue	2,072	33,900	6.1%	
<b>G &amp; A Division Revenue - Expenditures</b>	<b>(\$5,035)</b>	<b>\$9,820</b>	<b>NA</b>	<b>\$14,190</b>
Total R & E Division Expenditures	\$6,193	\$19,218	32.2%	
Total R & E Division Revenue	290	3,270	8.9%	
<b>R &amp; E Division Revenue - Expenditures</b>	<b>(\$5,903)</b>	<b>(\$15,948)</b>	<b>NA</b>	<b>\$8,287</b>
Total Water Division Expenditures	\$22,803	\$58,000	39.3%	
Total Water Division Revenue	22,661	58,000	39.1%	
<b>Water Division Revenue - Expenditures</b>	<b>(\$141)</b>	<b>\$0</b>	<b>NA</b>	<b>\$8,146</b>
Total Recreation Division Expenditures	\$8,960	\$24,825	36.1%	
Total recreation Division Revenue	6,551	24,843	26.4%	
<b>Recreation Div. Revenue - Expenditures</b>	<b>(\$2,409)</b>	<b>\$18</b>	<b>NA</b>	<b>\$5,736</b>
Total Fire Division Expenditures	\$5,664	\$38,259	14.8%	
Total Fire Division Revenue	0	53,415	0.0%	
(1) <b>Fire Division Revenue - Expenditures</b>	<b>(\$5,664)</b>	<b>\$15,156</b>	<b>NA</b>	
<b>TOTAL OF ALL DISTRICT REVENUE</b>	<b>\$31,574</b>	<b>\$173,428</b>	<b>18.2%</b>	
<b>TOTAL OF ALL DISTRICT EXPENDITURES</b>	<b>\$45,063</b>	<b>\$126,123</b>	<b>35.7%</b>	
(1) <b>EQUITY CHANGE, REVENUE - EXPENDITURE</b>	<b>(\$13,488)</b>	<b>\$47,305</b>	<b>28.5%</b>	<b>\$5,736</b>

- (1) Fire Division funds are restricted for Fire Division use, and are not included in the General Fund Balance.

**CAPITAL RESERVE HARRIS FUND 429**

Account Code	OPERATIONS & MAINTENANCE EXPENDITURES	Actual Year to Date	92-93 Budget	To Date % of Budget	91-92 Actual	Aug	Sep	Oct
2395	Consulting Engineer	\$1,500	\$4,500	33%	\$4,500	\$375	\$375	\$375
4145	Harris Plan D-4	4,882	41,000	12%	NA	3,310	1,572	
	<b>TOTAL EXPENDITURES =</b>	<b>\$6,382</b>	<b>\$45,500</b>	<b>14%</b>	<b>\$4,500</b>	<b>\$3,685</b>	<b>\$1,947</b>	<b>\$375</b>
	<b>REVENUE</b>							
9007	Special Tax Assessment	\$0	\$26,000	0%	\$23,468			
9008	Special Assessment Tax, Delinquent	\$1,200	\$0	n.a.	n.a.	1,200		
9031	Special Surcharge Account	105	540	19%	13,431	45	15	
9201	Interest on unused Fund Balance	262	1,000	26%	2,850			
9377	County Assistance Grant	10,000	10,000	100%	0			
	<b>TOTAL REVENUE RECEIVED =</b>	<b>\$11,567</b>	<b>\$37,540</b>	<b>31%</b>	<b>\$39,749</b>	<b>\$1,245</b>	<b>\$15</b>	<b>\$0</b>
	Beginning Cash Balance	\$38,364	\$38,364					
	Change in Balance, Income less Expenses	5,185	(7,960)					
	<b>ENDING CASH BALANCE =</b>	<b>\$43,549</b>	<b>\$30,404</b>		<b>\$38,364</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**GENERAL & ADMINISTRATIVE DIVISION 9236, FUND 428**

Account Code	OPERATIONS & MAINTENANCE EXPENDITURES	Actual Year to Date	92-93 Budget	To Date % of Budget	91-92 Actual	Aug	Sep	Oct
1003	District Secretary	\$831	\$3,600	23%	\$1,928	\$277	\$277	
1005*	Recording Secretary	730	1,500			153	189	166
1404	Social Security	61	120	51%	147	21	21	
1506	Employee Benefits	8	250	3%	0	3	3	0
2049	Conferences & Meetings	275	900	31%	754		275	
2059	General Insurance	1,165	1,165	100%	0			
2117**	Cont. & Out. Serv., General Manager	2,675	5,625	48%	6,750	775	675	550
2119	Publications & Advertisement	128	1,200	11%	484	128		
2130	Postage & mail expense	0	100	0%	8			
2133	Office Supplies	182	300	61%	1,347	7		176
2137	Administrative use of copier	269	2,300	12%	1,076	171		
2352	Auditor & County fees	0	4,000	0%	2,992			
2479	Mileage & Routine Travel	359	600	60%	326	61	209	
2534	Telephone	125	1,200	10%	579	62		
2720	Gen. Administrative Exp.	298	300	99%	0		287	10
<b>Total Operations &amp; Maintenance Expenses =</b>		<b>\$7,107</b>	<b>\$23,160</b>	<b>31%</b>	<b>\$16,391</b>	<b>\$1,658</b>	<b>\$1,936</b>	<b>\$902</b>

**CAPITAL EXPENDITURES**

4048	Building Improvements	\$0	\$450	0%	\$0			
4093	Equipment & furnishings	0	470	0%	798	0	0	0
<b>Total Capital Expenditures =</b>		<b>\$0</b>	<b>\$920</b>	<b>0%</b>	<b>\$798</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL G &amp; A EXPENDITURES =</b>		<b>\$7,107</b>	<b>\$24,080</b>	<b>30%</b>	<b>\$17,189</b>	<b>\$1,658</b>	<b>\$1,936</b>	<b>\$902</b>

**REVENUE**

9001	Property Taxes, Secured	\$0	\$28,800	0%	\$28,420			
9002	Property Taxes, Unsecured	0	1,300	0%	1,429			
9003	Property Taxes, Secured delinquent	974	0	n.a.	555	974		
9004	Property Taxes, Secured Redemptions	0	0	n.a.	832			
9020	Special Dist. Augmentation Fund	448	0	n.a.	14,616	447		
9041	Supplemental Assessment, current	120	0	n.a.	1,406			
9043	Supplemental Assessment, redemptions	0	0	n.a.	88			
9280	Hoptr. St.	1	0	n.a.	627			
9772	Miscellaneous Income (Copier)	529	2,000	26%	n.a.	238	50	
9280	General Income, Fees & Charges	0	1,800	0%	300			
<b>TOTAL G&amp;A REVENUE =</b>		<b>\$2,072</b>	<b>\$33,900</b>	<b>6%</b>	<b>\$48,272</b>	<b>\$1,659</b>	<b>\$50</b>	<b>\$0</b>
<b>G &amp; A REVENUE - EXPENDITURES =</b>		<b>(\$5,035)</b>	<b>\$9,820</b>	<b>n.a.</b>	<b>\$31,083</b>	<b>\$1</b>	<b>(\$1,886)</b>	<b>(\$902)</b>

- \* The recording Secretary expense in September and October covers expenses incurred prior to the September minutes, and for which billing was received afterwards.

Deducting the \$730 paid the previous recording secretary, leaves a balance of \$770 in the budget. The \$100 monthly fee, now allocated, will result in a cost overrun of \$230, providing just one meeting per month is conducted.

- \*\* The \$775 general Manager's expenses in August included a \$100 excess payment error. This was corrected in September, by deducting the \$100 recording secretarial fee. The General Manager's expense in October is 30% of \$1,500 plus a \$100 recording secretary fee, for a total of \$550.



**ROADS & EASEMENTS DIVISION 9237, FUND**

Account Code	OPERATIONS & MAINTENANCE EXPENDITURES	Actual Year to Date	92-93 Budget	To Date % of Budget	91-92 Actual	Aug	Sep	Oct
1028	Maintenance Manager	\$0	\$1,440	0%	\$879			
1073	Extra Hire, General Maint. Person	78	5,040	2%	2,382			78
1404	FICA	0	503	0%	128			
1506	Employee Benefits	0	120	0%	0			
1701	Worker's Compensation Ins.	0	500	0%	225			
2059	General Insurance	1,165	1,165	100%	1,281			
2077	Routine Repairs	0	500	0%	105			
2078	General Maintenance	0	1,000	0%	1,591			
2094	Roads reconstructed	800	n.a.	n.a.	157			
2117	Cont. & Out. Serv., General Manager	1,650	3,750	44%	0	450	450	300
2137	Copier Expense, Notices	0	100	0%	0			
2249	Small Tools & Instruments	0	500	0%	0			
2501	Gas, oil & Gr	0	100	0%	3			
2741	Chipper	2,500	4,500	56%	0	2,500		
<b>TOTAL ROAD &amp; EASEMENT EXPENDITURES</b>		<b>\$6,193</b>	<b>\$19,218</b>	<b>32%</b>	<b>\$6,751</b>	<b>\$2,950</b>	<b>\$450</b>	<b>\$378</b>
<b>REVENUE</b>								
9248	Restricted Donations & Fund Raisers	\$290	\$1,000	29%	\$0	\$20		
9772	General Income, Fees & Charges	0	2,270	0%	0			
<b>TOTAL ROADS &amp; EASEMENTS REVENUE =</b>		<b>290</b>	<b>3,270</b>	<b>9%</b>	<b>0</b>	<b>\$20</b>	<b>\$0</b>	<b>\$0</b>
<b>REVENUE - EXPENDITURES =</b>		<b>(\$5,903)</b>	<b>(\$15,948)</b>	<b>n.a.</b>	<b>(\$6,751)</b>	<b>(\$2,930)</b>	<b>(\$450)</b>	<b>(\$378)</b>

**WATER DIVISION 9238, FUND 428**

Account Code		Actual Year to Date	92-93 Budget	To Date % of Budget	91-92 Actual	Aug	Sep	Oct
<b>PERSONNEL EXPENDITURES</b>								
1003	District Secretary	\$1,108	\$3,600	31%	\$7,199	\$277	\$277	\$277
1004	Meter Readers	360	1,080	33%	1,170	90	90	90
1028	Maintenance Manager	3,700	9,600	39%	6,765	798	924	714
1404	Social Security	370	1,630	23%	1,503	82	92	76
1506	Medical Plan	334	1,000	33%	604	83	83	83
1701	Worker's Comp. Insurance	274	1,000	27%	673	59	68	53
<b>Total Personnel Expenses =</b>		<b>\$6,145</b>	<b>\$17,910</b>	<b>34%</b>	<b>\$17,914</b>	<b>\$1,380</b>	<b>\$1,535</b>	<b>\$1,294</b>

**OPERATION & MAINTENANCE EXPENDITURES**

2058	Annual Inspection Fee	\$0	\$350	0%	\$0			
2059	General Insurance	1,765	1,765	100%	2,316			
2077	Routine Repairs	422	1,400	30%	3,364	66		
2096	Building Repair	0	500	0%	121			
2115	Lab Supplies & Testing	205	1,000	21%	787	102	34	34
2117	General Manager	1,650	3,750	44%	0	450	450	300
2122	Refunds	123	200	62%	593		50	
2130	Postage	7	230	3%	204	5		
2133	Office Supplies	18	350	5%	420	16		
2137	Copier Use	28	?	n.a.	n.a.	15		
2221	Public & Legal Notices	0	135	0%	7			
2325	Contract Service - Maintenance	1,112	3,000	37%	6,922	36		
2395	Prof. Consultant, Water Manager	1,500	4,500	33%	4,250	375	375	375
2479	Mileage & Routine Travel	300	900	33%	755	75	75	75
2534	Telephone, Tank Control Relay	122	370	33%	567	31	31	30
2535	Electricity for pumps	1,927	5,500	35%	5,388	597		664
<b>Total Operations Expenses =</b>		<b>\$9,180</b>	<b>\$23,950</b>	<b>38%</b>	<b>\$25,694</b>	<b>\$1,767</b>	<b>\$1,015</b>	<b>\$1,479</b>

<b>Total Personnel &amp; Operations Expenses =</b>		<b>\$15,326</b>	<b>\$41,860</b>	<b>37%</b>	<b>\$43,608</b>	<b>\$3,157</b>	<b>\$2,549</b>	<b>\$2,773</b>
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**CAPITAL EXPENDITURES**

4093	Equipment	\$136	\$1,000	14%	\$0	\$0	\$0	\$136
4160	Water Meters	2,330	1,800	129%	1,964		267	2,063
4162	Water Supply Study	77	2,000	4%	3,364		77	
4169	Const. Proj. Impr. Cost., Reserve	1,319	6,840	19%	0	55		
4197	Water System Repairs/Upgrade	3,614	4,500	80%	4,618	2,789		
<b>Total Capital Expenditures =</b>		<b>\$7,477</b>	<b>\$16,140</b>	<b>46%</b>	<b>\$9,946</b>	<b>\$2,844</b>	<b>\$344</b>	<b>\$2,200</b>

<b>TOTAL WATER EXPENDITURES =</b>		<b>\$22,803</b>	<b>\$58,000</b>	<b>39%</b>	<b>\$53,554</b>	<b>\$8,001</b>	<b>\$2,893</b>	<b>\$4,972</b>
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**REVENUE**

9025	Water Billing	\$15,561	\$58,000	27%	\$42,035	\$3,327	\$2,890	\$4,884
9025R	Refundable Customer Deposits	150	?	n.a.	n.a.	50		
9377	Local Assistance Grant	7,100	n.a.	n.a.	0			
9763	Other Revenue, miscellaneous	15,262	0	n.a.	NA		71	
<b>Total Non Tax Revenue =</b>		<b>\$22,661</b>	<b>\$58,000</b>	<b>39%</b>	<b>\$42,035</b>	<b>\$3,377</b>	<b>\$2,890</b>	<b>\$4,884</b>

Property Tax Revenue		\$0	\$0	n.a.	\$11,519			
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<b>TOTAL WATER REVENUES =</b>		<b>\$22,661</b>	<b>\$58,000</b>	<b>39%</b>	<b>\$53,554</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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<b>REVENUE - EXPENDITURES =</b>		<b>(\$141)</b>	<b>\$0</b>	<b>n.a.</b>	<b>\$0</b>	<b>(\$6,001)</b>	<b>(\$2,893)</b>	<b>(\$4,972)</b>
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**RECREATION DIVISION 9239, FUND 428**

Account Code	OPERATIONS & MAINTENANCE EXPENDITURES	Year to Date	92-93 Budget	To Date % of Budget	91-92 Actual Expense	Aug	Sep	Oct
1073	Extra Hire	\$274	\$200	137%	NA	\$120		\$78
2041	Recreational Programs	0	5,215	0%	1,050			
2059	General Insurance	2,222	1,600	139%	1,822	18		
2077	Routine Repair	72	300	24%	441			72
2096	Building Cleaning & Maintenance	600	2,560	23%	1,603	330		120
2097	Grounds Maintenance	0	1,000	0%	1,421			
2117	Cont. Serv., General Manager	1,650	3,750	44%	NA	450	450	300
2119	Publication Expense	0	400	0%	0			
2122	Refunds of rental security deposits	302	?	n.a.	n.a.	150		152
2133	Office Supplies & Postage	29	75	39%	59	29		
2137	Copier Expense	81	300	27%	NA	27		
2259	Garbage Removal	173	310	56%	308			96
2366	Building Supplies	24	450	5%	440		14	10
2369	General Recreation Supplies	0	200	0%	NA			
2378	Fundraisers & Related Expenses	1,198	1,000	120%	345	169	394	543
2380	New Program Start-up Expense	0	1,000	0%	NA			
2534	Telephone	70	390	18%	387	35		
2535	Electricity for Community Center	255	1,200	21%	1,092	76		74
<b>Total Operations &amp; Maintenance Expenses =</b>		<b>\$6,949</b>	<b>\$19,950</b>	<b>35%</b>	<b>\$8,968</b>	<b>\$1,404</b>	<b>\$858</b>	<b>\$1,444</b>

**CAPITAL EXPENDITURES**

4045	Block Grant: Insulation & Skylights	\$322	\$2,925	11%	\$5,010			\$322
4048	Bldg. Improve., Office/Sprink. Sys.	0	350	0%	3,469			
4093	Equipment & Furnishings	0	800	0%	433			
4243	Playground	1,689	n.a.	n.a.	22,935			
4381	Contingency Reserve	0	800	0%	NA			
<b>Total Capital Expenditures =</b>		<b>\$2,011</b>	<b>\$4,875</b>	<b>41%</b>	<b>\$31,847</b>	<b>\$0</b>	<b>\$0</b>	<b>\$322</b>

<b>TOTAL RECREATION EXPENDITURES =</b>	<b>\$8,960</b>	<b>\$24,825</b>	<b>36%</b>	<b>\$40,815</b>	<b>\$1,404</b>	<b>\$858</b>	<b>\$1,766</b>
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**REVENUE**

<b>BEGINNING CASH BALANCE</b>		<b>\$2,768</b>	<b>\$2,768</b>	<b>100%</b>	<b>\$1,382</b>			
9224	Grounds Rental, Playground	0	200	0%	NA			
9248	Restricted Donations	0	440	0%	NA			
9255	Rental of Building	1,138	4,000	28%	2,191	20	660	138
9255R	Refundable Rental Deposits	677	?	n.a.	n.a.	300	300	77
9258	Donations General, Fund Raisers	10	6,575	0%	NA	10		
9761	Donations, General							100
9811	Recreation Other, Start-up Programs	43	1,000	4%	754			
9834	Resident Handbook, Ad Sales	0	400	0%	NA			
9937	Bistro & Community Dinners	1,915	7,260	26%	1,052	251	1,151	513
9900	Grant Revenue, Community Block Grant	0	2,200	0%	3,775			
<b>Total General Revenue =</b>		<b>\$6,551</b>	<b>\$24,843</b>	<b>26%</b>	<b>\$9,154</b>	<b>\$581</b>	<b>\$2,111</b>	<b>\$828</b>

Income Allocated from Property Taxes

\$0 \$0 n.a. \$8,726

<b>TOTAL RECREATION REVENUE =</b>	<b>\$6,551</b>	<b>\$24,843</b>	<b>26%</b>	<b>\$17,880</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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<b>TOTAL (REVENUE - EXPENDITURES) =</b>	<b>(\$2,409)</b>	<b>\$18</b>	<b>n.a.</b>	<b>(\$22,935)</b>	<b>(\$1,404)</b>	<b>(\$858)</b>	<b>(\$1,766)</b>
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**FIRE DIVISION 9240, FUND 428**

Account Code	OPERATIONS & MAINTENANCE EXPENDITURES	Year to Date	92-93 Budget	To Date % of Budget	91-92 Actual Expense	Aug	Sep	Oct
1701	Worker's Compensation, Vol. Personnel	\$644	\$2,500	26%	\$644	\$644		
2020	Cal OSHA, Hepatitis Vaccinations	0	2,800	0%	NA			
2059	General Insurance	4,136	4,136	100%	5,602			
2085	Radio Maint. & Supply	57	1,000	6%	1,239	57		
2086	Fire Trucks & Vehicle Maintenance	0	1,200	0%	1,010			
2117	Cont. Serv., General Manager	825	1,875	44%	NA	225	225	150
2137	Copier Use	1	?	n.a.	n.a.			
2246	Rent for Firehouse	0	50	0%	50			
2273	Training	0	3,600	0%	4,349			
2362	Special Programs, Bar-B-Que	0	5,000	0%	NA			
2501	Gas & Oil	0	600	0%	108			
2531	Fire Hose	0	3,500	0%	0			
<b>Total Operations &amp; Maint. Expenses =</b>		<b>\$5,664</b>	<b>\$26,261</b>	<b>22%</b>	<b>\$13,002</b>	<b>\$926</b>	<b>\$225</b>	<b>\$150</b>
<b>CAPITAL EXPENDITURES</b>								
4093	Fire Equipment, Spec. Hose Fittings	\$0	\$2,223	0%	\$5,234			
4801	Misc. Equip. & Small Tools	0	500	0%	NA			
4827	Spec. Equip., W. Marin Grant	0	9,275	0%	12,249			
<b>Total Capital Expenditures =</b>		<b>\$0</b>	<b>\$11,998</b>	<b>0%</b>	<b>\$17,483</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL FIRE EXPENDITURES =</b>		<b>\$5,664</b>	<b>\$38,259</b>	<b>15%</b>	<b>\$30,485</b>	<b>\$926</b>	<b>\$225</b>	<b>\$150</b>
<b>REVENUE</b>								
9900	Forestry Grant	\$0	\$1,000	0%				
9258	MBVFD Donations	0	17,000	0%	5,800			
9377	West Marin Grant	0	10,415	0%	13,389			
9400	Other Agency Aid, (Marin Fire Dept.)	0	2,500	0%	0			
9763	Other Revenue, MBVFD Bar-B-Que	0	22,500	0%	NA			
<b>Total Operational Revenue =</b>		<b>\$0</b>	<b>\$53,415</b>	<b>0%</b>	<b>\$19,189</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Property Taxes		\$0	\$0	n.a.	\$11,296			
<b>TOTAL FIRE REVENUES =</b>		<b>\$0</b>	<b>\$53,415</b>	<b>0%</b>	<b>\$30,485</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>REVENUE - EXPENDITURES =</b>		<b>(\$5,664)</b>	<b>\$15,156</b>	<b>n.a.</b>	<b>\$0</b>	<b>(\$926)</b>	<b>(\$225)</b>	<b>(\$150)</b>
<b>Fire Station Reserve Fund (Restricted)</b>								
6985	Fire Station Building Fund Reserve	Balance =	\$7,243					

**OFFICIAL MINUTES OF THE  
MUIR BEACH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
HELD ON OCTOBER 21, 1992**

**Directors present:** Erin Pinto, president; Robin Collier; Hank Maiden, and Judith Yamamoto.  
**Absent:** Nancy Lee

- I. Call to order.** President Pinto called the meeting to order at 7:09 P.M.
- II. Review and consideration of Agenda.** Director Yamamoto motioned to approve the Agenda as it is; second by Director Collier; ayes all.
- III. Review and consideration of the draft Minutes for the September 23, 1992 Board meeting.** The following corrections were requested:
  - A.** Section VII, D, line 1, should read "discussed today's water", not "discussed the today's".
  - B.** Section VIII, B, line 4, should read "furnished free of charge by qualified", not "furnished by qualified".
  - C.** Director Collier ~~motioned~~ moved to approve the minutes as amended; 2nd by Director Maiden; ayes all.

The General Manager then pointed out that the adopted "District Procedures" specify that corrections to the minutes "shall be amended by hand". The minutes were amended, as required, and were signed by the President, with the Secretary's attesting signature.

- IV. Review and consideration of bills and expenses.** The General Manager briefly reviewed the bills and expenses to be paid.

Mr. Hyde, the consulting water manager, questioned the \$2030.67 and the \$116.22 invoices from Bell Industries. He stated he had written a purchase order limiting these purchases to \$1,700. the General Manager pointed out that these invoices had included a \$462 credit, that he thought was to be applicable to other items, as it was not shown as a discount. The \$462 credit places the total invoices within the limit specified.

Director Yamamoto ~~motioned~~ moved to approve the bills, as submitted with the \$462 credit properly applied. Seconded by Director Collier; Ayes all.

- V. Public open time.**
  - A. Old Business.** There were no requests from the public for Old Business.
  - B. New Business.** There were no requests from the public for new business.

## VI. Old business.

- A. The Minutes of the May 27, 1992 and those minute's wording of Director Maiden's comments concerning Ms. Riehl, were opened for discussion. Ms. Riehl, was present.

Director Maiden again stated that the minutes, while correctly quoting his words, do not reflect the tenor of the general discussion, at the time, and therefore imply a meaning not intended. He further stated that he misquoted the text of Ms. Riehl's letter that was published in the Beachcomber, because he did not have the letter at hand. His memory, combined with the tenor of the meeting, yielded the "hurt" versus "offend". He then apologized to Ms. Riehl, for the misunderstanding, and any discomfort that she may have experienced as a result.

Director Maiden referred to a dictionary definition of "offend" and noted that one of its definitions infers hurt. The general manager quoted a separate dictionary's 4th definition as "to hurt or cause pain to", and indicated that this older definition possibly resulted in a generational gap semantical difference. Ms. Riehl stated she would never intentionally hurt anyone, and both she and Director Maiden agreed that such an intent would be inappropriate.

Director Collier ~~motioned~~ moved that this part of the May 27, 1992 minutes now be approved, with a footnote that *"This section of these minutes has resulted in a misunderstanding and controversy. This section was approved during the October 21, 1992 meeting, as correctly quoted but out of context and improperly reflecting the intent. For clarification, refer to October 21, 1992 minutes."*

- B. The general manager reviewed the reasons for delaying the increased scope of the general expenses depository, in consideration of the State's 10% effective appropriation of all District revenues, and the need to consider alternative fund raising entities to avoid the loss of 10% of such income. Without a motion, the board concurred that additional study should be completed before fully implementing this account.
- C. The general manager reviewed the problems with the recycle area, as presented in his report. The Board concurred with the intent to continue efforts to gain citizen cooperation, and to research of alternative recycling sources.
- D. The general manager reported that the easement from Ahab/Seacape intersection to Sunset had never actually existed. A portion existed, in the original lower subdivision from Sunset. However, the Seacape subdivision did not continue the easement. Later the lower subdivision easement from Sunset was vacated and converted to private ownership. *The vacated easement is now known as Lot 17, Block 221 of Assessor's Map Book 199, Page 22, as recorded in the Marin County, Ca. records.*
- E. The general manager pointed out that the voiding of Measure K, and the Board's motion that all voters vote no on the measure, has been published in an article in the Marin Journal. Further, he is preparing a detailed explanation and report of the events, for the October District Newsletter. The newsletter will be delivered no later than the middle of next week.
- F. Following a brief discussion on the distribution of draft minutes, Director Collier ~~motioned~~ moved that the draft minutes be distributed with all the Agenda/Minute and full Board

packets. Seconded by Director Yamamoto; Ayes all.

**VII. Water Division.** Henry Hyde, the consulting water manager, reviewed his report of the water division activities since the last meeting and water production for the month of September.

- A. ~~The problem valves in the Seacape/Starbuck loop have been replaced or repaired. Two of the valves required replacement, while the third valve required a thorough cleaning to be operable. The three problem valves were replaced.~~
- B. The easements for the Charlotte's Way to Sunset inter-tie have been agreed to, and the documents are being prepared. Requests for contract proposals will be offered as soon as the easement documents are completed.

It was pointed out that the inter-tie will require a pressure control regulator, due to pressure and elevation differentials between the upper and lower lines.

**VIII. Volunteer Fire Division.** Fire Chief Farkas, called in earlier to report he had just received emergency dental treatment, and would not be able to attend tonight's meeting. His report, included in the Board packet, contains all the information he would have reported on.

**IX. General Manager's Report.** The general manager reported on the following activities.

- A. Roads and Easements: The general manager reported that on the upper end of the Community Center easement to Sunset, three stairs had been replaced, and the remaining upper stairs had been restored to useable condition. In addition, several light bulbs have been replaced, and work on the lower end will continue as soon as a new maintenance assistant is available.

A proposal from the Marin Conservation Corps was received today. Their estimate to renovate the Sunset to Little Beach Easement is \$7,628; the Sunset to Ahab easement is \$3,834; and the drainage swales along Sunset is \$2,520. The general manager stated the District does not have the funds available for this work. The Board concurred, and instructed the general manager to continue the maintenance of these facilities, using the casual labor as available for the assistant maintenance person, and as the available budgeted funds permit.

- B. Recreation: The general manager reported that the net proceeds for the September dinner night were \$77.93; and for the Sunday brunch \$51.46. Both events received approving comments from residents, with requests for more. Regrettably, we have not had an abundance of volunteers to be the "Frustrated Chef".

The next dinner night is scheduled for Wednesday, November 11, 1992. Doris and Gina Chatham will prepare an Indian "Curry Style" dinner. Karla Anderstatter is developing an entertaining program of poetry reading to follow the dinner. This will be the beginning of a sequence of entertaining cultural events to be incorporated with the dinners.

The general manager reported on the recommendations of PG&E, combined with a proposal from Light Express, for energy saving modifications to the lighting and electrical facilities in the Community Center. Total costs are estimated to be less than \$1,500. Potential rebates from PG&E, combined with electrical savings, indicate a full payback in less than two

years. The manager recommended implementation of the recommendations, particularly in consideration of the long term savings resulting from future electrical cost increases. No action was taken, as there are no funds available in the 1992-93 budget.

- C. **General and Administrative:** The newest information on the State's taking of District funds was considered. The maximum taking has increased from \$15,682 to \$17,183, and the County Auditor says the new State guidelines require the full taking. This information will be included in the District newsletter.

A County Grant of \$10,000 has been pledged. To obtain the funds, the District must provide a project outline and budget. The General Manager's report suggested alternative uses for these funds, to replace revenues lost from the State's taking, and to provide funds for needed maintenance activities, storage facilities, and essential equipment.

Director Yamamoto, and Henry Hyde stated that, in previous years, these funds had been included in the Harris Plan cash flow analysis, as a Board policy. The general manager reminded the Board, that when the 1992-93 budget was adopted ~~these funds had not been included, as the then available information indicated the County would not have the funds~~ *the County had indicated that these funds would not be available.* Further, the current indication is that these funds will not be available in future years. Therefore, this grant should be considered as new funds, obtained to assist in overcoming the State's taking of District revenues.

A general discussion followed, considering the possible use of funds; the \$2,000+ increase in the State's taking of District funds; the difficulty of raising adequate funds through fund raising and donations; the weaknesses in the District budget; and the hazards in delaying maintenance until it becomes critical.

The general consensus was that additional consideration, with greater detail is necessary before the Board can take action. The general manager was instructed to prepare a more detailed analysis, as soon as possible, for Board consideration.

- X. **Adjournment.** Director Maiden ~~motioned~~ *moved* to adjourn; seconded by Director Collier. Ayes all. The meeting adjourned at 9:51 P.M.

These minutes were approved by the Muir Beach Community Services District Board of Directors, during their meeting on November 18, 1992 as corrected.

  
Erin Pinto, Board President

Attest:

  
Donovan Macfarlane, Recording Secretary



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FOR THE  
November 18, 1992 MBCSD BOARD PACKET**

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<p>The following information is not included in the Agenda/Minute packets. Copies of the full Board packet are posted on two bulletin boards, on the community center library bulletin board, and on file in the general manager's office.</p>	
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**MUIR BEACH COMMUNITY SERVICES DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING TO BE HELD IN  
THE COMMUNITY CENTER, 19 SEACAPE, MUIR BEACH, CALIFORNIA  
WEDNESDAY NOVEMBER 18, 1992 AT 7:00 PM**

**DIRECTORS:** Erin Pinto, president; Robin Collier, Nancy Wolf Lee, Hank Maiden, and Judith Yamamoto, directors.

**AGENDA**

- I.** Call the meeting to order.
- II.** Review and consideration of the November 18, 1992 Agenda.
- III.** Review and consideration of draft minutes of the October 21, 1992 Board meeting.

**NOTE:** Draft minutes are on file in the General Manager's office, and have been distributed to Board members and department heads, for review and correction. **Copies of approved Official Minutes are included in Board Packets for general review.**

- IV.** Consideration of bills and expenses received subsequent to the October 21, 1992 meeting.
- V. PUBLIC OPEN TIME:** California State Law prohibits Board action on any item, within its jurisdiction, that has not been listed on the lawfully posted Agenda unless: *1) upon a determination by a majority of the Board that an emergency situation exists; 2) upon a determination by a two-thirds majority of the Board (or by no less than three members, if less than the entire Board is present) that the need to take action arose subsequent to the Agenda being posted; or 3) the item was posted for a prior Board meeting, occurring not more than five (5) days prior to the date action is taken on the item, and at the subject prior meeting, the item was continued to the meeting at which action is being taken. Other items will generally be received as information, or referred to staff for further consideration prior to the next scheduled meeting of the board. As a matter of procedure, the Board may limit individual presentations to no more than five minutes. Individual presentations should involve non repetitive items, and non-repetitive supporting information.*

**PUBLIC INPUT**

**Old business:** The public may request further consideration, clarification, or modification of business items previously considered and acted upon by the Board. To do so, the public must refer to the specific minute item and date of the approved minutes.

**New Business:** The public may introduce items of new business, not included in the posted Agenda, that they wish the Board to consider at a future meeting, or they may present substantiating evidence to support emergency consideration. The presentation should include information and details offering a clear understanding of the problem to be considered.

**In addition to foregoing public input, the public has the right and will be invited to comment on any and all items listed on the posted Agenda.** This public comment is subject to the same time and content limitations outlined above.

- VI. OLD BUSINESS:** There were no major items of business carried over from the previous board meeting. Several items initially introduced during the September 23 Board meeting required additional study and details, prior to the Board taking action. These items will be reported on, in the General Manager's reports, as the additional study is completed , and necessary details become available.

**AT 8:30, A 15 MINUTE COFFEE BREAK WILL BE CALLED**

- VII. WATER DIVISION:** The Consulting Water Manager will review this division's activities. The Water Division's monthly report is included in the Board packet.

- VIII. VOLUNTEER FIRE DEPARTMENT:** The Fire Chief will review this division's activities.

- IX. GENERAL MANAGER'S REPORT:** The General Manager's report will be presented in the following order for general discussion and consideration by the Board.

- A. Roads and Easements Division:** A report on the activities for this division.
- B. Recreation Division:** A report on the activities for this division.
- C. G&A Division:** A report on general and administrative activities and District budget.

**ADJOURNMENT OR CONTINUATION.**

VENDER NAME	DIV. CODE	USE CODE	DESCRIPTION	AMOUNT
<b>HARRIS FUND EXPENDITURES</b>				
HENRY HYDE & ASSC.	429	2395	CONSULTING MGT. FEE	\$ 375.00
<b>TOTAL HARRIS FUND EXP. =</b>				<b>\$ 375.00</b>

**GENERAL AND ADMINISTRATIVE EXPENDITURES**

HAZEL MELO	9236	1003	DISTRICT SECRETARY'S SALARY	\$ 276.92
PUB. EMP. RET. SYS.	9236	1404	FICA ADMIN FEE	\$ 40.00
CAL. SPEC. DIST. ASSC.	9236	2049	ANNUAL MEMBERSHIP FEE	\$ 100.00
ABC CONSULTANTS	9236	2117	GENERAL MANAGER'S FEE	\$ 450.00
ABC CONSULTANTS	9236	2117	RECORDING SECRETARY'S FEE	\$ 100.00
ABC CONSULTANTS	9236	2130	POSTAGE	\$ 29.00
ABC CONSULTANTS	9236	2133	3.5" COMPUTER DISKS	\$ 51.45
ABC CONSULTANTS	9236	2133	1" BINDERS	\$ 22.50
ABC CONSULTANTS	9236	2137	11 X 17 COPY PAPER	\$ 7.35
MARIN CO. REVENUE	9236	2352	ASSESSMENT ROLL	\$ 21.45
ABC CONSULTANTS	9236	2479	GOLDEN GATE TOLL	\$ 3.00
ABC CONSULTANTS	9236	2479	OCT. TRAV. 289 MI. @ \$.25	\$ 72.25
ABC CONSULTANTS	9236	2534	TELE. 6 MONTHS ACCUMULATED	\$ 58.61
PACIFIC BELL	9236	2534	GEN. MGR. OFFICE PHONE	\$ 67.89
<b>TOTAL G&amp;A EXP. =</b>				<b>\$ 1,300.42</b>

**ROADS & EASEMENT DIVISION EXPENDITURES**

ABC CONSULTANTS	9237	2117	GENERAL MANAGER'S FEE	\$ 300.00
<b>TOTAL R&amp;E EXP. =</b>				<b>\$ 300.00</b>

**WATER DIVISION EXPENDITURES**

HAZEL MELO	9238	1003	DISTRICT SECRETARY	\$ 276.92
HARVEY PEARLMAN	9238	1028	MAINTENANCE MANAGER	\$ 672.00
HARVEY PEARLMAN	9238	1506	HEALTH INSURANCE	\$ 83.45
JACKSON'S	9238	2096	BUILDING REPAIRS	\$ 26.71
BRELJE AND RACE	9238	2115	GENERAL WATER ANALYSIS	\$ 500.00
PARADISE POOL SERV.	9238	2115	CHLORINE SUPPLIES	\$ 34.32
ABC CONSULTANTS	9238	2117	GENERAL MANAGER'S FEE	\$ 300.00
HAZEL MELO	9238	2130	POSTAGE	\$ 42.84
HAZEL MELO	9238	2133	OFFICE SUPPLIES, ENVELOPES	\$ 8.86
HAZEL MELO	9238	2137	COPIER EXP.	\$ 0.71
FORSTER PUMP & ENG.	9238	2325	REPAIR DAMAGED MAIN @ BRIDGE	\$ 320.00
HENRY HYDE & ASSC.	9238	2395	CONSULTING MGT. FEE	\$ 375.00
HARVEY PEARLMAN	9238	2479	ROUTINE TRAVEL	\$ 75.00
PG&E	9238	2535	LOWER TANK ELEC. SERV.	\$ 6.62
PG&E	9238	2535	WELL HOUSE ELEC. SERV.	\$ 558.12
FORSTER PUMP	9238	4169	CONST. PROJ. IMP., RES.	\$ 2,625.00
FORSTER PUMP	9238	4169	CONST. PROJ. IMP., RES.	\$ 409.55
FORSTER PUMP	9238	4197	WATER SYSTEM REPAIRS	\$ 2,625.00
<b>TOTAL WATER DIV. EXP. =</b>				<b>\$ 8,940.10</b>

**RECREATION DIVISION EXPENDITURES**

DENNIS APPLIANCE	9239	2077	REFRIDGE. CHECK AND REMOVAL	\$ 32.00
JUANA GONZALES	9239	2096	BUILDING JANITORIAL SERVICE	\$ 120.00
ABC CONSULTANTS	9239	2117	GENERAL MANAGER'S FEE	\$ 300.00
ABC CONSULTANTS	9238	2366	PAPER TOWELS	\$ 10.71
PACIFIC BELL	9239	2534	COM. CTR. PAY PHONE	\$ 34.20
PG&E	9239	2535	COM. CENTER ELEC. SERV.	\$ 93.84
<b>TOTAL RECREATION DIV. EXP. =</b>				<b>\$ 590.75</b>

**FIRE DIVISION EXPENDITURES**

ABC CONSULTANTS	9240	2117	GENERAL MANAGERS'S FEE	\$ 150.00
<b>TOTAL FIRE DIV. EXPENDITURES =</b>				<b>\$ 150.00</b>

TOTAL FUND 428 EXP. = \$ 11,201.27

TOTAL FUND 429 EXP. = \$ 375.00

**TOTAL OF ALL EXP. = \$ 11,576.27**

**MUIR BEACH C.S.D. WATER DEPARTMENT**  
**STATUS REPORT: October, 1992**

**WATER SYSTEM OPERATION**

The water system basic operation services performed during the month of October, 1992 includes:

1. Daily check of the system and maintain the daily log book.
2. Monthly bacteriological samples (2) - acceptable results.

Water production for the month of October was 50,670 gpd or about 31% more than the 1991 annual average of 38,600 gallons/day.

1.	Volume of water produced:	1,722,800	gallons
2.	Average daily production:	50,670	gallons/day
3.	Maximum day production:	67,500	gallons/day
4.	Volume of water used (metered):	1,055,017	gallons
5.	Line Flushing (Estimated)	150,000	gallons
6.	Unaccounted for volume:	517,783	gallons (30% of production)

**SUPPORT ACTIVITIES**

Support activities initiated and/or completed include:

1. Supervision of Harvey Pearlman. Activities included assignment of maintenance tasks and water system operation.
2. Collected monthly bacteriological samples and delivered to Brelje and Race Laboratories for analysis. Results were sent to the County Health Department.
3. Collected annual water quality samples and delivered to B&R Lab.
4. Monthly line flushing of system.
5. Meter maintenance and replacement.
6. Paint fire hydrants.

**EMERGENCY REPAIRS**

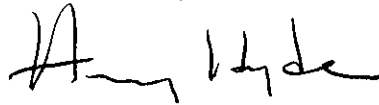
1. Dirty water problem on 10-14 at 195 Sunset Way (See Incident Report).
2. Service line leak on 10-12 at 63 Seacape due to faulty meter box. (See Incident Report).
3. Low zone tank control valve repair on 10-6. (See Incident Report).
4. Pacific Way - Redwood Creek Bridge mainline repair on 10-22. (See Incident Report).

**SPECIAL SERVICES**

Special services included:

1. Design of Harris Project D4 (Charlotte-Sunset) Intertie.
2. Replacement of three (3) main line valves in the Starbuck Drive loop on 10-7 and 8.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Henry Hyde", written in a cursive style.

Henry Hyde & Associates  
District Water Manager

## **INCIDENT REPORT**

**Problem:** Leak in copper tubing in low zone storage tank control valve on 10-6. Holes developed in the copper tubing due to corrosion, erosion or a combination of both.

**Alternatives:**

**Solution:** Replace defective copper tubing with new copper tubing.

Completed by: A. Hyde

## **INCIDENT REPORT**

**Problem:** Leak in service line shut-off valve before meter at 63 Seacape Drive on 10-12. The existing plastic meter box collapsed under traffic load damaging the meter shut-off valve.

**Alternatives:**

**Solution:** Shut-off main line in Seacape Drive. Installed new shut-off valve and replaced meter. Installed new concrete meter box.

Completed by: A. Hyde



## **INCIDENT REPORT**

**Problem:** Dirty water reported at 195 Sunset Way on 10-14.

**Alternatives:**

**Solution:** Investigate source of problem. Flushed hydrants on Sunset Way above and below the service line. Dirty water cleared in a few minutes.

Completed by: A. Hyde

## **INCIDENT REPORT**

**Problem:** The 4-inch diameter PVC main line crossing the Pacific Way-Redwood Creek Bridge buckled on 10-22 at the shut-off valve and mechanical joints as a result of excessive pressure caused when the water was turned on after being shut-off to allow for meter replacement work in the area.

**Alternatives:**

**Solution:** The line was straightened and anchored into the concrete bridge structure to restrain future lateral and vertical movement as a result of excessive pressure or other unusual forces (e.g. earthquake). The Maintenance Manager was instructed regarding proper procedures when refilling a water main after shut-off (e.g. open hydrant) to release air and excessive pressure.

Completed by: A. Hyder

## **MUIR BEACH COMMUNITY SERVICES DISTRICT GENERAL MANAGER'S REPORT**

**TO:** The Board of Directors  
**FROM:** Donovan Macfarlane, General Manager  
**DATE:** November 18, 1992  
**FOR:** Board of Directors Regular Meeting, Wednesday October 21, 1992.

---

- I. OLD BUSINESS:** There are no major items remaining from the October meeting that require independent consideration under Old Business. The details for allocation of the \$10,000 grant from Marin County are still being compiled, and require additional time for a complete study to be presented for the Board's consideration.
- II. WATER DIVISION:** In addition to the Consulting Water Manager's report, the following water division activities are offered.
  - A. Billing.** The October billing was partially accomplished using a computer program to calculate the consumption and billing amounts. I have just recently received demonstration disks of fully automated billing programs, from three different companies. One of these programs seems to be applicable to our needs. As soon as time permits, I will analyze the program and submit a report to the Board.
  - B. Water Revenue.** The revenue for water delivered, following the October billing, is in line with the budget projection, with 40% of the annual total billed through October. It should be noted that actual revenue is reported through September, and the October-November figures show billing amounts (accounts receivable), not revenue received. This is an area where the budget report will be revised, to include actual income received versus accounts receivable.
- III. ROADS AND EASEMENTS:** At the time of this report, I have two leads for potential maintenance assistant employees. Hopefully, one of them will be hired by the time of the meeting. Timbers have been purchased to replace the remaining sub-standard steps on the easement from the Community Center to Sunset.

We should offer our strong appreciation to Cathy Sward, for cleaning the steps from the lower playground to Sunset. Her volunteer efforts have improved the easement's safety.

It should be noted that the lighting on the easement from the Community Center to Sunset is very inadequate. With the increased activities of the dinners, fund raisers, and general recreation, better lighting is essential. My report on grant fund allocation will include consideration of this need, as well as the need for energy conservation.

- IV. RECREATION DIVISION:** The following summarizes the major recreation activities.
  - A. Community Center:** The refrigerator for the Community Center kitchen was declared beyond repair by the service repairman. The compressor was burned out, and improper use of sharp instruments to speed defrosting damaged the freezing coils. My research

indicates that the best pricing is through Circuit City. Ten cubic feet units are priced in the \$250 to \$350 range, depending on make, frost free or not, and other amenities. I have been referred to a dealer in Petaluma, who handles new "scratched or dented units", but have not had the opportunity to visit the store. Hopefully, this unit will be replaced by the time of the Board meeting.

- B. Halloween Dance:** The Halloween dance was a social and financial success. Several of the volunteer fire-people were called out on emergency. An automobile drove off the Highway One roadway, just above Frank Valley Road. The vehicle started on fire, and the prompt answering of the call avoided a possible severe fire. Gross income provided for the band, \$250 to the CSD recreation fund, and \$250 to the MBVFD.
- C. The November 11th, Community Dinner:** This dinner, graciously Chef'd by Doris and Gina Chatham, was our most successful dinner to date. Attendance was 45 people, and three people had to be turned away at the door. In addition, three phone callers for an additional 7 people were told that the dinner was sold out. Gross income for the dinner and beverages was \$304, total expenses were \$209.71, with net income of \$94.29. The success of these dinners, combined with the knowledge gained in having them, indicates we should increase the basic charge from \$5 to \$6 or \$7. The quality of the dinners would compare to restaurant pricing of \$15 or more.

The poetry reading, coordinated by Karla Andersdatter, was quite successful. More than twenty of the dinner patrons stayed to listen and participate in the reading. The added entertainment undoubtedly increased the dinner attendance. Future dinners will be planned to include some form of entertaining activity, including additional poetry readings, movies, monologues, etc.

- D. Future events:** Several events are in the planning stage, to close the 1992 year with festivities. The next dinner night will be December 9th, or the 16th, if the Board decides not to hold a Board meeting on the 16th.

**Sunday Brunch,** is scheduled for Sunday November 22nd.

**Children's Christmas Party,** plans are being developed for a children's Christmas party on Sunday, December 13th, or Saturday December 12th.

**New Year's Eve Party,** plans are being developed for a New Year's Eve party and dance. Music will be by disk jockey, with CD's loaned for the occasion.

- E. Questionnaire response:** Response to the recreational questionnaire has been sparse in return. However, those returned are encouraging and enthusiastic. Several new programs have been suggested, and the newsletter should provide a method of communication that develops and/or determines the amount of community support.
- F. Newsletter:** Reaction to the newsletter has been limited, but favorable. My estimate is that it will take several months for the newsletter to take hold. Of particular importance is that consistency in publishing is established, so the community looks forward to and expects the newsletter each month.

- G. **MBCSD Recreation depository.** The summary of income, expenditures, and account balance is included in the Board Packet.

V. **GENERAL AND ADMINISTRATIVE DIVISION:**

- A. **State appropriation of District tax revenue:** Since the last meeting, I have written two letters to Richard Arrow. Regrettably, his answers continue to be empathetic, but offer no relief. He continues to feel the guidelines from the State Comptroller's office are firm. He did forward a copy of these guidelines, and I am studying them. The combined documentation including Senate Bill 617 is quite bulky. The guidelines consist of numerous spreadsheets, requiring careful analysis.
- B. **District budget update:** The updated District budget immediately follows this report. The budget has been updated to include the County Auditor's report through September, known District expenditures included in the bills payable submitted tonight, and known additional District income through November 16, 1992. **The County has modified their code numbers, necessitating that some of our codes be deleted and/or changed.** I will be meeting with the County auditor, to discuss this and the improper posting of information.

**G & A Division:** On November 18th, we will have completed 38.3% of the 1992-93 fiscal year. Expenses for this division are 29.6% of budgeted allowance, and within reasonable conformance. Income is just 6.3% of the budget forecast; however, real property taxes (1st half) are not collected until November and December, with reports in December and January.

**R & E Division:** Expenditures are just 31.4%, and within budget guidelines. This has been accomplished by delaying all but absolutely essential maintenance. Income is 8.9%, a carry over from the "Chipper Program." Future income is to come from possible fund raisers, or community support of a new "Chipper Program." Additional information will be developed for the January Board meeting.

**Water Division:** Water income and expenditures (53.4% expense versus 52.4% income) are approximately equal, and slightly greater than a straight line budget projection. The greater than average emergency repairs, account for the high expenditures. Dry weather accounts for the greater water consumption. Revenues and expenditures are expected to return to budget parameters during the next quarter.

**Recreation Division:** Expenditures of 50.5% are greater than the budget allowance, and income of 31.3% is below the projected income. Adjusting expenses for prepaid insurance decreases the expense percentage to 46%. Income is approximately \$1,800 below budget projections. The 8% spread between income and expense is a combination of: 1). Rental income is below anticipated projections. 2). Fund raising is below projections. 3). Expenses for the fund raising events, versus requested donations yields a smaller net income margin than projected. Steps to bring the expense/income into line will include: 1). Possible increases in dinner and fund raising fees. 2). Increasing the number of fund raising events. 3). Curtailing scheduled maintenance and repairs. 4). Increased efforts to arrange profitable rentals of the

community center. **It should be noted that curtailing maintenance and repairs conflicts with gaining increased profitable rentals.**

**Fire Division:** This division is well within the budget spending limits. Spending will increase, as will income, when West Marin grant items are purchased and income received. The primary income and expenses will occur next year, from the Barbecue.

**Harris Fund:** Expenditures and income are in line with the budget and time allocated projections. The greatest problem with this fund is that the State's budget action takes \$2,600 from the general fund, as 10% of gross income from the special assessment. Research of the State Comptroller's guidelines may reveal a direct taking from this fund, by the State. If so, the revenues for the fund will be reduced by \$2,600 and net revenue realized by the general fund will increase by \$2,600.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT.

WELLS FARGO DEPOSITORY  
1/ 1/92 Through 11/16/92

MBCSDREC-WELLS FARGO  
11/13/92

Page 1

Category Description	1/ 1/92-- 11/16/92
INCOME/EXPENSE	
INCOME	
BISTRO & COM. DINNERS	1,558.99
COMMUNITY CENTER RENTAL	972.50
COPIER INCOME	161.16
DONATIONS GENERAL	100.00
MISC. INCOME	5.15
MISC. WATER INCOME	70.52
NEWSLETTER SUB	5.00
R&E RESTRICTED DONATIONS	25.00
RECREATION PROGRAMS	574.36
REFUNDABLE DEPOSITS	450.00
RESIDENT HANDBODK	75.00
TOTAL INCOME	3,997.68
EXPENSES	
BUILDING SUPPLIES	13.98
EQUIPE. & FURNISHINGS	321.73
FUND RAISER EXP.	572.24
RECREATIONAL PROGRAMS	84.57
RENTAL DEPOSIT REFUNDS	377.00
Expenses - Dther	18.82
TOTAL EXPENSES	1,388.34
TOTAL INCOME/EXPENSE	2,609.34
BALANCE FDRWARD	
WELLS FARGO	3,063.01
TOTAL BALANCE FORWARD	3,063.01
OVERALL TOTAL	5,672.35

**GENERAL FUND 428  
CASH LEDGER  
SUMMARY 1992-93 YEAR TO DATE  
OPENING ADOPTED 1992-93 BUDGET**

	Actual Year To Date	1992-93 Budget	To Date % of Budget	General Fund Balance
<b>DESCRIPTION</b>				
Beginning Fund Depository Balance				\$19,225
Budgeted Contingency Reserve		\$22,251		
Total G & A Division Expenditures	\$7,120	\$24,080	29.6%	
Total G & A Division Revenue	2,133	33,900	6.3%	
<b>G &amp; A Division Revenue - Expenditures</b>	<b>(\$4,987)</b>	<b>\$9,820</b>	<b>NA</b>	<b>\$14,238</b>
Total R & E Division Expenditures	\$6,043	\$19,218	31.4%	
Total R & E Division Revenue	290	3,270	8.9%	
<b>R &amp; E Division Revenue - Expenditures</b>	<b>(\$5,753)</b>	<b>(\$15,948)</b>	<b>NA</b>	<b>\$8,485</b>
Total Water Division Expenditures	\$30,984	\$58,000	53.4%	
Total Water Division Revenue	30,396	58,000	52.4%	
<b>Water Division Revenue - Expenditures</b>	<b>(\$589)</b>	<b>\$0</b>	<b>NA</b>	<b>\$7,896</b>
Total Recreation Division Expenditures	\$12,527	\$24,825	50.5%	
Total recreation Division Revenue	7,773	24,843	31.3%	
<b>Recreation Div. Revenue - Expenditures</b>	<b>(\$4,754)</b>	<b>\$18</b>	<b>NA</b>	<b>\$3,141</b>
Total Fire Division Expenditures	\$5,814	\$38,259	15.2%	
Total Fire Division Revenue	0	53,415	0.0%	
<b>Fire Division Revenue - Expenditures</b>	<b>(\$5,814)</b>	<b>\$15,156</b>	<b>NA</b>	
<b>TOTAL OF ALL DISTRICT REVENUE</b>	<b>\$40,592</b>	<b>\$173,428</b>	<b>23.4%</b>	
<b>TOTAL OF ALL DISTRICT EXPENDITURES</b>	<b>\$56,675</b>	<b>\$126,123</b>	<b>44.9%</b>	
<b>EQUITY CHANGE, REVENUE - EXPENDITURE</b>	<b>(\$16,083)</b>	<b>\$47,305</b>	<b>-34.0%</b>	<b>\$3,141</b>

- (1) Fire Division funds are restricted for Fire Division use, and are not included in the General Fund Balance.

**CAPITAL RESERVE HARRIS FUND 429**

Account Code	OPERATIONS & MAINTENANCE EXPENDITURES	Actual Year to Date	92-93 Budget	To Date % of Budget	91-92 Actual	Sep	Oct	Nov
2395	Consulting Engineer	\$1,500	\$4,500	33%	\$4,500	\$750	\$375	\$375
4145	Harris Plan D-4	3,310	41,000	8%	NA			
	<b>TOTAL EXPENDITURES =</b>	<b>\$4,810</b>	<b>\$45,500</b>	<b>11%</b>	<b>\$4,500</b>	<b>\$750</b>	<b>\$375</b>	<b>\$375</b>
	<b>REVENUE</b>							
9007	Special Tax Assessment	\$0	\$26,000	0%	\$23,468			
9008	Special Assessment Tax, Delinquent	\$1,200	\$0	n.a.	n.a.			
9031	Special Surcharge Account	150	540	28%	13,431	15		
9201	Interest on unused Fund Balance	262	1,000	26%	2,850			
9377	County Assistance Grant	10,000	10,000	100%	0			
	<b>TOTAL REVENUE RECEIVED =</b>	<b>\$11,612</b>	<b>\$37,540</b>	<b>31%</b>	<b>\$39,749</b>	<b>\$15</b>	<b>\$0</b>	<b>\$0</b>
	Beginning Cash Balance	\$38,364	\$38,364					
	Change in Balance, Income less Expenses	6,802	(7,960)					
	<b>ENDING CASH BALANCE =</b>	<b>\$45,166</b>	<b>\$30,404</b>		<b>\$38,364</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



**GENERAL & ADMINISTRATIVE DIVISION 9236, FUND 428**

Account Code	OPERATIONS & MAINTENANCE EXPENDITURES	Actual Year to Date	92-93 Budget	To Date % of Budget	91-92 Actual	Sep	Oct	Nov
1003	District Secretary	\$1,385	\$3,600	38%	\$1,928	\$277	\$277	\$277
1005	Recording Secretary	674	1,500			355	166	
1404	Social Security	125	120	104%	147	21		61
1506	Employee Benefits	5	250	2%	0		3	3
2049	Conferences & Meetings	100	900	11%	754			100
2059	General Insurance	1,165	1,165	100%	0			
2117	Cont. & Out. Serv., General Manager	2,450	5,625	44%	6,750	1,350	550	550
2119	Publications & Advertisement	128	1,200	11%	484	128		
2130	Postage & mail expense	29	100	29%	8			29
2133	Office Supplies	234	300	78%	1,347		176	51
2137	Administrative use of copier	277	2,300	12%	1,076			7
2352	Auditor & County fees	21	4,000	1%	2,992			21
2479	Mileage & Routine Travel	75	600	13%	326			75
2534	Telephone	442	1,200	37%	579	190		127
2720	Gen. Administrative Exp.	10	300	3%	0		10	
<b>Total Operations &amp; Maintenance Expenses =</b>		<b>\$7,120</b>	<b>\$23,160</b>	<b>31%</b>	<b>\$16,391</b>	<b>\$2,322</b>	<b>\$1,182</b>	<b>\$1,302</b>

**CAPITAL EXPENDITURES**

4048	Building Improvements	\$0	\$450	0%	\$0			
4093	Equipment & furnishings	0	470	0%	798	0	0	0
<b>Total Capital Expenditures =</b>		<b>\$0</b>	<b>\$920</b>	<b>0%</b>	<b>\$798</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**TOTAL G & A EXPENDITURES =**

<b>\$7,120</b>	<b>\$24,080</b>	<b>30%</b>	<b>\$17,189</b>	<b>\$2,322</b>	<b>\$1,182</b>	<b>\$1,302</b>
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**REVENUE**

9001	Property Taxes, Secured	\$0	\$28,800	0%	\$28,420			
9002	Property Taxes, Unsecured	0	1,300	0%	1,429			
9003	Property Taxes, Secured delinquent	974	0	n.a.	555			
9004	Property Taxes, Secured Redemptions	0	0	n.a.	832			
9020	Special Dist. Augmentation Fund	460	0	n.a.	14,616	13		
9041	Supplemental Assessment, current	120	0	n.a.	1,406			
9043	Supplemental Assessment, redemptions	0	0	n.a.	88			
9280	Hoptr. St.	1	0	n.a.	627			
9772	Miscellaneous Income (Copier)	572	2,000	29%	n.a.	50	26	17
9280	General Income, Fees & Charges	5	1,800	0%	300			5
<b>TOTAL G&amp;A REVENUE =</b>		<b>\$2,133</b>	<b>\$33,900</b>	<b>6%</b>	<b>\$48,272</b>	<b>\$62</b>	<b>\$26</b>	<b>\$23</b>

**G & A REVENUE - EXPENDITURES =**

<b>(\$4,987)</b>	<b>\$9,820</b>	<b>n.a.</b>	<b>\$31,083</b>	<b>(\$2,259)</b>	<b>(\$1,156)</b>	<b>(\$1,279)</b>
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**ROADS & EASEMENTS DIVISION 9237, FUND 428**

Account Code	OPERATIONS & MAINTENANCE EXPENDITURES	Actual Year to Date	92-93 Budget	To Date % of Budget	91-92 Actual	Sep	Oct	Nov
1028	Maintenance Manager	\$0	\$1,440	0%	\$879			
1073	Extra Hire, General Maint. Person	78	5,040	2%	2,382		78	
1404	FICA	0	503	0%	128			
1506	Employee Benefits	0	120	0%	0			
1701	Worker's Compensation Ins.	0	500	0%	225			
2059	General Insurance	1,165	1,165	100%	1,281			
2077	Routine Repairs	0	500	0%	105			
2078	General Maintenance	0	1,000	0%	1,591			
2094	Roads reconstructed	800	n.a.	n.a.	157			
2117	Cont. & Out. Serv., General Manager	1,500	3,750	40%	0	900	300	300
2137	Copier Expense, Notices	0	100	0%	0			
2249	Small Tools & Instruments	0	500	0%	0			
2501	Gas, oil & Gr	0	100	0%	3			
2741	Chipper	2,500	4,500	56%	0			
<b>TOTAL ROAD &amp; EASEMENT EXPENDITURES</b>		<b>\$6,043</b>	<b>\$19,218</b>	<b>31%</b>	<b>\$6,751</b>	<b>\$900</b>	<b>\$378</b>	<b>\$300</b>
<b>REVENUE</b>								
9248	Restricted Donations & Fund Raisers	\$290	\$1,000	29%	\$0			
9772	General Income, Fees & Charges	0	2,270	0%	0			
<b>TOTAL ROADS &amp; EASEMENTS REVENUE =</b>		<b>290</b>	<b>3,270</b>	<b>9%</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>REVENUE - EXPENDITURES =</b>		<b>(\$5,753)</b>	<b>(\$15,948)</b>	<b>n.a.</b>	<b>(\$6,751)</b>	<b>(\$900)</b>	<b>(\$378)</b>	<b>(\$300)</b>

**WATER DIVISION 9238, FUND 428**

Account Code		Actual Year to Date	92-93 Budget	To Date % of Budget	91-92 Actual	Sep	Oct	Nov
<b>PERSONNEL EXPENDITURES</b>								
1003	District Secretary	\$1,385	\$3,600	38%	\$7,199	\$277	\$277	\$277
1004	Meter Readers	180	1,080	17%	1,170		90	
1028	Maintenance Manager	4,348	9,600	45%	6,765	900	714	672
1404	Social Security	439	1,630	27%	1,503	90	76	73
1506	Medical Plan	417	1,000	42%	604	83	83	83
1701	Worker's Comp. Insurance	233	1,000	23%	673	67	53	50
<b>Total Personnel Expenses =</b>		<b>\$7,001</b>	<b>\$17,910</b>	<b>39%</b>	<b>\$17,914</b>	<b>\$1,417</b>	<b>\$1,294</b>	<b>\$1,155</b>

**OPERATION & MAINTENANCE EXPENDITURES**

2058	Annual Inspection Fee	\$0	\$350	0%	\$0			
2059	General Insurance	1,765	1,765	100%	2,316			
2077	Routine Repairs	422	1,400	30%	3,364			
2096	Building Repair	27	500	5%	121			27
2115	Lab Supplies & Testing	831	1,000	83%	787	160	34	534
2117	General Manager	1,500	3,750	40%	0	900	300	300
2122	Refunds	123	200	62%	593	50		
2130	Postage	50	230	22%	204			43
2133	Office Supplies	27	350	8%	420			9
2137	Copier Use	29	?	n.a.	n.a.			1
2221	Public & Legal Notices	0	135	0%	7			
2325	Contract Service - Maintenance	1,432	3,000	48%	6,922	36		320
2395	Prof. Consultant, Water Manager	1,500	4,500	33%	4,250	750	375	375
2479	Mileage & Routine Travel	375	900	42%	755	75	75	75
2534	Telephone, Tank Control Relay	153	370	41%	567	62	30	
2535	Electricity for pumps	3,056	5,500	56%	5,388	1,229		565
<b>Total Operations Expenses =</b>		<b>\$11,290</b>	<b>\$23,950</b>	<b>47%</b>	<b>\$25,694</b>	<b>\$3,261</b>	<b>\$814</b>	<b>\$2,248</b>

<b>Total Personnel &amp; Operations Expenses =</b>	<b>\$18,291</b>	<b>\$41,860</b>	<b>44%</b>	<b>\$43,608</b>	<b>\$4,678</b>	<b>\$2,108</b>	<b>\$3,404</b>
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**CAPITAL EXPENDITURES**

4093	Equipment	\$136	\$1,000	14%	\$0	\$0	\$136	\$0
4160	Water Meters	1,815	1,800	101%	1,964	267	1,548	
4162	Water Supply Study	29	2,000	1%	3,364	29		
4169	Const. Proj. Impr. Cost., Reserve	4,402	6,840	64%	0	103		3,035
4197	Water System Repairs/Upgrade	6,311	4,500	140%	4,618	72		2,625
<b>Total Capital Expenditures =</b>		<b>\$12,693</b>	<b>\$16,140</b>	<b>79%</b>	<b>\$9,946</b>	<b>\$471</b>	<b>\$1,684</b>	<b>\$5,660</b>

<b>TOTAL WATER EXPENDITURES =</b>	<b>\$30,984</b>	<b>\$58,000</b>	<b>53%</b>	<b>\$53,554</b>	<b>\$5,150</b>	<b>\$3,792</b>	<b>\$9,063</b>
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**REVENUE**

9025	Water Billing	\$23,296	\$58,000	40%	\$42,035	\$4,520	\$4,884	\$6,204
9025R	Refundable Customer Deposits	200	?	n.a.	n.a.	50		
9377	Local Assistance Grant	7,100	n.a.	n.a.	0			
9763	Other Revenue, miscellaneous	37,873	0	n.a.	NA			
<b>Total Non Tax Revenue =</b>		<b>\$30,396</b>	<b>\$58,000</b>	<b>52%</b>	<b>\$42,035</b>	<b>\$4,570</b>	<b>\$4,884</b>	<b>\$6,204</b>

Property Tax Revenue	\$0	\$0	n.a.	\$11,519			
<b>TOTAL WATER REVENUES =</b>	<b>\$30,396</b>	<b>\$58,000</b>	<b>52%</b>	<b>\$53,554</b>	<b>\$4,570</b>	<b>\$4,884</b>	<b>\$6,204</b>

<b>REVENUE - EXPENDITURES =</b>	<b>(\$589)</b>	<b>\$0</b>	<b>n.a.</b>	<b>\$0</b>	<b>(\$580)</b>	<b>\$1,092</b>	<b>(\$2,859)</b>
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**RECREATION DIVISION 9239, FUND 428**

Account Code	OPERATIONS & MAINTENANCE EXPENDITURES	Year to Date	92-93 Budget	To Date % of Budget	91-92 Actual Expense	Sep	Oct	Nov
1073	Extra Hire	\$274	\$200	137%	NA		\$78	
2041	Recreational Programs	0	5,215	0%	1,050			
2059	General Insurance	2,204	1,600	138%	1,822			
2077	Routine Repair	104	300	35%	441		72	32
2096	Building Cleaning & Maintenance	2,190	2,560	86%	1,603	1,470	120	120
2097	Grounds Maintenance	0	1,000	0%	1,421			
2117	Cont. Serv., General Manager	2,400	3,750	64%	NA	900	300	300
2119	Publication Expense	0	400	0%	0			
2122	Refunds of rental security deposits	527	?	n.a.	n.a.		152	225
2133	Office Supplies & Postage	29	75	39%	59			
2137	Copier Expense	81	300	27%	NA			
2259	Garbage Removal	173	310	56%	308		96	
2366	Building Supplies	34	450	8%	440	14	10	11
2369	General Recreation Supplies	0	200	0%	NA			
2378	Fundraisers & Related Expenses	1,678	1,000	168%	345	566	462	219
2380	New Program Start-up Expense	121	1,000	12%	NA			121
2534	Telephone	173	390	44%	387	69		34
2535	Electricity for Community Center	527	1,200	44%	1,092	74	74	94
<b>Total Operations &amp; Maintenance Expenses =</b>		<b>\$10,517</b>	<b>\$19,950</b>	<b>53%</b>	<b>\$8,968</b>	<b>\$3,093</b>	<b>\$1,364</b>	<b>\$1,156</b>
<b>CAPITAL EXPENDITURES</b>								
4045	Block Grant: Insulation & Skylights	\$322	\$2,925	11%	\$5,010		\$322	
4048	Bldg. Improve., Office/Sprink. Sys.	0	350	0%	3,469			
4093	Equipment & Furnishings	0	800	0%	433			
4243	Playground	1,689	n.a.	n.a.	22,935			
4381	Contingency Reserve	0	800	0%	NA			
<b>Total Capital Expenditures =</b>		<b>\$2,011</b>	<b>\$4,875</b>	<b>41%</b>	<b>\$31,847</b>	<b>\$0</b>	<b>\$322</b>	<b>\$0</b>
<b>TOTAL RECREATION EXPENDITURES =</b>		<b>\$12,527</b>	<b>\$24,825</b>	<b>50%</b>	<b>\$40,815</b>	<b>\$3,093</b>	<b>\$1,685</b>	<b>\$1,156</b>
<b>REVENUE</b>								
BEGINNING CASH BALANCE		\$2,768	\$2,768	100%	\$1,382			
9224	Grounds Rental, Playground	0	200	0%	NA			
9248	Restricted Donations	0	440	0%	NA			
9255	Rental of Building	1,208	4,000	30%	2,191	660	138	70
9255R	Refundable Rental Deposits	677	?	n.a.	n.a.	300	77	
9258	Donations General, Fund Raisers	10	6,575	0%	NA			
9761	Donations, General						100	
9811	Recreation Other, Start-up Programs	358	1,000	36%	754		135	181
9834	Resident Handbook, Ad Sales	75	400	19%	NA		50	25
9937	Bistro & Community Dinners	2,677	7,260	37%	0	1,141	627	382
9900	Grant Revenue, Community Block Grant	0	2,200	0%	3,775			
<b>Total General Revenue =</b>		<b>\$7,773</b>	<b>\$24,843</b>	<b>31%</b>	<b>\$8,102</b>	<b>\$2,101</b>	<b>\$1,127</b>	<b>\$657</b>
Income Allocated from Property Taxes		\$0	\$0	n.a.	\$8,726			
<b>TOTAL RECREATION REVENUE =</b>		<b>\$7,773</b>	<b>\$24,843</b>	<b>31%</b>	<b>\$16,828</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL (REVENUE - EXPENDITURES) =</b>		<b>(\$4,754)</b>	<b>\$18</b>	<b>n.a.</b>	<b>(\$23,987)</b>	<b>(\$3,093)</b>	<b>(\$1,685)</b>	<b>(\$1,156)</b>

**FIRE DIVISION 9240, FUND 428**

Account Code	OPERATIONS & MAINTENANCE EXPENDITURES	Year to Date	92-93 Budget	To Date % of Budget	91-92 Actual Expense	Sep	Oct	Nov
1701	Worker's Compensation, Vol. Personnel	\$644	\$2,500	26%	\$644			
2020	Cal OSHA, Hepatitis Vaccinations	0	2,800	0%	NA			
2059	General Insurance	4,136	4,136	100%	5,602			
2085	Radio Maint. & Supply	57	1,000	6%	1,239	57		
2086	Fire Trucks & Vehicle Maintenance	0	1,200	0%	1,010			
2117	Cont. Serv., General Manager	975	1,875	52%	NA	450	150	150
2137	Copier Use	1	?	n.a.	n.a.			
2246	Rent for Firehouse	0	50	0%	50			
2273	Training	0	3,600	0%	4,349			
2362	Special Programs, Bar-B-Que	0	5,000	0%	NA			
2501	Gas & Oil	0	600	0%	108			
2531	Fire Hose	0	3,500	0%	0			
<b>Total Operations &amp; Maint. Expenses =</b>		<b>\$5,814</b>	<b>\$26,261</b>	<b>22%</b>	<b>\$13,002</b>	<b>\$507</b>	<b>\$150</b>	<b>\$150</b>
<b>CAPITAL EXPENDITURES</b>								
4093	Fire Equipment, Spec. Hose Fittings	\$0	\$2,223	0%	\$5,234			
4801	Misc. Equip. & Small Tools	0	500	0%	NA			
4827	Spec. Equip., W. Marin Grant	0	9,275	0%	12,249			
<b>Total Capital Expenditures =</b>		<b>\$0</b>	<b>\$11,998</b>	<b>0%</b>	<b>\$17,483</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL FIRE EXPENDITURES =</b>		<b>\$5,814</b>	<b>\$38,259</b>	<b>15%</b>	<b>\$30,485</b>	<b>\$507</b>	<b>\$150</b>	<b>\$150</b>
<b>REVENUE</b>								
9900	Forestry Grant	\$0	\$1,000	0%				
9258	MBVFD Donations	0	17,000	0%	5,800			
9377	West Marin Grant	0	10,415	0%	13,389			
9400	Other Agency Aid, (Marin Fire Dept.)	0	2,500	0%	0			
9763	Other Revenue, MBVFD Bar-B-Que	0	22,500	0%	NA			
<b>Total Operational Revenue =</b>		<b>\$0</b>	<b>\$53,415</b>	<b>0%</b>	<b>\$19,189</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Property Taxes		\$0	\$0	n.a.	\$11,296			
<b>TOTAL FIRE REVENUES =</b>		<b>\$0</b>	<b>\$53,415</b>	<b>0%</b>	<b>\$30,485</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>REVENUE - EXPENDITURES =</b>		<b>(\$5,814)</b>	<b>\$15,156</b>	<b>n.a.</b>	<b>\$0</b>	<b>(\$507)</b>	<b>(\$150)</b>	<b>(\$150)</b>
<b>Fire Station Reserve Fund (Restricted)</b>								
6985	Fire Station Building Fund Reserve	Balance =	\$7,243					

**OFFICIAL MINUTES OF THE  
MUIR BEACH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
HELD ON NOVEMBER 18, 1992**

**Directors present:** Erin Pinto, president; ~~Robin Collier~~; Hank Maiden, and Judith Yamamoto. Director Nancy Lee arrived at 7:40, and Director Collier called Tuesday to say he could not attend the meeting.

- I. Call to order.** President Pinto called the meeting to order at 7:04 P.M.
- II. Review and consideration of Agenda.** President Pinto noted that discussion of the December meeting and a new president was needed. Director Yamamoto **moved** to approve the agenda, with the addition of item X and XI, to consider the need for a December meeting, and the election of a new president; 2nd by Director Maiden; ayes all.
- III. Review and consideration of the draft Minutes for the October 21, 1992 Board meeting.** The following corrections were requested:
  - A.** Director Maiden stated that he did not feel the use of "motioned" was correct. His research indicates that the correct term is "moved", and requested that the minutes be changed accordingly. He then moved to replace the word "motion" with the word "moved"; seconded by Director Yamamoto; ayes all.
  - B.** Director Yamamoto questioned paragraph C of Section VI. She understood that the general manager would seek to improve the signs. The general manager reported that the Marin Conservation Corps did not have larger signs, and that he will develop improved signs as time permits.

The last sentence of the paragraph should be corrected to read "*research alternative*" versus the existing "research of alternative".
  - C.** Henry Hyde pointed out that paragraph A of Section VII requires clarification. It was agreed that the final sentence should read "*The three problem valves were replaced.*"
  - D.** Director Yamamoto requested that the easement description in paragraph D of Section VI be more precisely described than the Ahab/Seacape to Sunset easement. The general manager was instructed to refer to assessor's parcel numbers, if possible. Further review indicates that the vacated easement running north from Sunset, in the Bello Subdivision, has been designated as lot 17, block 221 of Assessor's Map Book 199, Page 22. The sentence "*The vacated easement is now known as lot 17, block 221 of Assessor's Map Book 199, Page 22, as recorded in the Marin County, Ca. records*", will be added to the minutes for clarification.
  - E.** Henry Hyde pointed out that while the wording of Section IX, paragraph C may be correct, it may be misinterpreted. After reasonable discussion, it was decided to reword the second sentence of the paragraph from "that when the 1992-93 budget was adopted these funds had not been included" to read "*that the County had indicated that these funds would not be available*".

Director Maiden moved that the minutes for October 21, 1992 be approved as amended. Second by Director Yamamoto; ayes all.

**IV. Review and consideration of bills and expenses.**

- A. Director Maiden requested clarification of the Henry Hyde & Associates, and ABC Consultants bills, to be certain there was no duplication. The general manager explained that both these bills are distributed by percentage of the total bills, as specified in the 1992-93 budget. For example, 50% of the \$750 total for Henry Hyde & Associates is allocated to the Harris Fund 429, and 50% to General Fund 428, Division 9238.
- B. President Pinto requested clarification on the telephone billing by ABC Consultants. She then requested clarification of the \$500 charge for water testing. Mr. Hyde reviewed the water testing bill, and the Forster Pump billings. The general manager explained that the ABC bill covered 6 months billing for local toll calls and limited long distance calls necessary for conducting District affairs. For example, checking the voice mail system requires a toll call from the District office (included in the District office phone bill) and the ABC Novato office (included in the ABC billing).

Director Maiden moved to approve the bills as submitted. 2nd by Director Yamamoto; ayes all. Director Lee arrived during the discussion of the bills, and voted on their approval.

**V. Public open time:** There were no public attenders.

- VI. Old Business:** Director Yamamoto indicated that while the motion in paragraph F, Section VI of the October 21 minutes was correctly transcribed, she feels a problem still exists in distributing the minutes to the directors before they are posted for public information. There was considerable discussion on this. Director Yamamoto's *is opposed to this, and is concerned with concern is possible conflict with the Brown Act, and is derived from her experience with previous criticism by residents.* The general manager was instructed to consult with the county counsel and the CSDA to gain their thoughts and direction for the correct procedure to be used.

President Pinto asked the general manager to report on his attendance to the Technical Advisory Committee (TAC) meeting, concerning the CalTrans mitigation efforts involving Muir Beach's Big Lagoon. The General Manager reported that representatives from the Coastal Commission had requested a meeting with the TAC, to review the CalTrans request to reduce their mitigation efforts to just 2+ acres confined to the Bolinas Lagoon area. After considerable discussion, the TAC strongly recommended that this request be rejected, and that CalTrans be held to the original agreement for mitigation covering more than 5 acres, and including MB Big Lagoon. The TAC president will formalize this request in a detailed letter to the Coastal Commission.

- VII. Water Division:** Henry Hyde reviewed his report to the Board on the Water Division activities since the last meeting.

- A. Some discussion of the annual testing and analysis of District water was entertained, particularly concerning the exceeded Title 22 limits in Manganese, Color, Odor, and Turbidity factors. Henry stated that he intends to check with Berlje and Race, concerning the timing of the analysis versus their receipt of the water sample, as this may influence the test results. He also intends to have W. Marin Water perform a second analysis.

- B. Discussion was entertained concerning the replacement of water meters and the capital costs that represent a substantial part of the budget expenditures to date. Mr. Hyde pointed out that this was in keeping with the planned capital improvement program. The General Manager suggested that, in the future and until the budget squeeze is relieved, that the meter replacement be based on an actual as needed basis.

President Pinto pointed out that the program had started on the basis that the meters may not be accurately recording water consumption. Generally, as meters age their recording lags actual consumption. The General Manager pointed out that Henry had several of the replaced old meters checked, and that their recording was within the allowable variances. It was then generally agreed that in the next year's budget, this program would be ~~planned to replace faulty meters only.~~ *reviewed by the consulting water manager.*

- C. President Pinto questioned the 30% factor of unaccounted for water production. Henry, explained that this factor appears high, because of the water losses from the broken lower tank copper tubing, repair of leaks in service line shut-offs, repair of the three valves, and the Pacific Way bridge water main break. All of the repairs require line flushing, in addition to normal maintenance flushing. Water losses from these factors are not determinable.

Further, normal losses in excellent condition new systems are usually 10%, good condition systems up to 15%, and older systems approximately 18%. The general manager pointed out that the District system has more lineal feet of main line per customer than most systems, and that unaccounted for water loss is generally in proportion to the total length of main lines. It was also noted that detailed investigation of possible water leaks, including exploratory excavation, is frequently more expensive than the cost of delivering this water.

The Board, as a whole, requested continued efforts to reduce unaccounted losses. Further, the general manager was instructed to include information and reasons for the unaccounted losses in the District Newsletter. President Pinto is concerned that the public may perceive the unaccounted for loss as inefficiency, wasteful, and otherwise damaging.

Director Maiden moved to approve the Water Division Report; seconded by Director Lee; ayes all.

- VIII. **Volunteer Fire Division Department:** Fire chief Farkas reviewed his report to the Board. He indicated that the training to achieve fireperson qualification would commence early next year, and would proceed rapidly as all members of the division are EMT qualified. He also mentioned that a new member has been recruited, from Green Gulch. The County fire department welcomed this recruitment, as the new member is familiar with the Green Gulch water system. This will improve protective capabilities.

The general manager commended the fire division for their prompt and effective efforts in handling the vehicle crash and resulting fire, on Halloween night. The quick abatement of this fire prevented a possible disaster, as several homes are located near the fire site. The Board heartily joined in commending the ~~Fire Division's~~ *Muir Beach Volunteer Fire Department's* efforts.

Chief Farkas indicated that the County had also commended the division for their prompt action. He then joked about the attire of the volunteers responding from the Halloween costume dance, including himself. They had their fire protective cloths over "drag" costumes, and did not have



time to remove the feminine makeup. He also informed the Board of the ~~division's~~ Department's policy of having designated volunteers (non drinking) to respond. This is now a standard policy, when most members are attending a function where alcoholic beverages are available.

Director Maiden moved to accept the Fire Division report; seconded by Director Yamamoto; ayes all.

- IX. General Manager's Report:** The date error referencing the October 21, 1992 meeting in the written report heading was noted to be corrected for the November 18th meeting. The General Manager (GM) then reported on the following:

**Water Division:** The GM reported that he has received 3 different demonstration computer programs for utility billing. He has studied two of the programs and feels they are not appropriate for our needs. The two programs studied would cost more than \$1,500 and require considerable adaptation to use our multi-tiered rates.

He has not had time to adequately review the third program, which is sold in division or increments, and may be less expensive. He will complete the review prior to the next meeting, and report to the Board.

The GM then reviewed the water billing to date, and indicated that we are within reasonable targets for projected revenue. We have billed slightly more than a straight line budget projection would derive. However, we are entering the lower consumption months, and the overage will adjust downward to be very near the budgeted totals. This review will continue, in accord with the Board's instructions too closely monitor the new billing revenues.

**Roads and Easements:** The GM pointed out that the stairs in the lower easement from the community center to Sunset, had been swept clean by Kathy Sward. He had hoped she would be in attendance, so she could be commended. Director Yamamoto requested that her efforts be acknowledged and commended. The Board unanimously joined in the commendation.

The manager reported that he had just recently replaced all the defective bulbs in the easement lights for the upper and lower community center walks and easements. During the Halloween Dance, he observed that the lighting to the lower easement appeared to have burned out bulbs. Upon inspection, all bulbs lights were lit, and the problem is that the lighting is inadequate. He noted that the lighting immediately in front of the center, adjacent to the handicap walk, is also inadequate. He recommended that the lighting be improved to a safer level, as there may be some liability if an accident occurs and is attributed to inadequate lighting.

This stimulated a discussion on the District's maintenance of the easements in general. There is some difference of opinion as to the degree of maintenance that the District should provide. If the maintenance is faulty, the District may have liability. If the maintenance is adequate, it may encourage use by non residents, and offend adjacent property owners. The GM was instructed to discuss this with the County Council, and then make a report to the Board.

The GM reiterated that he is in the process of reviewing all historical data on the easements, and their maintenance. He is drafting a new set of procedures, and maintenance schedule. This will be submitted to the Board, during the February meeting.

**Recreation:** The GM noted that the refrigerator for the kitchen had malfunctioned. When the repairman inspected the unit, he said it was beyond repair, as the compressor was totally burned out, and there was extensive damage to the cooling coils. The damage resulted from sharp instruments being used to speed defrosting of the unit. The manager is researching replacement units.

Director Yamamoto moved that the manager should purchase a unit with automatic defrost, to avoid similar damage problems in the future; seconded by Director Maiden; ayes all.

The manager reported that the Halloween Dance, jointly sponsored by the MBCSD and the MBVFD was a social and financial success. After expenses, the fire and recreation divisions shared equally in the \$500 net proceeds.

In addition to the Halloween Dance, the East Indian dinner prepared by Gina and Doris Chatham was the most successful dinner to date. Attendance was oversubscribed, and people were turned away at the door. Several calls for reservations were also turned down. The manager noted that we have a maximum seating capacity of 44 people, and this requires using two tables that are very unstable. Further, we run out of table and dinnerware beyond this number.

The manager then pointed out that caterers liked the general facilities, excepting the kitchen, but felt we should offer tables, chairs, and other equipment for rent, versus them having to bear the cost of Big 4 transporting items here.

A discussion of the profitability of the dinners was entertained, and the manager suggested that we should increase the basic price. It was generally felt that a \$7 price would be appropriate, with the GM monitoring reactions and making a final determination based on experience.

Future events were then discussed, including the coming Sunday brunch, a children's Christmas party, and a New Year's Eve party. The problem of the small population base and limited volunteers was considered, for these events. In the past, the volunteer chefs paid for their dinners. It was suggested that in the future, within reason, the chefs and primary dishwashers receive their meal free. This will hopefully increase the number of volunteers.

The manager reported that responses to the recreational questionnaire were drifting in slowly. To date 6 questionnaires have been returned; however, several people have indicated that they will be forwarding their copies in the near future.

A brief discussion of the newsletter was conducted, and the cost of publishing the letter was reviewed. The direct, out of pocket cost is less than \$50, as the labor is all donated. Advertisements are being solicited. A possible conflict with the Beachcomber was discussed. In general, it was felt that there is a need to publicize District information. Limiting the newsletter to this function would not conflict with the Beachcomber. Further, the newsletter will be distributed to all local residents, free of charge, versus the limited subscription base of the Beachcomber.

**General and Administration:** The GM reviewed the District budget and accounting to date, pointing out that the County has deleted some codes from their program. This will necessitate revising the District budget, to provide for new codes. In addition, since the beginning of the fiscal year, the GM has determined that some modifications are needed too more appropriately provide for more detailed accounting of some areas. Actual budget totals will not change. However, quantities will be reallocated to conform to the new codes and methodology require. *The Board also requested that the*

*monthly column be included on the summary (first) page of the budget report.*

It was noted that the recreation division's income is lagging behind projections. This is being compensated for by minimizing expenditures, wherever possible. It was recognized that some of the fund raising efforts will require more time to develop to their full potential. This is particularly applicable to events such as the Labor Day Barbecue.

The GM pointed out an error on page 22 of the packet, under revenue account code 9763. A dollar amount of \$37,873 is shown, that should be \$71. The total for the section should be \$30,467 instead of \$30,396. The error resulted from a program oversight, while adding the code 9763.


Considerable discussion was then entertained on the budget problems in general, including the State's taking of District funds. Further, the slow receipt of real property revenues generally results in the District having a possible negative cash position in late October and early November. The GM was instructed to develop more details for the Board's review. The Board is particularly concerned with the need to replace the funds lost to the State; the ability of the fund raising events to produce adequate income; the long term needs for capital improvements in the water division (Harris Fund); and development of a plan to gain community support, if additional taxes are indicated as essential. This information should be prepared in time for the Board to make decisions prior to the April elections. The GM acknowledged this need, but pointed out that we have been consistently reminded that the State's budget problems have not ended. As a result, we should anticipate a greater taking of District funds in the next fiscal year.

Director Maiden moved to accept the general manager's report; seconded by Director Yamamoto; ayes all.

- X. **December meeting:** Discussion was entertained to determine if a Board meeting would be necessary in December. Following the discussion, Director Maiden moved that the December meeting is unnecessary, and that the next meeting should be held on the third Wednesday of January; seconded by Director Yamamoto; ayes all.
- XI. **Election of the next Board President:** Discussion was entertained concerning the rotation of the presidency every six months, with December being the final month of presidency for President Pinto. Director Maiden moved that Director Lee be the new president, and preside over the January meeting; seconded by Director Yamamoto; ayes all, with Director Lee abstaining.

**The meeting was adjourned at 10:33 p.m.**

These minutes were approved by the Muir Beach Community Services District Board of Directors, during their meeting on 20 January 1993.

  
Nancy Wolf Lee, Board President

Attest:   
Donovan Macfarlane, Recording Secretary