

B. Board #7

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FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
JANUARY 26, 1994 REGULAR BOARD OF DIRECTORS MEETING**

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SPECIAL NOTE

Three (3) unattached copies of this packet are provided for your convenience. You may borrow these copies to review in comfort. PLEASE RETURN THE LOOSE COPIES, AS SOON AS POSSIBLE, SO OTHER RESIDENTS MAY ENJOY THE SAME RIGHT. The attached copy must stay available at the bulletin board to comply with California law.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS REGULAR MEETING TO BE HELD IN
THE COMMUNITY CENTER, 19 SEACAPE, MUIR BEACH, CALIFORNIA
WEDNESDAY JANUARY 26, 1994 AT 7:00 P.M**

DIRECTORS: Erin Pinto, president; Dale Hopkins, Nancy Wolf Lee, Peter Rudnick and Steven Shaffer, directors.

AGENDA

- I.** Call the meeting to order.
- II.** The Secretary Hazel Melo, will take the oath of office by Directors Hopkins, Lee, and Rudnick, if they have not already taken the oath.
- III.** Review and consideration of the January 26, 1994 Agenda. Items may be added, deleted, and or changed in scheduled sequence from the posted Agenda. Items may be added for brief discussion; however, the Board can take no action on the added item except by a finding that a condition of emergency exists, in conformance with California law.
- IV.** **Bills to be paid:** Consideration of the bills to be paid, received subsequent to the bills submitted for approval during the December 1, 1993 regular 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.



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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.

AT 8:30, A 15 MINUTE COFFEE BREAK WILL BE CALLED

- VI. Fire Department:** The Fire Chief will report on the department's activities since the regular December Board meeting.
- VII. Emergency/Safety Committee:** The GM will give a general report on the Emergency/Safety Committee activities.
- VIII. Water Department:** The Water Manager will report on the general operations and incidents since the December Board meeting. In addition, the Water Manager has submitted his letter of resignation with a requested effective date of January 31, 1994. The Water Manager, and the General Manager will review their recommendations for continued supervision of the District's water facilities. The Board will be requested to formally accept the resignation.

The General Manager will report on the progress of computerized water billing and accounts receivable, as recommended by the independent auditor.

- IX. General Manager's report.** The General manager will report on the following items.
 - A. Administration:** The GM will report on the following items concerning administration of the District's operations:
 - 1. President's term of office:** President Pinto's term of office expires with the closing of the regular Board meeting in February. The GM will review the District's policy of rotating the presidency every six months, and recommend the Board establish a sequence of office policy from generally accepted standards and methods for rotation. Board action will be requested.
 - 2. District's independent depository:** The GM will report on his investigation of alternate depositories for the district's funds, and recommend changes for improvements in the current policy. Board action will be requested.
 - 3. MCSDA Membership:** The GM will review his attendance to the most recent meeting of the Marin County Special Districts Association, and recommend District membership in the Association. Board action will be requested.
 - B. Budget Report:** The independent auditor was to submit the audit reports and balance sheets for fiscal years 1990-91 and 1991-92. Due to unavoidable circumstances, the auditor has requested that this be rescheduled for the next available Board meeting.

The GM will review the District's budget report for the months of November and December 1993, with recommendations for additional expenditure reduction. In



addition, the GM will report on the most current State budget information available from the California Special Districts Association.

- C. Roads & Easements:** The GM will discuss the maintenance work performed on the easements, and the work still in progress.
- D. Recreation:** The GM will report on the District's recreational activities.
- X. Highway One progress report.** President Pinto will present information on the community meetings to discuss the GGNRA's proposed plans for Big Lagoon improvements.
- XI. Minutes of the October 27, 1993 meeting:** The Board is requested to review the Draft minutes for approval.

ADJOURNMENT OR CONTINUATION.



**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY OCTOBER 27, 1993**

Directors present: President Erin Pinto; Directors Robin Collier, Nancy Wolf Lee, and Judith Yamamoto, Directors, and one vacancy.

Staff present for the regular meeting: Henry Hyde, Water Manager, Donovan Macfarlane, General Manager/Recording Secretary, and Bill Farkas, Fire Chief.

- I. Prior to the regular meeting, beginning at 6:30 P.M., the Board held a closed meeting for an evaluation of the General Manager's work performance since his hiring. All above members of the Board were present, as was the general manager. No other staff members were present, and no minutes were kept concerning the closed meeting.
- II. Call the regular meeting order. President Pinto called the meeting to order at 7:31 P.M.
- III. Review and consideration of the Wednesday October 27, 1993 Agenda: Director Yamamoto moved to approve the Agenda as submitted, seconded by Director Collier; ayes all.

TRANSCRIBER'S NOTE: The three tapes used during the meeting, for recording the discussions did not record. The minutes are constructed from the General Manager's notes.

- IV. Report by the independent auditor: Mr. Robert G. Adler, and Chris Grusenmeyer, from the special audit division of the County Auditor-Controller's office reviewed their independent audit, to date, for the fiscal years 1990-91 and 1991-92, as generally follows:
 - A. Mr. Adler reviewed the management transmittal letter, prepared for the District by his office, which requires the signatures of a Director and/or the General Manager responsible for the subject audit periods. A copy of the letter was included in the September Board Packet. Mr. Adler noted that the opening paragraph of the letter stipulates that "to the best of our knowledge and belief" followed by paragraphs derived from the auditor's manual concerning representations of the material and information presented to the auditor for the performance of the audit.

Mr. Adler noted that without this letter, his audit will be submitted with exclusion statements that would reflect that the audit may not be complete. Following some discussion, it was finally agreed that the General Manager could sign the letter for the time period under his administration, and Director Yamamoto would sign for the remaining time frame. Both signatures are dependent upon the auditor furnishing a copy of the auditor's comments, so the signers can determine that to the best of their knowledge and belief, everything is properly included in the audit.
 - B. Mr. Adler then reviewed many of the problematical findings of his audit, including but not limited to the following:

1. The District's records are not properly secured, and duplicated for preservation.
2. The financial information of the District has not been properly recorded, receipts are missing, and in most circumstances the Board has not properly approved all bills paid.
3. The District's checking accounts were not properly established, and the two signatures required by law were not in effect for all accounts.
4. He noted that approved copies of the minutes were not always available and on file, and went further to indicate that this is also true of formal Board actions such as resolutions and ordinances.
5. He suggested that the water billing should be automated to include proper aging of accounts receivable. He noted that aging of accounts receivable is required.

In conclusion, Mr. Adler noted that the general manager has cooperated with Ms. Grusenmeyer, and that many of the deficiencies existing in the years being audited, have been corrected in the current fiscal accounting for the District. He will have his final audit ready for presentation to the Board during the January meeting.

- V. **Fire Department report:** Chief Farkas had injured his back, and requested to make his report so he could return home to ease his pain. He reported that the MBVFD volunteers had participated in 6 training exercises covering wildland fires, hazardous materials, rope rescues, and hillside rescues. In addition, the MBVFD volunteers responded to 7 emergency calls. The Fire Chief then acknowledged the independent auditor's comments concerning the MBVFD checking account, and indicated that he would turn the account over to the District at the next Board meeting. Director Yamamoto commended the volunteers for their efforts, and cooperation. The Board made this unanimous. Director Yamamoto moved to accept the Fire Chief's report, seconded by Director Collier; ayes all. The Fire Chief then left the meeting, with the Board's hope that his back will back pain will subside quickly.
- VI. **Bills to be paid:** The GM distributed a revised "Bills To Be Paid" report, and noted that the report had been updated to include the bills payable received subsequent to the original report. The report now includes bills received from September 26, 1993 through October 27, 1993. He pointed out that the report now details \$1,238.62 in Harris Fund expenditures, and \$6,947.53 in general fund expenditures, for a total of \$8,947.53. There was a brief discussion concerning the report, and the GM clarified that he now has a FAX machine in his Novato ABC Consultants office, so the District can send and receive FAX information. Director Collier moved to approve the revised bills to be paid report totaling \$8,947.53; seconded by Director Yamamoto; ayes all.
- VII. **Water Manager's Report:** Consulting Water Manager Henry Hyde reviewed his report, and indicated that the distribution system in general seems to be in reasonable condition. He noted that unaccounted water production is better than he feels is possible, at 5%, but that he feels the system is currently as tight as conditions permit. He indicated that unaccounted for loss under 20% of total production should be our obtainable norm.

He then briefly reviewed the progress on the next Harris project, the Starbuck extension from the lower tank to Seacape Drive. He noted that the work is substantially complete, and that he will have the billing ready for approval in the November meeting. Director Collier moved to accept the water report, seconded by Director Lee; ayes all.

VIII. Pacific Way to Little Beach Easement: The Board briefly reviewed a transmission from Gerry Pearlman to the Board, dated 10/2/93 concerning this easement, along with a letter from the GGNRA maintenance head, and a copy of the District's letter to the GGNRA dated July 26, 1991. Mr. Pearlman's concern is possible loss of an easement that he indicates has existed as long as he can remember. The District's letter indicates research of the easement makes it "apparent that this path is not a MBCSD easement. Because of this we are forced by our charter to no longer continue this easement". This was followed by a brief discussion, and it was indicated that former Director Steve Shaffer had possibly researched this matter. The Board did not feel any additional action should be taken at this time, but instructed the GM to look further into the matter.

IX. Resolution No. 93-10-27: The GM reviewed a letter from the Marin Special Districts Association requesting that all districts adopt a resolution requesting special district representation on the Marin County Local Agency Formation Commission ("LAFCO"). The GM explained that new State legislation permits LAFCO's to initiate the consolidation of special districts, but also requires special district representation on the LAFCO board, if requested by the special districts. This was followed by a brief discussion. Director Yamamoto moved to approve Resolution No. 93-10-27, as prepared and submitted; seconded by Director Lee; ayes all. Following the approval, President Pinto signed the Resolution, and the GM attested the approval.

X. General Manager's report: The GM reported on the following items:

A. Budget: He noted that the Budget Report summary page has been modified to show the cash balances of the different accounts, as of the report date. He indicated that this also provides a cross check on entry of information, and that he had developed linked spreadsheets for the individual accounts that are summarized in the Budget Report form.

He then noted that the County has indicated that their interpretation of the State's budget actions will reduce the District's income by at least \$19,000, and possibly more. He will continue discussion with the County, and expects to have their formal report prior to the next Board meeting. There was a general Board discussion on this, with action deferred until more details are available.

B. Roads and Easements: The GM reported that he met with the County Traffic Engineer Art Brooks, and received assurance that we would get assistance in providing traffic signs and roadway striping to improve safety on Seacape Drive and its intersections. He explained that stop signs would require special approval, and that the County generally restricts approval in locations such as Muir Beach roadways. However, center line striping and yield signs at the intersections will be permitted. There was a brief Board discussion on this subject, and concurrence that we should see what action is actually taken by the County.

He then reviewed the bids received for providing maintenance of the drainage swales and culverts on Sunset and Pacific Ways. The lowest bid from is Schwartz and Associates, in the amount of \$3,800. He noted that this exceeded our budget allocation, and that he has issued a work order to Harvey. The work order instructs Harvey to hire some local labor, and to clean the swales and culverts. The Board concurred with the GM's actions, with encouragement to have the maintenance completed prior to the rain season.

He then noted that some repair work, including the use of surplus asphalt and base rock had been completed on Charlotte's Way. Part of this work is final completion of the Charlotte's Way Harris project, where the trenching in the roadway required additional base. Director Collier suggested that the culvert under Charlotte's way, located approximately midway between the road's beginning to the road's end, may need additional maintenance. The GM confirmed that this would be investigated, and maintained as necessary to prevent another slide as experienced in prior years.

- C. **Recreation:** The GM reviewed plans to have the Community Center's annual floor cleaning and waxing done in December or January.

He then noted that Director Yamamoto had volunteered to be the Chef for a community dinner on Wednesday November 7, 1993. Director Yamamoto briefly reviewed her plans, and was complemented by the Board for her efforts.

- D. **Emergency/Safety Committee:** The GM noted that Director Yamamoto has just recently attended a meeting concerning possible Red Cross grants. Director Yamamoto reviewed her grant proposals, and said she had some hope that we would be successful. The Board commended her efforts.

- E. **Highway One:** The GM commented that the GGNRA will conduct an informational meeting for Muir Beach residents, and President Pinto gave a brief report on her understanding of what the meeting will offer. She encouraged everyone to attend the meeting.

- XI. **Review of the July 21, 1993 draft minutes:** There was a brief review of these minutes, and Director Yamamoto moved to approve the minutes; seconded by Director Collier; ayes all.

Review of the September 29, 1993 minutes: There was a brief discussion of these minutes, and Director Collier moved to approve the minutes; seconded by Director Lee; ayes all.

The meeting was adjourned at 11:38 P.M.

These minutes were approved by the Muir Beach Community Services District Board of Directors, during their meeting on _____.

Erin Pinto, President

Attest: _____
Donovan Macfarlane, Recording Secretary

Henry Hyde & Associates
Environmental Engineering & Management

14 Starbuck Drive □ Sausalito, CA 94965-9715 □ 415/389-6866

January 5, 1994

Mr. Don Macfarlane, General Manager
Muir Beach Community Services District
19 Seacape Drive, Star Route Box 221
Muir Beach, CA 94965

Dear Don:

This is to inform you that I have moved from Muir Beach and will be relocating out of the Bay area in February. I hereby notify you that I resign my position as District Water Manager effective February 1, 1994 in accordance with our Agreement dated June 30, 1993.

As we discussed, I plan to complete several on-going tasks including the Annual Water Quality Report, Federal Lead and Copper Rule Report and a Status Report describing water system needs in the near future (1994, 1995). I will also coordinate a smooth transition with you and Harvey this month before I relocate out of the area.

I recommend that Harvey be appointed to the position at least on an interim basis until the District decides how to proceed. It is important that the Water Manager/Operator live at Muir Beach in order to adequately respond to emergencies and customer requirements.

I have enjoyed my position and relationship with the District over the past 5 years. I will miss Muir Beach, my neighbors and the special volunteers who are so critical to the successful operation of the District. Best wishes for success in 1994 and beyond.

Sincerely,



Henry Hyde

January 14, 1994

MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER SYSTEM TASKS

References: 1. Standard Operating Procedures Manual
2. System Drawings
3. Henry Hyde & Associates Scope-Of-Services

CAPITAL PROJECTS

1. New Well- Resolve Water Rights Issue \$15,000 to \$20,000
2. Last Harris Project- Combine Two Projects \$25,000
 - o Complete Sunset Way@ Hwy.1 to Pacific Way Loop + 2 Hydrants.
 - o Replace Cove Ln. GS Service Line and Hydrant. Upgrade 2 Hydrants on Sunset Way and Replace 4-in. Valve.
3. Highway 1 Bridge Undercrossing
 - o Option A. 30 ft. Under Bridge \$5,000
 - o Option B. 150 ft. Attached to Bridge \$15,000
4. Replace Valves and Upgrade Hydrants- Sunset Way and Pacific Way.
5. Meter Replacement- High Zone
6. Pump House Filter \$2,500
7. High Zone Storage Tank Inlet-Outlet Pipe & Valves, Filter
8. Low Zone Storage Tank Drain and Plastics Fittings.

OPERATIONS/MAINTENANCE (RE: SOP MANUAL)

1. High Zone Storage Tank Maintenance- Foundation/ Exterior Wood Preservative.
2. Exercise Equipment and Valves.
3. Clean Filters.
4. Line Flushing.
5. Coliform and Chlorine Analyses.
6. Annual Water Quality Analyses.

EMERGENCY SERVICES (RE: SOP MANUAL)

1. Forster Pump & Engineering.
2. District Supply of Parts, Fittings, Repair Clamps, Etc.
3. Backup Personnel(John Sward, Others)

MANAGEMENT TASKS

1. Monthly Report to Board.
2. Monthly Budget/Expense Review
3. Upgrade Meter Reading/Billing Procedures.
4. Update Water Policy & Procedures.
5. County Health Dept. Coordination- Federal & State Requirements.
6. Secure County Assistance Grant \$10,000.
7. Prepare Annual Budget- Review Water Rates.
8. Extend Harris Project Parcel Tax to Finance Future Improvements.

MUIR BEACH C.S.D. WATER DEPARTMENT

STATUS REPORT: December, 1993

WATER SYSTEM OPERATION

The water system basic operation services performed during the month of December, 1993 includes:

1. Daily check of the system and maintain the daily log book.
2. Monthly bacteriological samples (2) - acceptable results after re-sampling in high zone.

Water production for the month of December was 29,323 gpd or about 35% less than the 1992 annual average of 45,250 gallons/day.

1.	Volume of water produced:	909,000	gallons
2.	Average daily production:	29,323	gallons/day
3.	Maximum day production:	38,400	gallons/day
4.	Volume of water used (metered):	794,691	gallons
5.	Average daily use	25,635	gallons/day
6.	Line flushing:	10,000	gallons
7.	Unaccounted for volume: (11.5% of production)	104,309	gallons

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. Monthly line flushing of system. Bi-annual low zone line flushing.
4. Weekly Filter Cleaning.
5. Meter maintenance.

EMERGENCY REPAIRS/RESPONSE

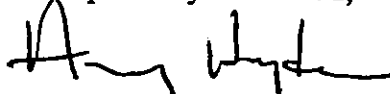
None to report.

SPECIAL SERVICES

Special services included:

1. Replace chlorine feed pump and well pump time switch motor at Pump House.
2. Collect water samples for annual water quality analyses, organic chemical analyses and lead and copper rule analyses.

Respectfully submitted,



Henry Hyde & Associates
District Water Manager

MBCSD WELLS FARGO ACCOUNT

7/ 1/93 Through 12/31/93

Page 1

WF_93-94-CSD WELLS FARGO

1/21/94

Category Description	7/ 1/93- 12/31/93
INCOME/EXPENSE	
INCOME	
FROM MBVFD WFA	11,986.71
G&A9772 COPIER CASH INC.	754.80
G&A9774 HISC. INCOME	24.36
REC9255 COM.CTR. RENTAL	2,068.99
REC9255RD REFUND. DEPOSIT	975.00
REC9761 DONATIONS GEN	25.00
REC9811BI BISTRO INCOME	899.17
REC9811CD DINNER INCOME	293.00
REC9811TC TAI CHI INCOME	922.50
REC9834 RES. HANDBOOK	50.00
WAT9774 HISC. INCOME	500.00
TOTAL INCOME	18,499.53

EXPENSES	
G&A2049 CONFERENCE EXP.	81.22
G&A2130 POSTAGE	89.58
G&A2133 OFFICE SUPPLIES	318.65
G&A2137 COPIER EXPENSE	63.41
G&A2479 TRAVEL EXPENSE	4.90
REC2041BI BISTRO EXPENSE	265.34
REC2041CD CC DINNER EXP.	125.42
REC2041CP CHILD PGH EXP	66.82
REC2041MI VOL SUP EXP	38.21
REC2041TC TAI CHI INSTRU	504.00
REC2D77 ROUTINE REPAIRS	42.69
REC2122DR DEPOSIT REFUND	1,425.00
REC2133 OFFICE SUPPLIES	18.75
REC2366 CC SUPPLIES	90.75
REC2534 CC PAY PHONE EXP	35.55
VFD2365 HISC SUPPLIES	51.37
VFD25D1 GAS & OIL	21.12
VFD2534 CELLURE PHONE	35.61
WAT2D77 ROUTINE REPAIRS	94.84
WAT2115 TESTS & CHEMICALS	94.32
WAT2121 HISC SMALL EXP.	416.39
WAT4093 EQUIPEMENT	131.25
WAT4197 SYS UPGRADES	119.99
TOTAL EXPENSES	4,135.18

TOTAL INCOME/EXPENSE	14,364.35
BALANCE FORWARD	
CSD WELLS FARGO	14,218.92
TOTAL BALANCE FORWARD	14,218.92

MBCSD WELLS FARGO ACCOUNT

7/ 1/93 Through 12/31/93

Category Description	7/ 1/93- 12/31/93
OVERALL TOTAL	28,583.27

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

TO: The Board of Directors
FROM: Donovan Macfarlane, General Manager
DATE: January 22, 1994
FOR: Board of Directors Regular Meeting, Wednesday January 26, 1994.

I. ADMINISTRATION: The following administrative items require Board consideration, and possible action by the Board.

A. Rotation of presidency: President Pinto's six month term of office expires with the closing of the regular Board meeting on the forth Wednesday of February, 1994. New directors may not be familiar with the District's policy for rotating the presidency every six months. Further, there has been no guiding policy for establishing the priority of rotation. The following suggestions offer methodologies used by other agencies and districts.

1. The most common method, particularly with a newly forming board, is to rotate the presidency in the order of the popular vote ranking. i.e. The director receiving the largest number of votes is the 1st president, 2nd highest number of votes is the 1st vice president, etc. With four of our directors elected during the last election, this method could be easily adopted for our district. Using this method, the order would be:
 - a. President taking office after February, Director Rudnick; 1st V.P., Director Hopkins; 2nd V.P., Director Lee; 3rd V.P. Director Shaffer. In November 1994, a new director will be elected, and would be follow Director Shaffer in line for the presidency.
 - b. This order would continue, with newly elected directors positioned at the end of the rotation in the order of their vote rank.
2. A method less often used requires the Board to vote for each new president, with various rules about repeating office, or even holding the office.
3. Another method used is by lottery, with the most recent president generally excluded from consideration. This method, uses the order of numbers (1 to 4 in our case) to establish the initial priority sequence.

B. District's independent depository: Resolution 93-05-26.2 instructed the GM to investigate local banking institutions for more effective combined service and earnings rates, than in use by the District. For various reasons, and some uncertainty in the direction of the District's future fiscal policy, changes in the depository were delayed. With the combination of MBCSD and MBVFD funds, the implementation of the fiscal policy goals of this resolution are essential for prudent management. My inquiries to the major banking institutions in Marin County yield the following findings.

1. All institutions offer reasonable checking services with minimal fees, and/or no service fees if a proper minimum balance is maintained. In general, these institutions require a separate account, from checking, if the account balance is to earn interest. Minimums, charges for below minimum balances, and interest earning rates vary. Also, there is a generally a limited number of monthly transactions applicable to the interest earning account.
2. As of this date, only 1st Nationwide Bank offers an interest earning checking account for non-profit organizations. The interest rate earned varies with the average balance maintained, with larger balances earning higher interest rates. Also, the account permits unlimited transactions. I am expecting information from at least two other institutions that indicated they might have such service, and should be able to make a verbal report, if beneficial.
3. There is considerable merit in having a single account that earns interest and permits unlimited transactions. Primarily, it reduces the bookkeeping and supervision, while providing a medium for interest earning on the surplus balances. It is suggested that our funds be deposited with 1st Nationwide Bank, and that checks compatible with the Quicken & Quick Books software be used for all independent depository transactions.

C. Marin County Special Districts Association (MCSDA): The MCSDA has been formed as a local chapter of the California Special Districts Association. A prime purpose of the association is to increase the ability of local special districts to influence the County activities that affect special districts. This includes having two representatives of the LAFCO board of Directors.

The annual membership fee is \$100, and provides for multiple representation from each district. It is suggested that, in addition to attendance by staff personnel, members of a District's Board of Directors participate. Directors and officers of the association are limited to candidates from the elected officials of the districts.

II. Budget report: The independent auditor has requested that his report to the Board, on the audit for fiscal year 1990-91 and 1991-92 be rescheduled for the February meeting. He indicated conflicting events in his schedule of activities.

A. November/December budget report: The budget report form does not include the modifications to the annual budget adopted during the December 1, 1993 meeting. Incorporation of these changes has been delayed, as a simpler budget report form is being researched. Problems with the current form include:

1. The legal paper size, which requires considerable manual sorting and collation when using our copy machine.
2. The linked spreadsheet format, which renders modifications very tedious and error prone.
3. Late receipt of the County information, and occasional conflicting County data that consumes time for resolution.

The adopted changes, along with anticipated additional changes will be incorporated as soon as a decision has been made concerning a possible revised and simpler format. At this time, the following comments are offered concerning the district's fiscal affairs:

4. We received a one time income of secured tax redemptions amounting to \$2,280 in the Harris Fund 429, and \$4,250 in the General Fund 428.
5. We received approximately 55% of the annual tax review for the Harris Fund, amounting to \$14,244. This enabled full payment for the most recent Harris Improvements, leaving a balance of \$597. We will receive the balance of the tax revenues in a 40% increment in May, and the remaining balance in June.
6. We received approximately 52% of the annual tax revenue for the General Fund, amounting to \$12,951. We will receive the balance of the funds as described above. At the end of December, the County General Fund balance was \$14,656, of which \$7,500 is required for the independent audit payment which will be due when the audit is presented. The remaining balance will be reserved for payroll, while the incidental expenses of the District will be paid from the Wells Fargo or alternative depository. Should the need arise, we can request an advance against the future tax revenues for this fiscal year.
7. The Wells Fargo account has a current balance of \$28,583, including \$16,704 in general funds, and \$11,879 in MBVFD funds.
8. In general the income and expenditures are in keeping with the budgeted parameters. Water revenues and expenses are slightly more than expected, while the other departments are below the budget projections for this date. Fortunately, water revenue has exceeded expectations more than the expenses.

B. Additional budget changes: At this time, budget reduction considerations are limited to adjustments that may result from the Water Manager's resignation. These considerations are discussed under the Water Department.

III. Water Department: The resignation of Water Manager Henry Hyde is regrettable, but must be accepted with the consolation that it forecasts improved conditions for Henry's peace of mind. Fortunately, the resignation occurs when the majority of Harris Fund improvements have been completed. The following suggestions are offered to assure continued safe water service, and completion of future improvements.

A. Henry has recommended that Harvey fill the vacant position on an interim basis. I concur with this recommendation, in so far as the basic daily operations are concerned. However, the following suggestions are offered concerning general management of the water affairs.

1. General administration and fiscal management, including improvement contract negotiations and supervision, of the water department can be handled by the GM. The GM's professional experience and education are well suited for this. At this time, no additional compensation is requested for this change.

2. Procedural policy, system design, and coordination of system improvements, modifications, and changes be managed by the GM, as this is within his professional experience and education qualifications. Engineering consultants should be utilized as has been necessary under Henry's management. At this time, no additional compensation is requested for this.
3. Harvey will be the primary operations person living within the community. He may be subjected to a more demanding work schedule, including answering emergency water service calls. We can anticipate that his total hours may increase somewhat. A portion of the remaining fiscal allocation for Henry's compensation should be reserved to provide for the increased demand on Harvey. Also, he may be subjected to emergency demands during abnormal hours, and possibly require additional compensation for these efforts.

B. Budget considerations: Five months remain under Henry's contract, and call for compensation totaling \$3,750. It is recommended that \$1,200 of this be reserved for the possible additional demands on Harvey, and the remaining \$2,550 be reserved for possible budget savings.

IV. ROADS AND EASEMENTS: The planned maintenance work on roads and easements has been completed, with the following exceptions.

- A. A drainage culvert crossing Juminith Whale has been partially cleared of debris, but requires flushing with a high pressure hose, or other clearing device to be completed. Harvey is trying to coordinate with the MBVFD for the high pressure hose.
- B. Ed Hyman's tree surgeon misunderstood the time delay, and trimmed the Monterey Pines on the edge of the District's easement between Ahab and Sunset. I discussed the Board's approval to remove these trees, and replace them with acceptable low fire risk native trees, with Leba Wine. She indicated no objection to this action. However, with the trees already trimmed, removal will be delayed until the pruning action is again desired. The pruning action has decreased the fire hazard.

V. RECREATION: The New Year's eve dinner was canceled due to conflicting and unanticipated personal needs of the volunteer chef. The volunteer has offered to be the chef for a future dinner, her schedule permits.

Margaret Keyes has spearheaded the committee coordinating the efforts for the "Volunteer Awards Dinner". The dinner was rescheduled from January 17 to February 2, due to a schedule conflict, and the committee's need for additional time.

Judith Yamamoto reports that the "Quilters" have purchased a two oven, grill, and four burner gas stove. This stove will replace the electric stove currently in use, and be a great facility for future communities dinners. The current electric stove has two ovens, but only one small burner works with limited controls. Judith says the commercial grade stove is being completely reconditioned, and will not require special venting. The stove, and other kitchen remodeling is to be funded by the "Quilters" receipts from their annual "Art Fair". The stove should be installed by the end of February.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

The adopted changes, along with anticipated additional changes will be incorporated as soon as a decision has been made concerning a possible revised and simpler format. At this time, the following comments are offered concerning the district's fiscal affairs:

4. We received a one time income of secured tax redemptions amounting to \$2,280 in the Harris Fund 429, and \$4,250 in the General Fund 428.
5. We received approximately 55% of the annual tax review for the Harris Fund, amounting to \$14,244. This enabled full payment for the most recent Harris Improvements, leaving a balance of \$597. We will receive the balance of the tax revenues in a 40% increment in May, and the remaining balance in June.
6. We received approximately 52% of the annual tax revenue for the General Fund, amounting to \$12,951. We will receive the balance of the funds as described above. At the end of December, the County General Fund balance was \$14,656, of which \$7,500 is required for the independent audit payment which will be due when the audit is presented. The remaining balance will be reserved for payroll, while the incidental expenses of the District will be paid from the Wells Fargo or alternative depository. Should the need arise, we can request an advance against the future tax revenues for this fiscal year.
7. The Wells Fargo account has a current balance of \$28,583, including \$16,704 in general funds, and \$11,879 in MBVFD funds.
8. In general the income and expenditures are in keeping with the budgeted parameters. Water revenues and expenses are slightly more than expected, while the other departments are below the budget projections for this date. Fortunately, water revenue has exceeded expectations more than the expenses.

B. Additional budget changes: At this time, budget reduction considerations are limited to adjustments that may result from the Water Manager's resignation. These considerations are discussed under the Water Department.

III. Water Department: The resignation of Water Manager Henry Hyde is regrettable, but must be accepted with the consolation that it forecasts improved conditions for Henry's peace of mind. Fortunately, the resignation occurs when the majority of Harris Fund improvements have been completed. The following suggestions are offered to assure continued safe water service, and completion of future improvements.

A. Henry has recommended that Harvey fill the vacant position on an interim basis. I concur with this recommendation, in so far as the basic daily operations are concerned. However, the following suggestions are offered concerning general management of the water affairs.

1. General administration and fiscal management, including improvement contract negotiations and supervision, of the water department can be handled by the GM. The GM's professional experience and education are well suited for this. At this time, no additional compensation is requested for this change.

2. Procedural policy, system design, and coordination of system improvements, modifications, and changes be managed by the GM, as this is within his professional experience and education qualifications. Engineering consultants should be utilized as has been necessary under Henry's management. At this time, no additional compensation is requested for this.
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THIS CONCLUDES THE GENERAL MANAGER'S REPORT

MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 11/25/93 THROUGH 12/31/93
BISTRO & WELLS FARGO ACCOUNT THROUGH 11/30/93

VENDER NAME	DIV. CODE	USE CODE	DESCRIPTION	AMOUNT
HARRIS FUND EXPENSES				
HENRY HYDE & ASSOCIATES	429	2395	12/93 MGT. FEE	375.00
FORSTER PUMP & ENGINEERING	429	4169	BAL OF STG. TANK PAV'G	360.08
TOTAL HARRIS FUND EXP. =				735.08

ADMINISTRATION EXPENSES				
HAZEL MELO	9236	1003	SECTY WAGES, 11/21-12/18	276.92
ABC CONSULTANTS	9236	2117	GENERAL MANAGER FEE, 12/93	1,012.50
DISCOVERY OFFICE SYSTEMS	9236	2137	COPIER MAINTENANCE	283.71
MARIN COUNTY	9236	2352	FILING STATE ANNUAL REPORT, 1993	120.00
TOTAL G&A EXPENSES =				1,693.13

ROADS & EASEMENT EXPENSES				
ABC CONSULTANTS	9237	2117	GENERAL MANAGER FEE, 12/93	337.50
SALOMI VELLASO	9237	2078	GENERAL MAINT.	420.00
DEAN	9237	2078	GENERAL MAINT.	340.00
TOTAL R&E EXPENSES =				1,097.50

WATER DIVISION EXPENSES				
HAZEL MELO	9238	1003	SECTY WAGES, 11/21-12/18	276.92
HARVEY PEARLMAN	9238	1028	MAINT. MGR. WAGES, 11/21-12/18	636.00
MISC. PAYROLL LABOR	9238	1073	METER READERS, 11/93 READING	70.00
HARVEY PEARLMAN	9238	1506	EMPLOYEE BENEFITS, 12/93	83.45
MARTIN BROS. SUPPLY	9238	2077	CONCRETE & SUPPLIES, WFA	94.84
BRELJE & RACE	9238	2115	WAT. TESTS, OCT & NOV., WFA	60.00
PARADISE POOL SERVICE	9238	2115	CHLORINE FOR 11/23, WFA	34.32
ABC CONSULTANTS	9238	2117	GENERAL MANAGER FEE, 12/93	225.00
BELL INDUSTRIES	9238	2121	SERVICE CHARGE, WFA	1.60
MC PHAILS	9238	2121	SERVICE CHARGE, WFA	2.95
HAZEL MELO	9238	2130	POSTAGE	18.82
HAZEL MELO	9238	2133	OFFICE SUPPLIES	85.87
HAZEL MELO	9238	2137	COPIER SERVICE	7.88
HENRY HYDE & ASSOCIATES	9238	2395	12/93 MGT. FEE	375.00
HARVEY PEARLMAN	9238	2479	ROUTINE TRAVEL, 12/93	75.00
PG&E	9238	2535	WELLSITE & L.T. ELEC. 12/19/93	443.00
P. E. O'HAIR	9238	4197	FIRE HYDRANT SUPPLIES	119.99
TOTAL WATER EXPENSES =				2,610.84

RECREATION EXPENSES				
JUANA GONZALES	9239	2096	BLDG. MAINT. 11/21-12/18	120.00
MISC. BISTRO EXPENSES	9239	2041BI	BISTRO EXP. 11/93, WFA	82.00
GOODMAN BLD. SUPPLY	9239	2077	REPAIR PARTS, WFA	11.25
ABC CONSULTANTS	9239	2117	GENERAL MANAGER FEE, 12/93	450.00
PACIFIC BELL	9239	2534	PAY PHONE, 10/20-11/19, WFA	35.55
TOTAL RECREATION EXPENSES =				698.80

FIRE DIVISION EXPENSES				
ABC CONSULTANTS	9240	2117	GENERAL MANAGER FEE, 12/93	225.00
DYNAMED	9240	2365	SAFETY GLOVES, WFA	51.37
CHEVRON	9240	2501	GAS FOR TRUCKS, WFA	21.12
GTE MOBILENET	9240	2534	CELLULAR PHONE 12/01-12/31, WFA	35.61
ROBERT ALLEN	9240	4827	W. MARIN FUND EQUIPEMENT	538.36
L. N. CURTISS & SONS	9240	4827	W. MARIN FUND EQUIPEMENT	107.91
SILVERADO AVIONICS	9240	4827	W. MARIN FUND EQUIPEMENT	945.44
TOTAL FIRE EXPENSES =				1,924.81

TOTAL HARRIS FUND EXPENSES = 735.08
TOTAL GENERAL FUND EXPENSES = 8,024.89
TOTAL OF ALL EXPENSES = 8,759.97

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors during their meeting on January 26, 1994.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Erin Pinto, President

Donovan Macfarlane, General Manager

MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 01/01/94 THROUGH 01/19/94
 BISTRO & WELLS FARGO ACCOUNT THROUGH 12/31/93

VENDER NAME	DIV. CODE	USE CODE	DESCRIPTION	AMOUNT
HARRIS FUND EXPENSES				
HENRY HYDE & ASSOCIATES	429	2395	12/93 MGT. FEE	375.00
TOTAL HARRIS FUND EXP. =				375.00

ADMINISTRATION EXPENSES				
HAZEL MELO	9236	1003	SECT'Y WAGES, 12/19-1/29	415.38
ABC CONSULTANTS	9236	2117	GENERAL MANAGER FEE, 12/93	1,012.50
ABC CONSULTANTS	9236	2130	Postage	22
ABC CONSULTANTS	9236	2133	Telephone answer machine	64.34
MARIN COUNTY	9236	2352	ELECTION CHARGES	25.23
ABC CONSULTANTS	9236	2534	Toll calls, 10/05 - 12/05	19.48
PACIFIC BELL	9236	2534	GEN. MGR. OFFICE PHONE THRU 12/11	15.65
TOTAL G&A EXPENSES =				1,574.58

ROADS & EASEMENT EXPENSES				
ABC CONSULTANTS	9237	2117	GENERAL MANAGER FEE, 12/93	337.50
TOTAL R&E EXPENSES =				337.50

WATER DIVISION EXPENSES				
HAZEL MELO	9238	1003	SECT'Y WAGES, 12/19-1/29	415.38
HARVEY PEARLMAN	9238	1028	MAINT. MGR. WAGES, 12/19-1/15	702.00
HARVEY PEARLMAN	9238	1506	EMPLOYEE BENEFITS, 12/93	83.45
HARVEY PEARLMAN	9238	2121	CONCRETE & MISC SUPPLIES, WFA	36.22
BRELJE & RACE	9238	2115	COPPER & LEAD ANALYSIS, 12/14	515.00
BRELJE & RACE	9238	2115	GENERAL MINERAL ANALYSIS, 12/07	500.00
BRELJE & RACE	9238	2115	VOA, EPA 502.2, 12/07	260.00
HACH	9238	2115	CHLORINE REAGENT SUPPLY	58.87
ABC CONSULTANTS	9238	2117	GENERAL MANAGER FEE, 12/93	225.00
GOODMAN BLDG. SUPPLY	9238	2121	MISC. HARDWARE	79.16
MARTIN BROS. SUPPLY	9238	2121	GRATE & 5 GALLONS OF AB	7.76
HENRY HYDE & ASSOCIATES	9238	2395	12/93 MGT. FEE	375.00
HARVEY PEARLMAN	9238	2479	ROUTINE TRAVEL, 12/93	75.00
PACIFIC BELL	9238	2534	RELAY PHONE THRU 11/06-1/07	59.98
PG&E	9238	2535	ELEC. PUMP & L. TANK, 11/19-12/21, WFA	322.11
FORSTER PUMP & ENGR.	9238	4197	REPLACE CL2 PUMP @ WELLHOUSE	1048.53
P. E. O'HAIR	9238	4197	SIAMESE HYDRANT CONNECTION	105.00
TOTAL WATER EXPENSES =				4,868.46

RECREATION EXPENSES				
JUANA GONZALES	9239	2096	BLDG. MAINT. 11/21-12/18	120.00
MISC. BISTRO EXPENSES	9239	2041BI	BISTRO EXP. 11/93, WFA	42.00
ABC CONSULTANTS	9239	2117	GENERAL MANAGER FEE, 12/93	450.00
TOTAL RECREATION EXPENSES =				612.00

FIRE DIVISION EXPENSES				
ABC CONSULTANTS	9240	2117	GENERAL MANAGER FEE, 12/93	225.00
TOTAL FIRE EXPENSES =				225.00

TOTAL HARRIS FUND EXPENSES = 375.00
 TOTAL GENERAL FUND EXPENSES = 6,042.96
TOTAL OF ALL EXPENSES = 6,417.96

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors during their meeting on January 26, 1994.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Erin Pinto, President

Donovan Macfarlane, General Manager

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR NOV/DEC 1993
SUMMARY OF INCOME & EXPENSES FOR
GENERAL FUND 428 & HARRIS FUND 429
WITH COMBINED FUND'S CASH BALANCE

DESCRIPTION	ADOPTED Y.T.D.		Year To Date Summary	Nov. 1993	Dec. 1993
	93-94 BUDGET	% of Budget			
Unrestricted General Fund 428 Balance 7/01/93 =	\$8,712				
Restricted W. Marin Fund Balance (County) 7/01/93 =	2,530				
Unrestricted Wells Fargo Account Balance 7/01/93 =	13,516				
Restricted 89/90 Walkathon funds =	440				
Restricted Children's Fund 92/93 =	17				
Restricted Basketball Fund 92/93 =	246				
Total Wells Fargo Opening Balance =	\$14,219				
Total G & A Department Expenditures	37,005	28%	10,410	1,613	1,777
Total G & A Department Revenue	63,729	44%	28,214	200	17,378
G & A Department Revenue - Expenditures	\$26,724		\$17,805	(\$1,413)	\$15,601
Total R & E Department Expenditures	10,752	52%	5,561	1,440	793
Total R & E Department Revenue	1,000	0%	0	0	0
R & E Department Revenue - Expenditures	(9,752)		(\$5,561)	(1,440)	(793)
Total Water Department Expenditures	46,806	53%	24,801	2,565	5,904
Total Water Department Revenue	54,600	59%	32,373	3,185	7,464
Water Department Revenue - Expenditures	\$7,794		\$7,573	\$620	\$1,560
Total Recreation Department Expenditures	26,644	23%	6,121	1,431	1,465
Total Recreation Department Revenue	16,821	31%	5,234	1,088	1,584
Recreation Dept. Revenue - Expenditures	(9,823)		(\$888)	(343)	120
Total Fire Department Expenditures	61,866	37%	23,045	284	2,127
Total Fire Department Revenue (Inc. Beg. WF bal.)	62,109	38%	23,822	0	0
Fire Department Revenue - Expenditures	243		\$777	(284)	(2,127)
Total Harris Fund Expenditures	75,080	104%	78,342	1,000	38,906
Total Harris Fund Income, Includes Beginning Balance	94,862	83%	78,940	(735)	16,539
Harris Fund Revenue - Expenditures	19,782		\$597	(1,735)	(22,368)
TOTAL OF ALL DISTRICT REVENUE =	\$293,121 *		\$168,583	\$3,738	\$42,965
TOTAL OF ALL DISTRICT EXPENDITURES =	\$258,153		\$148,280	\$8,332	\$60,872
*REVENUE - EXPENDITURES =	\$34,968 *		\$20,303	(\$4,594)	(\$8,007)

* NOTE: Includes beginning MBVFD & Harris Fund balances

CASH BALANCE COUNTY GENERAL FUND 428 =	\$511	\$14,656
CASH BALANCE COUNTY HARRIS FUND 429 =	22,965	597
CASH BALANCE MBCSD WELLS FARGO ACCOUNT =	16,152	16,704
CASH BALANCE MBVFD WELLS FARGO ACCOUNT =	12,230	11,879
COMBINED CASH BALANCE OF ALL ACCOUNTS =	\$51,858	\$43,836

COUNTY HARRIS FUND 429

OPERATIONS & MAINTENANCE EXPENDITURES	ADOPTED Y.T.D.		YEAR TO DATE TOTALS	Nov. 1993	Dec. 1993
	93-94 BUDGET	% of Budget			
2059 General Liability Insurance & MBCSD fund transfers	\$805	100%	\$805	\$0	\$0
2395 Consulting Engineer	4,500	58%	2,625	375	750
4145 Harris Plan D-4, CHARLOTTE'S WAY	34,775	101%	34,965	0	0
4169 Harris Plan D-5, Starbuck extension	35,000	114%	39,947	625	38,156
TOTAL EXPENDITURES =	\$75,080		\$78,342	\$1,000	\$38,906
REVENUE					
9007 Special Tax Assessment	\$25,953	52%	\$13,494	(\$750)	\$14,244
9008 Special Assessment Tax, Delinquent	750	210%	1,575	0	0
9009 Special Assessment Redemption	0	N.A.	2,280	0	2,280
9031 Special Surcharge Account	1,260	5%	60	15	15
9201 Interest on unused Fund Balance	1,021	64%	652	0	0
9377 County Assistance Grant & MBCSD fund transfers	0	N.A.	(5,000)	0	0
TOTAL REVENUE RECEIVED =	\$28,983		\$13,061	(\$735)	\$16,539
Beginning Cash Balance	\$65,879		\$65,879	\$24,700	\$22,965
Change in Balance, Income less Expenses	(46,097)		(65,281)	(1,735)	(22,368)
UNADJUSTED BALANCE =	\$19,782		\$597	\$22,965	\$597
2720 Proportional cost of administration	7,401		2,082	323	355
ENDING BALANCE =	\$12,381		(\$1,485)	\$22,643	\$242

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR NOV/DEC 1993
GENERAL & ADMINISTRATIVE DEPARTMENT 9236

OPERATIONS & MAINTENANCE PERSONNEL EXPENDITURES		ADOPTED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	Nov. 1993	Dec. 1993
1003	District Secretary	\$3,600	46%	1,662	\$277	\$277
1005	Recording Secretary, Contract Service	1,764	0%	0	0	0
1404	Social Security	410	31%	127	21	21
1701	Worker's Compensation Insurance	53	35%	18	0	0
2117	Cont. & Out. Serv., General Manager	12,150	50%	6,075	1,013	1,013
Total Personnel Expenditures =		\$17,977	44%	\$7,882	\$1,311	\$1,311

OPERATIONS & MAINTENANCE EXPENDITURES						
2049	Conferences & Meetings	\$750	11%	\$81	\$0	\$0
2059	General Insurance	403	100%	403	0	0
2119	Publications & Advertisement	250	0%	0	0	0
2130	Postage & mail expense	100	90%	90	26	59
2133	Office Supplies	600	77%	465	0	0
2137	Administrative use of copier	600	0%	0	0	0
	2137M&S Copier Maintenance & Supplies	1,200	56%	673	260	288
2352	Auditor & County fees (SEE NOTE)	10,000	3%	284	0	120
2479	Mileage & Routine Travel	1,000	20%	199	0	0
2534	Telephone	800	27%	215	16	0
2720	Gen. Administrative Exp.	600	20%	118	0	0
Total Operations & Maint. Expenditures =		\$16,303	18%	\$2,528	\$302	\$466

NOTE: Auditor & County Fees include \$7,500 for 90-91 & 91-92 audit, \$2,000 for 93-94 audit, and \$500 for election/accounting fees.

CAPITAL EXPENDITURES						
4048	Building Improvements	\$0	N.A.	\$0	\$0	\$0
4093	Office computer, printer & software	2,500	0%	0	0	0
	4093OFF Equipment & furnishings (locking file cabinet)	225	0%	0	0	0
Total Capital Expenditures =		\$2,725	0%	\$0	\$0	\$0

TOTAL G & A EXPENDITURES = \$37,005 28% \$10,410 \$1,613 \$1,777

GENERAL & ADMINISTRATIVE REVENUES

REVENUE SOURCE		ADOPTED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	Nov. 1993	Dec. 1993
9001	Property Taxes, Secured	\$39,855	32%	\$12,951	\$0	\$12,951
9002	Property Taxes, Unsecured	710	0%	0	0	0
9003	Property Taxes, Secured delinquent	900	45%	404	0	0
9004	Property Taxes, Secured Redemptions	1,000	425%	4,250	0	4,250
9020	Special Dist. Augmentation Fund	14,530	2%	319	0	0
9041	Supplemental Assessment, current	950	15%	147	0	0
9043	Supplemental Assessment, redemptions	55	0%	0	0	0
	State appropriation to schools	0	N.A.	0	0	0
9280	Hoptr. St.	365	0%	0	0	0
9772	Copier Income, Cash & Cards	450	168%	755	200	154
	Enter Departmental Copier Use	1,300	0%	0	0	0
9280	General Income, Fees, Charges & fund transfers	3,614	260%	9,389	0	24
9377	Local Asst Grant, 91-92 WMFG	0	N.A.	0	0	0
Total G & A Revenue =		\$63,729	44%	\$28,214	\$200	\$17,378

G & A REVENUE - EXPENDITURES = \$26,724 67% \$17,805 (\$1,413) \$15,601

NOT G&A expenditures are incurred in administration of the overall District activities, and are necessary for the completion of these activities. The gross G&A expenditures will be distributed equally to each of the other departments, and G&A revenues will then be allocated to offset deficits.

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR NOV/DEC 1993
ROADS & EASEMENTS DEPARTMENT 9237

		ADOPTED	Y.T.D.	YEAR TO		
		93-94	% of	DATE	Nov.	Dec.
PERSONNEL EXPENDITURES		BUDGET	Budget	TOTALS	1993	1993
1028	Maintenance Manager	\$600	44%	\$264	\$264	\$0
1073	Extra Hire Personnel	1,000	76%	760	760	0
1404	Social Security	122	64%	78	78	0
1701	Worker's Compensation Insurance	124	0%	0	0	0
2117	Cont. & Out. Serv., General Manager	4,050	50%	2,025	338	338
Total Personnel Expenditures =		\$5,897	53%	\$3,127	\$1,440	\$338

OPERATIONS & MAINTENANCE						
2059	General Insurance	\$805	100%	\$805	\$0	\$0
2077	Routine Repairs	1,000	46%	456	0	456
2078	General Maintenance	1,500	3%	48	0	0
2094	Roads reconstructed	1,050	107%	1,125	0	0
2137	Copier Expense, Notices	150	0%	0	0	0
2249	Small Tools & Instruments	250	0%	0	0	0
2501	Gas, oil & Gr	100	0%	0	0	0
2741	Chipper	0	N.A.	0	0	0
Total Operations & Maint. Expenditures =		\$4,855	50%	\$2,434	\$0	\$456

TOTAL ROAD & EASEMENT EXPENDITURES =	\$10,752	52%	\$5,561	\$1,440	\$793
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ROADS & EASEMENTS REVENUE

REVENUE SOURCE						
9248	Restricted Donations & Fund Raisers	N.A.	N.A.	\$0	\$0	\$0
9772	General Income, Fees & Charges (non compliance)	1,000	0%	0	\$0	\$0
Total Roads & Easements Revenue =		\$1,000	0%	\$0	\$0	\$0

REVENUE - EXPENDITURES =		(9,752)	(5,561)	(1,440)	(793)
2720	Proportional cost of administration	7,401	2,082	323	355
ADJUSTED BALANCE =		(\$17,153)	(\$7,643)	(\$1,762)	(\$1,148)
ALLOCATION OF G&A REVENUES =		17,153	7,643	1,762	1,148
CLOSING BALANCE =		\$0	\$0	\$0	\$0

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR NOV/DEC 1993
WATER DEPARTMENT 9238

PERSONNEL EXPENDITURES	ADOPTED	Y.T.D.	YEAR TO	Nov.	Dec.
	93-94 BUDGET	% of Budget	DATE TOTALS	1993	1993
1003 District Secretary	\$3,600	54%	\$1,938	\$277	\$277
1028 Maintenance Manager	10,700	43%	4,593	858	636
1073 Extra Hire Personnel, (meter readers)	1,260	27%	345	70	70
1404 Social Security	1,190	44%	524	92	75
1513 Health Insurance	1,001	50%	501	83	83
1701 Worker's Compensation Insurance	867	38%	330	0	0
2117 Cont. & Out. Serv., General Manager	2,700	50%	1,350	225	225
2395 Prof. Consultant, Water Manager	4,500	58%	2,625	375	750
Total Personnel Expenditures =	\$25,818	47%	\$12,206	\$1,981	\$2,117

EXPENDITURES					
2058 Annual Inspection Fee	\$350	0%	\$0	\$0	\$0
2059 General Insurance	2,038	100%	2,038	0	0
2077 Routine Repairs	500	25%	124	0	95
2096 Building Repair	300	0%	0	0	0
2115 Lab Supplies & Testing	1,800	23%	419	0	94
2121 Miscellaneous expenses	NA	NA	450	81	39
2122 Refunds	600	8%	50	0	50
2130 Postage	200	31%	63	0	15
2133 Office Supplies	100	249%	249	0	97
2137 Copier Use	200	0%	0	0	0
2221 Public & Legal Notices	100	0%	0	0	0
2325 Contract Service - Maintenance	1,200	167%	1,999	0	0
2479 Mileage & Routine Travel	900	50%	450	75	75
2534 Telephone, Tank Control Relay	465	32%	151	30	0
2535 Electricity for pumps	5,800	38%	2,224	303	443
Total Operations Expenditures =	\$4,988	165%	\$8,217	\$489	\$608

Total Personnel & Operations Expenses = \$30,806 66% \$20,423 \$2,470 \$3,025

CAPITAL EXPENDITURES					
4093 Equipment	\$1,000	67%	\$673	\$0	\$0
4160 Water Meters	0	N.A.	506	0	0
4162 Water Supply Study	2,000	11%	225	0	0
4169 Const. Proj. Impr. Cost., Reserve	7,000	35%	2,467	95	2,372
4197 Water System Repairs/Upgrade	6,000	8%	507	0	507
Total Capital Expenditures =	\$16,000	27%	\$4,378	\$95	\$2,879

TOTAL WATER EXPENDITURES = \$46,806 63% \$24,801 \$2,565 \$5,904

WATER REVENUES

REVENUE SOURCE	ADOPTED	Y.T.D.	YEAR TO	Nov.	Dec.
	93-94 BUDGET	% of Budget	DATE TOTALS	1993	1993
9025 Water Billing, gross billed	\$54,000	65%	\$35,030	\$5,369	\$4,273
Revenue received	54,000	59%	31,823	3,185	7,464
Accounts receivable	\$5,801	150%	8,692	11,883	8,692
9025R Refundable Customer Deposits	600	8%	50	0	0
9377 Local Assistance Grant	0	N.A.	0	0	0
9763 Other Revenue, miscellaneous	0	N.A.	500	0	0
Cash Balance + Total Water Revenue =	\$54,600	59%	\$32,373	\$3,185	\$7,464
REVENUE - EXPENDITURES =	\$7,794		\$7,573	\$620	\$1,580
2720 Proportional cost of administration	7,401		2,082	323	355
ADJUSTED BALANCE =	393		5,491	298	1,204
ALLOCATION OF G&A REVENUES =	(393)		0	0	0
CLOSING BALANCE =	\$0		\$5,491	\$298	\$1,204

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR NOV/DEC 1993
RECREATION DEPARTMENT 9239

PERSONNEL EXPENDITURES	ADOPTED	Y.T.D.	YEAR TO	Nov.	Dec.
	93-94 BUDGET	% of Budget	DATE TOTALS		
1028 Maintenance Manager	\$1,000	0%	\$0	\$0	\$0
1073 Building Cleaning Person	1,560	46%	720	120	120
1404 Social Security	196	28%	55	9	9
1701 Worker's Compensation Insurance	273	12%	33	0	0
2117 Cont. & Out. Serv., General Manager	5,400	50%	2,700	450	450
Total Personnel Expenditures =	\$8,429	42%	\$3,508	\$579	\$579

OPERATIONS & MAINTENANCE EXPENDITURES					
2041 Recreational Programs					
2041AF Art Faire	50	0%	\$0	\$0	\$0
2041HD Halloween Dance	50	0%	0	0	0
2041LD Labor Day BBQ	400	0%	0	0	0
2041BA Basketball	250	0%	0	0	0
2041BI Bistro	900	30%	266	82	42
2041BR Brunches	200	0%	0	0	0
2041CP Children's Programs	225	30%	67	67	0
2041CD Community Dinners	1,050	12%	125	125	0
2041MI Miscellaneous	100	38%	38	38	0
2041TC Tai Chi	800	63%	504	270	0
2059 General Insurance	2,038	0%	0	0	0
2077 Routine Repair	700	6%	43	0	43
2096 Building Maintenance & Repair	1,500	0%	0	0	26
2097 Grounds Maintenance	250	0%	0	0	0
2119 Publication Expense	200	0%	0	0	0
2121 Miscellaneous small expenses	NA	NA	0	0	0
2122 Refunds of rental security deposits	1,750	81%	1,425	0	675
2133 Office Supplies & Postage	150	13%	19	17	0
2137 Copier Expense	250	0%	0	0	0
2259 Garbage Removal	321	0%	0	0	0
2366 Building Supplies	125	73%	91	29	38
2369 General Recreation Supplies	150	0%	0	36	0
2534 Telephone	380	9%	36	76	36
2535 Electricity for Community Center	1,100	0%	0	0	0
2536 Water Service	250	0%	0	112	26
Total Operations & Maintenance Expenditures =	\$13,189	20%	\$2,613	\$852	\$885

CAPITAL EXPENDITURES					
4045 Community Block Grant Improvements	5,026	0%	\$0	\$0	\$0
4048 Building Improvements	0	N.A.	0	0	0
4093 Equipment & Furnishings	0	N.A.	0	0	0
4243 Playground	0	N.A.	0	0	0
4381 Contingency Reserve	0	N.A.	0	0	0
Total Capital Expenditures =	\$5,026	0%	\$0	\$0	\$0

TOTAL RECREATION EXPENDITURES = \$26,644 \$6,121 \$1,431 \$1,465

RECREATION DEPARTMENT REVENUE

REVENUE SOURCE	ADOPTED	Y.T.D.	YEAR TO	Nov.	Dec.
	93-94 BUDGET	% of Budget	DATE TOTALS		
9224 Grounds Rental, Playground	\$0	N.A.	\$0	\$0	\$0
9248 Restricted Donations		N.A.	0	0	0
9248BA Basketball	250	0%	0	0	0
9248CP Children's programs	200	0%	0	0	0
9255 Rental of Building	3,000	69%	2,069	245	755
9255CR Children's Room rental	100	0%	0	0	0
9255RP Playground rental	100	0%	0	0	0
9255R Refundable Rental Deposits	1,750	56%	975	225	525
9761 Donations, General	100	25%	25	0	0
9811 Income from Recreation Programs		N.A.	0	0	0
9811AF Art Faire	250	0%	0	0	0
9811BI Bistro	1,700	53%	899	167	169
9811BR Brunches	300	0%	0	0	0
9811CD Community Dinners	1,750	17%	293	293	0
9811HD Halloween Dance	250	0%	0	0	0
9811LD Labor Day BBQ	900	0%	0	0	0
9811MI Miscellaneous	160	0%	0	0	0
9811TC Tai Chi	1,000	92%	923	158	135
9834 Resident Handbook, Ad Sales	150	33%	50	0	0
9900 Grant Revenue, Community Block Grant	4,861	0%	0	0	0
Total Recreation Program Revenue =	\$16,821	31%	\$5,234	\$1,088	\$1,584

TOTAL (REVENUE - EXPENDITURES) =	(\$9,823)		(\$888)	(\$343)	\$120
720 Proportional cost of administration	7,401		2,082	323	355
ADJUSTED BALANCE =	(17,224)		(2,970)	(665)	(236)
ALLOCATION OF G&A REVENUES =	17,224		2,970	665	236
CLOSING BALANCE =	\$0		\$0	\$0	\$0

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR FEBRUARY MEETING
WEDNESDAY JANUARY 26, 1994**

Directors present: President Erin Pinto; Directors Dale Hopkins, Nancy Wolf Lee, Peter Rudnick, and Steve Shaffer.

Staff present for the meeting: Donovan Macfarlane, General Manager/Recording Secretary, and Bill Farkas, Fire Chief.

- I. Call the regular meeting order.** President Pinto called the meeting to order at 7:14 P.M. The recording Secretary administered the oath of office to newly elected directors Hopkins, Lee, and Rudnick. With these directors sworn in office, a quorum was present and the meeting commenced.
- II. Review and consideration of the Wednesday January 26, 1994 Agenda:** There was a brief discussion on the Agenda, and Director Shaffer **moved** to approve the Agenda as written; seconded by Director Hopkins; ayes all.
- III. Bills to be paid:** There was a brief discussion of the "Bills to Be Paid Report" for bills received between 11/25/93 and 12/31/93. Director Lee **moved** to approve this report, having expenses of \$736.08 applicable to Harris Fund 429, \$8,759.97 applicable to General Funds, and a combined total of \$8,759.97; seconded by Director Shaffer; ayes all.

A discussion concerning the "Bills to be Paid Report" for bills received between 1/01/94 and 1/19/94 followed. President Pinto pointed out that the dates under the descriptions for the bills from ABC Consultants and Henry Hyde & Associates were the same as in the previous report. The GM said that these dates should be corrected to read 1/94. Director Lee **moved** to approve this report, with the corrected dates, including \$375 applicable to Harris Fund 429, \$6,042.96 applicable to General Funds, and a combined total of \$6,417.96; seconded by Director Hopkins; ayes all.

- IV. Public Open time:** There was no request from the attending public to take the floor.
- V. Fire Department:** Chief Farkas reported that the report for the Department had not been prepared due to conflicting work loads on Rob Allen, who normally prepares the written report. He noted that the report for next month would include the details dating back to the last meeting. He then reviewed the Department's general activities. Director Lee asked if there was any further action on the MBVFD fund raising association. Chief Farkas responded that a member of this group would be present at the next meeting, and would review their progress.

The GM requested the assistance of the Department's high pressure hoses to facilitate the cleaning of primary drainage culverts crossing the District maintained roadways, and in particular the crossing on Juminth Whale. Chief Farkas said the Department would assist when doing there practice drills. Director Lee then commended the MBVFD for their efforts. report.

VI. Emergency/Safety Committee: The GM noted that Ellen Mettler is out of town, and that there had been no new activity. He stated that the new phone directory will be distributed next week, and that this directory will facilitate the reforming of the telephone tree recommended by the Emergency/Safety committee.

VII. Water Department: The GM reported that Henry Hyde was unable to attend the meeting, as he was in southern California. In Henry's absence, the GM reported on the following:

- A. General operations:** Water production averaging 29,323 gallons per day is above the norm for this period. However, unaccounted for water loss of 11.5% is under the norm, reflecting that the system is functioning well. General maintenance included bi-annual line flushing, and there were no emergency repairs. Water quality tests were normal.
- B. Henry Hyde's resignation:** The GM reviewed the letter from Henry, and noted that his resignation was regrettable, but necessary for Henry's welfare, and recommended the Board's acceptance. Director Shaffer **moved** to accept Henry's resignation, seconded by Director Hopkins; ayes all.

A lengthy discussion took place concerning Henry's recommendation that Harvey be appointed to fill his position. The GM noted that his engineering background and education included water treatment and distribution system design and construction. He has relied on Henry's supervision, and is not fully current with the drinking water act requirements, and those of the Health Department. However, he feels he can become current as needed, and that Harvey is capable of the maintenance operations with minimal supervision. Henry's function in contract relations concerning the Harris Plan improvements are within the GM's experience.

Henry has agreed consult with us and will be in the area frequently. Also, and we have a working agreement for emergency assistance from Forster Pump and Engineering. With this in mind, the GM recommended that no replacement of Henry be initiated at this time; that a portion of the monetary savings be reserved to compensate Harvey for additional time and effort; and that the balance of the savings be held in reserve. The GM indicated that he did not feel he would need additional compensation for this action, at this time, but noted that this could change if the demand on his time is more than anticipated. The Board generally concurred with this recommendation, with President Pinto requesting that the GM contact Forster to ~~develop a closer working relationship~~ *establish appropriate contract procedures for emergency circumstances*.

- C. Water billing:** The GM stated that full implementation of the computerized billing system will be delayed until Hazel has fully recovered and completed the updating of her records. As soon as Hazel's records become available, the data will be added to the computer system.

VIII. Administration: The GM noted that President Pinto's term of office is completed at the end of the regular February meeting. He explained the District's policy of rotating the presidency every six months, and recommended that the Board consider a standard method for determining the

rotation. His written report described various methods used by other agencies. After some discussion, Director Shaffer moved to rotate the presidency in accord with the method using the vote ranking of that person getting the most votes being the next president, and then sequentially in the order of the votes received. Peter Rudnick will be the next president, followed by Nancy Lee, etc., and that in the event there is a conflict this method may be altered; seconded by Director Lee; ayes all.

- A. **District Depository:** The GM reported that the Board had previously authorized the establishment of an interest bearing depository for District funds. However, this had been delayed as new directions for solving the District's budget problems were considered. With the combination of the MBVFD funds into the District's funds, the GM recommends that the interest bearing account now be implemented. However, he has interviewed alternative banks to Wells Fargo, and found that some offer interest bearing checking accounts. Due to the minimal difference in interest rates, and the convenience of a single account reducing record maintenance, he recommended that we establish an account with 1st Nationwide Bank. This was followed by some discussion, and the Board instructed the GM to pursue this course of action, as timely as possible.
- B. **Budget report:** The GM then indicated that the independent auditor had requested his presentation be reset for the next Board meeting, due to conflicts in the auditor's schedule.

He then reviewed the monthly budget report, noting that the budget reductions adopted at the previous meeting had not been incorporated in the current report. He noted late receipt of the County's report, a need to revise the current format to do away with the legal size pages, conflicting data from the County, and the time required for modifying linked spreadsheets. He stated that he would have the changes completed for the next board meeting.

- C. **Recreation:** The GM reported that the "Volunteers Recognition Dinner", had been rescheduled from January 17 to February 2, due to the coordinating committee's need for additional time. He then reported that the "Quilters" have successfully arranged for a new double oven gas range, complete with a grill. The Stove should be installed next month, with improved counter tops and counter cabinets to follow.
- D. **Roads and Easements:** The GM noted that the culvert crossing Juminth Whale had been cleaned as much as possible by hand, and that additional cleaning by high pressure hose was necessary. The Fire Chief had agreed to assist (earlier in the evening), and that some of the culverts crossing Sunset Way also required high pressure cleaning.


He then stated that the trees on the easement connecting Ahab Drive to Sunset Way had been pruned versus being removed. He indicated that this resulted from miscommunication, but that he had talked to Ms. Leba Wine subsequent to the pruning, and she had not indicated an objection. This was followed by a general discussion, with the consensus of the Board that their original finding that the trees should be removed (providing there was no objection from property owners) should be fulfilled. The GM was instructed to pursue having the trees removed without cost to the District.

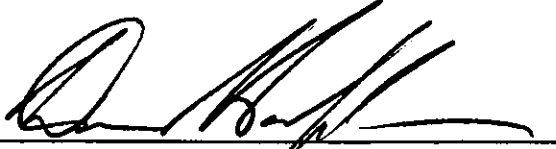
- IX. **Highway One project:** President Pinto reported on the latest information concerning the Big Lagoon project. She indicated that she expects to receive several reports reviewing the findings of the various consultants, and that she will report on these in the future. She then reviewed the schedule of events to come, as she understands them. The Board thanked her for her efforts, and indicated their interest in future actions concerning the District.
- X. **Approval of the minutes for the October 26, 1993 meeting:** Director Shaffer questioned how this Board could approve these minutes, as three Directors were not members of the Board holding the meeting. The GM noted that this is a problem whenever a Board majority change takes place. However, all members of tonight's Board were present during the meeting in question, and that the approval could specify that they were not members of the board at the time. This was followed by a brief discussion, with President Pinto requesting the following changes and additions:
- A. Add Ms. before Chris Grusenmeyer's name in paragraph IV.
 - B. Revise paragraph IV B, to read "Mr. Adler then reviewed *problems that had been identified in the audit of MBCSD's fiscal policies and procedures for the fiscal years 1990-91 and 1991-92.*"
 - C. Change are to *were* in paragraph IV B 1.
 - D. Change has to *was*, and are to *were* in paragraph IV B 2.
 - E. Change were to *did* in paragraph IV B 3.
 - F. Strike the 1st sentence of paragraph V, begin the second sentence with Chief Farkas reported, and then strike the last sentence of that paragraph.
 - G. Change the approvals of minutes in paragraph XI (two cases) to read Review of the *Draft*, and moved to approve the minutes *as amended*.

The consensus of the Board was that these minutes could then be approved, with the stipulation that Directors Hopkins, Rudnick, and Shaffer were not members of the Board during that meeting.

The meeting was adjourned at 11:15 P.M.

These minutes were approved by the Muir Beach Community Services District Board of Directors, during their meeting on 3/23/94.


Erin Pinto, President

Attest: 
Donovan Macfarlane, Recording Secretary

LIBRARY

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FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
MARCH 02, 1994 REGULAR BOARD OF DIRECTORS MEETING**

Rescheduled Feb 94 meeting

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**MUIR BEACH COMMUNITY SERVICES DISTRICT
RESCHEDULED BOARD OF DIRECTORS MEETING TO BE HELD IN
THE COMMUNITY CENTER, 19 SEACAPE, MUIR BEACH, CALIFORNIA
WEDNESDAY MARCH 2, 1994 AT 7:00 P.M**

DIRECTORS: Erin Pinto, president; Dale Hopkins, Nancy Wolf Lee, Peter Rudnick and Steven Shaffer, directors.

AGENDA

- I.** Call the meeting to order.
- II.** Review and consideration of the March 2, 1994 Agenda. Items may be added, deleted, and or changed in scheduled sequence from the posted Agenda. Items may be added for brief discussion; however, the Board can take no action on the added item except by a finding that a condition of emergency exists, in conformance with California law.
- III.** **Bills to be paid:** Consideration of the bills to be paid, received subsequent to the bills submitted for approval during the January 26, 1994 regular meeting.
- IV. 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 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.

AT 8:30, A 15 MINUTE COFFEE BREAK WILL BE CALLED

- V. **Fire Department:** The Fire Chief will report on the department's activities since the regular December Board meeting. A representative of the proposed MBVFD Association will also be in attendance to discuss the association plans for the Bar b Que.
- VI. **Emergency/Safety Committee:** The GM will give a general report on the Emergency/Safety Committee activities if Ellen Mettler is unable to attend the meeting.
- VII. **Water Department:** The GM will report on the general operations and incidents since the December Board meeting.

The General Manager will report on the progress of computerized water billing, accounts receivable, and suggested modifications in billing procedures. Board action will be requested.

VIII. General Manager's report. The General manager will report on the following items.

- A. **Administration:** The GM will report on the following items concerning administration of the District's operations:
 - 1. **District's independent depository:** The GM will report on his investigation of alternate depositories for the district's funds, recommend a change of depository, and request completion of a new signature card. Board action will be requested. for improvements in the current policy. Board action will be requested.
 - 2. **MCSDA Membership:** The GM will review the proposed by-laws of this association.
- B. **Budget Report:** The independent auditor was to submit the audit reports and balance sheets for fiscal years 1990-91 and 1991-92. Due to unavoidable circumstances, the auditor has once more requested that this be rescheduled for the next Board meeting.

The GM will review the District's budget report for the month of January 1994, and the modifications in the report form. The report form includes the most recent Board adopted revisions, and the change in income resulting from the State's appropriation of District funds.
- C. **Roads & Easements:** The GM will discuss the maintenance work performed on the easements, and the work still in progress.
- D. **Recreation:** The GM will report on the District's recreational activities.

- IX. Highway One** progress report. President Pinto will present information on the community meetings to discuss the GGNRA's proposed plans for Big Lagoon improvements.
- X. Minutes of the January meeting:** Due to a computer malfunction, these minutes could not be reconstructed in time for the Board's review.

ADJOURNMENT OR CONTINUATION.

TO; CSD Board
FROM: Gerry Pearlman
RE: Relocation of pool table

1\30\94

The Fire Chief apparently out of concern for vandalism and some equipment stolen recently from the Firebarn has declared it off limits to all but the members of the Fire Department. This creates a problem for those of us who enjoyed the use of the pool table located there for the past fifteen years or so.

There are probably ways to secure whatever is of concern to the volunteer fire department so that the rest of us could continue to make use of the pool table. However since this seems to arisen in the past as an issue, it may be better to consider a permanent relocation.

Someone suggested that the library location in the community center might make an ideal location. The pool table would not interfere with the surrounding bookshelves and it would be more accessible to interested residents.

I trust the newly installed Board (congratulations) will be able to reply to this enquiry after its next meeting. I am still awaiting a reply to the last letter I wrote to the Board, a copy of which I am also enclosing. I am offended that no reply was offered since it is hard to believe the previous Board or Manager were so besieged with requests that they did not have the time or inclination to draft a simple answer.

Marin County Board of Supervisors: Parcel Tax, Page 2

It is time for us all to work together to establish acceptable public safety priorities. We must all work together to increase the amount of Federal support for services related to the GGNRA and resultant tourism.

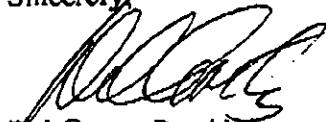
The property owners of West Marin should not have to pay for services provided to tourists from all over the world. The Parks create a financial burden that must be distributed more fairly than at present.

Of the \$3.2 million contributed to the County by the California Dept. of Forestry, only 25% comes from the Feds. Yet they have over a third of the territory using the Fire and Paramedic services. And, the \$98,000 in Burton Funds doesn't make up for the shortfall.

The Federal Government should be contributing more than the State. We are proposing a total Federal assessment of \$2.5 million -- all of which should be allocated for Fire and Paramedic. If they choose not to do that, then they should be required to establish their own Fire and Paramedic service district to serve visitors to the GGNRA.

We will work with you to lobby the Federal Government to pay their fair share. But, we will not pay more taxes nor will we tolerate a cut in basic public safety services for local residents.

Sincerely,



Del Goetz, President
 Lila Daniels, Secretary
 Clifton Davenport, Treasurer
 Randy Barrow, Director
 James Campbell, Director
 Kathleen Delehanty, Director
 Barney Lenheim, Director
 Keith Papulias, Director
 Robert Rydjord, Director
 Erika Teahan, Director
 Dirk Van Waart, Director

cc: Dianne Feinstein, U.S. Senator
 Barbara Boxer, U.S. Senator
 Lynn Woolsey, Congresswoman
 Pete Wilson, Governor
 Milton Marks, State Senator
 Vivian Bronschvag, Assemblywoman
 Muir Beach Community Services District
 Pt. Reyes Association
 San Geronimo Valley Property Owners Assn.
 Stinson Beach Village Assn.
 Marin County Firefighters Assn.
 Chief Rowan, Marin County Fire Dept.
 Tom Campanella, County Administrator

MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 01/20/94 THROUGH 02/23/94
 BISTRO & WELLS FARGO ACCOUNT THROUGH 01/31/94

VENDER NAME	DIV. CODE	USE CODE	DESCRIPTION	AMOUNT
HARRIS FUND EXPENSES				
	429			
			TOTAL HARRIS FUND EXP. =	0.00
ADMINISTRATION EXPENSES				
HAZEL MELO	9236	1003	SECTY WAGES, 1/30 - 2/26	276.92
F.I.C.A.	9236	1404	SOCIAL SECURITY ON WAGES, 7/01 - 2/26	317.77
STATE FUND	9236	1701	WORKER'S COMP. INSURANCE	7.56
ABC CONSULTANTS	9236	2117	GENERAL MANAGER FEE, 2/94	1,012.50
PETTY CASH	9236	2133	MISC. OFFICE SUPPLIES	33.96
PETTY CASH	9236	2137	COPIER PAPER	17.15
PACIFIC BELL	9236	2534	GEN. MGR. OFFICE PHONE THRU 1/11 & 2/11	34.06
			TOTAL G&A EXPENSES =	\$1,699.92
ROADS & EASEMENT EXPENSES				
STATE FUND	9237	1701	WORKER'S COMP. INSURANCE	74.04
ABC CONSULTANTS	9237	2117	GENERAL MANAGER FEE, 2/94	337.50
			TOTAL R&E EXPENSES =	\$411.54
WATER DIVISION EXPENSES				
HAZEL MELO	9238	1003	SECTY WAGES, 1/30 - 2/26	276.92
F.I.C.A.	9238	1404	SOCIAL SECURITY ON WAGES, 7/01 - 2/26	317.77
STATE FUND	9238	1701	WORKER'S COMP. INSURANCE	160.76
HARVEY PEARLMAN	9238	1028	MAINT. MGR. WAGES, 1/30 - 2/26	816.00
HARVEY PEARLMAN	9238	1506	EMPLOYEE BENEFITS, 2/94	83.45
BRELJE & RACE	9238	2115	LEAD & COPPER ANALYSIS	309.00
ABC CONSULTANTS	9238	2117	GENERAL MANAGER FEE, 2/94	225.00
FORSTER PUMP & ENGINEERING	9238	2121	FILTER CARTRIDGES	19.95
DEPT. OF HEALTH SERVICES	9238	2121	EXAMINATION FEE, HARVEY	30.00
AYERS LOCKSMITHING	9238	2121	SPARE KEYS FOR WATER DEPT.	7.40
HARVEY PEARLMAN	9238	2479	ROUTINE TRAVEL, 2/94	75.00
PACIFIC BELL	9238	2534	RELAY PHONE THRU 1/07 & 2/07	59.48
PG&E	9238	2535	ELEC. PUMP & L. TANK, 12/22 - 1/19, WFA	271.94
P. E. O'HAIR	9238	4093	HYDRANT CONNECTIONS & FITTINGS	202.26
			TOTAL WATER EXPENSES =	\$2,854.93
RECREATION EXPENSES				
STATE FUND	9239	1701	WORKER'S COMP. INSURANCE	83.95
PETTY CASH	9239	2041B1	BISTRO EXPENSES FOR JANUARY	36.21
JUANA GONZALES	9239	2096	BLDG. MAINT. 1/30 - 2/26	120.00
PETTY CASH	9239	2133	POSTAGE	26.10
ABC CONSULTANTS	9239	2117	GENERAL MANAGER FEE, 2/94	450.00
SHORELINE DISPOSAL	9239	2259	DISPOSAL SERVICE THRU 3/31/94	1.00
PACIFIC BELL	9239	2534	COM. CENTER PAY PHONE THRU 1/19	70.08
PG&E	9239	3535	COM CENTER ELEC. THRU 1/19	42.99
			TOTAL RECREATION EXPENSES =	\$680.33
FIRE DIVISION EXPENSES				
STATE FUND	9240	2086	WORKER'S COMP. INSURANCE	722.61
TRANSTECH	9240	2086	TRUCK MAINTENANCE	152.11
ABC CONSULTANTS	9240	2117	GENERAL MANAGER FEE, 2/94	225.00
WELLS FARGO BANK	9240	2121	BANK CHARGES	71.81
CHEVRON	9240	2501	GAS FOR FIRE TRUCKS, 12/30 STATEMENT	48.52
GTE MOBILNET	9240	2534	CELLULAR PHONE SERVICE THRU 1/31	71.22
THE RESCUE SOURCE	9240	4827	W. MARIN FUND EXPENSE	235.79
			TOTAL FIRE EXPENSES =	\$1,527.06
TOTAL HARRIS FUND EXPENSES =				\$0.00
TOTAL GENERAL FUND EXPENSES =				7,323.78
TOTAL OF ALL EXPENSES =				\$7,323.78

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors during their meeting on March 2, 1994.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Erin Pinto, President

Donovan Macfarlane, General Manager

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT, MONTHLY STATUS REPORT**

FEBRUARY 1994

WATER SYSTEM OPERATION: The standard operation services include:

1. Daily system check by the maintenance manager, including physical inspection of the storage tanks, chlorinator check, and completion of daily log entries.
2. Monthly bacteriological sample (2). The results were acceptable results after a re-sampling for the lower zone.

WATER PRODUCTION

1.	Total volume of water produced	905,700	gallons
2.	Average daily production	29,216	gallons/day
3.	Maximum daily production	38,240	gallons
4.	Volume of water billed by customer meters, total	706,689	gallons
5.	Average daily customer water use	22,796	gallons/day
6.	Estimated maintenance water use	15,000	gallons
7.	Unaccounted for water loss = 20.5% of production	184,011	gallons

SUPPORT ACTIVITIES: Support activities initiated and/or completed include:

1. Joint inspection of major facilities by Henry Hyde, Donovan Macfarlane, and Harvey Pearlman, including discussion of maintenance procedures.
2. Collection of monthly bacteriological samples. Lower system required re-sampling, and tests will be forwarded to the County Health Department.
3. Re-sampling of the tests for lead and copper analysis. These tests will be sampled again, and tested by a separate laboratory.
4. Monthly line flushing . There was a timing error on the upper system that yielded some adverse color conditions.
5. Weekly filter cleaning, with replacement of several filter cartridges.
6. Meter maintenance, including the painting of meter numbers on the meters for meter reader's reference.

EMERGENCY REPAIRS/RESPONSE

NONE

NO SPECIAL SERVICES WERE PERFORMED

MBCSD WELL FARGO SUMMARY REPORT

7/ 1/93 Through 1/31/94

WF_93-94-CSD WELLS FARGO

2/24/94

Page 1

Category Description	1993
INCOME/EXPENSE	
INCOME	
G&A9772 COPIER CASH INC.	778.80
G&A9774 MISC. INCOME	29.36
REC9255 COM.CTR. RENTAL	2,178.99
REC9255RD REFUND. DEPOSIT	1,050.00
REC9761 DONATIONS GEN	25.00
REC9811BI BISTRO INCOME	956.38
REC9811CD DINNER INCOME	303.00
REC9811TC TAI CHI INCOME	1,035.00
REC9834 RES. HANDBOOK	50.00
VFD9763 BBQ FUNDS	11,896.53
WAT2133 WATER PAYMENT	91.89
WAT9774 MISC. INCOME	500.00
TOTAL INCOME	18,894.95

EXPENSES

G&A2049 CONFERENCE EXP.	81.22
G&A2130 POSTAGE	89.58
G&A2133 OFFICE SUPPLIES	352.61
G&A2137 COPIER EXPENSE	80.56
G&A2479 TRAVEL EXPENSE	4.90
G&A2534 GM OFFICE PHONE	32.46
REC2041BI BISTRO EXPENSE	265.34
REC2041CD CC DINNER EXP.	125.42
REC2041CP CHILD PGM EXP	66.82
REC2041MI VOL SUP EXP	38.21
REC2041TC TAI CHI INSTRU	504.00
REC2077 ROUTINE REPAIRS	42.69
REC2122DR DEPOSIT REFUND	1,500.00
REC2133 OFFICE SUPPLIES	44.85
REC2366 CC SUPPLIES	90.75
REC2534 CC PAY PHONE EXP	71.10
REC2535 CC ELEC SERVICE	128.16
VFD2086 TRUCK MAINT.	61.93
VFD2121 MISC. EXPENSES	71.81
VFD2365 MISC SUPPLIES	51.37
VFD2501 GAS & OIL	69.64
VFD2534 CELLURE PHONE	106.83
WAT2077 ROUTINE REPAIRS	94.84
WAT2115 TESTS & CHEMICALS	148.19
WAT2121 MISC SMALL EXP.	539.53
WAT2395 WATER MGR. FEE	750.00
WAT2534 RELAY PHONE	59.98
WAT2535 ELECTRICITY	594.05
WAT4093 EQUIPEMENT	438.51
WAT4197 SYS UPGRADES	119.99
TOTAL EXPENSES	6,625.34

MBCSD WELL FARGO SUMMARY REPORT

7/ 1/93 Through 1/31/94

Category Description	1993
TOTAL INCOME/EXPENSE	12,269.61
BALANCE FORWARD	
CSD WELLS FARGO	14,218.92
TOTAL BALANCE FORWARD	14,218.92
OVERALL TOTAL	26,488.53

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR JAN. 1994**

**SUMMARY OF INCOME & EXPENSES FOR
GENERAL FUND 428 & HARRIS FUND 429
AND WELLS FARGO DEPOSITORY
WITH COMBINED FUNDS CASH BALANCE**

DESCRIPTION	REVISED 93-94 BUDGET	Y.T.D. % of Budget	Year To Date Summary	Jan. 1994
Unrestricted General Fund 428 Balance 7/01/93 =	\$8,712			
Restricted W. Marin Fund Balance (County) 7/01/93 =	2,530			
Unrestricted Wells Fargo Account Balance 7/01/93 =	13,516			
Restricted 89/90 Walkathon funds =	440			
Restricted Children's Fund 92/93 =	17			
Restricted Basketball Fund 92/93 =	246			
Total Wells Fargo Opening Balance =	\$14,219			
Total G & A Department Expenditures	33,015	37%	12,184	1,525
Total G & A Department Revenue	36,424	81%	29,643	1,429
G & A Department Revenue - Expenditures	\$3,409		\$17,459	(\$96)
Total R & E Department Expenditures	10,577	56%	5,899	338
Total R & E Department Revenue	0	NA	0	0
R & E Department Revenue - Expenditures	(10,577)		(\$5,899)	(338)
Total Water Department Expenditures	48,571	62%	30,066	5,265
Total Water Department Revenue	54,600	63%	34,265	1,892
Water Department Revenue - Expenditures	\$6,029		\$4,199	(\$3,373)
Total Recreation Department Expenditures	23,856	41%	9,678	769
Total Recreation Department Revenue	15,671	36%	5,598	365
Recreation Dept. Revenue - Expenditures	(8,185)		(\$4,080)	(404)
Total Fire Department Expenditures	61,866	35%	21,400	1,804
Total Fire Department Revenue (Inc. Beg. W.F. bal.)	62,109	60%	37,533	0
Fire Department Revenue - Expenditures	243		\$16,133	(1,804)
Total Harris Fund Expenditures	75,080	105%	78,717	375
Total Harris Fund Income, Includes Beginning Balance	94,862	83%	79,023	83
Harris Fund Revenue - Expenditures	19,782		\$305	(292)
*TOTAL OF ALL DISTRICT REVENUE =	\$263,666 *		\$186,063	\$3,769
TOTAL OF ALL DISTRICT EXPENDITURES =	\$252,965		\$157,945	\$10,076
*REVENUE - EXPENDITURES =	\$10,701 *		\$28,118	(\$6,308)

* NOTE: Includes beginning MBVFD & Harris Fund balances

CASH BALANCE IN COUNTY GENERAL FUND DEPOSITORY 428 =	(3,978)		\$10,087
CASH BALANCE IN COUNTY HARRIS DEPOSITORY 429 =	13,179		305
CASH BALANCE IN MBCSD WELLS FARGO DEPOSITORY =	1,257		14,502
CASH BALANCE IN MBVFD WELLS FARGO DEPOSITORY =	243		11,987
COMBINED CASH BALANCE OF ALL ACCOUNTS =	10,701		\$36,881

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR JAN. 1994**

ROADS & EASEMENTS DEPARTMENT 9237

PERSONNEL EXPENDITURES		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	Jan. 1994
1028	Maintenance Manager	\$600	44%	\$264	\$0
1073	Extra Hire Personnel	1,000	76%	760	0
1404	Social Security	122	64%	78	0
1701	Worker's Compensation Insurance	124	0%	0	0
2117	Cont. & Out. Serv., General Manager	4,050	58%	2,363	338
Total Personnel Expenditures =		\$5,897	59%	\$3,465	\$338

OPERATIONS & MAINTENANCE					
2059	General Insurance	\$805	100%	\$805	\$0
2077	Routine Repairs	1,000	46%	456	0
2078	General Maintenance	1,500	3%	48	0
2094	Roads reconstructed	1,125	100%	1,125	0
2137	Copier Expense, Notices	150	0%	0	0
2249	Small Tools & Instruments	0	NA	0	0
2501	Gas, oil & Gr.	100	0%	0	0
2741	Chipper	0	NA	0	0
Total Operations & Maint. Expenditures =		\$4,680	52%	\$2,434	\$0

TOTAL ROAD & EASEMENT EXPENDITURES =		\$10,577	56%	\$5,899	\$338
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ROADS & EASEMENTS REVENUE

REVENUE SOURCE					
9248	Restricted Donations & Fund Raisers	NA	NA	\$0	\$0
9772	General Income, Fees & Charges (non compliance)	0	NA	0	\$0
Total Roads & Easements Revenue =		\$0	0%	\$0	\$0

REVENUE - EXPENDITURES =		(10,577)		(\$5,899)	(\$338)
2720	Proportional cost of administration	6,603		2,437	305
ADJUSTED BALANCE =		(\$17,180)		(\$8,336)	(\$643)
ALLOCATION OF G&A REVENUES =		17,180		8,336	643
CLOSING BALANCE =		\$0		\$0	\$0

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR JAN. 1994
GENERAL & ADMINISTRATIVE DEPT. 9236**

OPERATIONS & MAINTENANCE PERSONNEL EXPENDITURES		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	Jan. 1994
1003	District Secretary	\$3,600	54%	1,938	\$277
1005	Recording Secretary, Contract Service	600	0%	0	0
1404	Social Security	321	46%	148	21
1701	Worker's Compensation Insurance	41	44%	18	0
2117	Cont. & Out. Serv., General Manager	12,150	58%	7,088	1,013
Total Personnel Expenditures =		\$16,712	55%	\$9,193	\$1,311

OPERATIONS & MAINTENANCE EXPENDITURES					
2049	Conferences & Meetings	\$750	11%	\$81	\$0
2059	General Insurance	403	100%	403	0
2119	Publications & Advertisement	250	0%	0	0
2130	Postage & mail expense	100	112%	112	22
2133	Office Supplies	600	135%	812	98
2137	Administrative use of copier	600	0%	0	0
	2137M&S Copier Maintenance & Supplies	1,200	58%	690	17
2352	Auditor & County fees (SEE NOTE)	10,000	3%	310	25
2479	Mileage & Routine Travel	1,000	20%	199	0
2534	Telephone	800	33%	267	52
2720	Gen. Administrative Exp.	600	20%	118	0
Total Operations & Maint. Expenditures =		\$16,303	18%	\$2,992	\$215

NOTE Auditor & County Fees include \$7,500 for 90-91 & 91-92 audit, \$2,000 for 93-94 audit, and \$500 for election/accounting fees.

CAPITAL EXPENDITURES					
4048	Building Improvements	\$0	NA	\$0	\$0
4093	Office computer, printer & software	0	NA	0	0
	4093OFF Equipment & furnishings (locking file cabinet)	0	NA	0	0
Total Capital Expenditures =		\$0	NA	\$0	\$0
TOTAL G & A EXPENDITURES =		\$33,015	37%	\$12,184	\$1,525

NOT G&A expenditures are incurred in administration of the overall District activities, and are necessary for the completion of these activities. The gross G&A expenditures will be distributed equally to each of the other departments, and G&A revenues will then be allocated to offset deficits.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR JAN. 1994**

GENERAL & ADMINISTRATIVE REVENUES

REVENUE SOURCE	REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	Jan. 1994
9001 Property Taxes, Secured	\$53,847	24%	\$12,951	\$0
9002 Property Taxes, Unsecured	972	87%	841	841
9003 Property Taxes, Secured delinquent	2,273	18%	404	0
9004 Property Taxes, Secured Redemption's	1,977	215%	4,250	0
9020 Special Dist. Augmentation Fund	416	77%	319	0
9041 Supplemental Assessment, current	0	NA	484	337
9043 Supplemental Assessment, redemption's	0	NA	0	0
State appropriation to schools	(28,867)	NA	0	0
9280 Hoptr. St.	442	50%	221	221
9772 Copier Income, Cash & Cards	450	173%	779	24
Enter Departmental Copier Use	1,300	0%	0	0
9280 General Income, Fees, Charges & fund transfers	3,614	260%	9,394	5
9377 Local Asst Grant, 91-92 WMFG	0	NA	0	0
Total G & A Revenue =	\$36,424	81%	\$29,643	\$1,429
G & A REVENUE - EXPENDITURES =	\$3,409	512%	\$17,459	(\$96)

**HARRIS FUND 429
WATER CAPITAL IMPROVEMENTS**

OPERATIONS & MAINTENANCE EXPENDITURES	REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	Jan. 1994
2059 General Liability Insurance & MBCSD fund transfers	\$805	100%	\$805	\$0
2395 Consulting Engineer	4,500	67%	3,000	375
4145 Harris Plan D-4, CHARLOTTE'S WAY	34,775	101%	34,965	0
4169 Harris Plan D-5, Starbuck extension	35,000	114%	39,947	0
TOTAL EXPENDITURES =	\$75,080	114%	\$78,717	\$375
REVENUE				
9007 Special Tax Assessment	\$25,953	52%	\$13,494	\$0
9008 Special Assessment Tax, Delinquent	750	210%	1,575	0
9009 Special Assessment Redemption	0	NA	2,280	0
9031 Special Surcharge Account	1,260	5%	60	0
9201 Interest on unused Fund Balance	1,021	72%	735	83
9377 County Assistance Grant & MBCSD fund transfers	0	NA	(5,000)	0
TOTAL REVENUE RECEIVED =	\$28,983	45%	\$13,144	\$83
Beginning Cash Balance	\$65,879		\$65,879	\$597
Change in Balance, Income less Expenses	(46,097)		(65,574)	(292)
UNADJUSTED BALANCE =	\$19,782		\$305	\$305
2720 Proportional cost of administration	6,603		2,437	305
ENDING BALANCE =	\$13,179		(\$2,132)	\$0

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR JAN. 1994
WATER DEPARTMENT 9238**

PERSONNEL EXPENDITURES		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	Jan. 1994
1003	District Secretary	\$3,600	62%	\$2,215	\$277
1028	Maintenance Manager	10,700	49%	5,289	696
1073	Extra Hire Personnel, (meter readers)	1,260	27%	345	0
1404	Social Security	1,190	50%	598	74
1513	Health Insurance	1,001	58%	584	83
1701	Worker's Compensation Insurance	867	38%	330	0
2117	Cont. & Out. Serv., General Manager	2,700	58%	1,575	225
2395	Prof. Consultant, Water Manager	4,500	67%	3,000	375
Total Personnel Expenditures =		\$25,818	54%	\$13,937	\$1,731

EXPENDITURES					
2058	Annual Inspection Fee	\$350	0%	\$0	\$0
2059	General Insurance	2,038	100%	2,038	0
2077	Routine Repairs	500	25%	124	0
2096	Building Repair	300	0%	0	0
2115	Lab Supplies & Testing	1,800	97%	1,748	1,329
2121	Miscellaneous expenses	NA	NA	571	121
2122	Refunds	600	8%	50	0
2130	Postage	200	31%	63	0
2133	Office Supplies	100	249%	249	0
2137	Copier Use	200	0%	0	0
2221	Public & Legal Notices	100	0%	0	0
2325	Contract Service - Maintenance	1,200	167%	1,999	0
2479	Mileage & Routine Travel	900	58%	525	75
2534	Telephone, Tank Control Relay	465	45%	211	60
2535	Electricity for pumps	5,800	49%	2,818	594
Total Operations Expenditures =		\$14,553	71%	\$10,396	\$2,179
Total Personnel & Operations Expenses =		\$40,371	60%	\$24,333	\$3,910

GENERAL OPERATION CAPITAL EXPENDITURES					
4093	Equipment	\$1,000	98%	\$980	\$307
4160	Water Meters	0	NA	506	0
4162	Water Supply Study	2,000	11%	225	0
4169	Const. Proj. Impr. Cost., Reserve	3,100	80%	2,467	0
4197	Water System Repairs/Upgrade	2,100	74%	1,555	1,049
Total Capital Expenditures =		\$8,200	70%	\$5,733	\$1,356
TOTAL WATER EXPENDITURES =		\$48,571	62%	\$30,066	\$5,265

WATER REVENUES

REVENUE SOURCE		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	Jan. 1994
9025	Water Billing, gross billed	\$54,000	72%	\$38,990	\$3,952
	Revenue received	54,000	62%	33,715	1,892
	Accounts receivable	\$5,801	185%	10,761	10,761
9025R	Refundable Customer Deposits	600	8%	50	0
9377	Local Assistance Grant	0	NA	0	0
9763	Other Revenue, miscellaneous	0	NA	500	0
Cash Balance + Total Water Revenue =		\$54,600	63%	\$34,265	\$1,892
REVENUE - EXPENDITURES =		\$6,029		\$4,199	(\$3,373)
2720	Proportional cost of administration	6,603		2,437	305
ADJUSTED BALANCE =		(575)		1,762	(\$3,679)
ALLOCATION OF G&A REVENUES =		575		0	3,679
CLOSING BALANCE =		\$0		\$1,762	\$0

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR JAN. 1994
RECREATION DEPT. 9239**

		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	Jan. 1994
PERSONNEL EXPENDITURES					
1028	Maintenance Manager	\$200	0%	\$0	\$0
1073	Building Cleaning Person	1,560	54%	840	120
1404	Social Security	135	48%	64	9
1701	Worker's Compensation Insurance	211	16%	33	0
2117	Cont. & Out. Serv., General Manager	5,400	58%	3,150	450
Total Personnel Expenditures =		\$7,506	54%	\$4,087	\$579

OPERATIONS & MAINTENANCE EXPENDITURES					
2041	Recreational Programs				
2041AF	Art Faire	50	0%	\$0	\$0
2041HD	Halloween Dance	0	NA	0	\$0
2041LD	Labor Day BBQ	400	0%	0	\$0
2041BA	Basketball	0	NA	0	\$0
2041BI	Bistro	900	30%	266	\$0
2041BR	Brunches	200	0%	0	\$0
2041CP	Children's Programs	225	30%	67	\$0
2041CD	Community Dinners	1,050	12%	125	\$0
2041MI	Miscellaneous	100	38%	38	\$0
2041TC	Tai Chi	800	63%	504	\$0
2059	General Insurance	2,038	100%	2,038	\$0
2077	Routine Repair	700	6%	43	\$0
2096	Building Maintenance & Repair	500	0%	0	\$0
2097	Grounds Maintenance	0	NA	0	\$0
2119	Publication Expense	200	0%	0	\$0
2121	Miscellaneous small expenses	0	NA	0	\$0
2122	Refunds of rental security deposits	1,750	86%	1,500	\$0
2133	Office Supplies & Postage	150	30%	45	\$26
2137	Copier Expense	250	0%	0	\$0
2259	Garbage Removal	321	48%	154	\$0
2366	Building Supplies	125	78%	97	\$0
2369	General Recreation Supplies	0	NA	0	\$0
2534	Telephone	380	65%	246	\$36
2535	Electricity for Community Center	1,100	43%	468	\$128
2536	Water Service	250	0%	0	\$0
Total Operations & Maintenance Expenditures =		\$11,489	49%	\$5,591	\$190

CAPITAL EXPENDITURES					
4045	Community Block Grant Improvements	4,861	0%	\$0	\$0
4048	Building Improvements	0	NA	0	0
4093	Equipment & Furnishings	0	NA	0	0
4243	Playground	0	NA	0	0
4381	Contingency Reserve	0	NA	0	0
Total Capital Expenditures =		\$4,861	0%	\$0	\$0

TOTAL RECREATION EXPENDITURES =		\$23,856	41%	\$9,678	\$769
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**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR JAN. 1994
RECREATION DEPARTMENT REVENUE**

REVENUE SOURCE		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	Jan. 1994
9224	Grounds Rental, Playground	\$0	NA	\$0	\$0
9248	Restricted Donations		NA	0	0
9248BA	Basketball	0	ERR	0	0
9248CP	Children's programs	200	0%	0	0
9255	Rental of Building	3,000	73%	2,179	110
9255CR	Children's Room rental	100	0%	0	0
9255RP	Playground rental	100	0%	0	0
9255R	Refundable Rental Deposits	1,750	60%	1,050	75
9761	Donations, General	100	25%	25	0
9811	Income from Recreation Programs		NA	0	0
9811AF	Art Faire	250	0%	0	0
9811BI	Bistro	1,700	56%	956	57
9811BR	Brunches	300	0%	0	0
9811CD	Community Dinners	1,750	17%	303	10
9811HD	Halloween Dance	250	0%	0	0
9811LD	Labor Day BBQ	0	ERR	0	0
9811MI	Miscellaneous	160	0%	0	0
9811TC	Tai Chi	1,000	104%	1,035	113
9834	Resident Handbook, Ad Sales	150	33%	50	0
9900	Grant Revenue, Community Block Grant	4,861	0%	0	0
Total Recreation Program Revenue =		\$15,671	36%	\$5,598	\$365
TOTAL (REVENUE - EXPENDITURES) =		(\$8,186)		(\$4,080)	(\$404)
2720	Proportional cost of administration	6,603		2,437	305
ADJUSTED BALANCE =		(14,788)		(6,517)	(709)
ALLOCATION OF G&A REVENUES =		14,788		6,517	709
CLOSING BALANCE =		\$0		\$0	\$0

FIRE DEPARTMENT REVENUE

REVENUE SOURCE		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	Jan. 1994
	Beginning Cash Balance, Wells Fargo account	\$23,822	100%	\$23,822	\$0
9377	West Marin Grant	8,848	135%	11,987	0
9400	Other Agency Aid, (Marin Fire Dept.)	4,130	0%	0	0
9611	Special fund raisers, shirt sales	4,310	0%	0	0
9763	Other Revenue, MBVFD Bar-B-Que	21,000	8%	1,725	0
Total Operational Revenue =		\$62,109	60%	\$37,533	\$0
REVENUE - EXPENDITURES =		243		16,133	(1,459)
2720	Proportional cost of administration	6,603		13,843	(56)
ADJUSTED BALANCE =		(\$6,360)		\$2,291	(1,731)
ALLOCATION OF G&A REVENUES =		6,360		0	1,386
CLOSING BALANCE =		0		2,291	361
Fire Station Reserve Fund		3,165			0
6985	Restricted Fire Station Bldg. Fund. =	9,933			

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR JAN. 1994
FIRE DEPARTMENT 9240**

OPERATIONS & MAINTENANCE PERSONNEL EXPENDITURES		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	Jan. 1994
1701	Worker's Compensation Insurance, MBVFD Volunteers	3,108	48%	1,506	0
2117	Cont. & Out. Serv., General Manager	2,700	58%	1,575	225
Total Personnel Expenditures =		\$5,808	53%	3,081	\$225

OPERATIONS & MAINTENANCE EXPENDITURES					
2024	First aid and medical supplies	\$300	0%	\$0	\$0
2032	Volunteer support activities (See note)	1,200	10%	124	0
2041	Special fund raisers, Halloween Dance	500	13%	67	0
2050	Equipment testing, fire ext.	110	0%	0	0
2059	General Insurance, liability	1,611	100%	1,611	0
	2059VLI Vehicle liability insurance	2,754	100%	2,754	0
2085	Radio Maint. & Supply	400	0%	0	0
2086	Fire Trucks & Vehicle Maintenance	800	69%	554	153
2121	Miscellaneous expenses	100	1667%	1,667	72
2133	Office Supplies	100	13%	13	0
2137	Copier Use	100	0%	0	0
2267	Special projects, shirt inventory (see note)	8,800	54%	4,717	0
	2267TAX Sales tax on shirt sales (see note)	335	0%	0	0
2273	Training	0	NA	0	0
2362	Special Programs, Bar-B-Que, Food & Supplies	3,000	0%	14	0
	2362CASH Change fund for BBQ booths	800	0%	0	0
	2362INS Special liability insurance	380	0%	0	0
	2362MIS Miscellaneous (charcoal, wood, etc.)	650	0%	0	0
	2362RAF Raffle expenses	750	0%	0	0
	2362SAN Sanitary & garbage maint.	1,200	11%	135	0
	2362SEC Sheriff's patrol (See note)	470	46%	215	0
	2362WIN Beer, wine, softdrinks, etc.. (See note)	2,400	38%	904	0
2365	Miscellaneous equip. & supplies	200	55%	110	0
2501	Gas & Oil (See note)	300	49%	146	49
2534	GTE Mobilnet Cell. Phone Service	0	NA	207	71
2535	Fire house electricity & rent	150	24%	36	0
Total Operations & Maint. Expenditures =		\$27,410	48%	\$13,274	\$345

CAPITAL EXPENDITURES					
4048	New Fire Station Fund	\$3,000	0%	\$0	\$0
4169	Reserve for next year's Bar b Que funding	16,000	0%	0	0
4801	Misc.. Equip. & Small Tools	800	0%	0	0
4827	Spec. Equip.. W. Marin Grant	8,848	57%	5,045	1,234
Total Capital Expenditures =		\$28,648	18%	\$5,045	\$1,234

TOTAL FIRE EXPENDITURES =		\$61,866		\$21,400	\$1,804
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NOT The 1993-94 budget includes carryover 1992-93 expenditures for the noted items.

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

TO: The Board of Directors
FROM: Donovan Macfarlane, General Manager
DATE: February 26, 1994
FOR: Board of Directors Regular Meeting, Wednesday January 26, 1994.

I. ADMINISTRATION: The following administrative items require Board consideration, and possible action by the Board.

A. District's independent depository: All the Saving and Loan Banks with Marin County offices were contacted as possible depositories for the District's funds. Commercial banks were ruled out, as they cannot offer an interest bearing checking account. Commercial banks require two separate depositories, including a checking account and an interest bearing account.

Four of the Savings Banks offered an interest earning checking account suitable for the District's funds. Interest rates varied from a low of 0.8% to a high of 1.3%. Minimum balances varied from a low of \$1,000 to a high of \$2,500, and penalties for low balances varied from a low of \$5 per month to \$5 per day. After consideration of all the variables, it is recommended that the District's funds be deposited with 1st Nationwide Bank, located in San Rafael. Their service offers:

1. Minimum required balance is \$1,000.
2. Penalty for below minimum balance is \$8 per month.
3. Interest rate is 1% for the 1st \$1,000, and increases in stages for that portion of the balance greater than \$1,000.
4. The number of transactions permitted is unlimited.

Resolution 94-03-02 is submitted to permit the timely establishment of this account, and the closing of the Wells Fargo account. In addition, a new signature card is submitted for the Director's signatures.

B. Marin County Special Districts Association (MCSDA): The next meeting of the MCSDA is designated as their formal organizational meeting, and will be held in the facilities of the Strawberry Recreation District. The meeting is to held in March, but as of today, no date has been scheduled.

II. Budget report: The independent auditor has requested that his report to the Board, on the audit for fiscal year 1990-91 and 1991-92 be rescheduled for the regular Board meeting to be held in late March. He again indicated conflicting events in his schedule of activities.

A. January budget report: The budget report form has been revised to fit 8.5' x 11" paper, and to include the budget revision adopted during the Board meeting held on December 1, 1993. The budget revisions include the State appropriation of \$28,867 of the District's funds. The following comments are offered for consideration:

1. **Summary Page (9 of 21 in the Packet):** Without additional reductions in expenditures, and/or increases in income, the District's general fund will have a deficit balance of \$2,478. This is essentially offset by the increase in income gained from the "Teeter" plan one time payment increase for delinquent taxes. Therefore, it is anticipated that the budgeted general fund will end the fiscal year with a zero balance, except as noted below:

- a. The \$2,250 savings anticipated by not replacing Henry Hyde.
- b. Water income is expected to be approximately \$2,000 more than projected in the budget. This will become general funds, as a partial repayment of funds advanced to the Water Department last year.
- c. In general, expenditures are running below budget projections, and a minimum savings of \$3,000 is projected if this can be continued.
- d. Harris Plan expenditures exceeded the budget allocations, and it is anticipated that the Harris Fund will end the year with approximately \$3,000 less than projected by the budget.

2. **Additional budget reductions suggested:** Careful review of the expenditures to date indicate the following budget reductions are possible:

- a. Road & Easements reductions: General Maintenance (2078) from \$1,500 to \$750, saving \$750. Do away with Codes 2137 (copier) and 2249 (Gas& Oil) totaling \$250, and replace with Code 2121 (Misc. Exp) of \$150, saving \$100. Reduce Codes 1028 (Maint. Mgr.) and 1073 Extra hire) by 150 each, saving \$300. Combined savings totals \$1,150.
- b. Administration reductions: Delete Code 1005 (Rec. Secty), saving \$600. Delete Code 2119 (Publications), saving \$250. Reduce Code 2049 (Conf. & Mtgs) from \$750 to \$350, saving \$400. Reduce Code 2479 (Routine Mileage) from \$1,000 to \$600, saving \$400. Decrease Code 2534 Mgr's phone) from \$800 to \$500, saving \$300. Reduce Code 2720 (Gen Ad, exp. from 600 to \$300, saving \$300, and transfer this to Codes 2119 and 2130 to offset cost overruns. The combined savings for these changes totals \$1,950.

- c. Water reductions: Reduce Code 4152 (water Study) from \$2,000 to \$225, with a transfer of \$506 from to code 4160 to offset unbudgeted 4160 expenditures, net saving \$1,269. Reduce Code 1073 (Meter readers) from \$1,260 to \$510, saving \$750. Additional savings may be realized in electrical costs, and other codes; however, these savings will be offset by cost overruns in other Codes. Total savings \$2,019.
- d. Recreation reductions: Reduce Code 2077 (Routine repair) from \$700 to \$200, saving \$500. Reduce Code 2096 (Bldg. Maint.) from \$500 to \$250, saving \$250. Reduce Code 2535 (Elec.) from \$1,100 to \$1,000, saving \$100. Total savings \$850.
- e. Fire reductions: At this time, no changes are suggested in the Fire Department's budget.
- f. **Total suggested savings = \$5,969.**

3. Additional budget considerations: Assuming the foregoing budget considerations are realized, it is now projected that the District will end the fiscal year with a positive balance of approximately \$8,000 in general funds. The District will need approximately \$25,000 to pay expenses through November, when **possible** tax revenues will be received. The following information is offered for the Board's consideration of the 1994-95 fiscal year budget, which should begin at the next Board meeting.

- a. Currently, the California Special District's Association is predicting that the State will appropriate all of the special district tax revenues. Even their best projection is that only non-enterprise districts will retain a portion of their real property revenues. If this occurs, the District income will decline by an additional \$31,000.
- b. If the State does not take all of the District's real property revenue, the District may request advances against anticipated tax revenue.
- c. The State's appropriation against enterprise districts is anticipated to increase under the premises that these districts can offset the loss by charging fees for services rendered, without voter approval. **It is not recommended that such action be taken.** It is recommended that the Board form a committee, with two Board members and 3 to 5 responsible residents for evaluation of the anticipated budget problems.

III. Roads & Easements: The following actions have been taken, or are in progress:

- A. Ahab to Sunset easement tree removal. Letters have been mailed to adjacent property owners Leba Wine and Antoinette Brumbaugh, informing them of the Board's decision to have the subject tree/trees removed. Removal of the tree/trees is anticipated to occur no later than the next projected pruning. As soon as a reasonable time has elapsed, for input by the notified property owners, a letter will be mailed to confirm the authorization of the removal.
- B. Cleaning of the blocked culvert crossing Juminith Whale has been completed. The Fire Department volunteers accomplished this cleaning, and have indicated that they will assist in cleaning several culverts on Sunset Drive.
- C. Rain has delayed the progress on sealing the severe surface cracks in the Sunset Way and Pacific Way pavement. This work will be resumed as soon as possible.
- D. We had several volunteers to be on the Roads & Easements committee, and it is anticipated that this committee will have a new organizational meeting later this month.

IV. Recreation: The following recreational events are in progress, or have occurred:

- A. The first annual "Volunteers Recognition Dinner" was a great success. By serving in two settings, we were able to have more than the normal 44 seated participants. The dinner was a financial success, as well as a roaring social success. The fiscal analysis follows:

1.	59 paid participants	\$295.00
2.	Beverage Income	103.50
		Total Income = \$396.50

- B. Total food & beverage expense \$179.29
Net Income = \$217.21

- C. Building rentals have slowed, but that is normal for this time of year. We are beginning to receive frequent inquiries for wedding type events in June. We still do not have volunteers to take over the Community Center Committee, and Kathy Sward is requesting relief from her rental coordination duties.
- D. Installation of the new stove is complete, and the new cabinets will soon follow. These improved facilities will enable us to consider additional activities requiring good cooking facilities. It will also improve the rentable quality of the Community Center to non residents.
- E. We are forming a committee to plan and coordinate the annual "Labor Day Bar B Que". If possible, one of the board members should be on this committee.

V. Water: The following comments are offered concerning water operations:

- A. Water production during January was the lowest for the current fiscal year. This is in accord with previous years, and is as expected. At this time, review of the daily log for February indicates it will be the lowest production month for the year.
- B. The unaccounted for January water loss of 20.5% is within the normal range for systems of our design.
- C. The February water samples proved positive in Coliform presence (lower area only); E. Coli was not present. Review of the maintenance procedures indicated a need to change methodology used in cleaning and replacing the cartridge filters in the lower system. Also, the ventilation screens on the storage tanks require repair, and indicate a need to provide a one time Chlorine treatment at each storage tank. Further, more careful methodology in the collection of water samples is indicated. New water samples will be taken to the laboratory on Monday. The procedural changes will have been implemented by the time of the Board meeting. It should be noted that the changes may result in a temporary increase in the chlorine odor and taste.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

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BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
MARCH 23, 1994 REGULAR BOARD OF DIRECTORS MEETING**

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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 MARCH 23, 1994 AT 7:00 PM**

DIRECTORS: Peter Rudnick, president; Dale Hopkins, Nancy Wolf Lee, Erin Pinto, and Steven Shaffer, directors.

AGENDA

- I.** Call the meeting to order.
- II.** Review and consideration of the March 23, 1994 Agenda. Items may be added, deleted, and or changed in scheduled sequence from the posted Agenda. Items may be added for brief discussion; however, the Board can take no action on the added item except by a finding that a condition of emergency exists, in conformance with California law.
- III. Bills to be paid:** Consideration of the bills to be paid, received subsequent to the bills submitted for approval during the March 2, 1994 regular meeting.
- IV. 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 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.

AT 8:30, A 15 MINUTE COFFEE BREAK WILL BE CALLED

- V. Fire Department:** The Fire Chief will report on the department's activities since the March 2, 1994 Board meeting. A report on the MBVFD's consideration of the use of the pool table will be presented, and a representative from the proposed MBVFD Association will be in attendance for additional discussion of the progress in the formation of the association.
- VI. Roads & Easements:** Ms. Leba Wine has requested to make a presentation concerning the possible further action to carry out the Board's decision to remove the trees located in the upper end of the easement connecting Ahab Drive to Sunset Way. No other roads & Easements activity has occurred that requires consideration by the Board.
- VII. Independent auditor's report:** The independent auditor will submit the audit report for fiscal years 1990-91 and 1991-92, and then be available to answer questions.
- VIII. Emergency/Safety Committee:** Ellen Mettler reports that she is making progress in completing the emergency/safety preparedness maps, and hopes to have these maps ready for presentation at the next Board meeting. Ellen will be out of town, and cannot attend tonight's meeting.
- IX. General Manager's report.** The General manager will report on the following items.
- A. District's independent depository:** The GM will report on the establishment of an interest bearing checking account with 1st Nationwide Bank.
 - B. Budget Report:** The GM will review the District's budget report for the 1993-94 fiscal year through February 28, 1994.
 - C. Water Report:** The GM will review the water department's activities since the last meeting, including the following items:
 - 1. A basic review of the need for additional repairs, and the long term budgetary considerations involving the upper storage tank.
 - 2. A report on the water quality tests, and his meeting with the County Health official to begin the annual inspection.
 - 3. A report on the billing system, including a preliminary report on the water receipts cash flow analysis.

4. During the last meeting, the Board deferred consideration of standard fees for water service customer changes. This is included in tonight's Agenda for additional consideration, and possible Board action.

D. Recreation: The GM will report on the District's recreational activities.

X. Highway One progress report. President Pinto will present any new information applicable to the Big Lagoon activities.

XI. Consideration of the Draft Minutes for the January 26, 1994 meeting.

XII. Consideration of the Draft Minutes for the March 2, 1994 meeting.

ADJOURNMENT OR CONTINUATION.

MUIR BEACH CSD, BILLS TO BE PAID**RECEIVED 03/01/ THROUGH 03/17/94**

BISTRO & WELLS FARGO ACCOUNT THROUGH 02/28/94

VENDER NAME	DIV. CODE	USE CODE	DESCRIPTION	AMOUNT
HARRIS FUND EXPENSES				
	429			
TOTAL HARRIS FUND EXP. =				0.00
ADMINISTRATION EXPENSES				
HAZEL MELO	9236	1003	SECT'Y WAGES, 2/27 - 3/26	276.92
ABC CONSULTANTS	9236	2117	GENERAL MANAGER FEE, 3/94	1,012.50
PETTY CASH	9236	2130	POSTAGE	23.20
ABC CONSULTANTS	9236	2479	TRAVEL 10/93 THRU 12/93, 346 MI.	86.50
ABC CONSULTANTS	9236	2479	TRAVEL 01/94 THRU 02/94, 371 MI.	92.75
ABC CONSULTANTS	9236	2534	TOLL CALLS, 12/05/93- 2/04/94	10.29
PACIFIC BELL	9236	2534	GEN. MGR. OFFICE PHONE 2/12 - 3/11	NA
TOTAL G&A EXPENSES =				\$1,502.16
ROADS & EASEMENT EXPENSES				
ABC CONSULTANTS	9237	2117	GENERAL MANAGER FEE, 3/94	337.50
TOTAL R&E EXPENSES =				\$337.50
WATER DIVISION EXPENSES				
HAZEL MELO	9238	1003	SECT'Y WAGES, 2/27 - 3/26	276.92
HARVEY PEARLMAN	9238	1028	MAINT. MGR. WAGES, 2/27 - 3/26	852.00
HARVEY PEARLMAN	9238	1506	EMPLOYEE BENEFITS, 3/94	83.45
ABC CONSULTANTS	9238	2117	GENERAL MANAGER FEE, 3/94	225.00
GOODMAN'S BLD. SUPPLY	9238	2121	MISC. MAINT. SUPPLIES & FITTINGS	43.77
HARVEY PEARLMAN	9238	2479	ROUTINE TRAVEL, 3/94	75.00
PACIFIC BELL	9238	2534	RELAY PHONE 2/08 - 3/07	NA
PG&E	9238	2535	ELEC. PUMP & L. TANK. 1/20 - 2/19	NA
TOTAL WATER EXPENSES =				\$1,556.14
RECREATION EXPENSES				
PETTY CASH	9239	2041BI	BISTRO EXPENSES FOR FEBRUARY	33.67
JUANA GONZALES	9239	2096	BLDG. MAINT. 2/27 - 3/26	120.00
ABC CONSULTANTS	9239	2117	GENERAL MANAGER FEE, 3/94	450.00
PACIFIC BELL	9239	2534	COM. CENTER PAY PHONE THRU 2/19	NA
PG&E	9239	3535	COM CENTER ELEC. THRU 2/19	NA
TOTAL RECREATION EXPENSES =				\$603.67
FIRE DIVISION EXPENSES				
ABC CONSULTANTS	9240	2117	GENERAL MANAGER FEE, 3/94	225.00
TOTAL FIRE EXPENSES =				\$225.00
TOTAL HARRIS FUND EXPENSES =				\$0.00
TOTAL GENERAL FUND EXPENSES =				4,224.48
TOTAL OF ALL EXPENSES =				\$4,224.48

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors during their meeting on March 23, 1994.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Peter Rudnick, President

Donovan Macfarlane, General Manager

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

TO: The Board of Directors
FROM: Donovan Macfarlane, General Manager
DATE: March 18, 1994
FOR: Board of Directors Regular Meeting, Wednesday March 23, 1994.

I. ADMINISTRATION: The following administrative items require Board consideration, and possible action by the Board.

A. District's independent depository: The 1st Nationwide Bank depository was opened with an initial deposit of \$15,000, and the necessary checks, deposit slips, and endorsement stamps have been ordered. A letter to the Wells Fargo Bank has been drawn, instructing them to close the account and forward the balance of funds to 1st Nationwide Bank for deposit to the District account.

B. Marin County Special Districts Association (MCSDA): No communication has been received announcing the next meeting date and time.

II. Budget report: Very little activity occurred during the month of February, as most of the expenses were not paid until after the March 2, 1994 Board meeting.

1. January budget report: The budget report form has been revised to include the budget reductions and changes adopted by the Board during the March 2, 1994 meeting. These changes yield a positive year end balance in all accounts. However, the approximate \$3,000 balance projected in general funds is still \$20,000 less than is prudent.

2. Summary Page: The basic expense activity during the month of February was for fixed expense items such as payroll. The miscellaneous operating expenses were generally paid from the Wells Fargo account, with checks issued the day of the March 2, 1994 board meeting.

Expenses paid totaled just \$5025, versus income of \$6,576, increasing the District's deposit balance by \$1550. The revenue was primarily from water service receipts, which totaled \$6,338. Water accounts receivable declined to \$7,790 as a result of the increased revenue. With the timely issue of water services invoices implemented by the computer system, the water accounts receivable should return to a normal balance of approximately 120% of monthly billing.

3. Budget committee: The GM has received no phone calls from residents offering to be on this proposed committee. However, Directors Hopkins and Shaffer may have received some calls.

III. Water: With the exception of the water sampling problems, the water operations were generally normal. The following specific items are reviewed.

- A. Coliform presence:** The initial water sample for the lower system was positive for coliform presence, requiring a re-sampling. When the re-sampling showed positive, it indicated that the testing procedure was not at fault, and a warning notice was delivered to those residences in the potentially affected lower system.

A detailed analysis of maintenance procedures was performed, and modifications adopted to eliminate possible substandard methodology. These changes included stricter sterilization of filter cartridges, sterilization of the filter housings when changing filter elements, and precise implementation of the sample technique guidelines. In addition, chlorine samples were taken for each storage tank, and the residual chlorine levels increased to the higher recommended levels of the safe drinking water act.

Additional chlorine readings were taken for the lower system, and when reasonable residual readings were obtained, new water samples were taken at residences on each side of the original sample, and at the original site. Test reports indicated no coliform at the adjacent properties, but continued to show positive at the original site. This indicated the problem was confined to a particular site, and a Clear Water Notice was issued to the residences that had been issued warning notices.

The property owner of the problem site was advised on methodology for sterilizing the household water system, which was implemented. After some effort, subsequent water samples tested coliform free.

- B. Residential back flow devices:** The very high pressure in our water distribution system has down played the consideration of residential water systems as possible contamination sources. However, it should be noted that many of our residences are quite aged, and that their water systems may not have had even minimal sanitary maintenance procedures followed.

Residential water systems are exposed to frequent and numerous possible sources of contamination. These systems seldom have a chlorine residual capable of removing bacterial contamination. Further, a high percentage of the District properties use minimal, to far below the norm, quantities of water. The languid water flow within these properties is conducive to bacterial growth. This is particularly applicable to residences with filtering systems, and those few residences in the upper system with pressure booster pumps if these systems are not properly maintained.

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During the last several years, the District's water facilities have been consistently improved, particularly in capability to deliver safe drinking water. Further, considerable effort has been applied to improving operational maintenance. We now have a system that may be considered above average in capability, particularly in county ranking. However, this may not be true of the residences served, and it may be time to consider the need to protect the general public system from contamination as a result of residential back flow during the times that District water pressure is below normal.

- C. Upper tank maintenance:** The upper tank exterior was pressure cleaned and treated with linseed oil, as recommended by the consultant inspector. At the time of inspection, dry rot was reported in several areas of the lower planking. This tank has experienced various degrees of leaking through the years, and the leaks seem to be more frequent. The tank structure includes a flexible batting that is generally capable of self sealing small leaks. A leak somewhat larger than normal did occur earlier this month, but with lower pressure the leak ceased, and did not recur when the tank level was increased to its norm.

In addition to dry rot, there is a need to re-pipe the entry, exit, and drain pipes serving this tank. The piping should also include a suitable sand filter, similar to the filter recently installed at the lower tank. Rough cost estimates indicate a range of 10 to 12 thousand dollars for the re-piping and filter. No cost estimate is available for repairing the dry rot. This work may be a greater priority than the next scheduled Harris Plan improvements, and it is suggested that the Board consider changing priorities.

In addition, The board is reminded that the Harris Plan tax assessment expires with the next fiscal year. The plan has been successful in substantially improving the distribution system. However, several important capital improvements are still needed, including a long term solution to deteriorating water storage facilities.

- D. Billing system:** Hazel's health is still preventing her from being fully active, but her diligent efforts have completed the November billing and posting of the data cards. This data, beginning with the November balances has been included in the computer system, and the billings for the month of February included account statements to show balances forwarded at year end, and payments received since year end. Most of the water customers seem to understand the invoices and statements, combined with the delayed November billing, and are paying their accounts with minimal questions. Somewhat less than 3% of the customers have requested special consideration and statement analysis. To date, the discovered errors in data entry is less than 0.5%.

There has not been time to fully analyze the cash flow pattern. It does seem that a high percentage of the customers pay within ten days of receipt of the invoice. However, there is also a number of customers paying after the invoices accumulate to a sizable amount. This needs more analysis to determine the proper policy recommendations.

- E. Customer change fees:** The District's policy on this is lacking. Historically, the District has not disconnected water service when a resident moves, and turned the service back on when a new resident moves in. It seems that the prime reason for this, is that the District seldom learns of a change in water service until after the fact. Generally, the District seems to have avoided income losses by billing the property owner. However, the District does incur costs for changing the records, re-billing when necessary (with increased mailing costs), and either making telephone or written contact with the involved parties.

This methodology may be in keeping with the desired District ambiance, but it is not efficient and frequently leads to misunderstandings that a standard policy would avoid. As it now exists, the District tends to serve as a property manager in regards to water service. It is recommended that the Board consider a standard policy that either requires the property owner to be responsible for the water bills, or that fees be charged for service changes.

- IV. Recreation:** The Quilters are making great progress in the kitchen improvements. The new base cabinets, sink, and counter tops have been ordered for installation before the end of the month. Altogether, these improvements which are paid for from funds raised through the Quilters fund raising efforts, will cost several thousand dollars. Everyone that has had the opportunity to use the new stove raves about it.

In other recreational efforts, the Bistro is now offering fresh ground gourmet coffee blends including almond, Irish cream, hazelnut and mocha chocolate, in addition to fresh ground French Roast and Columbian blends. The baker from the Zen center is offering special breads for sale, and it is expected that Slide Ranch fresh produce will soon be available.

Regrettably, we have not received a volunteer to head the "Labor Day BBQ Committee". As this event requires considerable time and effort, it might be appropriate for a member of the Board to volunteer to put this committee together.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

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MBCSD WELLS FARGO ACCOUNT

7/ 1/93 Through 2/28/94

WF_93-94-CSD WELLS FARGO

3/16/94

Page 1

Category Description	7/ 1/93- 2/28/94
INCOME/EXPENSE	
INCOME	
G&A9772 COPIER CASH INC.	802.80
G&A9774 MISC. INCOME	29.36
REC9255 COH.CTR. RENTAL	2,178.99
REC9255RD REFUND. DEPOSIT	1,050.00
REC9761 DONATIONS GEN	25.00
REC9811BI BISTRO INCOME	956.38
REC9811CD DINNER INCOME	308.00
REC9811TC TAI CHI INCOME	1,035.00
REC9834 RES. HANDBOOK	50.00
VFD9763 BBQ FUNDS	11,896.53
WAT2133 WATER PAYMENT	91.89
WAT9774 MISC. INCOME	500.00
TOTAL INCOME	18,923.95

EXPENSES

G&A2049 CONFERENCE EXP.	81.22
G&A2130 POSTAGE	89.58
G&A2133 OFFICE SUPPLIES	352.61
G&A2137 COPIER EXPENSE	80.56
G&A2479 TRAVEL EXPENSE	4.90
G&A2534 GM OFFICE PHONE	32.46
REC2041BI BISTRD EXPENSE	265.34
REC2041CD CC DINNER EXP.	125.42
REC2041CP CHILD PGM EXP	66.82
REC2041MI VOL SUP EXP	38.21
REC2041TC TAI CHI INSTRUC	504.00
REC2077 ROUTINE REPAIRS	42.69
REC2122DR DEPOSIT REFUND	1,500.00
REC2133 OFICE SUPPLIES	44.85
REC2366 CC SUPPLIES	90.75
REC2534 CC PAY PHDNE EXP	71.10
REC2535 CC ELEC SERVICE	128.16
VFD2086 TRUCK MAINT.	61.93
VFD2121 MISC. EXPENSES	71.81
VFD2365 MISC SUPPLIES	51.37
VF02501 GAS & OIL	69.64
VFD2534 CELLURE PHONE	106.83
WAT2077 ROUTINE REPAIRS	94.84
WAT2115 TESTS & CHEMICALS	148.19
WAT2121 MISC SMALL EXP.	539.53
WAT2395 WATER MGR. FEE	750.00
WAT2534 RELAY PHONE	59.98
WAT2535 ELECTRICITY	594.05
WAT4093 EQUIPEMENT	438.51
WAT4197 SYS UPGRADES	119.99
TOTAL EXPENSES	6,625.34

Category Description	7/ 1/93- 2/28/94
TOTAL INCOME/EXPENSE	12,298.61
BALANCE FORWARD	
CSD WELLS FARGO	14,218.92
TOTAL BALANCE FORWARD	14,218.92
OVERALL TOTAL	26,517.53

2/ 1/94 Through 2/28/94

WF_93-94-CSD WELLS FARGO

Page 1

3/6/94

Date	Num	Description	Memo	Category	Clr Amount
INCOME/EXPENSE					
INCOME					
G&A9772 COPIER CASH INC.					
2/ 2		DEPOSS MISC. INCOME	YAMAMOTO COPIER GA9772CI	X	24.00
TOTAL G&A9772 COPIER CASH INC.					24.00
REC9811CD DINNER INCOME					
2/ 2		DEPOSS MISC. INCOME	COM. DIN. RUSSE REC9811CD	X	5.00
TOTAL REC9811CD DINNER INCOME					5.00
TOTAL INCOME					29.00
TOTAL INCOME/EXPENSE					29.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR FEB. 1994**

**SUMMARY OF INCOME & EXPENSES FOR
GENERAL FUND 428 & HARRIS FUND 429
AND WELLS FARGO DEPOSITORY
WITH COMBINED FUNDS CASH BALANCE**

DESCRIPTION	REVISED 93-94 BUDGET	Y.T.D. % of Budget	Year To Date Summary	Feb. 1994
Unrestricted General Fund 428 Balance 7/01/93 =	\$8,712			
Restricted W. Marin Fund Balance (County) 7/01/93 =	2,530			
Unrestricted Wells Fargo Account Balance 7/01/93 =	13,516			
Restricted 89/90 Walkathon funds =	440			
Restricted Children's Fund 92/93 =	17			
Restricted Basketball Fund 92/93 =	246			
Total Wells Fargo Opening Balance =	\$14,219			
Total G & A Department Expenditures	31,314	43%	13,502	1,318
Total G & A Department Revenue	36,674	81%	29,877	233
G & A Department Revenue - Expenditures	\$5,360		\$16,374	(\$1,085)
Total R & E Department Expenditures	9,380	67%	6,310	412
Total R & E Department Revenue	0	NA	0	0
R & E Department Revenue - Expenditures	(9,380)		(\$6,310)	(412)
Total Water Department Expenditures	46,649	68%	31,751	1,685
Total Water Department Revenue	54,600	74%	40,603	6,338
Water Department Revenue - Expenditures	\$7,951		\$8,852	\$4,653
Total Recreation Department Expenditures	23,006	45%	10,341	663
Total Recreation Department Revenue	15,671	36%	5,603	5
Recreation Dept. Revenue - Expenditures	(7,335)		(\$4,738)	(658)
Total Fire Department Expenditures	61,866	36%	22,348	948
Total Fire Department Revenue (Inc. Beg. W.F. bal.)	62,109	60%	37,533	0
Fire Department Revenue - Expenditures	243		\$15,186	(948)
Total Harris Fund Expenditures	75,080	105%	78,717	0
Total Harris Fund Income, Includes Beginning Balance	94,862	83%	79,023	0
Harris Fund Revenue - Expenditures	19,782		\$305	0
*TOTAL OF ALL DISTRICT REVENUE = \$263,916 *			\$192,639	\$6,576
TOTAL OF ALL DISTRICT EXPENDITURES = \$247,295			\$162,970	\$5,025
*REVENUE - EXPENDITURES = \$16,621 *			\$29,669	\$1,550
* NOTE: Includes beginning MBVFD & Harris Fund balances				
CASH BALANCE IN COUNTY GENERAL FUND DEPOSITORY	1,602			\$11,608
CASH BALANCE IN COUNTY HARRIS DEPOSITORY 429 =	13,519			305
CASH BALANCE IN MBCSD WELLS FARGO DEPOSITORY =	1,257			14,531
CASH BALANCE IN MBVFD WELLS FARGO DEPOSITORY =	243			11,987
COMBINED CASH BALANCE OF ALL ACCOUNTS =	16,621			\$38,431

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR FEB. 1994**

ROADS & EASEMENTS DEPARTMENT 9237

		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	Feb. 1994
PERSONNEL EXPENDITURES					
1028	Maintenance Manager	\$450	59%	\$264	\$0
1073	Extra Hire Personnel	850	89%	760	0
1404	Social Security	99	79%	78	0
1701	Worker's Compensation Insurance	101	73%	74	74
2117	Cont. & Out. Serv., General Manager	4,050	67%	2,700	338
Total Personnel Expenditures =		\$5,550	70%	\$3,876	\$412
OPERATIONS & MAINTENANCE					
2059	General Insurance	\$805	100%	\$805	\$0
2077	Routine Repairs	1,000	46%	456	0
2078	General Maintenance	750	6%	48	0
2094	Roads reconstructed	1,125	100%	1,125	0
2121	Miscellaneous expenses	150	0%	0	0
2249	Small Tools & Instruments	0	NA	0	0
2501	Gas, oil & Gr.	0	NA	0	0
2741	Chipper	0	NA	0	0
Total Operations & Maint. Expenditures =		\$3,830	64%	\$2,434	\$0
TOTAL ROAD & EASEMENT EXPENDITURES =		\$9,380	67%	\$6,310	\$412

ROADS & EASEMENTS REVENUE

REVENUE SOURCE					
9248	Restricted Donations & Fund Raisers	NA	NA	\$0	\$0
9772	General Income, Fees & Charges (non compliance)	0	NA	0	\$0
Total Roads & Easements Revenue =		\$0	0%	\$0	\$0
REVENUE - EXPENDITURES =		(9,380)		(\$6,310)	(\$412)
2720	Proportional cost of administration	6,263		2,700	264
ADJUSTED BALANCE =		(\$15,643)		(\$9,011)	(\$675)
ALLOCATION OF G&A REVENUES =		15,643		9,011	675
CLOSING BALANCE =		\$0		\$0	\$0

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR FEB. 1994
GENERAL & ADMINISTRATIVE DEPT. 9236**

OPERATIONS & MAINTENANCE PERSONNEL EXPENDITURES		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	Feb. 1994
1003	District Secretary	\$3,600	62%	2,215	\$277
1005	Recording Secretary, Contract Service	0	NA	0	0
1404	Social Security	275	62%	169	21
1701	Worker's Compensation Insurance	35	73%	26	8
2117	Cont. & Out. Serv., General Manager	12,150	67%	8,100	1,013
Total Personnel Expenditures =		\$16,061	65%	\$10,511	\$1,318

OPERATIONS & MAINTENANCE EXPENDITURES					
2049	Conferences & Meetings	\$350	23%	\$81	\$0
2059	General Insurance	403	100%	403	0
2119	Publications & Advertisement	0	NA	0	0
2130	Postage & mail expense	150	74%	112	0
2133	Office Supplies	850	96%	812	0
2137	Administrative use of copier	600	0%	0	0
	2137M&S Copier Maintenance & Supplies	1,200	58%	690	0
2352	Auditor & County fees (SEE NOTE)	10,000	3%	310	0
2479	Mileage & Routine Travel	600	33%	199	0
2534	Telephone	500	53%	267	0
2720	Gen. Administrative Exp..	600	20%	118	0
Total Operations & Maint. Expenditures =		\$16,253	20%	\$2,992	\$0

NOTE: Auditor & County Fees include \$7,500 for 90-91 & 91-92 audit, \$2,000 for 93-94 audit, and \$500 for election/accounting fees.

CAPITAL EXPENDITURES					
4048	Building Improvements	\$0	NA	\$0	\$0
4093	Office computer, printer & software	0	NA	0	0
	4093OFF Equipment & furnishings (locking file cabinet)	0	NA	0	0
Total Capital Expenditures =		\$0	NA	\$0	\$0

TOTAL G & A EXPENDITURES = \$31,314 43% \$13,502 \$1,318

NOTE: G&A expenditures are incurred in administration of the overall District activities, and are necessary for the completion of these activities. The gross G&A expenditures will be distributed equally to each of the other departments, and G&A revenues will then be allocated to offset deficits.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR FEB. 1994**

GENERAL & ADMINISTRATIVE REVENUES

REVENUE SOURCE		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	Feb. 1994
9001	Property Taxes, Secured	\$53,847	24%	\$13,160	\$209
9002	Property Taxes, Unsecured	972	87%	841	0
9003	Property Taxes, Secured delinquent	2,273	18%	404	0
9004	Property Taxes, Secured Redemption's	1,977	215%	4,250	0
9020	Special Dist. Augmentation Fund	416	77%	319	0
9041	Supplemental Assessment, current	0	NA	484	0
9043	Supplemental Assessment, redemption's	0	NA	0	0
	State appropriation to schools	(28,867)	NA	0	0
9280	Hoptr. St.	442	50%	221	0
9772	Copier Income, Cash & Cards	450	178%	803	24
	Enter Departmental Copier Use	1,550	0%	0	0
9280	General Income, Fees, Charges & fund transfers	3,614	260%	9,394	0
9377	Local Asst Grant, 91-92 WMFG	0	NA	0	0
Total G & A Revenue =		\$36,674	81%	\$29,877	\$233

G & A REVENUE - EXPENDITURES = \$5,380 305% \$16,374 (\$1,085)

**HARRIS FUND 429
WATER CAPITAL IMPROVEMENTS**

OPERATIONS & MAINTENANCE EXPENDITURES		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	Feb. 1994
2059	General Liability Insurance & MBCSD fund transfers	\$805	100%	\$805	\$0
2395	Consulting Engineer	4,500	67%	3,000	0
4145	Harris Plan D-4, CHARLOTTE'S WAY	34,775	101%	34,965	0
4169	Harris Plan D-5, Starbuck extension	35,000	114%	39,947	0
TOTAL EXPENDITURES =		\$75,080	114%	\$78,717	\$0

REVENUE

9007	Special Tax Assessment	\$25,953	52%	\$13,494	\$0
9008	Special Assessment Tax, Delinquent	750	210%	1,575	0
9009	Special Assessment Redemption	0	NA	2,280	0
9031	Special Surcharge Account	1,260	5%	60	0
9201	Interest on unused Fund Balance	1,021	72%	735	0
9377	County Assistance Grant & MBCSD fund transfers	0	NA	(5,000)	0
TOTAL REVENUE RECEIVED =		\$28,983	45%	\$13,144	\$0

Beginning Cash Balance \$65,879 \$65,879 \$305
Change in Balance, Income less Expenses (46,097) (65,574) 0
UNADJUSTED BALANCE = \$19,782 \$305 \$305

2720 Proportional cost of administration 6,263 2,700 264
ENDING BALANCE = \$13,519 (\$2,305) \$42

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR FEB. 1994
WATER DEPARTMENT 9238

		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	Feb. 1994
PERSONNEL EXPENDITURES					
1003	District Secretary	\$3,600	69%	\$2,492	\$277
1028	Maintenance Manager	11,700	53%	6,219	930
1073	Extra Hire Personnel, (meter readers)	510	68%	345	0
1404	Social Security	1,209	57%	691	92
1513	Health Insurance	1,001	58%	584	0
1701	Worker's Compensation Insurance	944	52%	491	161
2117	Cont. & Out. Serv., General Manager	2,700	67%	1,800	225
2395	Prof. Consultant, Water Manager	3,500	86%	3,000	0
Total Personnel Expenditures =		\$25,165	62%	\$15,622	\$1,685

EXPENDITURES					
2058	Annual Inspection Fee	\$350	0%	\$0	\$0
2059	General Insurance	2,038	100%	2,038	0
2077	Routine Repairs	500	25%	124	0
2096	Building Repair	300	0%	0	0
2115	Lab Supplies & Testing	1,800	97%	1,748	0
2121	Miscellaneous expenses	NA	NA	571	0
2122	Refunds	600	8%	50	0
2130	Postage	200	31%	63	0
2133	Office Supplies	100	249%	249	0
2137	Copier Use	200	0%	0	0
2221	Public & Legal Notices	100	0%	0	0
2325	Contract Service - Maintenance	1,200	167%	1,999	0
2479	Mileage & Routine Travel	900	58%	525	0
2534	Telephone, Tank Control Relay	465	45%	211	0
2535	Electricity for pumps	5,800	49%	2,818	0
Total Operations Expenditures =		\$14,553	71%	\$10,396	\$0

Total Personnel & Operations Expenses = \$39,718 60% \$26,018 \$1,685

GENERAL OPERATION CAPITAL EXPENDITURES					
4093	Equipment	\$1,000	98%	\$980	\$0
4160	Water Meters	506	100%	506	0
4162	Water Supply Study	225	100%	225	0
4169	Const. Proj. Impr. Cost., Reserve	3,100	80%	2,467	0
4197	Water System Repairs/Upgrade	2,100	74%	1,555	0
Total Capital Expenditures =		\$6,931	83%	\$5,733	\$0

TOTAL WATER EXPENDITURES = \$46,649 60% \$31,761 \$1,685

WATER REVENUES

		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	Feb. 1994
REVENUE SOURCE					
9025	Water Billing, gross billed	\$54,000	78%	\$42,357	\$3,367
	Revenue received	54,000	74%	40,053	6,338
	Accounts receivable	\$5,801	134%	7,790	7,790
9025R	Refundable Customer Deposits	600	8%	50	0
9377	Local Assistance Grant	0	NA	0	0
9763	Other Revenue, miscellaneous	0	NA	500	0
Cash Balance + Total Water Revenue =		\$54,600	74%	\$40,603	\$6,338
REVENUE - EXPENDITURES =		\$7,951		\$8,652	\$4,653
2720	Proportional cost of administration	6,263		2,700	264
ADJUSTED BALANCE =		1,688		6,151	4,389
ALLOCATION OF G&A REVENUES =		(1,688)		0	0
CLOSING BALANCE =		\$0		\$6,151	\$4,389

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR FEB. 1994
RECREATION DEPT. 9239**

		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	Feb. 1994
PERSONNEL EXPENDITURES					
1028	Maintenance Manager	\$200	0%	\$0	\$0
1073	Building Cleaning Person	1,560	62%	960	120
1404	Social Security	135	55%	73	9
1701	Worker's Compensation Insurance	211	55%	117	84
2117	Cont. & Out. Serv., General Manager	5,400	67%	3,600	450
Total Personnel Expenditures =		\$7,506	63%	\$4,750	\$663
OPERATIONS & MAINTENANCE EXPENDITURES					
2041	Recreational Programs				
2041AF	Art Faire	50	0%	\$0	\$0
2041HD	Halloween Dance	0	NA	0	\$0
2041LD	Labor Day BBQ	400	0%	0	\$0
2041BA	Basketball	0	NA	0	\$0
2041BI	Bistro	900	30%	266	\$0
2041BR	Brunches	200	0%	0	\$0
2041CP	Children's Programs	225	30%	67	\$0
2041CD	Community Dinners	1,050	12%	125	\$0
2041MI	Miscellaneous	100	38%	38	\$0
2041TC	Tai Chi	800	63%	504	\$0
2059	General Insurance	2,038	100%	2,038	\$0
2077	Routine Repair	200	21%	43	\$0
2096	Building Maintenance & Repair	250	0%	0	\$0
2097	Grounds Maintenance	0	NA	0	\$0
2119	Publication Expense	200	0%	0	\$0
2121	Miscellaneous small expenses	0	NA	0	\$0
122	Refunds of rental security deposits	1,750	86%	1,500	\$0
133	Office Supplies & Postage	150	30%	45	\$0
2137	Copier Expense	250	0%	0	\$0
2259	Garbage Removal	321	48%	154	\$0
2366	Building Supplies	125	78%	97	\$0
2369	General Recreation Supplies	0	NA	0	\$0
2534	Telephone	380	65%	246	\$0
2535	Electricity for Community Center	1,000	47%	468	\$0
2536	Water Service	250	0%	0	\$0
Total Operations & Maintenance Expenditures =		\$10,839	63%	\$5,591	\$0
CAPITAL EXPENDITURES					
4045	Community Block Grant Improvements	4,861	0%	\$0	\$0
4048	Building Improvements	0	NA	0	0
4093	Equipment & Furnishings	0	NA	0	0
4243	Playground	0	NA	0	0
4381	Contingency Reserve	0	NA	0	0
Total Capital Expenditures =		\$4,861	0%	\$0	\$0
TOTAL RECREATION EXPENDITURES =		\$23,006	45%	\$10,341	\$663

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR FEB. 1994
RECREATION DEPARTMENT REVENUE

REVENUE SOURCE		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	Feb. 1994
9224	Grounds Rental, Playground	\$0	NA	\$0	\$0
9248	Restricted Donations		NA	0	0
9248BA	Basketball	0	ERR	0	0
9248CP	Children's programs	200	0%	0	0
9255	Rental of Building	3,000	73%	2,179	0
9255CR	Children's Room rental	100	0%	0	0
9255RP	Playground rental	100	0%	0	0
9255R	Refundable Rental Deposits	1,750	60%	1,050	0
9761	Donations, General	100	25%	25	0
9811	Income from Recreation Programs		NA	0	0
9811AF	Art Faire	250	0%	0	0
9811BI	Bistro	1,700	56%	956	0
9811BR	Brunches	300	0%	0	0
9811CD	Community Dinners	1,750	18%	308	5
9811HD	Halloween Dance	250	0%	0	0
9811LD	Labor Day BBQ	0	ERR	0	0
9811MI	Miscellaneous	160	0%	0	0
9811TC	Tai Chi	1,000	104%	1,035	0
9834	Resident Handbook, Ad Sales	150	33%	50	0
9900	Grant Revenue, Community Block Grant	4,861	0%	0	0
Total Recreation Program Revenue =		\$15,671	36%	\$5,603	\$5
TOTAL (REVENUE - EXPENDITURES) =		(\$7,335)		(\$4,738)	(\$258)
2720	Proportional cost of administration	6,263		2,700	264
ADJUSTED BALANCE =		(13,598)		(7,438)	(922)
ALLOCATION OF G&A REVENUES =		13,598		7,438	922
CLOSING BALANCE =		\$0		\$0	\$0

FIRE DEPARTMENT REVENUE

REVENUE SOURCE		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	Feb. 1994
	Beginning Cash Balance, Wells Fargo account	\$23,822	100%	\$23,822	\$0
9377	West Marin Grant	8,848	135%	11,987	0
9400	Other Agency Aid, (Marin Fire Dept.)	4,130	0%	0	0
9611	Special fund raisers, shirt sales	4,310	0%	0	0
9763	Other Revenue, MBVFD Bar-B-Que	21,000	8%	1,725	0
Total Operational Revenue =		\$62,109	60%	\$37,533	\$0
REVENUE - EXPENDITURES =		243		15,186	(948)
2720	Proportional cost of administration	6,263		14,106	264
ADJUSTED BALANCE =		(\$6,020)		\$1,070	(1,211)
ALLOCATION OF G&A REVENUES =		6,020		0	1,211
CLOSING BALANCE =		0		1,070	0
	Fire Station Reserve Fund	3,165			0
6985	Restricted Fire Station Bldg. Fund. =	9,933			0

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR FEB. 1994
FIRE DEPARTMENT 9240**

		REVISED	Y.T.D.	YEAR TO	
OPERATIONS & MAINTENANCE		93-94	% of	DATE	Feb.
PERSONNEL EXPENDITURES		BUDGET	Budget	TOTALS	1994
1701	Worker's Compensation Insurance, MBVFD Volunteers	3,108	72%	2,229	723
2117	Cont. & Out. Serv., General Manager	2,700	67%	1,800	225
Total Personnel Expenditures =		\$5,808	69%	4,029	\$948
OPERATIONS & MAINTENANCE EXPENDITURES					
2024	First aid and medical supplies	\$300	0%	\$0	\$0
2032	Volunteer support activities (See note)	1,200	10%	124	0
2041	Special fund raisers, Halloween Dance	500	13%	67	0
2050	Equipment testing, fire ext.	110	0%	0	0
2059	General Insurance, liability	1,611	100%	1,611	0
	2059VLI Vehicle liability insurance	2,754	100%	2,754	0
2085	Radio Maint. & Supply	400	0%	0	0
2086	Fire Trucks & Vehicle Maintenance	800	69%	554	0
2121	Miscellaneous expenses	100	1667%	1,667	0
2133	Office Supplies	100	13%	13	0
2137	Copier Use	100	0%	0	0
2267	Special projects, shirt inventory (see note)	8,800	54%	4,717	0
	2267TAX Sales tax on shirt sales (see note)	335	0%	0	0
2273	Training	0	NA	0	0
2362	Special Programs, Bar-B-Que, Food & Supplies	3,000	0%	14	0
	2362CASH Change fund for BBQ booths	800	0%	0	0
	2362INS Special liability insurance	380	0%	0	0
	2362MIS Miscellaneous (charcoal, wood, etc.)	650	0%	0	0
	2362RAF Raffle expenses	750	0%	0	0
	2362SAN Sanitary & garbage maint.	1,200	11%	135	0
	2362SEC Sheriff's patrol (See note)	470	46%	215	0
	2362WIN Beer, wine, softdrinks, etc.. (See note)	2,400	38%	904	0
2365	Miscellaneous equip. & supplies	200	55%	110	0
2501	Gas & Oil (See note)	300	49%	146	0
2534	GTE Mobilnet Cell. Phone Service	0	NA	207	0
2535	Fire house electricity & rent	150	24%	36	0
Total Operations & Maint. Expenditures =		\$27,410	48%	\$13,274	\$0
CAPITAL EXPENDITURES					
4048	New Fire Station Fund	\$3,000	0%	\$0	\$0
4169	Reserve for next year's Bar b Que funding	16,000	0%	0	0
4801	Misc.. Equip. & Small Tools	800	0%	0	0
4827	Spec. Equip., W. Marin Grant	8,848	57%	5,045	0
Total Capital Expenditures =		\$28,648	18%	\$5,045	\$0
TOTAL FIRE EXPENDITURES =		\$61,856		\$22,348	\$948

NOTE: The 1993-94 budget includes carryover 1992-93 expenditures for the noted items.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT, MONTHLY STATUS REPORT**

MARCH 1994

WATER SYSTEM OPERATION: The standard operation services include:

1. Daily system check by the maintenance manager, including physical inspection of the storage tanks, chlorinator check, and completion of daily log entries. The GM filled in during the maintenance manager's vacation, to gain a closer working knowlwdge of the system.
2. Monthly bacteriological sample included multiple samples taken due to the presence of coliforms in the Pacific Way sample. After taking several samples, in various locations, it was determined that the problem was restricted to a single location. Proper sterilization and improved methodology resulted in samples free of coliform presence. Additional considerations are included in the General Manager's report.

WATER PRODUCTION

1.	Total volume of water produced	768,200	gallons
2.	Average daily production	27,436	gallons/day
3.	Maximum daily production	24,295	gallons
4.	Volume of water billed by customer meters, total	598,640	gallons
5.	Average daily customer water use	21,380	gallons/day
6.	Estimated maintenance water use.	22,500	gallons
7.	Unaccounted for water loss = 19.1% of production	147,060	gallons

SUPPORT ACTIVITIES: Support activities initiated and/or completed include:

1. Meeting with Sherry Fuzessy, County Health and Environmental Services, to begin annual system inspection.
2. Collection of monthly bacteriological samples. See above comments.
3. Monthly line flushing as scheduled, and a more careful log of water consumed was utilized.
5. Weekly filter cleaning, using methodology to assure sterile conditions was implemented.
6. Meter maintenance, and painting of meter numbers for meter reader's reference.

EMERGENCY REPAIRS/RESPONSE

NONE

NO SPECIAL SERVICES WERE PERFORMED

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR FEBRUARY MEETING
WEDNESDAY JANUARY 26, 1994**

Directors present: President Erin Pinto; Directors Dale Hopkins, Nancy Wolf Lee, Peter Rudnick, and Steve Shaffer.

Staff present for the meeting: Donovan Macfarlane, General Manager/Recording Secretary, and Bill Farkas, Fire Chief.

- I. Call the regular meeting order.** President Pinto called the meeting to order at 7:14 P.M. The recording Secretary administered the oath of office to newly elected directors Hopkins, Lee, and Rudnick. With these directors sworn in office, a quorum was present and the meeting commenced.
- II. Review and consideration of the Wednesday January 26, 1994 Agenda:** There was a brief discussion on the Agenda, and Director Shaffer **moved** to approve the Agenda as written; seconded by Director Hopkins; ayes all.
- III. Bills to be paid:** There was a brief discussion of the "Bills to Be Paid Report" for bills received between 11/25/93 and 12/31/93. Director Lee **moved** to approve this report, having expenses of \$736.08 applicable to Harris Fund 429, \$8,759.97 applicable to General Funds, and a combined total of \$8,759.97; seconded by Director Shaffer; ayes all.

A discussion concerning the "Bills to be Paid Report" for bills received between 1/01/94 and 1/19/94 followed. President Pinto pointed out that the dates under the descriptions for the bills from ABC Consultants and Henry Hyde & Associates were the same as in the previous report. The GM said that these dates should be corrected to read 1/94. Director Lee **moved** to approve this report, with the corrected dates, including \$375 applicable to Harris Fund 429, \$6,042.96 applicable to General Funds, and a combined total of \$6,417.96; seconded by Director Hopkins; ayes all.
- IV. Public Open time:** There was no request from the attending public to take the floor.
- V. Fire Department:** Chief Farkas reported that the report for the Department had not been prepared due to conflicting work loads on Rob Allen, who normally prepares the written report. He noted that the report for next month would include the details dating back to the last meeting. He then reviewed the Department's general activities. Director Lee asked if there was any further action on the MBVFD fund raising association. Chief Farkas responded that a member of this group would be present at the next meeting, and would review their progress.

The GM requested the assistance of the Department's high pressure hoses to facilitate the cleaning of primary drainage culverts crossing the District maintained roadways, and in particular the crossing on Juminth Whale. Chief Farkas said the Department would assist when doing there practice drills. Director Lee then commended the MBVFD for their efforts. report.

VI. Emergency/Safety Committee: The GM noted that Ellen Mettler is out of town, and that there had been no new activity. He stated that the new phone directory will be distributed next week, and that this directory will facilitate the reforming of the telephone tree recommended by the Emergency/Safety committee.

VII. Water Department: The GM reported that Henry Hyde was unable to attend the meeting, as he was in southern California. In Henry's absence, the GM reported on the following:

- A. General operations:** Water production averaging 29,323 gallons per day is above the norm for this period. However, unaccounted for water loss of 11.5% is under the norm, reflecting that the system is functioning well. General maintenance included bi-annual line flushing, and there were no emergency repairs. Water quality tests were normal.
- B. Henry Hyde's resignation:** The GM reviewed the letter from Henry, and noted that his resignation was regrettable, but necessary for Henry's welfare, and recommended the Board's acceptance. Director Shaffer moved to accept Henry's resignation, seconded by Director Hopkins; ayes all.

A lengthy discussion took place concerning Henry's recommendation that Harvey be appointed to fill his position. The GM noted that his engineering background and education included water treatment and distribution system design and construction. He has relied on Henry's supervision, and is not fully current with the drinking water act requirements, and those of the Health Department. However, he feels he can become current as needed, and that Harvey is capable of the maintenance operations with minimal supervision. Henry's function in contract relations concerning the Harris Plan improvements are within the GM's experience.

Henry has agreed consult with us and will be in the area frequently. Also, and we have a working agreement for emergency assistance from Forster Pump and Engineering. With this in mind, the GM recommended that no replacement of Henry be initiated at this time; that a portion of the monetary savings be reserved to compensate Harvey for additional time and effort; and that the balance of the savings be held in reserve. The GM indicated that he did not feel he would need additional compensation for this action, at this time, but noted that this could change if the demand on his time is more than anticipated. The Board generally concurred with this recommendation, with President Pinto requesting that the GM contact Forster to develop a closer working relationship.

- C. Water billing:** The GM stated that full implementation of the computerized billing system will be delayed until Hazel has fully recovered and completed the updating of her records. As soon as Hazel's records become available, the data will be added to the computer system.

VIII. Administration: The GM noted that President Pinto's term of office is completed at the end of the regular February meeting. He explained the District's policy of rotating the presidency every six months, and recommended that the Board consider a standard method for determining the

rotation. His written report described various methods used by other agencies. After some discussion, Director Shaffer moved to rotate the presidency in accord with the method using the vote ranking of that person getting the most votes being the next president, and then sequentially in the order of the votes received. Peter Rudnick will be the next president, followed by Nancy Lee, etc., and that in the event there is a conflict this method may be altered; seconded by Director Lee; ayes all.

- A. **District Depository:** The GM reported that the Board had previously authorized the establishment of an interest bearing depository for District funds. However, this had been delayed as new directions for solving the District's budget problems were considered. With the combination of the MBVFD funds into the District's funds, the GM recommends that the interest bearing account now be implemented. However, he has interviewed alternative banks to Wells Fargo, and found that some offer interest bearing checking accounts. Due to the minimal difference in interest rates, and the convenience of a single account reducing record maintenance, he recommended that we establish an account with 1st Nationwide Bank. This was followed by some discussion, and the Board instructed the GM to pursue this course of action, as timely as possible.
- B. **Budget report:** The GM then indicated that the independent auditor had requested his presentation be reset for the next Board meeting, due to conflicts in the auditor's schedule.

He then reviewed the monthly budget report, noting that the budget reductions adopted at the previous meeting had not been incorporated in the current report. He noted late receipt of the County's report, a need to revise the current format to do away with the legal size pages, conflicting data from the County, and the time required for modifying linked spreadsheets. He stated that he would have the changes completed for the next board meeting.

- C. **Recreation:** The GM reported that the "Volunteers Recognition Dinner", had been rescheduled from January 17 to February 2, due to the coordinating committee's need for additional time. He then reported that the "Quilters" have successfully arranged for a new double oven gas range, complete with a grill. The Stove should be installed next month, with improved counter tops and counter cabinets to follow.
- D. **Roads and Easements:** The GM noted that the culvert crossing Juminth Whale had been cleaned as much as possible by hand, and that additional cleaning by high pressure hose was necessary. The Fire Chief had agreed to assist (earlier in the evening), and that some of the culverts crossing Sunset Way also required high pressure cleaning.

He then stated that the trees on the easement connecting Ahab Drive to Sunset Way had been pruned versus being removed. He indicated that this resulted from miscommunication, but that he had talked to Ms. Leba Wine subsequent to the pruning, and she had not indicated an objection. This was followed by a general discussion, with the consensus of the Board that their original finding that the trees should be removed (providing there was no objection from property owners) should be fulfilled. The GM

was instructed to pursue having the trees removed without cost to the District.

- IX. Highway One project:** President Pinto reported on the latest information concerning the Big Lagoon project. She indicated that she expects to receive several reports reviewing the findings of the various consultants, and that she will report on these in the future. She then reviewed the schedule of events to come, as she understands them. The Board thanked her for her efforts, and indicated their interest in future actions concerning the District.
- X. Approval of the minutes for the October 26, 1993 meeting:** Director Shaffer questioned how this Board could approve these minutes, as three Directors were not members of the Board holding the meeting. The GM noted that this is a problem whenever a Board majority change takes place. However, all members of tonight's Board were present during the meeting in question, and that the approval could specify that they were not members of the board at the time. This was followed by a brief discussion, with President Pinto requesting the following changes and additions:
- A. Add Ms. before Chris Grusenmeyer's name in paragraph IV.
 - B. Revise paragraph IV B, to read "Mr. Adler then reviewed *problems that had been identified in the audit of MBCSD's fiscal policies and procedures for the fiscal years 1990-91 and 1991-92.*
 - C. Change are to *were* in paragraph IV B 1.
 - D. Change has to *was*, and are to *were* in paragraph IV B 2.
 - E. Change were to *did* in paragraph IV B 3.
 - F. Strike the 1st sentence of paragraph V, begin the second sentence with Chief Farkas reported, and then strike the last sentence of that paragraph.
 - G. Change the approvals of minutes in paragraph XI (two cases) to read Review of the *Draft*, and moved to approve the minutes *as amended*.

The consensus of the Board was that these minutes could then be approved, with the stipulation that Directors Hopkins, Rudnick, and Shaffer were not members of the Board during that meeting.

The meeting was adjourned at 11:15 P.M.

These minutes were approved by the Muir Beach Community Services District Board of Directors, during their meeting on _____.

Erin Pinto, President

Attest: _____
Donovan Macfarlane, Recording Secretary

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR FEBRUARY MEETING
RESCHEDULED FOR WEDNESDAY MARCH 2, 1994**

Directors present: President Erin Pinto; Directors Dale Hopkins, Peter Rudnick, and Steve Shaffer. Director Nancy Wolf Lee, had previously stipulated that she could not attend this meeting.

Staff present for the regular meeting: Donovan Macfarlane, General Manager/Recording Secretary, and Robert Allen, Assistant Fire Chief.

- I. Call the regular meeting order.** President Pinto called the meeting to order at 7:08 P.M. There was brief discussion for Director Rudnick to succeed to the presidency, as agreed in the January 26, 1994 meeting. However, it was decided to have President Pinto conduct tonight's meeting so Director Rudnick could gain additional experience.
- II. Review and consideration of the Wednesday March 2, 1994 Agenda:** Director Shaffer asked about his request to consider the reading of water meters and billing for services bi-monthly. The GM explained that this was included in his report for the water department. Director Shaffer then moved to approve the Agenda as written; seconded by Director Rudnick; ayes all.
- III. Bills to be paid:** The GM distributed an addendum to the bills to be paid, that included the bills received from 2/24/94 through 3/02/94. There was a brief discussion concerning the bills, and Director Shaffer moved to approve the original list of bills to be paid having a total amount of \$7,323.78, and the addendum having a total of \$1,503.78; seconded by Director Hopkins; ayes all.
- IV. Public Open time:** There was no request from the attending public to take the floor.
- V. Fire Department:** Assistant Chief Allen reported on the MBVFD minutes, drills and call records for the time frame of 11-28-93 through 2-19-94, including the planning dinner for the annual BBQ. EMT recertification training for all volunteers is scheduled to begin in April. Cost of the EMT training is \$1,100.

He then discussed the District's fire rating for insurance purposes, stating that the current rating is Grade 10. The Department has corrected all the deficiencies previously listed by the rating inspector, and in conjunction with a general inspection of W. Marin, it is anticipated that Muir Beach will be inspected for an improved rating, prior to the year's end. He noted that an improved rating should result in more favorable fire insurance rates for the residents.

A letter from resident Gerry Pearlman was discussed, concerning general public the use of the pool table located in the Fire Station, being declared "off limits to all but the members of the fire department. Mr. Pearlman suggested that the pool table could be relocated to the Community Center.

A general discussion followed, concerning ownership of the pool table, general accord that there was no appropriate space in the Community Center for the pool table, liability and

property insurance concerns in having the Fire Station open to non qualified fire personnel, and other concerns. The Board requested that the MBVFD consider Mr. Pearlman's letter at their next meeting, and instructed the GM to inform Mr. Pearlman of this action, including a suggestion that he contact the MBVFD to attend their meeting, and possibly attend the next Board meeting when the Department will report their actions to the Board.

He then went on to report on the efforts of the volunteers to form an independent non-profit association for their fund raising activities. He indicated that they will need the seed money for the BBQ expenses, and for the filing fees that the Board had previously indicated concurrence with. The filing fee is \$800. These advances will be repaid to the District. He feels that the association can be formed prior to the BBQ function.

This was followed by a lengthy question and answer session, as various Directors assured themselves that this conforms to the agreements by previous Boards. The general consensus was that formation of the association would be beneficial in giving the volunteers greater freedom in their fund raising activities.

VI. Emergency/Safety Committee: The GM noted that Ellen Mettler is out of town, and John Sward, in the audience, indicated that Ellen's mother is quite ill. The GM reported that the one new person has volunteered to be on this committee, and that information had been referred to Ellen.

VII. Water Department: The GM reported on the following:

A. General operations: With the exception of the presence of Coliform bacteria (to be discussed later) on Pacific Way, the GM noted that the general operations were normal. Water production was the low for the year to date, and unaccounted for water loss of 20.5% is acceptable for systems of our age and design.

Henry Hyde, Harvey Pearlman, and the GM physically surveyed the general system on the 21st, and everything was normal. A screen on the air vents for the lower tanks was noted as being open or damaged, and Harvey was instructed to replace it. Harvey later reported that a second screen was missing, and that all the screens were in need of replacement. A work order has been issued to accomplish this on a timely basis.

B. Water samples: The GM noted that additional samples for lead and copper was being discussed, using a different laboratory. He had faxed the last test results to Henry Hyde, and expects to receive a recommendation from him.

A lengthy discussion took place concerning the lab report of Coliform's present in the tests taken on Pacific Way. The GM noted that previous tests reporting the presence of Coliform's, has occurred on several occasions during the past year. However, retesting had always reported negative presence, indicating possible faulty collection of test samples. When Coliform presence was noted in the retesting, the GM had a lengthy review with the maintenance manager resulting in the following corrective actions:

1. The chlorine solution ratio, which has been gradually reduced over the past several months, was increased to its original dosage. In addition, chlorine tests were made at the storage tanks, and additional chlorine solution added to restore the chlorine residual to 2, which is adequate to eliminate the bacteria.
2. The cartridge filters affecting water distribution to the Pacific Way area were cleaned, then sterilized in a chlorine solution, and then installed using proper methodology to avoid contamination.
3. Notices of the Coliform presence, with an explanation of the corrective measures taken, the estimated time required for the corrective actions to become effective, and instructions to boil or otherwise treat water for human consumption were distributed to the effected area.

This was followed by a lengthy discussion with Board members expressing their concern and desire to be certain that the proper measures are used in the future, and that maintenance procedures are in conformance with high standards.

- C. **Water billing:** The GM noted that the water billing is now on the computer, and that with a few corrections and/or adjustments, the system will be efficient. He pointed out that we have experienced some problems with inadequate security deposits for the water accounts, and that the current policies and procedures does not actually provide for this. After some discussion including the average water bill value, and some reluctance to place undue fiscal hardship on low income families, Director Shaffer **moved** to require a security deposit of \$100 for all water accounts established after April 1, 1994; seconded by Director Hopkins; adopted with 3 ayes and President Pinto opposed.

The GM then requested consideration of bi-monthly reading of the water meters, and the use of an estimated consumption for biling of months when the meters are not read. Director Shaffer suggested bi-monthly billing and meter reading, emphasizing the District's need to reduce costs. This was followed by a lengthy discussion considering the possible burden on low income families, lack of information concerning possible water leaks, and other factors. The GM expressed some concern at this time on the temporary effect on cash flow, in light of the limited cash reserve, combined with property tax receipts not available until May. Director Shaffer then **moved** to implement bi-monthly billing beginning July 1, 1994 with the GM developing media to inform the public, emphasizing the intent to reduce costs. The media should be delivered with future water bills prior to implementation. The motion was seconded by Director Hopkins, and adopted with President Pinto voting against the measure.

The GM then noted that we have meters that are not in use, but were installed to gain easement rights or for some other District purpose. There is some question about billing the standby fee for these mneters, and he suggested that this was not in conformance with his understanding of the purpose for the meters being installed. This was followed by a general discussion and Director Shaffer **moved** that providing such meters could be locked or otherwise secured to prevent use, the meters should not be

billed a standby fee; seconded by Director Rudnick; ayes all.

The GM then noted that we do not have a standard policy or charge for discontinuing and initiating water service. He pointed out that each change in service necessitates a special reading of the water meter, and changes in the account records. A general discussion followed, and it was generally agreed to have this placed on the Agenda for the next meeting.

VIII. Administration: The GM noted that the independent auditor had requested to reschedule his report on the audit of fiscal years 1990-91 and 1991-92 for the next Board meeting.

- A. District Depository:** The GM reported that he had surveyed all savings banks having offices in Marin County and found that several offered interest bearing checking accounts appropriate for the District's needs. He pointed out that commercial banks require two separate accounts to accomplish this, and that they had not been considered as the additional bookkeeping negated the benefits.

After review of the services offered by the various institutions, he recommended opening an account with 1st Nationwide Bank as the District's independent depository. The minimum required balance to avoid penalty is \$1,000; balances below minimum incur an \$8 per month penalty; the account permits an unlimited number of transactions; and interest earnings begin at 1% for minimum balances, with incremental increases for larger balances.

This was followed by a general discussion, and Director Shaffer **moved** to adopt Resolution 94-03-02, authorizing the establishment of an interest earning checking account with 1st Nationwide Bank, and the timely transfer of funds from the Wells Fargo depository to the new depository; seconded by Director Rudnick; ayes all.

- B. Budget report:** The GM then reviewed the changes in the budget report, designed to permit printing the report on 8.5' x 11' pages versus the legal size pages that require special collating and printing.

He then reviewed various budget reductions recommended, and pointed out that even with these reductions, the District will have an inadequate cash reserve at the end of the fiscal year. Director Shaffer **moved** to adopt the \$5,969 in budget reductions, and the budget modifications recommended by the GM: seconded by Director Hopkins; ayes all.

- C. Budget committee:** The GM then recommended the formation of a budget committee, with at least one and no more than two Directors as members. This was followed by considerable discussion, including what the goals of the committee should be. As a general consensus, it was agreed that the committee should include 5 to 7 qualified residents, in addition to the Board members. Directors Shaffer and Hopkins volunteered to serve on the committee. The GM stressed that the committee should include a membership having diverse opinions and attempt to be representative of the community.

It was generally agreed that the committee should make recommendations to the Board outlining the needs and services desired by the community, expenditure/income priorities, and review the income possibilities for meeting the communities needs. It was also agreed that the GM should be available to offer the committee information as needed. The GM was instructed to solicit volunteers by enclosing an informative request with next water billing.

- D. Recreation:** The GM reported the success of the "Volunteers Recognition Dinner", that yielded a net income of \$217.21 for the recreation fund. He then mentioned the prospective forming of a committee to coordinate the annual "Labor Day BBQ".

He then suggested the Directors observe the new gas range, with double oven and grill that has been installed through the fund raising efforts of the "Quilters". The "Quilters" next plan is to have tile counter tops installed, with new cabinets for the kitchen. He feels this will substantially improve the rentability of the Community Center, and plans to develop a rental campaign to be implemented when the work is completed.

- IX. Highway One project:** President Pinto reported on the latest information concerning the Big Lagoon project, particularly concerning the District's water wells. She read a letter that she had prepared to request the deletion and/or correction of several comments in the environmental report that paint a negative effect of the District's wells on Redwood Creek. The Board concurred with the context of the letter, and Director Shaffer **moved** to approve the letter, while complimenting President Pinto's effort; seconded by Director Hopkins; ayes all.

The meeting was adjourned at 10:38 P.M.

These minutes were approved by the Muir Beach Community Services District Board of Directors, during their meeting on _____.

Erin Pinto, President

Attest: _____
Donovan Macfarlane, Recording Secretary

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
FOR WEDNESDAY MARCH 23, 1994**

Directors present: President Peter Rudnick; Directors Dale Hopkins, Erin Pinto, and Steve Shaffer. Director Nancy Wolf Lee, had previously stipulated that she could not attend this meeting.

Staff present for the regular meeting: Donovan Macfarlane, General Manager/Recording Secretary.

- I. Call the regular meeting order.** President Rudnick called the meeting to order at 7: 23 PM
- II. Review and consideration of the Wednesday March 23, 1994 Agenda:** The GM distributed draft copies of the independent auditor's "Draft" letter outlining materials weaknesses in the forthcoming audit for fiscal years 1990-91 and 1991-92. He explained that the auditor would not be in attendance tonight, as he felt the Board should have more time to consider the comments in his letter. He will attend the next meeting and present the audit financial statements. The GM suggested deletion of item VII from the Agenda. Director Shaffer **moved** to approve the Agenda as modified; seconded by Director Pinto, ayes all.
- III. Bills to be paid:** There was a brief discussion concerning the bills to be paid, and Director Pinto **moved** to approve the original list of bills to be paid, received 3/01/93 through 3/17/93 and having a total amount of \$4224.48; seconded by Director Shaffer, ayes all. The GM then presented an addendum, including the bills received 3/18/93 through 3/23/93. Following a brief review, Director Pinto **moved** to approve the additional bills to be paid, having a total of \$371 in Harris fund expenditures and \$450.88 in general fund expenditures; seconded by Director Shaffer, ayes all.
- IV. Public Open time:** There was no request from the attending public to take the floor.
- V. Fire Department:** The GM reported that Chief Farkas had called just prior to the meeting, and said he was delayed at work. If he can break free he will arrive later; however, he did not believe he would be free in time. Volunteer John Sward reported that the MBVF Association is progressing, but did not have a formal report to make.

The GM reported that he had written a letter to Gerry Pearlman, reporting the Board's decision to have the MBVFD further consider the pool table use, and report back to the Board. The letter suggested that Mr. Pearlman attend the Volunteer's meeting, and tonight's Board meeting. Volunteer Sward reported that the Department's decision was to limit the use of the pool table to the volunteers.

- VI. Emergency/Safety Committee:** Ellen Mettler is still out of town, and the GM reported that he had nothing new to report at this time.
- VII. Water Department:** The GM reported on the following:
 - A. General operations:** Water production and consumption during February was minimal and in keeping with the norm for this time of year. He noted that unaccounted for water production at 19.1% is well within the norm for systems of our design.

- B. Water samples:** The GM reviewed the presence of Coliforms, and explained that after considerable effort and testing the problem was found to be limited to a single residence. Improved sampling methodology has been instigated, combined with improved maintenance procedures. Water tests taken later in the month were free of Coliforms, and the Chlorine residuals were within acceptable tolerances ranging from 0.5 to 1 ppm.
- C. Residential back flow devices:** The GM relayed his discussion with the County Health Official, during their annual inspection. It was suggested that we might consider the need for residential back flow devices, to protect the distribution system during times when our pressure is below normal, and in the upper areas where the residences have individual pressure boosting pumps. This was followed by a brief discussion, and the matter was tabled for future discussion.
- D. Upper tank maintenance:** The GM reported that the dry rot condition in sections of the upper tank should be considered for repair in the next Harris Plan improvements, and be combined with the addition of a sand filter and piping control improvements. He noted that the current main drain, while well located in the tank, is difficult to control. Henry Hyde suggested improvements prior to his resignation. The Board received the information for further consideration, and no decision was made at this time.
- E. Water billing:** The GM reported that approximately 30% of the water customers are having a problem understanding the lateness of the November water billing. He has spent considerable time on the phone explaining why the billing was so late, and the conversion from the manual system to the computer system.

All billing is in the computer now, beginning with an outstanding balance at the end of November. Input of the data prior to this balance would be time consuming and have little value. When necessary, individual account analysis may be compiled by manual compilation of the data cards.

A major advantage of the computer system is that it enables more detailed analysis of the bill paying patterns of the District's customers. The GM noted that our accounts receivable is rapidly returning to normal, as a result of the timely monthly billing. Future billings will be delivered prior to the 10th day of each month, using the new system.

VIII. Administration: The GM reported that an interest earning checking account had been opened through 1st Nationwide Bank , with an initial deposit of \$15,000. The remaining balance of funds will be transferred when all checks have cleared the Wells Fargo Depository. The necessary checks, deposit slips, and endorsement stamps have been ordered for the new depository.

- A. Budget report:** All budget reductions and changes in the budget adopted by the Board have been included in the budget report. As now revised, the budget projects a positive balance of approximately \$3,000 in general funds at year end. However, the GM pointed out that the district needs approximately \$20,000 in general funds to carry thorough the beginning months of the next fiscal year, before tax revenues are received.

The GM reported that he has received no phone calls from volunteers for the proposed Budget Committee. Directors Shaffer and Hopkins indicated that they had not received any phone calls.

- B. **Recreation:** The GM reported that the new stove has been installed, and suggested that the Directors take time to inspect it. Director Shaffer suggested that a ventless filter fan be installed to avoid problems from grease fumes. All directors indicated their ~~approval~~ of the new facility.

The GM explained that the new sink counter and cabinets will be installed prior to the next board meeting. These improvements will total almost \$4,000 and are paid for from the Quilters "Art Faire" and "Quilt Raffle" income.

- IX. **Highway One project:** Director Pinto made a brief report on the latest information concerning the Big Lagoon project. She indicated that little has happened since the last meeting.

- X. **Approval of the Minutes for the January 26, 1994 meeting.** Director Pinto requested that the last sentence of the closing paragraph of Section VII B, be changed from "~~develop a closer working relationship~~" to *establish appropriate contract procedures for emergency circumstances*. Director Pinto moved to approve these minutes with the suggested amendments, seconded by director Hopkins, ayes all.

- XI. **Approval of the Minutes for the March 2, 1994 meeting.** Director Pinto suggested the following amendments:


- A. Place close quotes at the end of the quotation in the 3rd paragraph of Section V.
- B. Change the end of the 1st sentence in paragraph 4 of Section 5 from "~~and other concerns~~." to *and other Board concerns*.
- C. Add ppm (parts per million) after the number 2, in the final sentence in Section VII-B-1.

Director Pinto then moved to approve these minutes as amended; seconded by Director Shaffer, ayes all.

The next meeting date is ~~to be~~ Wednesday April 27, 1994.

The meeting was adjourned at 8:38 P.M.

These minutes were approved by the Muir Beach Community Services District Board of Directors, during their meeting on 4/27/94.


Peter Rudniok, President

Attest: 
Donovan Macfarlane, Recording Secretary

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FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
APRIL 27, 1994 REGULAR BOARD OF DIRECTORS MEETING**

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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 APRIL 27, 1994 AT 7:00 PM**

DIRECTORS: Peter Rudnick, president; Dale Hopkins, Nancy Wolf Lee, Erin Pinto, and Steven Shaffer, directors.

AGENDA

- I.** Call the meeting to order.
- II. Review and consideration of the April 27, 1994 Agenda.** Items may be added, deleted, and or changed in scheduled sequence from the posted Agenda. Items may be added for brief discussion; however, the Board can take no action on the added item except by a finding that a condition of emergency exists, in conformance with California law.
- III. Independent auditor's report:** Mr. Bob Adler from the Marin County Auditor's office will review the independent auditor's report for fiscal years 1990-91 and 1991-92.
- IV. Bills to be paid:** Consideration of the bills to be paid, received subsequent to the bills submitted for approval during the March 23, 1994 regular 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 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.

AT 8:30, A 15 MINUTE COFFEE BREAK WILL BE CALLED

- VI. Budget Committee Formation:** Five residents have volunteered to serve on this committee along with Directors Hopkins and Shaffer. The five residents have been invited to this meeting for the formation of the committee, and include: Gordon Bennett, Linda Bischoff, Ellen Mettler, John Sward, and Judith Yamamoto.
- VII. Fire Department:** The Fire Chief will report on the department's activities since the March 2, 1994 (the Chief was unable to attend the March 23, 1994 meeting) Board meeting. A report on the MBVFD's consideration of the use of the pool table will be presented. It is anticipated that a representative from the proposed MBVFD Association will be in attendance for additional discussion of the progress in the formation of the association.
- VIII. Emergency/Safety Committee:** Ellen Mettler reports that she is making progress in completing the emergency/safety preparedness maps, and hopes to have these maps ready for presentation at the next Board meeting.
- IX. General Manager's report.** The General manager will report on the following items.
- A. Budget Report:** The GM will review the District's budget report for the 1993-94 fiscal year through March 31, 1994.
 - B. Water Report:** The GM will review the water department's activities since the last meeting, including the following items:
 - 1. A basic review of operational activities
 - 2. A report on the billing system, including a preliminary report on the water receipts cash flow analysis.
 - a. Recommendations for changes for in the policies for notification of water service disconnection for non payment of bills, an reconnection policy.
 - b. Recommendations for changes in the policies governing late payment.
 - C. Recreation:** The GM will report on the District's recreational activities, including suggested changes in current Community Center fees and forms.
- X. Highway One progress report.** President Pinto will present any new information applicable to the Big Lagoon activities.
- XI. Consideration of the Draft Minutes for the March 23, 1994 meeting.**
- XII. Set date for next Board meeting.**

ADJOURNMENT OR CONTINUATION.



Board of Directors
Muir Beach Community Services District

In planning and performing our audit of the general purpose financial statements of Muir Beach Community Services District for the years ended June 30, 1992 and 1991, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control structure. However, we noted certain matters involving the internal control structure and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. **Reportable conditions involved matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect Muir Beach Community Services District's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements.**

A material weakness is a reportable condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we noted the following reportable conditions that we believe to be material weaknesses:

**Muir Beach Community Services District
Communication of Internal Control Structure Related Matters**

- Accounting records are not reconciled to source documents and external statements. The District uses the MARS accounting system which is the Marin County general ledger system. Disbursements are made and cash receipts are recorded on this system. Reports received from MARS are not reconciled to payments submitted and approved by the Board nor are cash receipts on MARS reconciled to original cash receipt records. This should be done on a monthly basis to ensure that all disbursements and cash receipts are properly recorded on a timely basis.
- Bank accounts maintained by the District outside of the County Treasurer are not reconciled and statements and returned checks associated with these accounts are not filed and not available for audit.
- There are no formal controls over cash receipts at the Fire Department or at the Community Center. Therefore there is no assurance that all cash receipts have been recorded on the District's books.
- Financial transactions and assets of the District exist that are not accounted for through the District's formal accounting system (MARS). Such items included outside checking accounts for the Fire Department and Community Services District, as well as the "petty cash" fund. Additionally, no formal procedures exist to ensure that all financial activity of the District is recorded on MARS.
- We noted that the procedures for water billing and collection were inadequate. The manually maintained billing system does not provide important billing and collection data. (i.e. month to date or year to date collections, water usage billed, water surcharge billed, customer deposits on hand, or total outstanding billings). A lack of controls exists over the collection, timely deposit, and recording of collections in this accounting system.
- We noted in our expenditure tests no segregation of duties exists between general accounting/general ledger functions and custody and control over assets such as cash. The District has a small number of employees available to perform accounting functions. It is therefore imperative that the governing body take an active roll in approving and reviewing all financial transactions (e.g., approving all disbursements, reviewing accounts receivable and collections, review of monthly statements of actual revenues and expenditures to budget).
- We noted in our payroll tests that time keeping and attendance records are not maintained. Time sheets are not reviewed for completeness and time sheets are not approved by the employee's supervisor.

**Muir Beach Community Services District
Communication of Internal Control Structure Related Matters**

- No controls or procedures exist for petty cash funds. We were informed at the beginning of our engagement that there was no petty cash fund, yet subsequent to that date we were given receipts for disbursements made from "petty cash". No Board authorization for this fund was given to us.
- Insufficient priority has been given to internal accounting controls and the related financial and management reports required to properly fulfill the fiduciary oversight responsibility of the District's governing body. Severe weaknesses in the internal accounting control structure exist and should be remedied immediately.

We also noted the following reportable conditions that are not believed to be material weaknesses:

- We noted that the procedures for filing and retention of records were inadequate. The following records could not be made available by the District to us during the audit:
 1. Muir Beach Volunteer Fire Department checking account bank statement for the period of 1/26/91 through 2/27/91.
 2. Various grant agreements for fiscal year 1991-1992.
 3. Various invoices for fiscal year 1990-1991 and 1991-1992.

Additionally, the District's filing system is inadequate. Records of the District are kept in several places and no formal policy exists as to what records are to be maintained.

- We noted that the creation of a new fund, closure of an old fund, and several transfers of funds from operating funds did not show any indication that they were approved by the Board of Directors.
- We noted that disbursements were made from vendor statements or other documents, and not from original invoices. We discovered several duplicate payments during our audit. We recommend that payments be made only from original invoices, that those invoices be stamped paid with the date of payment and payment voucher number and be filed alphabetically in vendor name order to avoid duplicate payments.
- We noted that the total bills for payment submitted and approved by the Board did not agree to the total general ledger expenditures made. We recommend that the Board approve and sign all payment vouchers (P1s) and review monthly expenditure reports from MARS to determine that only approved disbursements have been made. We recommend that all disbursements be made through the MARS system and that all external checking accounts be closed.

**Muir Beach Community Services District
Communication of Internal Control Structure Related Matters**

- We noted disbursements to District personnel for goods or services they had paid for that were not supported by original invoices from the suppliers. We recommend that management establish formal policies for the purchase of goods and services. Management should require payments for goods and services to be made by the District and not by its employees or agents.
- The District secretary pays water meter readers and road workers directly from personal resources and submits an invoice for reimbursement to the District monthly. As a result, the District is not able to determine that all IRS Regulations have been met. All personnel of the District, whether independent contractors or employees, should be paid through the County payroll system. The Board should review IRS Regulations regarding classification of workers as employees or independent contractors to ensure they are in conformity with those regulations.

This report is intended solely for the information and use of the Board of Directors, management, and others within the administration. This restriction is not intended to limit distribution of this report, which is a matter of public record.

Marin County Auditor - Controller

San Rafael, California
October 25, 1993

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 03/23/ THROUGH 04/20/94**

VENDER NAME	DIV. CODE	USE CODE	DESCRIPTION	AMOUNT
HARRIS FUND EXPENSES				
	429			
			TOTAL HARRIS FUND EXP. =	0.00
ADMINISTRATION EXPENSES				
HAZEL MELO	9236	1003	SECT'Y WAGES, 3/27 - 4/23	276.92
STATE FUND	9236	1701	WORKER'S COMP. INS. 1/5 - 4/5/94	6.56
ABC CONSULTANTS	9236	2117	GENERAL MANAGER FEE, 4/94	1,012.50
PETTY CASH	9236	2133	DEPOSIT STAMP & LABELS	14.40
ABC CONSULTANTS	9236	2479	TRAVEL 3/01/94 THRU 13/31/93, 186 MI.	46.50
ABC CONSULTANTS	9236	2534	TOLL CALLS, 2/05/94- 3/04/94	12.61
PACIFIC BELL	9236	2534	GEN. MGR. OFFICE PHONE 2/12 - 3/11	NA
CAL. SPEC. DIST. ASSOCIATIO	9236	2720	ANNUAL MEMBERSHIP FEE	100.00
			TOTAL G&A EXPENSES =	\$1,469.49
ROADS & EASEMENT EXPENSES				
ABC CONSULTANTS	9237	2117	GENERAL MANAGER FEE, 4/94	337.50
			TOTAL R&E EXPENSES =	\$337.50
WATER DIVISION EXPENSES				
HAZEL MELO	9238	1003	SECT'Y WAGES, 3/27 - 4/23	276.92
HARVEY PEARLMAN	9238	1028	MAINT. MGR. WAGES, 3/27 - 4/2	246.00
HARVEY PEARLMAN	9238	1506	EMPLOYEE BENEFITS, 3/94	NA
STATE FUND	9238	1701	WORKER'S COMP. INS. 1/5 - 4/5/94	200.90
MARIN DEPT. OF HEALTH	9238	2115	WATER SAMPLE ANALYSIS	15.00
PARADISE POOL SERVICE	9238	2115	CHLORINE SUPPLIES	11.75
GOODMAN'S	9238	2121	MISC. SMALL SUPPLIES	20.41
JACKSON'S	9238	2121	MISC. SMALL SUPPLIES	18.64
FORSTER PUMP & ENG.	9238	2121	FILTERS	26.60
PETTY CASH	9238	2130	STAMPS	23.20
PACIFIC BELL	9238	2534	RELAY PHONE 3/08 - 4/07	29.74
PG&E	9238	2535	ELEC. PUMP & L. TANK. 2/20 - 3/21	288.40
			TOTAL WATER EXPENSES =	\$1,157.56
RECREATION EXPENSES				
STATE FUND	9239	1701	WORKER'S COMP. INS. 1/5 - 4/5/94	42.76
PETTY CASH	9239	2130	STAMPS	5.28
PETTY CASH	9239	2133	TONER SUPPLIES	60.04
PETTY CASH	9239	2041BI	BISTRO EXPENSES FOR MARCH	50.63
JUANA GONZALES	9239	2096	BLDG. MAINT. 2/27 - 3/26	120.00
ABC CONSULTANTS	9239	2117	GENERAL MANAGER FEE, 4/94	450.00
ANDREA CHITOURAS	9239	2122	RENTAL DEPOSIT REFUND	150.00
DEBORAH MC DONALD	9239	2122	RENTAL DEPOSIT REFUND	75.00
ABC CONSULTANTS	9239	2117	GENERAL MANAGER FEE, 4/94	450.00
SHORELINE DISPOSAL	9239	2259	GARBAGE REMOVAL 1/94 - 6/94	161.00
PACIFIC BELL	9239	2534	COM. CENTER PAY PHONE THRU 3/19	35.06
PG&E	9239	3535	COM CENTER ELEC. THRU 3/21	68.86
			TOTAL RECREATION EXPENSES =	\$1,668.63
FIRE DIVISION EXPENSES				
STATE FUND	9240	1701	WORK. COMP. INS. BAL '93	83.64
STATE FUND	9240	1701	WORK. COMP. INS. BAL 1/5/94-4/5/94	578.27
ABC CONSULTANTS	9240	2117	GENERAL MANAGER FEE, 4/94	225.00
DUPLICATION PLUS	9240	2362	RAFFEL TICKETS FOR BBQ	452.45
CHEVRON	9240	2501	GAS FOR TRUCKS	30.50
GTE MOBILENET	9240	2534	MOBILE PHONE 3/1 - 3/31/94	35.67
GTE MOBILENET	9240	2534	MOBILE PHONE 4/1 - 4/30/94	35.67
			TOTAL FIRE EXPENSES =	\$1,441.20
			TOTAL HARRIS FUND EXPENSES =	\$0.00
			TOTAL GENERAL FUND EXPENSES =	6,074.39
			TOTAL OF ALL EXPENSES =	\$6,074.39

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors during their meeting on March 23, 1994.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Peter Rudnick, President

Donovan Macfarlane, General Manager

III. Water: The following comments summarize the activities for this department since the last Board meeting on March 23, 1994.

- A. General operations:** Harvey Pearlman has been on leave of absence, and his duties have been temporarily taken over by Aran Collier. Operations have been smooth, with the few difficulties limited to Aran's getting familiarized with the system and its improvements.

Water production has started to increase as we enter the warmer and dryer months. As production increases, the percentage of unaccounted for water loss is slightly decreasing as a percentage of the total.

Water samples were clear of coliforms, and the improved methodology in maintenance operations and sampling techniques is working.

- B. Billing system:** The computerized billing system is fully implemented, working well, and generally accepted by the consumers as an improvement. From a management tool, the following statistics are indicative of the system success:

1. We now have an accurate accounting and aging of the accounts receivable available. In addition, the detailed statements sent to customers with outstanding balances seems to have improved their understanding, resulting in improved collections. For example:

Gross receivables on 2/28/94	\$8,121
Gross receivables on 3/31/94	\$7,146
Gross receivables on 4/22/94	\$5,064

It should be noted that the receivables indicated in the budget report vary slightly from the above values. The difference results from internal water consumption billing, and differences in the account card balances versus the beginning accounts receivable used in 1992.

2. The number of delinquent customers (defined as those with an outstanding balance month's end) is gradually declining:

Number of delinquent customers on 2/28/94.	112
Number of delinquent customers on 3/31/94.93
Number of delinquent customers on 4/20/94.89

C. Recommended changes in the Water Policy and Procedures governing delinquent customers: Current policy, as adopted on 2/26/92 is as follows:

"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 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."
- 1. From a practical viewpoint, the current policy applied "by the book" does not function reasonably with prevailing District conditions. Consider:
 - a. Approximately 29% of the 146 customers average \$10.50/month.
 - b. Approximately 47% average less than \$20/month.
 - 2. Disconnection notices are perceived as threatening. Would a reasonable person issue a threat for less than \$40 after less than thirty days, or would this be considered harassment in small claims court?

3. The policy offers the District no method for recovering the additional costs incurred in monitoring delinquent bills. Regrettably, the cost of monitoring delinquent minimum bills often exceeds the value of the bill.
 4. The policy offers no incentive for paying the bills on time.
- D. The following changes to the policy quoted above are recommended for adoption by the Board.
1. Paragraph VIII-A, no changes.
 2. Change paragraph VIII- B to read as follows:

B. All overdue accounts will be charged a minimum service fee of \$1.50 for each delinquent bill for each month of delinquency, regardless of the delinquency amount. For example, if a \$10.50 bill becomes delinquent a service fee of \$1.50 will be charged, and a total of \$12.00 will be owed. If on the following month, the bill remains unpaid along with the subsequent month's bill of \$10.50, a service fee of \$3.00 will be charged and the two bills will total $\$10.50 + 1.50 + 10.50 + 3.00$ + plus the current month's billing.

Delinquent bills having an accumulated total of \$40 but less than \$90 plus the current month's new billing, will be issued a "Payment by Month's End" disconnection notice. In timely subsequence, a 72-hour Disconnection Notice will be delivered.

All delinquent bills having a total of \$90 plus the current month's billing will be issued a "Payment by Month's End" disconnection notice. In timely subsequence, a 72-hour Disconnection Notice will be delivered.

For delinquent bills of more than \$50 and providing the customer contacts the General Manager prior to the issuance of the 72-hour notice, the General Manager may arrange and agree to a time payment schedule. This shall be in the legal form of an interest bearing Note, for satisfaction of the delinquent amount. The payment schedule shall reduce the beginning delinquent balance by 1/5th (20%) each month, or by twice the amount of the customer's average bill for the past six months (or period of service if less than six months), whichever pays the delinquent bill most quickly. The interest rate for the Note shall be the San Francisco Federal Reserve Bank prime rate plus two (2) points.

During the agreed upon time payment plan, all new bills must be timely paid and maintained current. In the event that new bills become delinquent, a 72-hours disconnect notice shall be delivered, and the full outstanding balance must be satisfied to avoid service disconnection.

3. New paragraph VIII - C. Resumption of service after disconnection will require payments of past due amounts or a time payment agreement as detailed above. In addition, resumption of service will require a reconnection fee of \$50, plus a security deposit of \$100 or two (2) times the average of the largest monthly bill during the previous six month period, whichever is greater. Both the security deposit and the reconnection fee must be paid prior to resumption of service.
4. Change paragraph VIII - C to VIII - D, and to read as follows:
 - C. If payment or arrangement for payment of past due bills is not made within thirty (30) days after the 72-hour disconnection date, an intent to lien the property notice will be delivered; the County Health Department will be notified that the property is without water service; the meter will be removed; and the new meter installation fee prevailing at the time of reinstallation will become applicable. Filing of the lien, and enforcement shall be in compliance with California laws.

IV. Recreation: Installation of the new stove and kitchen base cabinets is now complete. The Directors, and citizens are encouraged to visit and use of these new facilities. Recent renters have been very complementary about these new facilities.

- A. Community Center policies and procedures: Judith will submit recommendations for modifications in the rental fees and the forms currently being used for rental of the community center.
- B. The "Muir Beach Quilters" have agreed to lcoordinate activities for obtaining new grant monies and donations, to assist in implementing the Community Block Grant improvements. Completion of these improvements must be implemented during the next fiscal year, or we will be in danger of losing the CBG funds. The current grants are for constructing door overhangs for protection of the doors, plus a combined repair and extension of the wood decking.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT, MONTHLY STATUS REPORT FOR MARCH 1994

WATER SYSTEM OPERATION: The standard operation services include:

1. Daily system check by the maintenance manager, including physical inspection of the storage tanks, chlorinator check, and completion of daily log entries. The GM also made two general inspections of the system and facilities.
2. Monthly bacteriological samples included one sample for the upper system and one sample for the lower system. Weekly chlorine residual samples were also taken. The bacteriological samples were free of coliforms, and chlorine residuals ranged from a high of 1 ppm to a low of 0.5 ppm..

WATER PRODUCTION

1.	Total volume of water produced	980,600	gallons
2.	Average daily production	31,632	gallons/day
3.	Maximum daily production	57,600	gallons
4.	Volume of water billed by customer meters, total	777,668	gallons
5.	Average daily customer water use	25,087	gallons/day
6.	Estimated maintenance water use.	32,650	gallons
7.	Unaccounted for water loss = 17.4% of production	170,262	gallons

SUPPORT ACTIVITIES: Support activities initiated and/or completed include:

1. Meeting with Aran Collier to discuss his relief of Harvey Pearlman, during Harvey's six weeks leave of absence. Harvey reviewed all maintenance procedures and toured the system with Aran to re-acquaint him with the facilities and improvements.
2. Collection of monthly bacteriological samples. See above comments.
3. Monthly line flushing as scheduled, and a more careful log of water consumed was utilized.
5. Weekly filter cleaning, using methodology to assure sterile conditions was implemented.

EMERGENCY REPAIRS/RESPONSE

NONE

NO SPECIAL SERVICES WERE PERFORMED

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR MAR. 1994**

**SUMMARY OF INCOME & EXPENSES FOR
GENERAL FUND 428 & HARRIS FUND 429
AND WELLS FARGO DEPOSITORY
WITH COMBINED FUNDS CASH BALANCE**

DESCRIPTION	REVISED	Y.T.D.		
	93-94 BUDGET	% of Budget		
Unrestricted General Fund 428 Balance 7/01/93 =	\$8,712			
Restricted W. Marin Fund Balance (County) 7/01/93 =	2,530			
Unrestricted Wells Fargo Account Balance 7/01/93 =	13,516			
Restricted 89/90 Walkathon funds =	440			
Restricted Children's Fund 92/93 =	17			
Restricted Basketball Fund 92/93 =	246			
Total Wells Fargo Opening Balance =	\$14,219			
			Year	March
			To Date	1994
			Summary	
Total G & A Department Expenditures	31,314	50%	15,668	2,165
Total G & A Department Revenue	36,674	82%	30,053	176
G & A Department Revenue - Expenditures	\$5,360		\$14,385	(\$1,989)
Total R & E Department Expenditures	9,380	71%	6,648	338
Total R & E Department Revenue	0	NA	0	0
R & E Department Revenue - Expenditures	(9,380)		(\$6,648)	(338)
Total Water Department Expenditures	46,649	74%	34,672	2,916
Total Water Department Revenue	54,600	84%	45,819	5,216
Water Department Revenue - Expenditures	\$7,951		\$11,147	\$2,300
Total Recreation Department Expenditures	23,006	50%	11,450	1,037
Total Recreation Department Revenue	15,671	47%	7,442	1,666
Recreation Dept. Revenue - Expenditures	(7,335)		(\$4,009)	629
Total Fire Department Expenditures	61,866	38%	23,571	1,223
Total Fire Department Revenue (Inc. Beg. W.F. bal.)	62,109	55%	34,397	8,850
Fire Department Revenue - Expenditures	243		\$10,826	7,627
Total Harris Fund Expenditures	75,080	105%	79,088	371
Total Harris Fund Income, Includes Beginning Balance	94,862	83%	79,023	0
Harris Fund Revenue - Expenditures	19,782		(\$66)	(371)
*TOTAL OF ALL DISTRICT REVENUE =	\$253,916 *		\$196,732	\$15,908
TOTAL OF ALL DISTRICT EXPENDITURES =	\$247,295		\$171,097	\$8,050
*REVENUE - EXPENDITURES =	\$16,621 *		\$25,636	\$7,859
* NOTE: Includes beginning MBVFD & Harris Fund balances				
CASH BALANCE IN COUNTY GENERAL FUND DEPOSITORY	12,844			\$20,101
CASH BALANCE IN COUNTY HARRIS DEPOSITORY 429 =	13,519			(66)
CASH BALANCE IN MBCSD WELLS FARGO DEPOSITORY =	14,219			14,363
CASH BALANCE IN MBVFD WELLS FARGO DEPOSITORY =	243			11,987
COMBINED CASH BALANCE OF ALL ACCOUNTS =	40,825			\$46,385

NOTE:

WELLS FARGO BALANCE INCLUDES 1ST NATIONWIDE BANK

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR MAR. 1994**

ROADS & EASEMENTS DEPARTMENT 9237

		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	March 1994
PERSONNEL EXPENDITURES					
1028	Maintenance Manager	\$450	59%	\$264	\$0
1073	Extra Hire Personnel	850	89%	760	0
1404	Social Security	99	79%	78	0
1701	Worker's Compensation Insurance	101	73%	74	0
2117	Cont. & Out. Serv., General Manager	4,050	75%	3,038	338
Total Personnel Expenditures =		\$5,550	76%	\$4,214	\$338

OPERATIONS & MAINTENANCE					
2059	General Insurance	\$805	100%	\$805	\$0
2077	Routine Repairs	1,000	46%	456	0
2078	General Maintenance	750	6%	48	0
2094	Roads reconstructed	1,125	100%	1,125	0
2137	Copier Expense, Notices	150	0%	0	0
2249	Small Tools & Instruments	0	NA	0	0
2501	Gas, oil & Gr.	0	NA	0	0
2741	Chipper	0	NA	0	0
Total Operations & Maint. Expenditures =		\$3,830	64%	\$2,434	\$0

TOTAL ROAD & EASEMENT EXPENDITURES =		\$9,380	71%	\$6,648	\$338
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ROADS & EASEMENTS REVENUE

REVENUE SOURCE					
9248	Restricted Donations & Fund Raisers	NA	NA	\$0	\$0
9772	General Income, Fees & Charges (non compliance)	0	NA	0	\$0
Total Roads & Easements Revenue =		\$0	0%	\$0	\$0

REVENUE - EXPENDITURES =		(9,380)		(\$6,648)	(\$338)
2720	Proportional cost of administration	6,263		3,134	433
ADJUSTED BALANCE =		(\$15,643)		(\$9,781)	(\$771)
ALLOCATION OF G&A REVENUES =		15,643		9,781	771
CLOSING BALANCE =		\$0		\$0	\$0

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR MAR. 1994
GENERAL & ADMINISTRATIVE DEPT. 9236**

OPERATIONS & MAINTENANCE PERSONNEL EXPENDITURES		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	March 1994
1003	District Secretary	\$3,600	69%	2,492	\$277
1005	Recording Secretary, Contract Service	0	ERR	0	0
1404	Social Security	275	69%	191	21
1701	Worker's Compensation Insurance	35	73%	26	0
2117	Cont. & Out. Serv., General Manager	12,150	75%	9,113	1,013
Total Personnel Expenditures =		\$16,061	74%	\$11,821	\$1,311

OPERATIONS & MAINTENANCE EXPENDITURES					
2049	Conferences & Meetings	\$350	28%	\$96	\$15
2059	General Insurance	403	100%	403	0
2119	Publications & Advertisement	0	ERR	0	0
2130	Postage & mail expense	150	74%	112	0
2133	Office Supplies	850	102%	863	51
2137	Administrative use of copier	600	0%	0	0
	2137M&S Copier Maintenance & Supplies	1,200	105%	1,255	565
2352	Auditor & County fees (SEE NOTE)	10,000	3%	310	0
2479	Mileage & Routine Travel	600	63%	379	179
2534	Telephone	500	62%	311	44
2720	Gen. Administrative Exp..	600	20%	118	0
Total Operations & Maint. Expenditures =		\$16,253	25%	\$3,846	\$865

NOTE: Auditor & County Fees include \$7,500 for 90-91 & 91-92 audit, \$2,000 for 93-94 audit, and \$500 for election/accounting fees.

CAPITAL EXPENDITURES					
4048	Building Improvements	\$0	NA	\$0	\$0
4093	Office computer, printer & software	0	NA	0	0
	4093OFF Equipment & furnishings (locking file cabinet)	0	NA	0	0
Total Capital Expenditures =		\$0	NA	\$0	\$0

TOTAL G & A EXPENDITURES =		\$31,314	50%	\$15,669	\$2,185
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NOTE G&A expenditures are incurred in administration of the overall District activities, and are necessary for the completion of these activities. The gross G&A expenditures will be distributed equally to each of the other departments, and G&A revenues will then be allocated to offset deficits.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR MAR. 1994**

GENERAL & ADMINISTRATIVE REVENUES

REVENUE SOURCE		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	March 1994
9001	Property Taxes, Secured	\$53,847	24%	\$13,160	\$0
9002	Property Taxes, Unsecured	972	87%	841	0
9003	Property Taxes, Secured delinquent	2,273	18%	404	0
9004	Property Taxes, Secured Redemption's	1,977	218%	4,301	51
9020	Special Dist. Augmentation Fund	416	82%	342	22
9041	Supplemental Assessment, current	0	NA	484	0
9043	Supplemental Assessment, redemption's	0	NA	54	54
	State appropriation to schools	(28,867)	NA	0	0
9280	Hoptr. St.	442	50%	221	0
9772	Copier Income, Cash & Cards	450	189%	851	48
	Enter Departmental Copier Use	1,550	0%	0	0
9280	General Income, Fees, Charges & fund transfers	3,614	260%	9,395	1
9377	Local Asst Grant, 91-92 WMFG	0	NA	0	0
Total G & A Revenue =		\$38,674	82%	\$30,053	\$176

G & A REVENUE - EXPENDITURES = \$5,380 268% \$14,385 (\$1,889)

**HARRIS FUND 429
WATER CAPITAL IMPROVEMENTS**

OPERATIONS & MAINTENANCE EXPENDITURES		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	March 1994
2059	General Liability Insurance & MBCSD fund transfers	\$805	100%	\$805	\$0
2395	Consulting Engineer	4,500	67%	3,000	0
4145	Harris Plan D-4, CHARLOTTE'S WAY	34,775	101%	34,965	0
4169	Harris Plan D-5, Starbuck extension	35,000	115%	40,318	371
TOTAL EXPENDITURES =		\$75,080	115%	\$79,088	\$371

REVENUE

9007	Special Tax Assessment	\$25,953	52%	\$13,494	\$0
9008	Special Assessment Tax, Delinquent	750	210%	1,575	0
9009	Special Assessment Redemption	0	NA	2,280	0
9031	Special Surcharge Account	1,260	5%	60	0
9201	Interest on unused Fund Balance	1,021	72%	735	0
9377	County Assistance Grant & MBCSD fund transfers	0	NA	(5,000)	0
TOTAL REVENUE RECEIVED =		\$28,983	45%	\$13,144	\$0

Beginning Cash Balance	\$65,879	\$65,879	\$396
Change in Balance, Income less Expenses	(46,097)	(65,945)	(371)
UNADJUSTED BALANCE =	\$19,782	(\$66)	(\$66)

2720	Proportional cost of administration	6,263	3,134	433
ENDING BALANCE =		\$13,519	(\$3,199)	(\$499)

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR MAR. 1994
WATER DEPARTMENT 9238**

		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	March 1994
PERSONNEL EXPENDITURES					
1003	District Secretary	\$3,600	77%	\$2,769	\$277
1028	Maintenance Manager	11,700	60%	7,077	858
1073	Extra Hire Personnel, (meter readers)	510	68%	345	0
1404	Social Security	1,209	64%	777	87
1513	Health Insurance	1,001	75%	751	167
1701	Worker's Compensation Insurance	944	52%	491	0
2117	Cont. & Out. Serv., General Manager	2,700	75%	2,025	225
2395	Prof. Consultant, Water Manager	3,500	86%	3,000	0
Total Personnel Expenditures =		\$25,165	68%	\$17,235	\$1,614

EXPENDITURES					
2058	Annual Inspection Fee	\$350	0%	\$0	\$0
2059	General Insurance	2,038	100%	2,038	0
2077	Routine Repairs	500	25%	124	0
2096	Building Repair	300	0%	0	0
2115	Lab Supplies & Testing	1,800	115%	2,062	309
2121	Miscellaneous expenses	NA	NA	696	125
2122	Refunds	600	17%	100	50
2130	Postage	200	60%	121	58
2133	Office Supplies	100	534%	534	285
2137	Copier Use	200	0%	0	0
2221	Public & Legal Notices	100	0%	0	0
2325	Contract Service - Maintenance	1,200	167%	1,999	0
2479	Mileage & Routine Travel	900	75%	675	150
2534	Telephone, Tank Control Relay	465	58%	270	59
2535	Electricity for pumps	5,800	53%	3,084	266
Total Operations Expenditures =		\$14,553	80%	\$11,703	\$1,302

Total Personnel & Operations Expenses =		\$39,718	73%	\$28,938	\$2,916
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GENERAL OPERATION CAPITAL EXPENDITURES					
4093	Equipment	\$1,000	98%	\$980	\$0
4160	Water Meters	506	NA	506	0
4162	Water Supply Study	225	100%	225	0
4169	Const. Proj. Impr. Cost., Reserve	3,100	80%	2,467	0
4197	Water System Repairs/Upgrade	2,100	74%	1,555	0
Total Capital Expenditures =		\$6,931	83%	\$5,733	\$0

TOTAL WATER EXPENDITURES =		\$45,649	74%	\$34,672	\$2,916
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WATER REVENUES

		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	March 1994
REVENUE SOURCE					
9025	Water Billing, gross billed	\$54,000	87%	\$46,723	\$4,366
	Revenue received	54,000	84%	45,119	5,066
	Accounts receivable	\$5,801	122%	7,090	7,090
9025R	Refundable Customer Deposits	600	33%	200	150
9377	Local Assistance Grant	0	NA	0	0
9763	Other Revenue, miscellaneous	0	NA	500	0
Cash Balance + Total Water Revenue =		\$54,600	84%	\$45,819	\$5,216

REVENUE - EXPENDITURES =		\$7,951		\$11,147	\$2,300
2720	Proportional cost of administration	6,263		3,134	433
ADJUSTED BALANCE =		(1,688)		\$8,013	1,867
ALLOCATION OF G&A REVENUES =		(1,688)		0	0
CLOSING BALANCE =		\$0		\$8,013	\$1,867

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR MAR. 1994
RECREATION DEPT. 9239**

		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	March 1994
PERSONNEL EXPENDITURES					
1028	Maintenance Manager	\$200	0%	\$0	\$0
1073	Building Cleaning Person	1,560	69%	1,080	120
1404	Social Security	135	61%	83	9
1701	Worker's Compensation Insurance	211	55%	117	0
2117	Cont. & Out. Serv., General Manager	5,400	75%	4,050	450
Total Personnel Expenditures =		\$7,506	71%	\$5,330	\$679

OPERATIONS & MAINTENANCE EXPENDITURES					
2041	Recreational Programs				
2041AF	Art Faire	50	0%	\$0	\$0
2041HD	Halloween Dance	0	NA	0	\$0
2041LD	Labor Day BBQ	400	0%	0	\$0
2041BA	Basketball	0	NA	0	\$0
2041BI	Bistro	900	43%	389	\$51
2041BR	Brunches	200	0%	0	\$0
2041CP	Children's Programs	225	30%	67	\$0
2041CD	Community Dinners	1,050	12%	125	\$0
2041MI	Miscellaneous	100	38%	38	\$0
2041TC	Tai Chi	800	63%	504	\$0
2059	General Insurance	2,038	100%	2,038	\$0
2077	Routine Repair	200	21%	43	\$0
2096	Building Maintenance & Repair	250	0%	0	\$0
2097	Grounds Maintenance	0	NA	0	\$0
2119	Publication Expense	200	54%	107	\$107
2121	Miscellaneous small expenses	0	NA	0	\$0
2122	Refunds of rental security deposits	1,750	94%	1,650	\$150
2133	Office Supplies & Postage	150	58%	87	\$42
2137	Copier Expense	250	0%	0	\$0
2259	Garbage Removal	321	48%	155	\$1
2366	Building Supplies	125	78%	97	\$0
2369	General Recreation Supplies	0	NA	0	\$0
2534	Telephone	380	74%	280	\$35
2535	Electricity for Community Center	1,000	54%	540	\$72
2536	Water Service	250	0%	0	\$0
Total Operations & Maintenance Expenditures =		\$10,639	68%	\$6,121	\$458

CAPITAL EXPENDITURES					
4045	Community Block Grant Improvements	4,861	0%	\$0	\$0
4048	Building Improvements	0	NA	0	0
4093	Equipment & Furnishings	0	NA	0	0
4243	Playground	0	NA	0	0
4381	Contingency Reserve	0	NA	0	0
Total Capital Expenditures =		\$4,861	0%	\$0	\$0

TOTAL RECREATION EXPENDITURES =		\$23,006	50%	\$11,450	\$1,037
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**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR MAR. 1994
RECREATION DEPARTMENT REVENUE**

REVENUE SOURCE		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	March 1994
9224	Grounds Rental, Playground	\$0	NA	\$0	\$0
9248	Restricted Donations		NA	0	0
9248BA	Basketball	0	NA	0	0
9248CP	Children's programs	200	98%	195	195
9255	Rental of Building	3,000	80%	2,386	208
9255CR	Children's Room rental	100	0%	0	0
9255RP	Playground rental	100	0%	0	0
9255R	Refundable Rental Deposits	1,750	86%	1,500	450
9761	Donations, General	100	25%	25	0
9811	Income from Recreation Programs		NA	0	0
9811AF	Art Faire	250	0%	0	0
9811BI	Bistro	1,700	72%	1,226	98
9811BR	Brunches	300	0%	0	0
9811CD	Community Dinners	1,750	40%	702	394
9811HD	Halloween Dance	250	0%	0	0
9811LD	Labor Day BBQ	0	NA	0	0
9811MI	Miscellaneous	160	0%	0	0
9811TC	Tai Chi	1,000	136%	1,358	323
9834	Resident Handbook, Ad Sales	150	33%	50	0
9900	Grant Revenue, Community Block Grant	4,861	0%	0	0
Total Recreation Program Revenue =		\$15,671	47%	\$7,442	\$1,686
TOTAL (REVENUE - EXPENDITURES) =		(\$7,336)		(\$4,009)	\$629
2720	Proportional cost of administration	6,263		3,134	433
ADJUSTED BALANCE =		(13,598)		(7,142)	196
ALLOCATION OF G&A REVENUES =		13,598		7,142	0
CLOSING BALANCE =		\$0		\$0	\$196

FIRE DEPARTMENT REVENUE

REVENUE SOURCE		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	March 1994
	Beginning Cash Balance, Wells Fargo account	\$23,822	100%	\$23,822	\$0
9377	West Marin Grant	8,848	100%	8,850	8,850
9400	Other Agency Aid, (Marin Fire Dept.)	4,130	0%	0	0
9611	Special fund raisers, shirt sales	4,310	0%	0	0
9763	Other Revenue, MBVFD Bar-B-Que	21,000	8%	1,725	0
Total Operational Revenue =		\$62,109	55%	\$34,397	\$8,850
REVENUE - EXPENDITURES =		243		10,826	7,627
2720	Proportional cost of administration	6,263		3,134	433
ADJUSTED BALANCE =		(\$6,020)		\$7,692	\$7,194
ALLOCATION OF G&A REVENUES =		6,020		0	0
CLOSING BALANCE =		0		7,692	7,194
Fire Station Reserve Fund		3,165			0
6985	Restricted Fire Station Bldg. Fund. =	9,933			

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR MAR. 1994
FIRE DEPARTMENT 9240**

OPERATIONS & MAINTENANCE PERSONNEL EXPENDITURES		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	March 1994
1701	Worker's Compensation Insurance, MBVFD Volunteers	3,108	72%	2,229	0
2117	Cont. & Out. Serv., General Manager	2,700	75%	2,025	225
Total Personnel Expenditures =		\$5,808	73%	4,254	\$225
OPERATIONS & MAINTENANCE EXPENDITURES					
2024	First aid and medical supplies	\$300	0%	\$0	\$0
2032	Volunteer support activities (See note)	1,200	24%	287	163
2041	Special fund raisers, Halloween Dance	500	13%	67	0
2050	Equipment testing, fire ext.	110	0%	0	0
2059	General Insurance, liability	1,611	100%	1,611	0
	2059VLI Vehicle liability insurance	2,754	100%	2,754	0
2085	Radio Maint. & Supply	400	0%	0	0
2086	Fire Trucks & Vehicle Maintenance	800	99%	789	235
2121	Miscellaneous expenses	100	1818%	1,818	151
2133	Office Supplies	100	13%	13	0
2137	Copier Use	100	0%	0	0
2267	Special projects, shirt inventory (see note)	8,800	54%	4,717	0
	2267TAX Sales tax on shirt sales (see note)	335	0%	0	0
2273	Training	0	NA	0	0
2362	Special Programs, Bar-B-Que, Food & Supplies	3,000	0%	14	0
	2362CASH Change fund for BBQ booths	800	0%	0	0
	2362INS Special liability insurance	380	0%	0	0
	2362MIS Miscellaneous (charcoal, wood, etc.)	650	0%	0	0
	2362RAF Raffle expenses	750	0%	0	0
	2362SAN Sanitary & garbage maint.	1,200	11%	135	0
	2362SEC Sheriff's patrol (See note)	470	46%	215	0
	2362WIN Beer, wine, softdrinks, etc.. (See note)	2,400	38%	904	0
2365	Miscellaneous equip. & supplies	200	55%	110	0
2501	Gas & Oil (See note)	300	49%	146	0
2534	GTE Mobilnet Cell. Phone Service	0	NA	243	36
2535	Fire house electricity & rent	150	24%	36	0
Total Operations & Maint. Expenditures =		\$27,410	51%	\$12,858	\$585
CAPITAL EXPENDITURES					
4048	New Fire Station Fund	\$3,000	0%	\$0	\$0
4169	Reserve for next year's Bar b Que funding	16,000	0%	0	0
4801	Misc.. Equip. & Small Tools	800	0%	0	0
4827	Spec. Equip., W. Marin Grant	8,848	62%	5,459	414
Total Capital Expenditures =		\$28,648	19%	\$5,459	\$414
TOTAL FIRE EXPENDITURES =		\$61,856		\$23,671	\$1,223

NOTE The 1993-94 budget includes carryover 1992-93 expenditures for the noted items.

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
FOR WEDNESDAY MARCH 23, 1994**

Directors present: President Peter Rudnick; Directors Dale Hopkins, Erin Pinto, and Steve Shaffer. Director Nancy Wolf Lee, had previously stipulated that she could not attend this meeting.

Staff present for the regular meeting: Donovan Macfarlane, General Manager/Recording Secretary.

- I. Call the regular meeting order.** President Rudnick called the meeting to order at 7: 23 PM
- II. Review and consideration of the Wednesday March 23, 1994 Agenda:** The GM distributed draft copies of the independent auditor's "Draft" letter outlining materials weaknesses in the forthcoming audit for fiscal years 1990-91 and 1991-92. He explained that the auditor would not be in attendance tonight, as he felt the Board should have more time to consider the comments in his letter. He will attend the next meeting and present the audit financial statements. The GM suggested deletion of item VII from the Agenda. Director Shaffer **moved** to approve the Agenda as modified; seconded by Director Pinto, ayes all.
- III. Bills to be paid:** There was a brief discussion concerning the bills to be paid, and Director Pinto **moved** to approve the original list of bills to be paid, received 3/01/93 through 3/17/93 and having a total amount of \$4224.48; seconded by Director Shaffer, ayes all. The GM then presented an addendum, including the bills received 3/18/93 through 3/23/93. Following a brief review, Director Pinto **moved** to approve the additional bills to be paid, having a total of \$371 in Harris fund expenditures and \$450.88 in general fund expenditures; seconded by Director Shaffer, ayes all.
- IV. Public Open time:** There was no request from the attending public to take the floor.
- V. Fire Department:** The GM reported that Chief Farkas had called just prior to the meeting, and said he was delayed at work. If he can break free he will arrive later; however, he did not believe he would be free in time. Volunteer John Sward reported that the MBVF Association is progressing, but did not have a formal report to make.

The GM reported that he had written a letter to Gerry Pearlman, reporting the Board's decision to have the MBVFD further consider the pool table use, and report back to the Board. The letter suggested that Mr. Pearlman attend the Volunteer's meeting, and tonight's Board meeting. Volunteer Sward reported that the Department's decision was to limit the use of the pool table to the volunteers.

- VI. Emergency/Safety Committee:** Ellen Mettler is still out of town, and the GM reported that he had nothing new to report at this time.
- VII. Water Department:** The GM reported on the following:
 - A. General operations:** Water production and consumption during February was minimal and in keeping with the norm for this time of year. He noted that unaccounted for water production at 19.1% is well within the norm for systems of our design.

- B. **Water samples:** The GM reviewed the presence of Coliforms, and explained that after considerable effort and testing the problem was found to be limited to a single residence. Improved sampling methodology has been instigated, combined with improved maintenance procedures. Water tests taken later in the month were free of Coliforms, and the Chlorine residuals were within acceptable tolerances ranging from 0.5 to 1 ppm.
- C. **Residential back flow devices:** The GM relayed his discussion with the County Health Official, during their annual inspection. It was suggested that we might consider the need for residential back flow devices, to protect the distribution system during times when our pressure is below normal, and in the upper areas where the residences have individual pressure boosting pumps. This was followed by a brief discussion, and the matter was tabled for future discussion.
- D. **Upper tank maintenance:** The GM reported that the dry rot condition in sections of the upper tank should be considered for repair in the next Harris Plan improvements, and be combined with the addition of a sand filter and piping control improvements. He noted that the current main drain, while well located in the tank, is difficult to control. Henry Hyde suggested improvements prior to his resignation. The Board received the information for further consideration, and no decision was made at this time.
- E. **Water billing:** The GM reported that approximately 30% of the water customers are having a problem understanding the lateness of the November water billing. He has spent considerable time on the phone explaining why the billing was so late, and the conversion from the manual system to the computer system.

All billing is in the computer now, beginning with an outstanding balance at the end of November. Input of the data prior to this balance would be time consuming and have little value. When necessary, individual account analysis may be compiled by manual compilation of the data cards.

A major advantage of the computer system is that it enables more detailed analysis of the bill paying patterns of the District's customers. The GM noted that our accounts receivable is rapidly returning to normal, as a result of the timely monthly billing. Future billings will be delivered prior to the 10th day of each month, using the new system.

VIII. Administration: The GM reported that an interest earning checking account had been opened through 1st Nationwide Bank, with an initial deposit of \$15,000. The remaining balance of funds will be transferred when all checks have cleared the Wells Fargo Depository. The necessary checks, deposit slips, and endorsement stamps have been ordered for the new depository.

- A. **Budget report:** All budget reductions and changes in the budget adopted by the Board have been included in the budget report. As now revised, the budget projects a positive balance of approximately \$3,000 in general funds at year end. However, the GM pointed out that the district needs approximately \$20,000 in general funds to carry thorough the beginning months of the next fiscal year, before tax revenues are received.

The GM reported that he has received no phone calls from volunteers for the proposed Budget Committee. Directors Shaffer and Hopkins indicated that they had not received any phone calls.

- B. **Recreation:** The GM reported that the new stove has been installed, and suggested that the Directors take time to inspect it. Director Shaffer suggested that a ventless filter fan be installed to avoid problems from grease fumes. All directors indicated their approval of the new facility.

The GM explained that the new sink counter and cabinets will be installed prior to the next board meeting. These improvements will total almost \$4,000 and are paid for from the Quilters "Art Faire" and "Quilt Raffle" income.

- IX. **Highway One project:** Director Pinto made a brief report on the latest information concerning the Big Lagoon project. She indicated that little has happened since the last meeting.
- X. **Approval of the Minutes for the January 26, 1994 meeting.** Director Pinto requested that the last sentence of the closing paragraph of Section VII B, be changed from "~~develop a closer working relationship~~" to *establish appropriate contract procedures for emergency circumstances*. Director Pinto **moved** to approve these minutes with the suggested amendments, seconded by director Hopkins, ayes all.
- XI. **Approval of the Minutes for the March 2, 1994 meeting.** Director Pinto suggested the following amendments:
- A. Place close quotes at the end of the quotation in the 3rd paragraph of Section V.
- B. Change the end of the 1st sentence in paragraph 4 of Section 5 from "~~and other concerns.~~" to *and other Board concerns*.
- C. Add ppm (parts per million) after the number 2, in the final sentence in Section VII-B-1.

Director Pinto then **moved** to approve these minutes as amended; seconded by Director Shaffer, ayes all.

The next meeting date is to on Wednesday April 27, 1994.

The meeting was adjourned at 9:38 P.M.

These minutes were approved by the Muir Beach Community Services District Board of Directors, during their meeting on _____.

Peter Rudniok, President

Attest: _____
Donovan Macfarlane, Recording Secretary

MUIR BEACH COMMUNITY SERVICES DISTRICT
GENERAL PURPOSE FINANCIAL STATEMENTS AND REPORT OF
INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

JUNE 30, 1992 AND 1991



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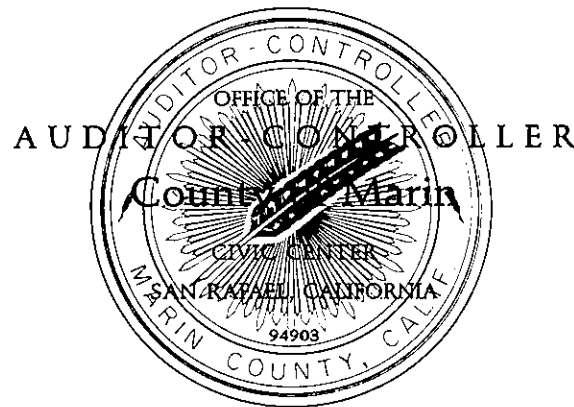
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RICHARD S. ARROW, CPA
Auditor-Controller

MILDRED VALENTINE, CPA

Assistant Auditor-Controller

Room #209 (415) 499-6154



INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Muir Beach Community Services District

We were engaged to audit the accompanying general purpose financial statements of Muir Beach Community Services District as of and for the years ended June 30, 1992 and June 30, 1991. These general purpose financial statements are the responsibility of Muir Beach Community Services District management.

We were not able to obtain sufficient competent evidential matter to satisfy ourselves as to the revenues and expenditures of the District's General Fund and the operating revenues and expenditures of the District's Water Service Fund because of inadequacies in the District's accounting records. In the accompanying general purpose financial statements, the revenues and expenditures for the General Fund are stated at \$90,905 and \$116,669, respectively, for the fiscal year ended June 30, 1992, and \$77,299 and \$59,254, respectively, for the fiscal year ended June 30, 1991. The operating revenues and expenditures of the District's Water Service Fund are stated at \$65,656 and \$43,725, respectively, for the year ended June 30, 1992, and \$72,888 and \$49,990, respectively, for the year ended June 30, 1991.

Since we were not able to obtain sufficient competent evidential matter to satisfy ourselves as to the revenues and expenditures of the District's General Fund and the operating revenues and expenditures of the District's Water Service Fund because of inadequacies in the District's accounting records, the scope of our work was not sufficient to enable us to express, and we do not express, an opinion on these financial statements.

Marin County Auditor-Controller

San Rafael, California
October 25, 1993

Muir Beach Community Services District
Combined Balance Sheet - All Fund Types
And Account Groups
June 30, 1992

	Governmental Fund Type	Proprietary Fund Type	Account Group	Total (Memorandum Only (Note 1))
	General Fund	Water Service Fund	General Fixed Assets	
ASSETS				
Cash	\$ 30,917	\$ 51,961		\$ 82,878
Receivables:				
Property tax receivable	2,108			2,108
Accounts receivable	1,320	6,363		7,683
Accounts receivable - Marin County grant		17,100		17,100
Interest receivable		262		262
Due from Water Service Fund	4,503			4,503
Due from General Fund		2,732		2,732
Property, plant, and equipment:				
Utility plant		250,901		250,901
Less: Accumulated depreciation		(33,424)		(33,424)
Construction in progress (Notes 3 and 4)		25,110		25,110
Building			\$ 172,545	172,545
Playground			24,548	24,548
Equipment			86,220	86,220
Paving and upgrading			69,629	69,629
Other assets:				
Preliminary survey and investments		7,498		7,498
Total Assets	\$ 38,848	\$ 328,503	\$ 352,942	\$ 720,293
LIABILITIES				
Accounts payable	\$ 2,700	\$ 10,863		\$ 13,563
Customer deposits		1,358		1,358
Due to General Fund		2,348		2,348
Due to Surcharge Fund	4,887			4,887
Total Liabilities	7,587	14,569		22,156
FUND EQUITY				
Contributed capital		101,220		101,220
Investment in general fixed assets			\$ 352,942	352,942
Retained earnings:				
Unreserved		212,714		212,714
Fund balances:				
Undesignated	31,261			31,261
Total Fund Equity	31,261	313,934	352,942	698,137
Total Liabilities and Fund Equity	\$ 38,848	\$ 328,503	\$ 352,942	\$ 720,293

Muir Beach Community Services District
Combined Balance Sheet - All Fund Types
And Account Groups
June 30, 1991

	Governmental Fund Type	Proprietary Fund Type	Account Group	Total (Memorandum Only (Note 1))
	General Fund	Water Service Fund	General Fixed Assets	
ASSETS				
Cash	\$ 54,989	\$ 60,473		\$ 115,462
Receivables:				
Property tax receivable - community	1,936			1,936
Accounts receivable		6,334		6,334
Interest receivable		1,277		1,277
Due from Water Service Fund	2,706			2,706
Property, plant, and equipment:				
Utility plant (Note 3)		203,763		203,763
Less: Accumulated depreciation		(28,379)		(28,379)
Construction in progress (Notes 3 and 4)		9,353		9,353
Building (Note 3)			\$ 168,210	168,210
Equipment - CSD (Note 3)			1,477	1,477
Equipment - Fire (Note 3)			79,563	79,563
Paving and upgrading (Note 3)			69,629	69,629
Other assets:				
Preliminary survey and investments (Note 5)		4,134		4,134
Total Assets	\$ 59,631	\$ 256,955	\$ 318,879	\$ 635,465
LIABILITIES				
Accounts payable	\$ 391	\$ 5,684		\$ 6,075
Customer deposits		1,180		1,180
Due to General Fund		491		491
Due to Water Service Fund	2,215			2,215
Total Liabilities	2,606	7,355		9,961
FUND EQUITY				
Contributed capital		62,812		62,812
Investment in general fixed assets			\$ 318,879	318,879
Retained earnings:				
Unreserved		186,788		186,788
Fund balances:				
Undesignated	57,025			57,025
Total Fund Equity	57,025	249,600	318,879	625,504
Total Liabilities and Fund Equity	\$ 59,631	\$ 256,955	\$ 318,879	\$ 635,465

Muir Beach Community Services District
Statement of Revenues, Expenditures, and Changes in Fund
Balance - Budget and Actual - General Fund
For the year ended June 30, 1992

	Budget	Actual	Variance— Favorable (Unfavorable)
Revenue:			
Tax apportionments	\$ 32,641	\$ 32,587	\$ (54)
State revenue	615	627	12
Augmentation funds	14,631	14,790	159
Interest	0	134	134
Rent	4,500	111	(4,389)
Intergovernmental revenues	13,389	0	(13,389)
Donations	13,800	11,226	(2,574)
Other miscellaneous income	5,060	31,430	26,370
Total Revenues	84,636	90,905	6,269
Expenditures:			
Salaries and benefits	23,880	28,049	(4,169)
Services and supplies	41,995	54,557	(12,562)
Fixed assets	28,430	34,063	(5,633)
Contingencies and reserves	18,469	0	18,469
Total Expenditures	112,774	116,669	(3,895)
Excess of Revenues Over			
(Under) Expenditures	(28,138)	(25,764)	2,374
Fund Balances - July 1	57,025	57,025	0
Fund Balances - June 30	\$ 28,887	\$ 31,261	\$ 2,374

Muir Beach Community Services District
Statement of Revenues, Expenditures, and Changes in Fund
Balance - Budget and Actual - General Fund
For the year ended June 30, 1991

	Budget	Actual	Variance— Favorable (Unfavorable)
Revenue:			
Tax apportionments	\$ 30,368	\$ 26,217	\$ (4,151)
State revenue	620	93	(527)
Augmentation funds	14,631	7,609	(7,022)
Interest	0	179	179
Rent	5,000	4,305	(695)
State mandated costs	1,500	0	(1,500)
Intergovernmental revenues	10,177	7,289	(2,888)
Donations	1,100	2,659	1,559
Other miscellaneous income	2,442	28,948	26,506
Total Revenues	65,838	77,299	11,461
Expenditures:			
Salaries and benefits	12,100	7,239	4,861
Services and supplies	36,840	45,745	(8,905)
Fixed assets	15,243	6,270	8,973
Contingencies and reserves	18,984	0	18,984
Total Expenditures	83,167	59,254	23,913
Excess of Revenues Over			
(Under) Expenditures	(17,329)	18,045	35,374
Other Financing Sources (Uses):			
Transfers - from Water Services	0	27,523	27,523
Excess of Revenues Over (Under)			
Expenditures and Other Uses	(17,329)	45,568	62,897
Fund Balances - July 1	9,293	9,293	0
Prior Period Adjustment (Note 6)	2,164	2,164	0
Fund Balances - July 1, 1990 as Adjusted	11,457	11,457	0
Fund Balances - June 30	\$ (5,872)	\$ 57,025	\$ 62,897

Muir Beach Community Services District
Statement of Revenues, Expenditures, and Changes in
Retained Earnings - Water Service
For the fiscal year ended June 30, 1992

	Budget	Actual	Variance: Favorable (Unfavorable)
Operating Revenues:			
Water Service charges	\$ 46,000	\$ 52,225	\$ 6,225
Surcharge	33,000	13,431	(19,569)
Total Operating Revenues	79,000	65,656	(13,344)
Operating Expenses:			
Salaries and benefits	17,620	4,884	12,736
Contractual services	9,000	4,500	4,500
Insurance	2,265	2,316	(51)
Supplies and materials	45,855	5,621	40,234
Heat, light, and power	5,000	5,440	(440)
Repairs and maintenance	5,860	15,626	(9,766)
Depreciation	0	5,045	(5,045)
Refunds	0	292	(292)
Contingencies and reserves	19,962	0	19,962
Total Operating Expenses	105,562	43,724	61,838
Net Operating Gain (Loss)	(26,562)	21,932	48,494
Non-operating Revenues:			
Interest	1,000	1,834	834
Total Non-Operating Revenues	1,000	1,834	834
Net Income (Loss)	(25,562)	23,766	49,328
Add: Depreciation on Fixed Assets			
Acquired by Grants and Shared Revenues			
Externally Restricted for Capital			
Acquisitions and Construction	0	2,160	2,160
Increase (Decrease) in Retained Earnings	(25,562)	25,926	51,488
Retained Earnings - July 1	186,788	186,788	0
Retained Earnings - June 30	\$ 161,226	\$ 212,714	\$ 51,488

Muir Beach Community Services District
Statement of Revenues, Expenditures, and Changes in
Retained Earnings - Water Service
For the fiscal year ended June 30, 1991

	Budget	Actual	Variance— Favorable (Unfavorable)
Operating Revenues:			
Water Service charges	\$ 44,000	\$ 47,827	\$ 3,827
Surcharge	26,000	25,061	(939)
Total Operating Revenues	70,000	72,888	2,888
Operating Expenses:			
Salaries and benefits	16,074	19,593	(3,519)
Contractual services	6,000	6,000	0
Insurance	2,045	2,145	(100)
Supplies and materials	65,670	4,931	60,739
Heat, light, and power	4,500	5,360	(860)
Repairs and maintenance	10,250	7,753	2,497
Depreciation	0	3,961	(3,961)
Refunds	100	247	(147)
Contingencies and reserves	27,628	0	27,628
Total Operating Expenses	132,267	49,990	82,277
Net Operating Gain (Loss)	(62,267)	22,898	85,165
Non-operating Revenues:			
Tax apportionments	0	5,145	5,145
State revenue	0	540	540
Augmentation funds	0	7,806	7,806
Interest	3,000	3,936	936
Total Non-Operating Revenues	3,000	17,427	14,427
Income before Operating Transfers	(59,267)	40,325	99,592
Operating Transfers:			
Transfer - out to General Fund	0	(27,523)	(27,523)
Net Income (Loss)	(59,267)	12,802	72,069
Add: Depreciation on Fixed Assets			
Acquired by Grants and Shared Revenues			
Externally Restricted for Capital			
Acquisitions and Construction	0	1,484	1,484
Increase in Retained Earnings	(59,267)	14,286	73,553
Retained Earnings, July 1	221,221	221,221	0
Retained Earnings - Prior Period			
Adjustment - Unreserved (Note 6)	(48,719)	(48,719)	0
Retained Earnings - July 1 as Adjusted	172,502	172,502	0
Retained Earnings, June 30	\$ 113,235	\$ 186,788	\$ 73,553

Muir Beach Community Services District
Statement of Cash Flows - Water Service
For the Fiscal Year Ended June 30, 1992

Cash Flows from Operating Activities:		
Net operating income (loss)		\$ 21,932
Adjustments to reconcile operating income to net cash provided by operating activities:		
Depreciation		5,045
Changes in assets and liabilities:		
(Increase) decrease in accounts receivable	\$ (29)	
Due from General Fund	(2,732)	
(Increase) decrease in deferred expenses	(3,364)	
Increase (decrease) in accounts payable	5,179	
Increase (decrease) in deposit payable	178	
Due to General Fund	1,857	
		<u>1,089</u>
Net Cash Provided by Operating Activities		28,066
Cash Flows from Non-Capital Financing Activities:		
Contributed capital	23,468	
Net Cash Provided by Non-Capital Financing Activities		23,468
Cash Flows from Capital and Related Financing Activities:		
Acquisition and construction of capital assets	(62,895)	
Net Cash Used in Capital and Related Financing Activities		(62,895)
Cash Flows from Investing Activities:		
Interest received		2,849
Net increase in Cash and Cash Equivalents		<u>(8,512)</u>
Cash and Cash Equivalents - Beginning of Year, as adjusted by prior period adjustments (Note 6)		60,473
Cash and Cash Equivalents - End of Year (Note 2)		<u>\$ 51,961</u>

**Muir Beach Community Services District
Statement of Cash Flows - Water Service
For the Fiscal Year Ended June 30, 1991**

Cash Flows from Operating Activities:

Net operating income (loss)		\$ 22,898
Adjustments to reconcile operating income to net cash provided by operating activities:		
Depreciation		3,961
Changes in assets and liabilities:		
(Increase) decrease in accounts receivable	\$ (4,842)	
Increase (decrease) in accounts payable	1,314	
Increase (decrease) in deposit payables	370	
Increase (decrease) in other payable	491	
		<u>(2,667)</u>
Net Cash Provided by Operating Activities		24,192

Cash Flows from Non-Capital Financing Activities:

Non-operating tax revenue	13,491	
Transfers to General Fund	<u>(27,523)</u>	
Net Cash Provided by Non-Capital Financing Activities		(14,032)

Cash Flows from Capital and Related Financing Activities:

Contributed capital	17,100	
Acquisition and construction of capital assets	<u>(29,713)</u>	
Net Cash Used in Capital and Related Financing Activities		(12,613)

Cash Flows from Investing Activities:

Interest received		<u>2,776</u>
Net increase in Cash and Cash Equivalents		323

Cash and Cash Equivalents - Beginning of Year,		
as adjusted by prior period adjustments (Note 6)		60,150
Cash and Cash Equivalents - End of Year (Note 2)		<u>\$ 60,473</u>

Muir Beach Community Services District

Notes to the General Purpose Financial Statements

June 30, 1992 and 1991

Note 1 – Significant Accounting Policies

Description of Reporting Entity

The Muir Beach Community Services District (hereafter known as "the District") is a separate governmental unit established as a special district of the State of California. The District provides water service, recreational service, roads and easement maintenance, and fire protection to the Muir Beach Community Services District and surrounding area. The District does not exercise oversight responsibility over any other governmental unit, thus, its financial statements do not include any financial activity of any other agency. It is not a component unit of any other reporting entity.

The District is governed by a five person Board of Directors ("the Board") elected for four year terms. The District's legal authority and responsibilities are contained in the California Government Code under the "Community Services District Law" sections 61000 through 61891.

Basis of Presentation - Fund Accounting

The accounts of the District are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise their assets, liabilities, fund equity, revenues and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped, in the general purpose financial statements in this report, into categories as follows:

Governmental Funds (Community Services and Fire Protection)

General Fund - The General Fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund. The General Fund includes the activities of the Community Services Center, roads and easements, and the Volunteer Fire Department.

Proprietary Funds (Water Service)

Enterprise Fund - The Enterprise Fund is used to account for operations that are financed in a manner similar to private business enterprises in that the costs of providing goods and services to the general public on a continuing basis are financed or recovered partly through user chargers. The District accounts for the operations of its water service on this basis.

Muir Beach Community Services District
Notes to the General Purpose Financial Statements

June 30, 1992 and 1991
(Continued)

Note 1 – Significant Accounting Policies (Continued)

Account Groups

General Fixed Assets Account Group- The General Fixed Assets Account Group is used to maintain accounting control and accountability for the District's fixed assets. The District's fixed assets are generally stated at historical cost or estimated historical cost. No depreciation has been charged against general fixed assets.

Grant Accounting

Grants awarded for Proprietary Fund operating purposes are recorded as nonoperating revenues when they are earned and are measurable. Grants awarded to Proprietary Funds which are restricted to the acquisition or construction of capital assets are recorded as contributed capital when earned.

Receivables

The District accrues water user charges, property taxes, surcharge assessments, and interest income.

Total Columns on Combined Statements

Total columns on the combined balance sheet and statement of revenues and changes in fund balances for governmental funds are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

Basis of Accounting

The Basis of Accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using the current financial resources measurement focus. Under this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) as changes in net current assets.

Muir Beach Community Services District

Notes to the General Purpose Financial Statements

June 30, 1992 and 1991

(Continued)

Note 1 – Significant Accounting Policies (Continued)

Basis of Accounting (Continued)

Governmental funds are maintained on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized in the accounting period they become measurable and available. The District considers revenues as available if they are collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Revenues considered susceptible to accrual include property taxes, interest and certain other intergovernmental revenues. Expenditures are recognized in the accounting period in which the liability is incurred.

Proprietary funds are maintained on the accrual basis of accounting wherein revenues are recognized in the period earned and expenses are recognized in the period incurred. Under this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. Fund equity (i.e., net total assets) is segregated into retained earnings components. Proprietary fund-type operating statements present increases (e.g., revenues) and decreases (e.g., expenses) as changes in net total assets.

Budgets and Budgetary Accounting:

An annual budget is adopted for the General Fund. The budget is presented on the modified accrual basis of accounting which is consistent with generally accepted accounting principles (GAAP). The General Manager develops a preliminary budget in June of each year and presents it to the Board for approval. The Board conducts public hearings and passes the budget before August 31st. The District publishes a public notice in the local paper before and after the preliminary budget has been passed.

Fixed dollar budgets and budgetary accounts are generally not used for enterprise activities, inasmuch as the enterprise agencies must be able to react to user demands as revenues and expenses fluctuate with the amount of service provided. However, the District does adopt a budget for its Water Services enterprise fund.

Muir Beach Community Services District

Notes to the General Purpose Financial Statements

June 30, 1992 and 1991

(Continued)

Note 1 – Significant Accounting Policies (Continued)

Contributed Capital

Enterprise funds record the following as contributed capital: cash transfers of equity from other funds, grants awarded for the acquisition of land, buildings and equipment, such assets contributed from other funds, water connection fees and contributions from developers.

Previously, the District reported restricted construction/acquisition grants as revenues and did not record contributions from other governmental entities, nor did the District record amortization of these contributions. The effects of these errors are corrected as a prior period adjustment to the financial statements for the fiscal year ended June 30, 1991 (see Note 6 - Prior Period Adjustments).

Fixed Assets - Enterprise Fund

Fixed assets of the enterprise fund are stated at historical cost or estimated historical cost if actual historical cost is not available. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized.

Depreciation is provided using the straight-line method over estimated useful lives which are determined in accordance with the suggested useful lives contained in the State of California Uniform Accounting System for Special Districts. In the absence of a suggested useful life for a depreciable asset, the District makes the determination of useful life.

Property Taxes

Property taxes are assessed, collected and distributed by the County of Marin in accordance with legislation. Secured property taxes are attached as an enforceable lien on real property located in the County of Marin as of March 1. Secured property taxes are levied each November 1 on the assessed value of the real property as of the prior March 1. Taxes are due in two equal installments on December 10 and April 10 following the levy date.

Under California law, secured property taxes are assessed and collected by the counties at up to 1% of assessed value, plus other increases approved by voters. The property taxes are pooled and then allocated to the cities and districts based upon complex formulas.

Muir Beach Community Services District

Notes to the General Purpose Financial Statements

June 30, 1992 and 1991

(Continued)

Note 1 – Significant Accounting Policies (Continued)

Property Taxes (Continued)

Unsecured property taxes are levied throughout the year beginning March 1st on the assessed value of personal property as of March 1st. For unsecured property tax bills issued between March 1st and June 30th, the amount is payable by August 31st. For unsecured property tax bills issued after June 30th, the amount of the tax is due 30 days after the bill is issued, but not later than February 28th/29th.

Water surcharges are assessed by the District Board of Directors before September 1st and adopted by ordinance. Water surcharges are incorporated on the property tax bill, and therefore are attached as an enforceable lien on real property located within the District. Water surcharges are due in two equal installments on December 10 and April 10 following the assessment date. The water surcharges are collected and distributed to the District by the County of Marin.

Muir Beach Volunteer Fire Department's Financial Activities

The financial activities of the Muir Beach Volunteer Fire Department are maintained in a checking and savings account with Wells Fargo Bank. Revenues are derived principally from fund-raising activities.

Excess of Expenditures Over Appropriations

At June 30, 1991, excesses of expenditures over appropriations in individual funds are as follows:

<u>Fund</u>	<u>Excess Expenditures</u>
General Fund:	
Services and supplies	\$ 8,905
Enterprise Fund:	
Salaries and benefits	3,519
Insurance	100
Heat, light, and power	860
Depreciation	3,961
Refunds	147
	<u>\$ 17,492</u>

Muir Beach Community Services District

Notes to the General Purpose Financial Statements

June 30, 1992 and 1991

(Continued)

Note 1 – Significant Accounting Policies (Continued)

Excess of Expenditures Over Appropriations (Continued)

At June 30, 1992, excesses of expenditures over appropriations in individual funds are as follows:

<u>Fund</u>	<u>Excess Expenditures</u>
General Fund:	
Salaries and benefits	\$ 4,169
Services and supplies	12,562
Fixed Assets	5,633
Enterprise Fund:	
Insurance	51
Heat, light, and power	440
Depreciation	5,045
Repairs and maintenance	9,766
Refunds	<u>292</u>
	<u>\$ 37,958</u>

As noted in our audit opinion, we were unable to perform sufficient audit procedures to determine the nature of these variances.

Note 2 – Cash and Investments

For the purposes of the statements of cash flows, cash and cash equivalents include all items of restricted and unrestricted cash and investments with original maturities of three months or less.

Cash and cash equivalents at June 30, 1992 and June 30, 1991 consist of the following:

	<u>June 30,</u>	
	<u>1992</u>	<u>1991</u>
Cash with Marin County Treasurer	\$ 56,741	\$ 94,500
Cash in Financial Institutions	26,126	20,962
Petty Cash	<u>11</u>	<u>-0-</u>
Total Cash	<u>\$ 82,878</u>	<u>\$ 115,462</u>

Muir Beach Community Services District

Notes to the General Purpose Financial Statements

June 30, 1992 and 1991

(Continued)

Note 2 – Cash and Investments (Continued)

Cash and Investments with Marin County Treasurer

At the request of the District's Board, moneys which need not be immediately available for the financing of the District's operations are deposited in the County Treasurer's pooled investment fund. The County Treasurer invests this fund pursuant to California Government Code Sections 53601, 53635 and 53637 which specify the investments allowed subject to certain limitations. The District earns interest on these deposits based on the daily earnings of the fund prorated to the District based on the ratio of the District's daily deposit balance to the total daily fund balance of the Treasurer's pooled investment fund. The audited financial statements of the County of Marin contain a complete disclosure of the investments in the pooled investment fund.

Cash with Financial Institutions

The District maintains three depository accounts with financial institutions for operational purposes. These deposits, up to \$100,000, are insured by the Federal Deposit Insurance Corporation (FDIC), to the extent that no one account exceeds \$100,000. At June 30, 1992 and 1991 there were no accounts in excess of \$100,000.

Note 3 – General Fixed Assets

Acquisitions of general fixed assets are recorded as expenditures in the general fund and are capitalized at cost in the general fixed asset account group. No depreciation is provided on general fixed assets.

Muir Beach Community Services District

Notes to the General Purpose Financial Statements

June 30, 1992 and 1991

(Continued)

Note 3 – General Fixed Assets (Continued)

A summary of changes in general fixed assets for the fiscal year ended June 30, 1991 is as follows:

	<u>Balance</u> <u>6-30-90</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>6-30-91</u>
<u>General Fixed Assets Account Group</u>				
<u>Community Services</u>				
Community Center	\$ 169,688	\$ -0-	\$ -0-	\$ 169,688
<u>Fire</u>				
Fire Truck	57,588	-0-	-0-	57,588
Utility Truck	500	-0-	-0-	500
Fire Equipment	7,420	6,270	-0-	13,690
Electronic Equipment	6,360	-0-	-0-	6,360
Breathing Apparatus	771	-0-	-0-	771
Fire Barn	<u>653</u>	<u>-0-</u>	<u>-0-</u>	<u>653</u>
Total Assets Fire	73,292	6,270	-0-	79,562
<u>Road Improvement</u>				
Paving and Upgrading	<u>69,629</u>	<u>-0-</u>	<u>-0-</u>	<u>69,629</u>
Total General Fixed Assets				
Account Group	<u>\$ 312,609</u>	<u>\$ 6,270</u>	<u>\$ -0-</u>	<u>\$ 318,879</u>
<u>Enterprise Fund</u>				
<u>Water</u>				
Land	\$ 5,044	\$ -0-	\$ -0-	\$ 5,044
Water Tanks	135,385	8,474	-0-	143,859
Water Meters	2,168	3,566	-0-	5,734
Pumps	23,373	8,320	-0-	31,693
Hydrants	415	-0-	-0-	415
Water Lines	16,231	-0-	-0-	16,231
Gas Tanks	<u>787</u>	<u>-0-</u>	<u>-0-</u>	<u>787</u>
Total utility plant	183,403	20,360	-0-	203,763
Construction in progress	<u>-0-</u>	<u>9,353</u>	<u>-0-</u>	<u>9,353</u>
	183,403	29,713	-0-	213,116
Less accumulated depreciation	<u>(22,778)</u>	<u>(5,601)</u>	<u>-0-</u>	<u>(28,379)</u>
Net Assets	<u>\$ 160,625</u>	<u>\$ 24,112</u>	<u>\$ -0-</u>	<u>\$ 184,737</u>

Muir Beach Community Services District

Notes to the General Purpose Financial Statements

June 30, 1992 and 1991

(Continued)

Note 3 – General Fixed Assets (Continued)

A summary of changes in general fixed assets for the fiscal year ended June 30, 1992 is as follows:

	Balance 6-30-91	Additions	Deletions	Balance 6-30-92
<u>General Fixed Assets Account Group</u>				
<u>Community Services</u>				
Community Center	\$ 169,688	\$ 3,735	\$ -0-	\$ 173,423
Computer	-0-	600	-0-	600
Playground	-0-	24,548	-0-	24,548
Total Assets Community Services	169,688	28,883	-0-	198,571
<u>Fire</u>				
Fire Truck	57,588	-0-	-0-	57,588
Utility Truck	500	-0-	-0-	500
Fire Equipment	13,690	3,746	-0-	17,436
Electronic Equipment	6,360	1,435	-0-	7,795
Breathing Apparatus	771	-0-	-0-	771
Fire Barn	653	-0-	-0-	653
Total Assets Fire	79,562	5,181	-0-	84,743
<u>Road Improvement</u>				
Paving and Upgrading	69,629	-0-	-0-	69,629
Total General Fixed Assets Account Group	\$ 318,879	\$ 34,064	\$ -0-	\$ 352,943
<u>Enterprise Fund</u>				
<u>Water</u>				
Land	\$ 5,044	\$ -0-	\$ -0-	\$ 5,044
Water Tanks	143,859	-0-	-0-	143,859
Water Meters	5,734	1,802	-0-	7,536
Pumps	31,693	-0-	-0-	31,693
Hydrants	415	7,458	-0-	7,873
Water Lines	16,231	-0-	-0-	16,231
Intertie D2	-0-	37,878	-0-	37,878
Gas Tanks	787	-0-	-0-	787
Total utility plant	203,763	47,138	-0-	250,901
Construction in progress	9,353	53,635	37,878	25,110
	213,116	100,773	37,878	276,011
Less accumulated depreciation	(28,379)	(5,045)	-0-	(33,424)
Net Assets	\$ 184,737	\$ 95,728	\$ 37,878	\$ 242,587

Muir Beach Community Services District

Notes to the General Purpose Financial Statements

June 30, 1992 and 1991

(Continued)

NOTE 4 - Construction In Progress

The Intertie D-2 project, known as Highway 1 and Frank Valley water flow improvement, was completed in July 1991 and \$37,878 of costs were transferred to the fixed asset account. The Intertie D-5, D-4 projects, known as Charlotte's Way - Sunset Way and Sunset Way - Pacific Way water flow improvement, continue to be construction in progress at June 30, 1992.

A summary of changes in construction in progress for the fiscal years ended June 30, 1991 and June 30, 1992 is as follows:

<u>Project</u>	<u>Balance</u> <u>6-30-90</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>6-30-91</u>
Intertie D2	\$ -0-	9,353	-0-	\$ 9,353

	<u>Balance</u> <u>6-30-91</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>6-30-92</u>
Intertie D2	\$ 9,353	28,525	37,878	\$ -0-
Intertie D5,D4	\$ -0-	25,110	-0-	\$ 25,110
Total construction in progress	\$ 9,353	53,635	37,878	\$ 25,110

NOTE 5 - Preliminary Survey and Investigation Charges

Per the State of California's State Controller's Manual of Accounting for Water Utilities, "all costs for preliminary surveys, plans, and investigations made for the purpose of determining the feasibility of projects under contemplation" shall be accounted for under preliminary survey and investigation charges. Should construction result, this account shall be credited and the appropriate asset charged. If the work is abandoned, the cost shall be written off as an expense. As of June 30, 1992, the District has accounted for preliminary charges of \$7,498 for ground water hydrologic study.

	<u>Balance</u> <u>6-30-90</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>6-30-91</u>
Ground Water Project	\$ -0-	4,134	-0-	\$ 4,134

	<u>Balance</u> <u>6-30-91</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>6-30-92</u>
Ground Water Project	\$ 4,134	3,364	-0-	\$ 7,498

Muir Beach Community Services District

Notes to the General Purpose Financial Statements

June 30, 1992 and 1991

(Continued)

Note 6 – Prior Period Adjustments

Enterprise Fund - Water Service Contributed Capital

As reported in Note 1 - Contributed Capital, construction grants and special assessments were incorrectly reported, and contributions from various sources and their related amortization were not recorded for Water Service. Prior period adjustments to Water Service's contributed capital to correct these errors are as follows:

		<u>Enterprise Fund</u> <u>Water Service</u>	
Balance July 1, 1990	\$ -0-	Balance June 30, 1991	\$62,812
Prior Period Adjustment:			
Additions:		Additions:	
Grant revenues	67,726	Grant revenues	17,100
Deductions:		Special assessment	
Depreciation	(4,914)		<u>23,468</u>
Balance June 30, 1991	<u>\$62,812</u>		40,568
		Deductions:	
		Depreciation	<u>(2,160)</u>
		Balance June 30, 1992	<u>\$101,220</u>

Retained Earnings

For the Water Service fund of the District, the balance of retained earnings as of June 30, 1990 have been restated from amounts previously reported because of prior period adjustments. Prior period adjustments to retained earnings for the Water Service fund of the District for the fiscal year ended June 30, 1991 are as follows:

	<u>Increase (Decrease) to Retained Earnings</u>
Accrual of interest income (See Note 1 - Receivables)	\$ 117
Correct depreciation previously recorded in error (See Note 1 - Fixed Assets)	(1,640)
Record contributed capital and its related amortization and fixed assets (See Note 1 - Contributed Capital)	<u>(47,196)</u>
Total Prior Period Adjustments to Retained Earnings - Unreserved, Undesignated	<u>\$ (48,719)</u>

Muir Beach Community Services District

Notes to the General Purpose Financial Statements

June 30, 1992 and 1991

(Continued)

Note 6 – Prior Period Adjustments (Continued)

General Fund

Fund Balance

The District's General Fund fund balance at June 30, 1990 has been restated from amounts previously reported because of prior period adjustments. Prior period adjustments to the District's General Fund fund balance for the fiscal year ended June 30, 1991 are as follows:

Accrual of property tax other receivables	
(See Note 1 - Receivables)	\$ <u>2,164</u>

Note 7 – California Constitution Article XIII B

Article XIII B, Section 1.5 of the California Constitution requires that "the annual calculation of the appropriations limit under this article for each entity of local government shall be reviewed as part of an annual financial audit." In connection with the audit of the general purpose financial statements of the District for the fiscal years ended June 30, 1992 and 1991, the following procedures are required to be performed by the independent auditors:

1. The auditors are to obtain the District's calculation for the Article XIII B Appropriations Limitation and determine that the limit was adopted by resolution of the Board of Directors.
2. The auditors are to inquire about whether population and price factor options included in the computation of each fiscal year's appropriations limit were selected annually by a recorded vote of the Board of Directors.
3. The auditors are to recompute the percentage change in population used to compute the population percent adjustment factor. The auditors are to agree the per capita increase adjustment factor to the notice from the State Department of Finance. The auditors are to multiply the two factors to obtain the total adjustment factor.
4. Using the District's calculation (procedure #1, above), the auditors are to multiply the prior year's limit by the total adjustment factor computed in procedure #2, above. The auditors are to agree the result to the current limit calculated in procedure #1, above.

Muir Beach Community Services District
Notes to the General Purpose Financial Statements

June 30, 1992 and 1991
(Continued)

Note 7 – California Constitution Article XIII B (Continued)

These procedures are substantially less in scope than would be necessary to render an opinion on the District's Appropriation Limit computation.

The independent auditors noted that the limit was not adopted by resolution of the Board of Directors, and that the population and price factor options included in the computation of the appropriations limit were not selected by a recorded vote of the Board of Directors.

Based on the application of the procedures referred to above, except for the effect, if any, of the matters noted in the preceding paragraph, nothing came to the independent auditor's attention that caused them to believe that the Appropriations limit was not computed in accordance with Article XIII B of the California Constitution.

Note 8 - Insurance

Primary coverage is furnished by the Special District Risk Management Authority (SDRMA). The SDRMA is an inter-governmental risk sharing joint powers authority, comprised of California special districts, which provides joint self-insurance for deductible portions and commercial coverage for the remainder of coverage. The SDRMA, as an independent agency, files all required reports on behalf of member Districts.

Coverage for the period August 1, 1990 through July 31, 1991, was as follows:

Underwritten by Lloyd's of London:

General and auto liability, and public officials' and employees' errors and omissions - \$1,250,000 per occurrence subject to the following deductibles:
\$2,000 per occurrence for first party property loss
\$500 per occurrence for third party general liability property damage
Coverage also includes \$100,000 blanket fidelity bond

Underwritten by Zurich American:

Comprehensive and Collision- on selected vehicles, with deductibles of \$500/\$1000.

Muir Beach Community Services District

Notes to the General Purpose Financial Statements

June 30, 1992 and 1991

(Continued)

Note 8 - Insurance (Continued)

Coverage for the period August 1, 1991 through July 31, 1992, was as follows:

Underwritten by Sphere Drake Insurance:

General and auto liability, and public officials' and employees' errors and omissions - \$1,250,000 per occurrence subject to the following deductibles:

\$500 per occurrence for third party general liability property damage

\$1,000 per occurrence for third party auto liability property damage

Coverage also includes \$100,000 blanket fidelity bond

Underwritten by St. Paul Surplus Lines Insurance:

Property loss - replacement cost of property, excluding vehicles, or stated value, if property is not replaced to a combined total of \$25,000,000 per occurrence, subject to a \$2,000 deductible per occurrence.

The Home Insurance Company :

Boiler and Machinery - Replacement cost excess of listed deductibles.

Note 9 - Contingencies

On August 31, 1988, Water Right Application 29331 was filed by Muir Beach Community Water District to divert 0.07 cubic foot per second year-round from Redwood Creek. Application 29331 was filed to legitimize diversions initiated 25 and 5 years prior to this date from two offstream wells.

Since that time, the District has been in correspondence with the State Water Resources Control Board regarding actions that must be taken by the District to comply with the federal Safe Drinking Water Act Amendments of 1986. If it is determined that the District's water supply from these two wells is found to be ground water under the direct influence of surface water, the District could encounter significant costs to address the situation.

The possibility of any further action on this issue by the State Water Resources Control Board is unknown and the possible financial impact on the District is not estimable.

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
FOR WEDNESDAY APRIL 27, 1994**

Directors present: President Peter Rudnick; Directors Dale Hopkins, Nancy Wolf Lee, Erin Pinto, and Steve Shaffer.

Staff present for the regular meeting: Fire Chief Bill Farkas; Donovan Macfarlane, General Manager & Recording Secretary.

- I. Call the regular meeting order.** President Rudnick called the meeting to order at 7:04 PM
- II. Review and consideration of the Wednesday April 27, 1994 Agenda:** The GM distributed copies of the "Redwood Creek Water Rights Assessment", prepared by the GGNRA, and suggested that Board members review the report for consideration during the next Board meeting. Director Pinto suggested that item "X. Highway One progress report" be deleted from the Agenda until further action is deemed necessary. Director Pinto **moved** to approve the Agenda as modified; seconded by Director Shaffer, ayes all.
- III. Independent auditor's report:** Mr. Bob Adler from the auditor's office reviewed the auditor's reports for fiscal years 1990-91 and 1991-92. In particular, he reviewed the list of nine (9) material weaknesses and six (6) reportable conditions contained in the letter of transmittal. There was a lengthy discussion, with Mr. Adler answering questions from all Board members. Mr. Adler completed his presentation noting that he understands that most of the material weaknesses have been corrected. He complimented the GM for his efforts and assistance in completing the audit.

Mr. Adler then discussed the pricing for the 1992-93 and 1993-94 audits, which should begin in fall of this year. In answers to questions from the Board, he noted that the total price of \$4,000 is just 160 hours at \$25 per hour. This price is contingent upon the records being adequate and not requiring the extensive efforts put forth in the 1990-91 & 1991-92 audit. The Board unanimously thanked Mr. Adler for his presentation, and generally acknowledged that the \$25 per hour charge is very reasonable for accounting services.
- IV. Bills to be paid:** There was a brief discussion concerning the bills to be paid, and it was noted that there was a duplication of billing for ABC Consultants, under Recreation. Director Hopkins **moved** to approve the list of bills to be paid, as amended by deleting the duplication, with a revised total amount of \$5,624.39; seconded by Director Shaffer, ayes all.
- V. Public Open time:** Residents Ellen Mettler, Kathy Sward, John Sward, and Judith Yamamoto were present in the audience, had listened to the auditor's report, and asked for clarification on several points. However, there was no request for additional matters to be discussed.

VI. Budget committee: Volunteers for the committee include Ellen Mettler, John Sward, and Judith Yamamoto, who were present in the audience. Volunteers Gordon Bennett and Linda Bishoff were not able to attend tonight's meeting. The volunteers were welcomed by the Board, and their community spirit commended. Following a brief discussion, it was decided to have the first meeting at 7 pm on Tuesday, ~~April~~ ^{May} 10, 1994 at the Pelican Inn. Directors Hopkins and Shaffer will attend.

VII. Fire Department: Chief Farkas reviewed the incident report for the time frame 3/9/94 through 4/17/94 including 8 emergency responses ranging from minor injuries to a death by accidental electrocution, a vehicle accident and a fire call.

Two training drills were conducted, reviewing rope rescue training and equipment.

The Chief reported that the pool table was to be used by the volunteers. this is in compliance with safety restrictions, and liability insurance restrictions on the hazardous fire equipment.

The Chief had no additional information on the progress being made by the volunteers in forming their non profit association, and reminded the Board that he will not be a member.

The Chief reported on the West Marin Fund meeting, with the MBCSD being granted \$8,850 for 1994-95, which is \$520 more than they had requested. He also noted that expenditures for repairs to the trucks amounting to more than \$2,000 were authorized.

The Chief then ² briefly reported on the beginning activities for the BB², and requested the GM to prepare a letter authorizing the volunteers to use the District's facilities. Also, the State has requested some revised wording for the special insurance, and John Sward will send the required wording to the GM for inclusion on the statement of insurance.

VIII. Emergency/Safety Committee: Ellen Mettler reported that progress has been very slow due to a lack of volunteers. She requested assistance in attracting additional volunteers, and it was decided that a circular should be sent with the next available water billing.

IX. Water Department: The GM reported on the following:

A. General operations: General operations are progressing well. Harvey has been on a leave of absence since April 6th, and Aran Collier has been filling in. The GM has also checked the tank levels, and well station on a twice weekly basis. Water production is below normal historical volume for this time of year, which reflects the reduction in unaccounted for water loss.

B. Billing procedures: The GM reviewed the improvement in accounts receivable resulting from the timely billing. Receivables have declined from more than \$8,000 at the end of February to just \$5,000 on April 22nd. The number of delinquent accounts has declined from 112 to just 89, during the same time frame, and the GM feels that many payments will be received prior to the month's end.

- C. **Water policies and procedures:** The GM briefly reviewed his suggested modifications in the current water policies and procedures. However, due to the length of the auditor's report, and the late time, he suggested the Board study the suggestions for detailed consideration during the next meeting.

X. **Administration:** The GM reported on the following administrative matters:

- A. **Budget:** The GM reported that the Wells Fargo account had been temporarily reopened with a \$30 cash deposit to cover a check to the State Health Services which has not cleared. He then noted that the 3/31/94 balance in the 1st Nationwide Bank account was \$26,350.

The County depository Fund 428 has a balance of \$20,101, and the Harris Fund 429 has a balance of (\$99). Actually, the Harris Fund has a positive balance with in the County; however, \$375 in Harris expenses have been paid from the independent depository.

- B. The West Marin Funds have a balance of \$5,921, and Chief Farkas indicated that he has ordered equipment that will use this balance.
- C. **Year end projected balances:** The GM noted that the budget reductions have been successful, and that projections of known and anticipated income versus expenditures indicate the year end balances will total approximately \$73,000 for all accounts.
- D. **Recreation:** The GM reported that the new cabinets have been installed, and suggested all Board members inspect them. Director Shaffer asked if the ventless filter fan he donated will be installed soon. Kathy Sward replied that the work has been scheduled.

The GM then noted that the "Quilters" have volunteered to coordinate the implementation of the Community Block Grant improvements. These improvements will require allocation of some District funding, and he will put this in the suggested 1994-95 budget. He pointed out that we must now use these funds, or be in danger of losing them.

Judith Yamamoto and Kathy Sward then reviewed suggested changes in the policies and procedures for rental of the community Center. This was followed by a general discussion, and the GM suggested that the commercial rental rates should be modified to encourage Muir Beach residents to use the facilities. After some consideration, it was decided to change the hourly commercial rate charges from \$35 to \$25 for residents; from \$35 to \$30 for Special Neighbors; and maintain the \$35 per hour charge for non-residents.

XI. **Approval of the Minutes for the March 23, 1994 meeting.** Director Pinto suggested the following amendments:

- A. Change the word approval to appreciation in the last sentence of Section VIII. B paragraph one.
- B. Add "Coastal Commission recommended Big Lagoon for mitigation" to the end of the 1st sentence in section IX.

- C. Correct the next meeting date sentence by striking the words "to on", and correct the adjournment time to 8:38 PM instead of 9:38 PM.

Director Shaffer **moved** to approve the minutes as ammended; seconded by Director Pinto; ayes all, with Director Lee abstaining as she was not present at the meeting. The minutes were revised by hand and signed by President Rudnick.

The next meeting date is Wednesday May 25, 1994.

The meeting was adjourned at 10:26 P.M.

These minutes were approved by the Muir Beach Community Services District Board of Directors, during their meeting on 5/25/94.


Peter Rudnick, President

Attest: 
Donovan Macfarlane, Recording Secretary

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FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
MAY 25, 1994 REGULAR BOARD OF DIRECTORS MEETING**

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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 MAY 25, 1994 AT 7:00 PM**

DIRECTORS: Peter Rudnick, president; Dale Hopkins, Nancy Wolf Lee, Erin Pinto, and Steven Shaffer, directors.

AGENDA

- I. Call the meeting to order.
- II. **Review and consideration of the May 25, 1994 Agenda.** Items may be added, deleted, and or changed in scheduled sequence from the posted Agenda. Items may be added for brief discussion; however, the Board can take no action on the added item except by a finding that a condition of emergency exists, in conformance with California law.
- III. **Bills to be paid:** Consideration of the bills to be paid, received subsequent to the bills submitted for approval during the April 27, 1994 regular meeting.
- IV. **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 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.

AT 8:30, A 15 MINUTE COFFEE BREAK WILL BE CALLED

V. Fire Department: The Fire Chief will report on the department's activities since the April 27, 1994 Board meeting. It is anticipated that a representative from the proposed MBVFD Association will be in attendance for additional discussion of the progress in the formation of the association.

VI. General Manager's report. The General manager will report on the following items.

- A. Budget Report:** The GM will review the District's budget report for the 1993-94 fiscal year through April 31, 1994.
- B. Water Report:** The GM will review the water department's activities since the last meeting, including the following items:
 - 1. A basic review of operational activities
 - 2. A report on the billing system, including a report on the water receipts cash flow analysis.
 - a. During the April 27, 1994 meeting, the suggestions for changes in water billing policies and procedures were deferred for consideration during the May 25, 1994 meeting.
 - b. During the March 2, 1994 meeting, the Board adopted a bi-monthly billing policy, as a cost saving measure. The GM will report the computer billing history as considered applicable to this policy, for the Board's consideration.
 - 3. During the April 27, 1994 meeting, copies of the GGNRA's "Redwood Creek Water Rights Assessment" were distributed to the Board members. This report will be open for discussion.
- C. Recreation:** The GM will report on the District's recreational activities

VII. Consideration of the Draft Minutes for the April 27, 1994 meeting.

ADJOURNMENT OR CONTINUATION.

MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 4/21/94 THROUGH 5/18/94

VENDER NAME	DIV. CODE	USE CODE	DESCRIPTION	AMOUNT
HARRIS FUND EXPENSES				
MARIN COUNTY	429	4145	TAX COLLECTOR'S FEES	\$249.00
TOTAL HARRIS FUND EXP. =				\$249.00
ADMINISTRATION EXPENSES				
HAZEL MELO	9236	1003	SECT'Y WAGES, 4/23 - 5/07, INC FICA	\$298.11
ABC CONSULTANTS	9236	2117	GENERAL MANAGER FEE, 5/94	1,012.50
ABC CONSULTANTS	9236	2479	TRAVEL 4/01/94 THRU 4/30/93, 74 MI.	18.50
ABC CONSULTANTS	9236	2534	TOLL CALLS, 3/05/94-5/04/94	16.15
MARIN COUNTY AUDITOR	9236	2352	AUDIT FOR 1990-91 & 1991-92	7,500.00
MARIN COUNTY ELECTIONS	9236	2352	BALANCE DUE ON 7/14/93 ELECTION	343.97
PACIFIC BELL	9236	2534	GEN. MGR. OFFICE PHONE 3/12-4/11	15.55
TOTAL G&A EXPENSES =				\$9,204.78
ROADS & EASEMENT EXPENSES				
ABC CONSULTANTS	9237	2117	GENERAL MANAGER FEE, 5/94	\$337.50
TOTAL R&E EXPENSES =				\$337.50
WATER DIVISION EXPENSES				
HAZEL MELO	9238	1003	SECT'Y WAGES, 5/08-5/21, INC FICA	\$298.11
MARIN DEPT. OF HEALTH	9238	2115	WATER SAMPLE ANALYSIS 4/4/94, 2S.	30.00
PARADISE POOL SERVICE	9238	2115	CHLORINE SUPPLIES	19.31
BREJLE & RACE LAB'S	9238	2115	WATER TESTS 2/22 & 24/94, 3S	45.00
DEPT. OF HEALTH SERVICES	9238	2121	REPLACE VOIDED CHECK #1097	30.00
FORSTER PUMP & ENG.	9238	2121	FILTERS	26.60
PETTY CASH	9238	2130	STAMPS	28.48
PACIFIC BELL	9238	2534	RELAY PHONE 4/08-5/07/94	30.07
PG&E	9238	2535	ELEC. PUMP & L. TANK. 3/22-4/19	301.46
TOTAL WATER EXPENSES =				\$809.03
RECREATION EXPENSES				
PETTY CASH	9239	2041BI	BISTRO EXPENSES FOR APRIL 94	45.47
JUANA GONZALES	9239	2096	BLDG. MAINT. 4/24-5/21/94, INC. FICA	129.18
ABC CONSULTANTS	9239	2117	GENERAL MANAGER FEE, 5/94	450.00
STEPHEN DYBSKY	9239	2122	RENTAL DEPOSIT REFUND	45.00
SANDY RISSE	9239	2122	RENTAL DEPOSIT REFUND	150.00
PETTY CASH	9239	2366	MISC. BUILDING SUPPLIES	12.01
PACIFIC BELL	9239	2534	COM. CENTER PAY PHONE THRU 4/19	35.06
PG&E	9239	3535	COM CENTER ELEC. 3/22-4/19/94	66.15
TOTAL RECREATION EXPENSES =				\$932.87
FIRE DIVISION EXPENSES				
ABC CONSULTANTS	9240	2117	GENERAL MANAGER FEE, 4/94	225.00
WELLS FARGO BANK	9240	2121	SERVICE CHARGES MARCH & APRIL	18.00
DUPLICATION PLUS	9240	2362	300 FLYERS FOR BBQ	41.15
ANDRE PESSIS	9240	2362	MUSIC ROOM FOR BBQ BAND PRACTICE	40.00
LAZZAR FUEL	9240	2362	CHARCOAL FOR BBQ	165.62
GTE MOBILENET	9240	2534	MOBILE PHONE 5/1-5/31	35.64
TOTAL FIRE EXPENSES =				\$525.41
TOTAL HARRIS FUND EXPENSES =				\$249.00
TOTAL GENERAL FUND EXPENSES =				11,809.59
TOTAL OF ALL EXPENSES =				\$12,058.59

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors during their meeting on May 27, 1994.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Peter Rudnick, President

Donovan Macfarlane, General Manager

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

TO: The Board of Directors
FROM: Donovan Macfarlane, General Manager
DATE: May 20, 1994
FOR: Board of Directors Regular Meeting, Wednesday, May 25, 1994.

- I. ADMINISTRATION:** The following administrative items require Board consideration, and possible action by the Board.
- A. District's independent depository:** The 1st Nationwide Bank depository balance on April 30, 1994 was \$34,162, including \$28,920 in general funds and \$5,242 in fire Department funds.
 - B. Wells Fargo Depository:** The check to the State Health Department was returned by the State, with a request for additional information on the test application. Wells Fargo has been instructed to close this account by depositing the remaining funds to the 1st Nationwide depository. A new check will be issued to the State Health department.
- II. Budget report:** The following comments are offered concerning the April report:
- A. Harris fund:** We have received the 1st increment of the 2nd half year's revenue. The Fund now has a positive balance of \$10,115 after deducting the tax collector's collection fee of \$249, and a reduction of \$27 in interest earned.
 - B. County general fund:** The County general fund balance has increased to \$31,134 with deposits from tax and water revenues. However, review of the bills to be paid will show necessary withdrawals of almost \$9,000 to cover payroll, election fees, and auditor fees.
 - C. Income and expenses:** Gross income during April was \$36,102 versus gross expenditures of \$7,077 yielding a net increase in District equity of \$29,026.
 - D. West Marin Funds:** The MBVFD had \$6,701 remaining in West Marin funds at the end of April.
- III. Water:** The following comments summarize the activities for this department since the last Board meeting on April 27, 1994.
- A. General operations:** Aran Collier continued filling in for Harvey, and operations have been free of any severe problems. Water production has been normal to slightly less than normal for this time of year.

No unusual leaking has occurred, so far as visual inspection can determine, and the storage tanks are functioning normal. Water samples have been free of coliform, with trace chlorine levels in the minimal range.

- B. Billing system:** Billing for the month of April was based on the average customer use during 1994, and as previously discussed, meters were not read during Harvey's absence. Collections have substantially improved, with \$10,056 received in water revenues during April.

Gross receivables on 4/30/94	\$3,231.59
Gross billing for April 94	\$3,810.72

A total of 42 accounts were classified as delinquent on April 30, 1994, and 12 accounts had a credit balance of more than \$1. Most of the delinquent accounts are in a current status as of the time of this report. However, four ten day notices may be required if payments are not received by May 25, 1994.

THE FOLLOWING INFORMATION IS REPEATED FROM THE APRIL 27, 1994 GENERAL MANAGER'S REPORT, FOR CONVENIENT REFERENCE. CONSIDERATION WAS DEFERRED TO THE MAY MEETING.

- C. Recommended changes in the Water Policy and Procedures governing delinquent customers:** Current policy, as adopted on 2/26/92 is as follows:

"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. Resumptions 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.
- 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 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."

1. From a practical viewpoint, the current policy applied "by the book" does not function reasonably with prevailing District conditions. Consider:
 - a. Approximately 29% of the 146 customers average \$10.50/month.
 - b. Approximately 47% average less than \$20/month.
 2. Disconnection notices are perceived as threatening. Would a reasonable person issue a threat for less than \$40 after less than thirty days, or would this be considered harassment in small claims court?
 3. The policy offers the District no method for recovering the additional costs incurred in monitoring delinquent bills. Regrettably, the cost of monitoring delinquent minimum bills often exceeds the value of the bill.
 4. The policy offers no incentive for paying the bills on time.
- D. The following changes to the policy quoted above are recommended for adoption by the Board.
1. Paragraph VIII-A, no changes.
 2. Change paragraph VIII- B to read as follows:

B. All overdue accounts will be charged a minimum service fee of \$1.50 for each delinquent bill for each month of delinquency, regardless of the delinquency amount. For example, if a \$10.50 bill becomes delinquent a service fee of \$1.50 will be charged, and a total of \$12.00 will be owed. If on the following month, the bill remains unpaid along with the subsequent month's bill of \$10.50, a service fee of \$3.00 will be charged and the two bills will total \$10.50 + 1.50 + 10.50 + 3.00 + plus the current month's billing.

Delinquent bills having an accumulated total of \$40 but less than \$90 plus the current month's new billing, will be issued a "Payment by Month's End" disconnection notice. A timely subsequent 72-hour Disconnection Notice will be delivered.

All delinquent bills having a total of \$90 plus the current month's billing will be issued a "Payment by Month's End" disconnection notice. A timely subsequent 72-hour Disconnection Notice will be delivered.

For delinquent bills of more than \$50 and providing the customer contacts the General Manager prior to the issuance of the 72-hour notice, the General Manager may arrange and agree to a time payment schedule. This shall be in the legal form of an interest bearing Note, for satisfaction of the delinquent amount. The payment schedule shall reduce the beginning delinquent balance by 1/5th (20%) each month, or by twice the amount of the customer's average bill for the past six months (or period of service if less than six months), whichever pays the delinquent bill most quickly. The interest rate for the Note shall be the San Francisco Federal Reserve Bank prime rate plus two (2) points.

During the agreed upon time payment plan, all new bills must be timely paid and maintained current. In the event that new bills become delinquent, a 72-hours disconnect notice shall be delivered, and the full outstanding balance must be satisfied to avoid service disconnection.

3. New paragraph VIII - C. Resumptions of service after disconnection will require payments of past due amounts or a time payment agreement as detailed above. In addition, resumptions of service will require a re-connection fee of \$50, plus a security deposit of \$100 or two (2) times the average of the largest monthly bill during the previous six month period, whichever is greater. Both the security deposit and the re-connection fee must be paid prior to resumptions of service.

4. Change paragraph VIII - C to VIII - D, and to read as follows:

C. If payment or arrangement for payment of past due bills is not made within thirty (30) days after the 72-hour disconnection date, an intent to lien the property notice will be delivered; the County Health Department will be notified that the property is without water service; the meter will be removed; and the new meter installation fee prevailing at the time of reinstallation will become applicable. Filing of the lien, and enforcement shall be in compliance with California laws.

- IV. **Recreation:** Most new recreation have been postponed for consideration until after the MBVFD BBQ. Harvey has indicated that he and Nina would possibly coordinate the next Labor Day BBQ as a general community fund raiser.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT, MONTHLY STATUS REPORT FOR APRIL 1994**

WATER SYSTEM OPERATION: The standard operation services include:

1. The regular maintenance manager is on leave of absence, and Aran Collier is temporarily filling in and performs the daily physical inspection of the storage tanks, chlorinator check, and completion of daily log entries. The GM has temporarily increased his inspection to a twice weekly general inspections of the system and facilities.
2. Monthly bacteriological samples included one sample for the upper system and one sample for the lower system. Marin County Health reported the tests free of coliform.presence.

WATER PRODUCTION

1.	Total volume of water produced	1,029,600	gallons
2.	Average daily production	34,320	gallons/day
3.	Maximum daily production	44,700	gallons
4.	Volume of water billed by customer meters, total	NA	gallons
5.	Average daily customer water use	NA	gallons/day
6.	Estimated maintenance water use.	34,000	gallons
7.	Unaccounted for water loss = NA of production	NA	gallons

SUPPORT ACTIVITIES: Support activities initiated and/or completed include:

1. Meetings with Aran Collier to discuss his maintenance work, and the lmainenance of production logs.
2. One service disconnected for non payment of bit of bills, after thirty day and ten day notices were not responded to.
3. Monthly line flushing as scheduled, and a more careful log of water consumed was utilized.
5. Weekly filter cleaning, using methodology to assure sterile conditions was implemented.

EMERGENCY REPAIRS/RESPONSE

NONE

NO SPECIAL SERVICES WERE PERFORMED

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR APR. 1994**

**SUMMARY OF INCOME & EXPENSES FOR
GENERAL FUND 428 & HARRIS FUND 429
AND 1ST NATIONWIDE DEPOSITORY
WITH COMBINED FUNDS CASH BALANCE**

DESCRIPTION	REVISED 93-94 BUDGET	Y.T.D. % of Budget	Year	
			To Date Summary	April 1994
Unrestricted General Fund 428 Balance 7/01/93 =	\$8,712			
Restricted W. Marin Fund Balance (County) 7/01/93 =	2,530			
Unrestricted Wells Fargo Account Balance 7/01/93 =	13,516			
Restricted 89/90 Walkathon funds =	440			
Restricted Children's Fund 92/93 =	17			
Restricted Basketball Fund 92/93 =	246			
Total Wells Fargo Opening Balance =	\$14,219			
Total G & A Department Expenditures	31,314	55%	17,144	1,476
Total G & A Department Revenue	36,674	117%	42,888	12,835
G & A Department Revenue - Expenditures	\$5,360		\$25,744	\$11,359
Total R & E Department Expenditures	9,380	74%	6,985	338
Total R & E Department Revenue	0	NA	0	0
R & E Department Revenue - Expenditures	(9,380)		(\$6,985)	(338)
Total Water Department Expenditures	46,649	79%	36,898	2,226
Total Water Department Revenue	54,600	102%	55,875	10,056
Water Department Revenue - Expenditures	\$7,951		\$18,977	\$7,830
Total Recreation Department Expenditures	23,006	56%	12,797	1,347
Total Recreation Department Revenue	15,671	58%	9,150	1,709
Recreation Dept. Revenue - Expenditures	(7,335)		(\$3,647)	382
Total Fire Department Expenditures	61,866	46%	28,597	1,441
Total Fire Department Revenue (Inc. Beg. W.F. bal.)	62,109	57%	35,470	1,073
Fire Department Revenue - Expenditures	243		\$6,873	(388)
Total Harris Fund Expenditures	81,343	98%	79,337	249
Total Harris Fund Income, Includes Beginning Balance	94,862	94%	89,452	10,430
Harris Fund Revenue - Expenditures	13,519		\$10,115	10,181
TOTAL OF ALL DISTRICT REVENUE = \$263,916 *			\$232,835	\$36,102
TOTAL OF ALL DISTRICT EXPENDITURES = \$253,569			\$181,759	\$7,077
*REVENUE - EXPENDITURES = \$10,356 *			\$51,076	\$29,026
* NOTE: Includes beginning MBVFD & Harris Fund balances				
CASH BALANCE IN COUNTY GENERAL FUND DEPOSITORY	7,838			\$31,134
CASH BALANCE IN COUNTY HARRIS DEPOSITORY 429 =	13,519			10,115
CASH BALANCE IN MBCSD 1ST NATIONWIDE DEPOSITORY	14,219			28,920
CASH BALANCE IN MBVFD 1ST NATIONWIDE DEPOSITORY	243			5,242
COMBINED CASH BALANCE OF ALL ACCOUNTS =	35,819			\$75,410

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR APR. 1994**

ROADS & EASEMENTS DEPARTMENT 9237

		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	April 1994
PERSONNEL EXPENDITURES					
1028	Maintenance Manager	\$450	59%	\$264	\$0
1073	Extra Hire Personnel	850	89%	760	0
1404	Social Security	99	79%	78	0
1701	Worker's Compensation Insurance	101	73%	74	0
2117	Cont. & Out. Serv., General Manager	4,050	83%	3,375	338
Total Personnel Expenditures =		\$5,550	82%	\$4,951	\$338

OPERATIONS & MAINTENANCE					
2059	General Insurance	\$805	100%	\$805	\$0
2077	Routine Repairs	1,000	46%	456	0
2078	General Maintenance	750	6%	48	0
2094	Roads reconstructed	1,125	100%	1,125	0
2137	Copier Expense, Notices	150	0%	0	0
2249	Small Tools & Instruments	0	NA	0	0
2501	Gas, oil & Gr.	0	NA	0	0
2741	Chipper	0	NA	0	0
Total Operations & Maint. Expenditures =		\$3,830	64%	\$2,434	\$0

TOTAL ROAD & EASEMENT EXPENDITURES =		\$9,380	74%	\$6,985	\$338
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ROADS & EASEMENTS REVENUE

REVENUE SOURCE					
9248	Restricted Donations & Fund Raisers	NA	NA	\$0	\$0
9772	General income, Fees & Charges (non compliance)	0	NA	0	\$0
Total Roads & Easements Revenue =		\$0	0%	\$0	\$0

REVENUE - EXPENDITURES =		(9,380)		(\$6,985)	(\$338)
2720	Proportional cost of administration	6,263		3,429	295
ADJUSTED BALANCE =		(\$15,643)		(\$10,414)	(\$633)
ALLOCATION OF G&A REVENUES =		15,643		10,414	633
CLOSING BALANCE =		\$0		\$0	\$0

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR APR. 1994
GENERAL & ADMINISTRATIVE DEPT. 9236**

OPERATIONS & MAINTENANCE PERSONNEL EXPENDITURES		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	April 1994
1003	District Secretary	\$3,600	77%	2,769	\$277
1005	Recording Secretary, Contract Service	0	NA	0	0
1404	Social Security	275	77%	212	21
1701	Worker's Compensation Insurance	35	92%	32	7
2117	Cont. & Out. Serv., General Manager	12,150	83%	10,125	1,013
Total Personnel Expenditures =		\$16,061	82%	\$12,138	\$1,317

OPERATIONS & MAINTENANCE EXPENDITURES					
2049	Conferences & Meetings	\$350	28%	\$96	\$0
2059	General Insurance	403	100%	403	0
2119	Publications & Advertisement	0	NA	0	0
2130	Postage & mail expense	150	74%	112	0
2133	Office Supplies	850	102%	863	0
2137	Administrative use of copier	600	0%	0	0
	2137M&S Copier Maintenance & Supplies	1,200	105%	1,255	0
2352	Auditor & County fees (SEE NOTE)	10,000	3%	310	0
2479	Mileage & Routine Travel	600	71%	425	47
2534	Telephone	500	65%	323	13
2720	Gen. Administrative Exp..	600	36%	218	100
Total Operations & Maint. Expenditures =		\$16,253	26%	\$4,085	\$159

NOTE: Auditor & County Fees include \$7,500 for 90-91 & 91-92 audit, \$2,000 for 93-94 audit, and \$500 for election/accounting fees.

CAPITAL EXPENDITURES					
4048	Building Improvements	\$0	NA	\$0	\$0
4093	Office computer, printer & software	0	NA	0	0
	4093OFF Equipment & furnishings (locking file cabinet)	0	NA	0	0
Total Capital Expenditures =		\$0	NA	\$0	\$0
TOTAL G & A EXPENDITURES =		\$31,314	68%	\$17,143	\$1,476

NOTE G&A expenditures are incurred in administration of the overall District activities, and are necessary for the completion of these activities. The gross G&A expenditures will be distributed equally to each of the other departments, and G&A revenues will then be allocated to offset deficits.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR APR. 1994**

GENERAL & ADMINISTRATIVE REVENUES		REVISED	Y.T.D.	YEAR TO	
		93-94	% of	DATE	April
REVENUE SOURCE		BUDGET	Budget	TOTALS	1994
9001	Property Taxes, Secured	\$53,847	42%	\$22,579	\$9,419
9002	Property Taxes, Unsecured	972	87%	841	0
9003	Property Taxes, Secured delinquent	2,273	18%	404	0
9004	Property Taxes, Secured Redemption's	1,977	218%	4,301	0
9020	Special Dist. Augmentation Fund	416	83%	343	2
9041	Supplemental Assessment, current	0	NA	484	0
9043	Supplemental Assessment, redemption's	0	NA	54	0
	State appropriation to schools	(28,867)	NA	0	0
9280	Hoptr. St.	442	51%	223	2
9772	Copier Income, Cash & Cards	450	201%	904	53
	Enter Departmental Copier Use	1,550	0%	0	0
9280	General Income, Fees, Charges & fund transfers	3,614	353%	12,755	3,360
9377	Local Asst Grant, 91-92 WMFG	0	NA	0	0
Total G & A Revenue =		\$36,674	117%	\$42,868	\$12,835

G & A REVENUE - EXPENDITURES =	\$5,380	480%	\$25,744	\$11,359
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**HARRIS FUND 429
WATER CAPITAL IMPROVEMENTS**

OPERATIONS & MAINTENANCE EXPENDITURES		REVISED	Y.T.D.	YEAR TO	
		93-94	% of	DATE	April
		BUDGET	Budget	TOTALS	1994
2059	General Liability Insurance & MBCSD fund transfers	\$805	100%	\$805	\$0
2395	Consulting Engineer	4,500	67%	3,000	0
4145	Harris Plan D-4, CHARLOTTE'S WAY	34,775	101%	35,214	249
4169	Harris Plan D-5, Starbuck extension	35,000	115%	40,318	0
TOTAL EXPENDITURES =		\$75,080	115%	\$79,337	\$249

REVENUE

9007	Special Tax Assessment	\$25,953	92%	\$23,951	\$10,457
9008	Special Assessment Tax, Delinquent	750	210%	1,575	0
9009	Special Assessment Redemption	0	NA	2,280	0
9031	Special Surcharge Account	1,260	5%	60	0
9201	Interest on unused Fund Balance	1,021	69%	708	(27)
9377	County Assistance Grant & MBCSD fund transfers	0	NA	(5,000)	0
TOTAL REVENUE RECEIVED =		\$28,983	81%	\$23,573	\$10,430

Beginning Cash Balance	\$65,879	\$65,879	(886)
Change in Balance, Income less Expenses	(46,097)	(55,764)	10,181
UNADJUSTED BALANCE =	\$19,782	\$10,115	\$10,115

2720	Proportional cost of administration	6,263	3,429	295
ENDING BALANCE =		\$13,318	\$6,686	\$9,820

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR APR. 1994
WATER DEPARTMENT 9238**

		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	April 1994
PERSONNEL EXPENDITURES					
1003	District Secretary	\$3,600	92%	\$3,323	\$554
1028	Maintenance Manager	11,700	66%	7,731	654
1073	Extra Hire Personnel, (meter readers)	510	68%	345	0
1404	Social Security	1,209	72%	870	92
1513	Health Insurance	1,001	75%	751	0
1701	Worker's Compensation Insurance	944	74%	700	210
2117	Cont. & Out. Serv., General Manager	2,700	83%	2,250	225
2395	Prof. Consultant, Water Manager	3,500	86%	3,000	0
Total Personnel Expenditures =		\$25,165	75%	\$18,970	\$1,735

EXPENDITURES					
2058	Annual Inspection Fee	\$350	0%	\$0	\$0
2059	General Insurance	2,038	100%	2,038	0
2077	Routine Repairs	500	25%	124	0
2096	Building Repair	300	0%	0	0
2115	Lab Supplies & Testing	1,800	116%	2,089	27
2121	Miscellaneous expenses	NA	NA	799	103
2122	Refunds	600	17%	100	0
2130	Postage	200	75%	149	28
2133	Office Supplies	100	549%	549	14
2137	Copier Use	200	0%	0	0
2221	Public & Legal Notices	100	0%	0	0
2325	Contract Service - Maintenance	1,200	167%	1,999	0
2479	Mileage & Routine Travel	900	75%	675	0
2534	Telephone, Tank Control Relay	465	65%	300	30
2535	Electricity for pumps	5,800	58%	3,372	288
Total Operations Expenditures =		\$14,553	84%	\$12,194	\$491

Total Personnel & Operations Expenses = \$39,718 78% \$31,164 \$2,226

GENERAL OPERATION CAPITAL EXPENDITURES					
4093	Equipment	\$1,000	98%	\$980	\$0
4160	Water Meters	506	NA	506	0
4162	Water Supply Study	225	100%	225	0
4169	Const. Proj. Impr. Cost., Reserve	3,100	80%	2,467	0
4197	Water System Repairs/Upgrade	2,100	74%	1,555	0
Total Capital Expenditures =		\$6,931	83%	\$5,733	\$0

TOTAL WATER EXPENDITURES = \$46,649 79% \$36,898 \$2,226

WATER REVENUES

		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	April 1994
REVENUE SOURCE					
9025	Water Billing, gross billed	\$54,000	94%	\$50,533	\$3,810
	Revenue received	54,000	102%	55,175	10,056
	Accounts receivable	\$5,801	15%	844	844
9025R	Refundable Customer Deposits	600	33%	200	0
9377	Local Assistance Grant	0	NA	0	0
9763	Other Revenue, miscellaneous	0	NA	500	0
Cash Balance + Total Water Revenue =		\$54,600	102%	\$55,975	\$10,056

REVENUE - EXPENDITURES = \$7,951 \$18,977 \$7,630

2720	Proportional cost of administration	6,263		3,429	295
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ADJUSTED BALANCE = 1,888 15,548 7,525

ALLOCATION OF G&A REVENUES = (1,688) 0 0

CLOSING BALANCE = \$0 \$15,548 \$7,525

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR APR. 1994
RECREATION DEPT. 9239**

PERSONNEL EXPENDITURES		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	April 1994
1028	Maintenance Manager	\$200	0%	\$0	\$0
1073	Building Cleaning Person	1,560	81%	1,260	180
1404	Social Security	135	72%	96	14
1701	Worker's Compensation Insurance	211	76%	160	43
2117	Cont. & Out. Serv., General Manager	5,400	83%	4,500	450
Total Personnel Expenditures =		\$7,506	80%	\$6,016	\$687

OPERATIONS & MAINTENANCE EXPENDITURES					
2041	Recreational Programs				
2041AF	Art Faire	50	0%	\$0	\$0
2041HD	Halloween Dance	0	NA	0	\$0
2041LD	Labor Day BBQ	400	0%	0	\$0
2041BA	Basketball	0	NA	0	\$0
2041BI	Bistro	900	48%	434	\$45
2041BR	Brunches	200	0%	0	\$0
2041CP	Children's Programs	225	30%	67	\$0
2041CD	Community Dinners	1,050	12%	125	\$0
2041MI	Miscellaneous	100	38%	38	\$0
2041TC	Tai Chi	800	63%	504	\$0
2059	General Insurance	2,038	100%	2,038	\$0
2077	Routine Repair	200	21%	43	\$0
2096	Building Maintenance & Repair	250	0%	0	\$0
2097	Grounds Maintenance	0	NA	0	\$0
2119	Publication Expense	200	54%	107	\$0
2121	Miscellaneous small expenses	0	NA	0	\$0
2122	Refunds of rental security deposits	1,750	111%	1,940	\$290
2133	Office Supplies & Postage	150	98%	147	\$60
2137	Copier Expense	250	0%	0	\$0
2259	Garbage Removal	321	99%	316	\$161
2366	Building Supplies	125	78%	97	\$0
2369	General Recreation Supplies	0	NA	0	\$0
2534	Telephone	380	83%	315	\$35
2535	Electricity for Community Center	1,000	61%	609	\$69
2536	Water Service	250	0%	0	\$0
Total Operations & Maintenance Expenditures =		\$10,639	64%	\$6,781	\$660

CAPITAL EXPENDITURES					
4045	Community Block Grant Improvements	4,861	0%	\$0	\$0
4048	Building Improvements	0	NA	0	0
4093	Equipment & Furnishings	0	NA	0	0
4243	Playground	0	NA	0	0
4381	Contingency Reserve	0	NA	0	0
Total Capital Expenditures =		\$4,861	0%	\$0	\$0

TOTAL RECREATION EXPENDITURES =		\$23,006	58%	\$12,787	\$1,347
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**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR APR. 1994
FIRE DEPARTMENT 9240**

OPERATIONS & MAINTENANCE PERSONNEL EXPENDITURES		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	April 1994
1701	Worker's Compensation Insurance, MBVFD Volunteers	3,108	93%	2,891	662
2117	Cont. & Out. Serv., General Manager	2,700	83%	2,250	225
Total Personnel Expenditures =		\$5,808	89%	\$5,141	\$887
OPERATIONS & MAINTENANCE EXPENDITURES					
2024	First aid and medical supplies	\$300	0%	\$0	0
2032	Volunteer support activities (See note)	1,200	24%	287	0
2041	Special fund raisers, Halloween Dance	500	13%	67	0
2050	Equipment testing, fire ext.	110	0%	0	0
2059	General Insurance, liability	1,611	200%	3,222	0
	2059VLI Vehicle liability insurance	2,754	200%	5,508	0
2085	Radio Maint. & Supply	400	0%	0	0
2086	Fire Trucks & Vehicle Maintenance	800	99%	789	0
2121	Miscellaneous expenses	100	1818%	1,818	0
2133	Office Supplies	100	13%	13	0
2137	Copier Use	100	0%	0	0
2267	Special projects, shirt inventory (see note)	8,800	54%	4,717	0
	2267TAX Sales tax on shirt sales (see note)	335	0%	0	0
2273	Training	0	NA	0	0
2362	Special Programs, Bar-B-Que, Food & Supplies	3,000	0%	14	0
	2362CASH Change fund for BBQ booths	800	0%	0	0
	2362INS Special liability insurance	380	0%	0	0
	2362MIS Miscellaneous (charcoal, wood, etc.)	650	0%	0	0
	2362RAF Raffle expenses	750	60%	452	452
	2362SAN Sanitary & garbage maint.	1,200	11%	135	0
	2362SEC Sheriff's patrol (See note)	470	46%	215	0
	2362WIN Beer, wine, softdrinks, etc.. (See note)	2,400	38%	904	0
2365	Miscellaneous equip. & supplies	200	55%	110	0
2501	Gas & Oil (See note)	300	59%	177	31
2534	GTE Mobilnet Cell. Phone Service	0	NA	243	0
2535	Fire house electricity & rent	150	71%	107	71
Total Operations & Maint. Expenditures =		\$27,410	69%	\$18,776	\$554
CAPITAL EXPENDITURES					
4048	New Fire Station Fund	\$3,000	0%	\$0	\$0
4169	Reserve for next year's Bar b Que funding	16,000	0%	0	0
4801	Misc.. Equip. & Small Tools	800	0%	0	0
4827	Spec. Equip., W. Marin Grant	8,848	53%	4,679	0
Total Capital Expenditures =		\$28,648	16%	\$4,679	\$0
TOTAL FIRE EXPENDITURES =		\$61,986		\$28,597	\$1,441

NOTE The 1993-94 budget includes carryover 1992-93 expenditures for the noted items.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR APR. 1994
RECREATION DEPARTMENT REVENUE**

REVENUE SOURCE		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	April 1994
9224	Grounds Rental, Playground	\$0	NA	\$0	\$0
9248	Restricted Donations		NA	0	0
9248BA	Basketball	0	NA	0	0
9248CP	Children's programs	200	98%	195	0
9255	Rental of Building	3,000	105%	3,156	770
9255CR	Children's Room rental	100	0%	0	0
9255RP	Playground rental	100	0%	0	0
9255R	Refundable Rental Deposits	1,750	120%	2,100	600
9761	Donations, General	100	25%	25	0
9811	Income from Recreation Programs		NA	0	0
9811AF	Art Faire	250	0%	0	0
9811BI	Bistro	1,700	83%	1,407	181
9811BR	Brunches	300	0%	0	0
9811CD	Community Dinners	1,750	40%	702	0
9811HD	Halloween Dance	250	0%	0	0
9811LD	Labor Day BBQ	0	NA	0	0
9811MI	Miscellaneous	160	0%	0	0
9811TC	Tai Chi	1,000	152%	1,515	158
9834	Resident Handbook, Ad Sales	150	33%	50	0
9900	Grant Revenue, Community Block Grant	4,861	0%	0	0
Total Recreation Program Revenue =		\$15,871	58%	\$8,150	\$1,709
TOTAL (REVENUE - EXPENDITURES) =		(\$7,336)		(\$3,647)	\$382
2720	Proportional cost of administration	6,263		3,429	295
ADJUSTED BALANCE =		(13,598)		(7,076)	67
ALLOCATION OF G&A REVENUES =		13,598		7,076	0
CLOSING BALANCE =		\$0		\$0	\$67

FIRE DEPARTMENT REVENUE

REVENUE SOURCE		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	April 1994
	Beginning Cash Balance, Wells Fargo account	\$23,822	100%	\$23,822	\$0
9377	West Marin Grant	8,848	100%	8,850	0
9400	Other Agency Aid, (Marin Fire Dept.)	4,130	0%	0	0
9611	Special fund raisers, shirt sales	4,310	0%	0	0
9763	Other Revenue, MBVFD Bar-B-Que	21,000	13%	2,798	1,073
Total Operational Revenue =		\$62,109	57%	\$35,470	\$1,073
REVENUE - EXPENDITURES =		243		6,673	(368)
2720	Proportional cost of administration	6,263		3,429	295
ADJUSTED BALANCE =		(\$6,020)		\$3,444	(\$663)
ALLOCATION OF G&A REVENUES =		6,020		0	663
CLOSING BALANCE =		0		3,444	0
	Fire Station Reserve Fund	3,165			415
6985	Restricted Fire Station Bldg. Fund. =	9,933			

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
FOR WEDNESDAY APRIL 27, 1994**

Directors present: President Peter Rudnick; Directors Dale Hopkins, Nancy Wolf Lee, Erin Pinto, and Steve Shaffer.

Staff present for the regular meeting: Fire Chief Bill Farkas; Donovan Macfarlane, General Manager & Recording Secretary.

- I. Call the regular meeting order.** President Rudnick called the meeting to order at 7:04 PM
- II. Review and consideration of the Wednesday April 27, 1994 Agenda:** The GM distributed copies of the "Redwood Creek Water Rights Assessment", prepared by the GGNRA, and suggested that Board members review the report for consideration during the next Board meeting. Director Pinto suggested that item "X. Highway One progress report" be deleted from the Agenda until further action is deemed necessary. Director Pinto **moved** to approve the Agenda as modified; seconded by Director Shaffer, ayes all.
- III. Independent auditor's report:** Mr. Bob Adler from the auditor's office reviewed the auditor's reports for fiscal years 1990-91 and 1991-92. In particular, he reviewed the list of nine (9) material weaknesses and six (6) reportable conditions contained in the letter of transmittal. There was a lengthy discussion, with Mr. Adler answering questions from all Board members. Mr. Adler completed his presentation noting that he understands that most of the material weaknesses have been corrected. He complimented the GM for his efforts and assistance in completing the audit.

Mr. Adler then discussed the pricing for the 1992-93 and 1993-94 audits, which should begin in fall of this year. In answers to questions from the Board, he noted that the total price of \$4,000 is just 160 hours at \$25 per hour. This price is contingent upon the records being adequate and not requiring the extensive efforts put forth in the 1990-91 & 1991-92 audit. The Board unanimously thanked Mr. Adler for his presentation, and generally acknowledged that the \$25 per hour charge is very reasonable for accounting services.
- IV. Bills to be paid:** There was a brief discussion concerning the bills to be paid, and it was noted that there was a duplication of billing for ABC Consultants, under Recreation. Director Hopkins **moved** to approve the list of bills to be paid, as amended by deleting the duplication, with a revised total amount of \$5,624.39; seconded by Director Shaffer, ayes all.
- V. Public Open time:** Residents Ellen Mettler, Kathy Sward, John Sward, and Judith Yamamoto were present in the audience, had listened to the auditor's report, and asked for clarification on several points. However, there was no request for additional matters to be discussed.

- VI. Budget committee:** Volunteers for the committee include Ellen Mettler, John Sward, and Judith Yamamoto, who were present in the audience. Volunteers Gordon Bennett and Linda Bishoff were not able to attend tonight's meeting. The volunteers were welcomed by the Board, and their community spirit commended. Following a brief discussion, it was decided to have the first meeting at 7 pm on Tuesday, April 10, 1994 at the Pelican Inn. Directors Hopkins and Shaffer will attend.
- VII. Fire Department:** Chief Farkas reviewed the incident report for the time frame 3/9/94 through 4/17/94 including 8 emergency responses ranging from minor injuries to a death by accidental electrocution, a vehicle accident and a fire call.

Two training drills were conducted, reviewing rope rescue training and equipment.

The Chief reported that the pool table was to be used by the volunteers. this is in compliance with safety restrictions, and liability insurance restrictions on the hazardous fire equipment.

The Chief had no additional information on the progress being made by the volunteers in forming their non profit association, and reminded the Board that he will not be a member.

The Chief reported on the West Marin Fund meeting, with the MBCSD being granted \$8,850 for 1994-95, which is \$520 more than they had requested. He also noted that expenditures for repairs to the trucks amounting to more than \$2,000 were authorized.

The Chief then briefly reported on the beginning activities for the BBB, and requested the GM to prepare a letter authorizing the volunteers to use the District's facilities. Also, the State has requested some revised wording for the special insurance, and John Sward will send the required wording to the GM for inclusion on the statement of insurance.

- VIII. Emergency/Safety Committee:** Ellen Mettler reported that progress has been very slow due to a lack of volunteers. She requested assistance in attracting additional volunteers, and it was decided that a circular should be sent with the next available water billing.

- IX. Water Department:** The GM reported on the following:

- A. General operations:** General operations are progressing well. Harvey has been on a leave of absence since April 6th, and Aran Collier has been filling in. The GM has also checked the tank levels, and well station on a twice weekly basis. Water production is below normal historical volume for this time of year, which reflects the reduction in unaccounted for water loss.
- B. Billing procedures:** The GM reviewed the improvement in accounts receivable resulting from the timely billing. Receivables have declined from more than \$8,000 at the end of February to just \$5,000 on April 22nd. The number of delinquent accounts has declined from 112 to just 89, during the same time frame, and the GM feels that many payments will be received prior to the month's end.

- C. **Water policies and procedures:** The GM briefly reviewed his suggested modifications in the current water policies and procedures. However, due to the length of the auditor's report, and the late time, he suggested the Board study the suggestions for detailed consideration during the next meeting.

X. **Administration:** The GM reported on the following administrative matters:

- A. **Budget:** The GM reported that the Wells Fargo account had been temporarily reopened with a \$30 cash deposit to cover a check to the State Health Services which has not cleared. He then noted that the 3/31/94 balance in the 1st Nationwide Bank account was \$26,350.

The County depository Fund 428 has a balance of \$20,101, and the Harris Fund 429 has a balance of (\$99). Actually, the Harris Fund has a positive balance with in the County; however, \$375 in Harris expenses have been paid from the independent depository.

- B. The West Marin Funds have a balance of \$5,921, and Chief Farkas indicated that he has ordered equipment that will use this balance.
- C. **Year end projected balances:** The GM noted that the budget reductions have been successful, and that projections of known and anticipated income versus expenditures indicate the year end balances will total approximatley \$73,000 for all accounts.
- D. **Recreation:** The GM reported that the new cabinets have been installed, and suggested all Board members inspect them. Director Shaffer asked if the ventless filter fan he donated will be installed soon. Kathy Sward replied that the work has been scheduled.

The GM then noted that the "Quilters" have volunteered to coordinate the implementation of the Community Block Grant improvements. These improvements will require allocation of some District funding, and he will put this in the suggested 1994-95 budget. He pointed out that we must now use these funds, or be in danger of lossing them.

Judith Yamamoto and Kathy Sward then reviewed suggested changes in the policies and procedures for rental of the community Center. This was followed by a general discussion, and the GM suggested that the commercial rental rates should be modified to encourage Muir Beach residents to use the facilities. After some consideration, it was decided to change the hourly commercial rate charges from \$35 to \$25 for residents; from \$35 to \$30 for Special Neighbors; and maintain the \$35 per hour charge for non-residents.

XI. **Approval of the Minutes for the March 23, 1994 meeting.** Director Pinto suggested the following amendments:

- A. Change the word approval to appreciation in the last sentence of Section VIII. B paragraph one.
- B. Add "Coastal Commission recommended Big Lagoon for mitigation" to the end of the 1st sentence in section IX.

- C. Correct the next meeting date sentence by striking the words "to on", and correct the adjournment time to 8:38 PM instead of 9:38 PM.

Director Shaffer moved to approve the minutes as ammended; seconded by Director Pinto; ayes all, with Director Lee abstaining as she was not present at the meeting. The minutes were revised by hand and signed by President Rudnick.

The next meeting date is Wednesday May 25, 1994.

The meeting was adjourned at 10:26 P.M.

These minutes were approved by the Muir Beach Community Services District Board of Directors, during their meeting on _____.

Peter Rudnick, President

Attest: _____
Donovan Macfarlane, Recording Secretary

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FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
SCHEDULED FOR JULY 6, 1994 AT 7:00 PM**

<u>DESCRIPTION</u>	<u>PAGES</u>
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General Manager's Report	4 - 7
March Budget Report.	8 - 15
Draft Minutes for the 4/27/94 Meeting	16 - 18

**MUIR BEACH COMMUNITY SERVICES DISTRICT
THE COMMUNITY CENTER, 19 SEACAPE, MUIR BEACH, CALIFORNIA
RESCHEDULED BOARD OF DIRECTORS MEETING TO BE HELD IN
WEDNESDAY JULY 6, 1994 AT 7:00 P.M.**

DIRECTORS: Peter Rudnick president; Dale Hopkins, Nancy Wolf Lee, Erin Pinto, and Steven Shaffer, directors.

AGENDA

- I.** Call the meeting to order.
- II.** Review and consideration of the July 6, 1994 Agenda. Items may be added, deleted, and or changed in scheduled sequence from the posted Agenda. Items may be added for brief discussion; however, the Board can take no action on the added item except by a finding that a condition of emergency exists, in conformance with California law.
- III. Bills to be paid:** Consideration of the bills to be paid, received subsequent to the bills submitted for approval during the May 25, 1994 regular meeting.
- IV. 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 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.

AT 8:30, A 15 MINUTE COFFEE BREAK WILL BE CALLED

- V. **Fire Department:** The Fire Chief will report on the department's activities since the May meeting, including the success of the annual MBVFD BBQ. A representative from the proposed MBVFD Association will in attendance to discuss the association, and their plans.
- VI. **General Manager's report.** The General manager will report on the following items.
- A. **Budget** The GM will report on the District's financial activities since the last meeting, including a basic review of the monthly budget report. The Budget Committee recommendations to the Board are due for presentation.
 - B. **Roads & Easements:** The GM will discuss the maintenance work performed on the easements, the work still in progress, and special maintenance considerations for the next fiscal year, including estimated costs.
 - C. **Recreation:** The GM will report on the District's planned recreational activities. It is also anticipated that Judith Yamamoto will report on the success of the Community Block Grant improvements providing protective door overhangs.
 - D. **Water:** The GM will report on the following water activities.
 - 1. General operations and maintenance.
 - 2. Billing and fiscal considerations.
 - 3. Water conservation efforts, and discussion with the GGNRA. The Board will be requested to establish possible dates for a joint meeting with GGNRA and State Fish and Game officials.
 - 4. Water policies and procedures.
- VII. **Minutes of the May 25, 1994 meeting.**

ADJOURNMENT OR CONTINUATION.

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 5/26/94 THROUGH 6/30/94**

VENDER NAME	DIV. CODE	USE CODE	DESCRIPTION	AMOUNT
HARRIS FUND EXPENSES				
LIABILITY INSURANCE, SDRMA	429	2059	GEN. INS. FOR OPERATIONS, 94-95	\$457.79
TOTAL HARRIS FUND EXP. =				\$457.79
ADMINISTRATION EXPENSES				
HAZEL MELO	9236	1003	SECT'Y WAGES, 5/09-5/22/93, INC FICA	\$298.11
STATE FUND	9236	1701	WORKER'S COMP. ANNUAL SURCHARGE	12.31
LIABILITY INSURANCE, SDRMA	9236	2059	GEN. INS. FOR ADM. OPERATIONS, 94-95	457.79
LIABILITY INSURANCE, SDRMA	9236	2059	GEN. INS. FOR STAFF & DIRECTORS, 94-95	892.68
ABC CONSULTANTS	9236	2117	GENERAL MANAGER FEE, 6/94	1,012.50
PETTY CASH	9236	2133	GENERAL POSTAGE	11.02
ABC CONSULTANTS	9236	2479	TRAVEL 5/01/94 THRU 5/31/93, 207 MI.	18.50
ABC CONSULTANTS	9236	2534	TOLL CALLS, 5/05/94-6/04/94	16.22
TOTAL G&A EXPENSES =				\$2,719.13
ROADS & EASEMENT EXPENSES				
ABC CONSULTANTS	9237	2117	GENERAL MANAGER FEE, 5/94	\$337.50
LIABILITY INSURANCE, SDRMA	9237	2059	GEN. INS. FOR R&E OPERATIONS, 94-95	\$457.79
TOTAL R&E EXPENSES =				\$795.29
WATER DIVISION EXPENSES				
HAZEL MELO	9238	1003	SECT'Y WAGES, 5/09-5/22/93, INC FICA	\$298.11
HARVEY PEARLMAN	9238	1028	MAINTENANCE MANGER WAGES, INC FICA	775.08
HARVEY PEARLMAN	9238	1513	INSURANCE BENEFITS, APRIL * MAY	166.90
MARIN DEPT. OF HEALTH	9238	2058	ANNUAL PERMIT FEE	500.00
LIABILITY INSURANCE, SDRMA	9238	2059	GEN. INS. FOR PERSONNEL, 94-95	206.00
LIABILITY INSURANCE, SDRMA	9238	2059	GEN. INS. FOR WATER OPERATIONS, 94-95	457.79
LIABILITY INSURANCE, SDRMA	9238	2059	PROPERTY INS. FOR 1994-95	285.43
PARADISE POOL SERVICE	9238	2115	CHLORINE SUPPLIES	38.62
PETTY CASH	9238	2133	POSTAGE	5.80
HARVEY PEARLMAN	9238	2479	TRAVEL FOR APRIL MAY	150.00
PACIFIC BELL	9238	2534	RELAY PHONE 5/08-6/07/94	30.01
PG&E	9238	2535	ELEC. PUMP & L TANK. 4/20 - 5/17/94	261.92
TOTAL WATER EXPENSES =				\$3,175.66
RECREATION EXPENSES				
PETTY CASH	9239	2041B1	BISTRO EXPENSES FOR MAY 94	48.29
JUANA GONZALES	9239	2096	BLDG. MAINT. 5/09-5/22/94, INC. FICA	129.18
GOODMAN BUILDING SUPPLY	9239	2077	REPAIR STAIR RAILING	37.56
LIABILITY INSURANCE, SDRMA	9239	2059	PROPERTY INS. FOR 1994-95	856.31
LIABILITY INSURANCE, SDRMA	9239	2059	GEN. INS. FOR OPERATIONS, 94-95	457.79
ABC CONSULTANTS	9239	2117	GENERAL MANAGER FEE, 5/94	450.00
JEFFREY NASIATKA	9239	2122	RENTAL DEPOSIT REFUND	75.00
PETTY CASH	9239	2366	MISC. BLDG. SUP., KEYES, TOWELS, HOSE	70.89
PACIFIC BELL	9239	2534	COM. CENTER PAY PHONE THRU 5/19	35.85
PG&E	9239	3535	COM CENTER ELEC. 4/20/94 - 5/17/94	51.07
TOTAL RECREATION EXPENSES =				\$2,211.94
FIRE DIVISION EXPENSES				
LIABILITY INSURANCE, SDRMA	9240	2059	PROPERTY INS. FOR 1994-95	285.43
LIABILITY INSURANCE, SDRMA	9240	2059	GEN. INS. FOR OPERATIONS, 94-95	457.79
LIABILITY INSURANCE, SDRMA	9240	2059	GEN. LIA. INS. FOR 12 VOLUNTEERS, 94-95	1,648.07
LIABILITY INSURANCE, SDRMA	9239	2059	VEHICLE LIABILITY INS. FOR 1994-95	1,917.34
MARTIN BROS. SUPPLY	9240	2362	SAND & REBAR FOR BBQ	409.17
TOTAL FIRE EXPENSES =				\$4,717.80
TOTAL HARRIS FUND EXPENSES =				\$457.79
TOTAL GENERAL FUND EXPENSES =				13,619.82
TOTAL OF ALL EXPENSES =				\$14,077.61

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors during their meeting on July 6, 1994.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Peter Rudnick, President

Donovan Macfarlane, General Manager

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

TO: The Board of Directors
FROM: Donovan Macfarlane, General Manager
DATE: June 20, 1994
FOR: Board of Directors Regular Meeting, Wednesday, July 6, 1994.

- I. ADMINISTRATION:** There were no administrative activities requiring Board action. In general administration went smoothly.
- II. Budget report:** The following comments are offered concerning the May report:
 - A. Harris Fund:** No budget activities occurred in the Harris Fund during the month of May 1994. No activity is anticipated in the near future, as funds are accumulated for the next project.
 - B. County general fund:** The County general fund balance declined from \$31,134 to \$20,154 with bill payments for the biannual audit and normal payroll expenses. Income was minimal, and the final tax revenue receipts will not be deposited until the later part of June 1994. Tax receipts remaining to be received are less than \$2,000.
 - C. Income and expenses:** Gross District income during April was \$5,971 versus gross expenditures of \$16,142 yielding a net decrease in District equity of \$10,171. The combined District cash balance is \$61,253, as shown on page one of the Budget Report.
 - D. West Marin Funds:** The MBVFD had \$4,893 remaining in West Marin funds at the end of May.
 - E. Budget Committee:** The Budget Committee recommendations to the Board, for the 1994-95 Budget will be presented.
- III. Water:** The following comments summarize the activities for this department since the last Board meeting on May 25, 1994.
 - A. General operations:** With the increased ambient weather temperatures, water consumption and pumping has increased.

Operations have been relatively normal, with the following occurrences warranting observation to determine whether additional action is necessary:

- 1. Cloudy water in the upper areas of Seacape and Starbuck Drives.** We have received several complaints about this condition, which has occurred several times during the past three years or more. The cloudiness is from compressed air bubbles in the water is not considered a health hazard.

This problem is common in water systems, and through the years, Henry Hyde investigated the condition, but no conclusive fault was discovered. Further, as the problem does not occur uniformly among a group of residences serviced by the same District water main, it is possible that the problem originates on the residence side of the water meter and is not in the District's water mains.

We are studying the problem, to determine if the well screens are restricting flow to a point where cavitation occurs, resulting in air being introduced into the main water lines. If this is found to exist, the correct preventative maintenance procedures will be recommended.

2. The upper tank has developed a sporadic leak during times of severe temperature changes which cause substantial expansion changes in the wood. This leak has occurred in previous years, under similar conditions, and is not considered serious at this time. However, it does warrant continual observation, and will require maintenance if the intensity increases. The leak occurs near the area where the wood has dry rot.
 3. Chlorination pump. The chlorinator pump has a tendency to lose prime, and is sometimes very difficult to re-prime. This was experienced by both Harvey and Aran Collier. At first, it seemed that it might have resulted from a need for more frequent maintenance and removal of calcium buildup. However, even with improved maintenance the problem has recurred. Analysis indicates that it may be necessary to improve the flow characteristics by relocating the pump and storage tank so as to permit gravity flow from the tank to the pump.
- B. Water conservation:** A meeting with GGNRA officials, including Nancy Horner, Mia Monroe, their hydrologist, and environmentalist was held on Tuesday, May 31, 1994 to consider preliminary considerations for improving water flow conditions in Redwood Creek. The meeting proceeded harmoniously, with a general mode of cooperation toward reaching both near term improvements deemed feasible, and the need for a long range solution.

In an effort to encourage immediate conservation of water, by District residents, educational meetings to review water conservation methodology were scheduled on Wednesday morning, June 15, and Wednesday evening June 29, 1994. The GGNRA agreed to make the presentation, and to contact officials of the Marin Municipal Water District to arrange for subsidized conservation efficient water fixtures.

The District was requested, and agreed to notify the major water users among District residents. It was not considered necessary to contact consumers that obviously are using minimum amounts of water. A notice was included with the water bills and delivered to the 44 residences using more than 900 cubic feet of water during the month of May. Many of these residents were also notified

that their increased water usage may be the result of a water leak on their property (in accord with District policy to notify all consumers whose water consumption increases by 25% or more from the previous month, and whose water bill is more than \$50.

The Wednesday morning meeting was attended by several of the residents attending Bistro, and Mia Monroe reviewed the critical problems affecting Redwood Creek. Her presentation was well received, but most of the residents attending have already made their dwellings water efficient.

The evening meeting has not been held, and results are not available for this report. Director Pinto will attend this meeting, and give a general report to the Board on the meeting.

- C. Billing system:** Billing for the month of May utilized actual meter readings taken on May 1st. The April/May water consumption was averaged for the two months, and bills calculated on the average use times two, then the billing for the month of April was subtracted from the total, and the remaining balance was billed for the May consumption. This corrected some minor over billing that occurred from the average consumption billing method used for the month of April. This also corrected any under billing for the month of April. Accounts receivable at the end of May, and billing for the month of May follows:

Gross receivables on 5/31/94	\$2,902.47
Gross billing for May 94.	\$5,742.29

Accounts receivable declined from \$3,231.59. However, the number of accounts considered delinquent increased by one, to total 43. Nine accounts had a credit balance of more than \$5 at the end of May.

- D. Policies and procedures changes:** Final corrections in the recommended policies and procedures for water billing have not been completed. Additional legal research is necessary, and has not been completed. This will be completed in time for presentation during the regular June Board meeting.
- E. Redwood Creek:** Following the preliminary meeting to consider conservation efforts for Redwood Creek, it was agreed to discontinue maintenance flushing of the Districts water system, during the dry months of the year. This was agreed to on the condition that if a problem develops that indicates flushing is essential to good water quality, the flushing will be resumed.

Additional discussions concerning Redwood Creek are necessary, and should involve Board participation. It is recommended that the Board select several possible dates when all members can be present, and that a meeting with GGNRA officials, and officials from the State Fish and Game Department, be scheduled. This meeting must be conducted as an open public meeting, and be properly noticed with a posted Agenda.

IV. Roads and Easements: The following actions have taken place in roads and easement maintenance:

- A. The Starbuck to Sunset Easement was cleaned of debris, and inspected for usability. This easement is in need of some additional repair, even though it was moderately improved during the Harris Project work. The easement need grading in some locations, with stairs strategically placed to permit slope moderation. The easement is reasonably safe during dry weather, but wet weather makes several stretches potentially hazardous. Further, steep banks in several locations require railings to minimize the danger of a pedestrian slipping falling or sliding down the embankment.

It is suggested that at least \$500 be provided for improvement of this easement during the coming fiscal year. Hopefully volunteer labor will be available, and the District's expense will be limited to the cost of materials.

- B. The easement from the Community Center to Sunset has been cleaned, and the railing for the stairs at the Sunset end were repaired. This easement is in need of improvement, including additional stairs and railing in some areas. This easement is one of the most frequently used District easements, and parts of it become very slippery during inclement weather conditions.

The lighting for this easement is inadequate, and has several blind spots. It is suggested that the 110 volt lighting be replaced with 12 volt lighting spaced more frequently. If this is accomplished by using District labor and volunteers, the cost should be less than \$1,000 for materials and labor.

- V. Recreation:** Now that the MBVFD BBQ has been successfully completed, interest has increased for other recreational activities. Tentatively, a community dinner night is scheduled for Wednesday evening, on July 20, 1994.

Construction of the overhangs to protect the community center entrance doors should be completed before this meeting night. These improvements are a part of our Community Block Grant funding, and will alleviate water damage currently affecting the entrance doors. Coordination of this work has been through the volunteer efforts of Judith Yamamoto. Her timely effort has minimized District costs, and avoided the potential loss of funds that had been indicated if the work was not accomplished.

The walkway lighting for the community center has been out of order for an extended period, but should be repaired by the night of the meeting. This lighting requires a special high amperage control switch, that burned out. The switch was not available through local suppliers, and had to be special ordered. Due to the complexity and potential fire hazard of this switch, the work will be performed by a licensed electrician.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR MAY 1994**

**SUMMARY OF INCOME & EXPENSES FOR
GENERAL FUND 428 & HARRIS FUND 429
AND 1ST NATIONWIDE DEPOSITORY
WITH COMBINED FUNDS CASH BALANCE**

DESCRIPTION	REVISED	Y.T.D.		
	93-94 BUDGET	% of Budget		
Unrestricted General Fund 428 Balance 7/01/93 =	\$8,712			
Restricted W. Marin Fund Balance (County) 7/01/93 =	2,530			
Unrestricted Wells Fargo Account Balance 7/01/93 =	13,516			
Restricted 89/90 Walkathon funds =	440			
Restricted Children's Fund 92/93 =	17			
Restricted Basketball Fund 92/93 =	246			
Total Wells Fargo Opening Balance =	\$14,219			
			Year	May
			To Date	1994
			Summary	
Total G & A Department Expenditures	31,314	84%	26,365	9,221
Total G & A Department Revenue	36,674	118%	43,178	312
G & A Department Revenue - Expenditures	\$5,360		\$16,813	(\$8,909)
Total R & E Department Expenditures	9,380	78%	7,323	338
Total R & E Department Revenue	0	NA	0	0
R & E Department Revenue - Expenditures	(9,380)		(\$7,323)	(338)
Total Water Department Expenditures	46,649	84%	38,965	2,097
Total Water Department Revenue	54,600	107%	58,623	5,086
Water Department Revenue - Expenditures	\$7,951		\$19,658	\$2,989
Total Recreation Department Expenditures	23,006	60%	13,807	1,010
Total Recreation Department Revenue	15,671	62%	9,753	573
Recreation Dept. Revenue - Expenditures	(7,335)		(\$4,054)	(437)
Total Fire Department Expenditures	61,866	53%	32,889	3,477
Total Fire Department Revenue (Inc. Beg. W.F. bal.)	62,109	57%	35,470	0
Fire Department Revenue - Expenditures	243		\$2,581	(3,477)
Total Harris Fund Expenditures	81,343	98%	79,337	0
Total Harris Fund Income, Includes Beginning Balance	94,862	94%	89,452	0
Harris Fund Revenue - Expenditures	13,519		\$10,115	0
*TOTAL OF ALL DISTRICT REVENUE =	\$263,916 *		\$236,476	\$5,971
TOTAL OF ALL DISTRICT EXPENDITURES =	\$253,558		\$198,685	\$16,142
*REVENUE - EXPENDITURES =	\$10,358 *		\$37,790	(\$10,171)

* NOTE: Includes beginning MBVFD & Harris Fund balances

CASH BALANCE IN COUNTY GENERAL FUND DEPOSITORY 428 =	7,838		\$20,144
CASH BALANCE IN COUNTY HARRIS DEPOSITORY 429 =	13,519		10,115
CASH BALANCE IN MBCSD 1ST NATIONWIDE DEPOSITORY =	14,219		\$27,518
CASH BALANCE IN MBVFD 1ST NATIONWIDE DEPOSITORY =	243		3,477
COMBINED CASH BALANCE OF ALL ACCOUNTS =	35,819		\$61,253

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR MAY 1994**

ROADS & EASEMENTS DEPARTMENT 9237

		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	May 1994
PERSONNEL EXPENDITURES					
1028	Maintenance Manager	\$450	59%	\$264	\$0
1073	Extra Hire Personnel	850	89%	760	0
1404	Social Security	99	79%	78	0
1701	Worker's Compensation Insurance	101	73%	74	0
2117	Cont. & Out. Serv., General Manager	4,050	92%	3,713	338
Total Personnel Expenditures =		\$5,550	88%	\$4,889	\$338

OPERATIONS & MAINTENANCE

2059	General Insurance	\$805	100%	\$805	\$0
2077	Routine Repairs	1,000	46%	456	0
2078	General Maintenance	750	6%	48	0
2094	Roads reconstructed	1,125	100%	1,125	0
2137	Copier Expense, Notices	150	0%	0	0
2249	Small Tools & Instruments	0	NA	0	0
2501	Gas, oil & Gr.	0	NA	0	0
2741	Chipper	0	NA	0	0
Total Operations & Maint. Expenditures =		\$3,830	64%	\$2,434	\$0

TOTAL ROAD & EASEMENT EXPENDITURES = \$9,380 78% \$7,323 \$338

ROADS & EASEMENTS REVENUE

REVENUE SOURCE

9248	Restricted Donations & Fund Raisers	NA	NA	\$0	\$0
9772	General Income, Fees & Charges (non compliance)	0	NA	0	\$0
Total Roads & Easements Revenue =		\$0	0%	\$0	\$0

REVENUE - EXPENDITURES =		(9,380)		(\$7,323)	(\$338)
2720	Proportional cost of administration	6,263		5,273	1,844
ADJUSTED BALANCE =		(\$15,643)		(\$12,596)	(\$2,182)
ALLOCATION OF G&A REVENUES =		15,643		12,596	2,182
CLOSING BALANCE =		\$0		\$0	\$0

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR MAY 1994
GENERAL & ADMINISTRATIVE DEPT. 9236**

OPERATIONS & MAINTENANCE PERSONNEL EXPENDITURES		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	May 1994
1003	District Secretary	\$3,600	85%	3,046	\$277
1005	Recording Secretary, Contract Service	0	NA	0	0
1404	Social Security	275	85%	233	21
1701	Worker's Compensation Insurance	35	92%	32	0
2117	Cont. & Out. Serv., General Manager	12,150	92%	11,138	1,013
Total Personnel Expenditures =		\$16,061	90%	\$14,449	\$1,311

OPERATIONS & MAINTENANCE EXPENDITURES					
2049	Conferences & Meetings	\$350	28%	\$96	\$0
2059	General Insurance	403	100%	403	0
2119	Publications & Advertisement	0	NA	0	0
2130	Postage & mail expense	150	74%	112	0
2133	Office Supplies	850	102%	863	0
2137	Administrative use of copier	600	0%	0	0
	2137M&S Copier Maintenance & Supplies	1,200	105%	1,255	0
2352	Auditor & County fees (SEE NOTE)	10,000	82%	8,154	7,844
2479	Mileage & Routine Travel	600	74%	444	19
2534	Telephone	500	74%	371	48
2720	Gen. Administrative Exp..	600	36%	218	0
Total Operations & Maint. Expenditures =		\$15,253	78%	\$11,916	\$7,910

NOTE: Auditor & County Fees include \$7,500 for 90-91 & 91-92 audit, \$2,000 for 93-94 audit, and \$500 for election/accounting fees.

CAPITAL EXPENDITURES					
4048	Building Improvements	\$0	NA	\$0	\$0
4093	Office computer, printer & software	0	NA	0	0
	4093OFF Equipment & furnishings (locking file cabinet)	0	NA	0	0
Total Capital Expenditures =		\$0	NA	\$0	\$0
TOTAL G & A EXPENDITURES =		\$31,314	84%	\$26,365	\$9,221

NOTE G&A expenditures are incurred in administration of the overall District activities, and are necessary for the completion of these activities. The gross G&A expenditures will be distributed equally to each of the other departments, and G&A revenues will then be allocated to offset deficits.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR MAY 1994**

GENERAL & ADMINISTRATIVE REVENUES

REVENUE SOURCE		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	May 1994
9001	Property Taxes, Secured	\$53,847	42%	\$22,579	\$0
9002	Property Taxes, Unsecured	972	111%	1,079	238
9003	Property Taxes, Secured delinquent	2,273	18%	404	0
9004	Property Taxes, Secured Redemption's	1,977	218%	4,301	0
9020	Special Dist. Augmentation Fund	416	83%	343	0
9041	Supplemental Assessment, current	0	NA	484	0
9043	Supplemental Assessment, redemption's	0	NA	54	0
	State appropriation to schools	(28,867)	NA	0	0
9280	Hoptr. St.	442	51%	223	0
9772	Copier Income, Cash & Cards	450	218%	979	74
	Enter Departmental Copier Use	1,550	0%	0	0
9280	General Income, Fees, Charges & fund transfers	3,614	352%	12,732	0
9377	Local Asst Grant, 91-92 WMFG	0	NA	0	0
Total G & A Revenue =		\$36,674	118%	\$43,178	\$312

G & A REVENUE - EXPENDITURES = \$5,360 314% \$16,813 (\$6,909)

**HARRIS FUND 429
WATER CAPITAL IMPROVEMENTS**

OPERATIONS & MAINTENANCE EXPENDITURES		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	May 1994
2059	General Liability Insurance & MBCSD fund transfers	\$805	100%	\$805	\$0
2395	Consulting Engineer	4,500	67%	3,000	0
4145	Harris Plan D-4, CHARLOTTE'S WAY	34,775	101%	35,214	0
4169	Harris Plan D-5, Starbuck extension	35,000	115%	40,318	0
TOTAL EXPENDITURES =		\$75,080	115%	\$79,337	\$0

REVENUE

9007	Special Tax Assessment	\$25,953	92%	\$23,951	\$0
9008	Special Assessment Tax, Delinquent	750	210%	1,575	0
9009	Special Assessment Redemption	0	NA	2,280	0
9031	Special Surcharge Account	1,260	5%	60	0
9201	Interest on unused Fund Balance	1,021	69%	708	0
9377	County Assistance Grant & MBCSD fund transfers	0	NA	(5,000)	0
TOTAL REVENUE RECEIVED =		\$28,983	81%	\$23,573	\$0

Beginning Cash Balance	\$65,879	\$65,879	\$10,115
Change in Balance, Income less Expenses	(46,097)	(55,764)	0
UNADJUSTED BALANCE =	\$19,782	\$10,115	\$10,115

2720	Proportional cost of administration	6,263	5,273	1,844
ENDING BALANCE =		\$13,518	\$4,842	\$8,271

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR MAY 1994
WATER DEPARTMENT 9238

		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	May 1994
PERSONNEL EXPENDITURES					
1003	District Secretary	\$3,600	100%	\$3,600	\$277
1028	Maintenance Manager	11,700	66%	7,731	0
1073	Extra Hire Personnel, (meter readers)	510	68%	345	0
1404	Social Security	1,209	74%	891	21
1513	Health Insurance	1,001	75%	751	0
1701	Worker's Compensation Insurance	944	74%	700	0
2117	Cont. & Out. Serv., General Manager	2,700	92%	2,475	225
2395	Prof. Consultant, Water Manager	3,500	86%	3,000	0
Total Personnel Expenditures =		\$25,165	77%	\$19,493	\$523

EXPENDITURES					
2058	Annual Inspection Fee	\$350	0%	\$0	\$0
2059	General Insurance	2,038	100%	2,038	0
2077	Routine Repairs	500	25%	124	0
2096	Building Repair	300	0%	0	0
2115	Lab Supplies & Testing	1,800	121%	2,183	94
2121	Miscellaneous expenses	NA	NA	799	30
2122	Refunds	600	17%	100	0
2130	Postage	200	83%	166	17
2133	Office Supplies	100	581%	581	32
2137	Copier Use	200	0%	0	0
2221	Public & Legal Notices	100	0%	0	0
2325	Contract Service - Maintenance	1,200	256%	3,068	1,069
2479	Mileage & Routine Travel	900	75%	675	0
2534	Telephone, Tank Control Relay	465	71%	330	30
2535	Electricity for pumps	5,800	63%	3,673	301
Total Operations Expenditures =		\$14,553	94%	\$13,738	\$1,574
Total Personnel & Operations Expenses =		\$39,718	84%	\$33,231	\$2,097

GENERAL OPERATION CAPITAL EXPENDITURES					
4093	Equipment	\$1,000	98%	\$980	\$0
4160	Water Meters	506	NA	506	0
4162	Water Supply Study	225	100%	225	0
4169	Const. Proj. Impr. Cost., Reserve	3,100	80%	2,467	0
4197	Water System Repairs/Upgrade	2,100	74%	1,555	0
Total Capital Expenditures =		\$6,931	83%	\$5,733	\$0
TOTAL WATER EXPENDITURES =		\$46,649	84%	\$38,965	\$2,097

WATER REVENUES

		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	May 1994
REVENUE SOURCE					
9025	Water Billing, gross billed	\$54,000	94%	\$50,533	\$0
	Revenue received	54,000	107%	57,923	5,086
	Accounts receivable	\$5,801	-33%	(1,904)	(1,904)
9025R	Refundable Customer Deposits	600	33%	200	0
9377	Local Assistance Grant	0	NA	0	0
9763	Other Revenue, miscellaneous	0	NA	500	0
Cash Balance + Total Water Revenue =		\$54,600	107%	\$58,623	\$5,086
REVENUE - EXPENDITURES =		\$7,951		\$10,658	\$2,989
2720	Proportional cost of administration	6,263		5,273	1,844
ADJUSTED BALANCE =		1,688		14,385	1,145
ALLOCATION OF G&A REVENUES =		(1,688)		0	0
CLOSING BALANCE =		\$0		\$14,385	\$1,145

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR MAY 1994**

RECREATION DEPT. 9239

		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	May 1994
PERSONNEL EXPENDITURES					
1028	Maintenance Manager	\$200	0%	\$0	\$0
1073	Building Cleaning Person	1,560	85%	1,320	60
1404	Social Security	135	75%	101	5
1701	Worker's Compensation Insurance	211	76%	160	0
2117	Cont. & Out. Serv., General Manager	5,400	92%	4,950	450
Total Personnel Expenditures =		\$7,506	87%	\$6,531	\$515

OPERATIONS & MAINTENANCE EXPENDITURES					
2041	Recreational Programs				
2041AF	Art Faire	50	0%	\$0	\$0
2041HD	Halloween Dance	0	NA	0	\$0
2041LD	Labor Day BBQ	400	0%	0	\$0
2041BA	Basketball	0	NA	0	\$0
2041BI	Bistro	900	54%	484	\$50
2041BR	Brunches	200	0%	0	\$0
2041CP	Children's Programs	225	30%	67	\$0
2041CD	Community Dinners	1,050	12%	125	\$0
2041MI	Miscellaneous	100	38%	38	\$0
2041TC	Tai Chi	800	63%	504	\$0
2059	General Insurance	2,038	100%	2,038	\$0
2077	Routine Repair	200	21%	43	\$0
2096	Building Maintenance & Repair	250	2%	6	\$6
2097	Grounds Maintenance	0	NA	0	\$0
2119	Publication Expense	200	54%	107	\$0
2121	Miscellaneous small expenses	0	NA	0	\$0
2122	Refunds of rental security deposits	1,750	126%	2,210	\$270
2133	Office Supplies & Postage	150	98%	147	\$0
2137	Copier Expense	250	0%	0	\$0
2259	Garbage Removal	321	99%	316	\$0
2366	Building Supplies	125	104%	130	\$33
2369	General Recreation Supplies	0	NA	0	\$0
2534	Telephone	380	101%	385	\$70
2535	Electricity for Community Center	1,000	68%	675	\$66
2536	Water Service	250	0%	0	\$0
Total Operations & Maintenance Expenditures =		\$10,639	68%	\$7,276	\$495

CAPITAL EXPENDITURES					
4045	Community Block Grant Improvements	4,861	0%	\$0	\$0
4048	Building Improvements	0	NA	0	0
4093	Equipment & Furnishings	0	NA	0	0
4243	Playground	0	NA	0	0
4381	Contingency Reserve	0	NA	0	0
Total Capital Expenditures =		\$4,861	0%	\$0	\$0

TOTAL RECREATION EXPENDITURES =		\$23,006	60%	\$13,807	\$1,010
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**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR MAY 1994**

RECREATION DEPARTMENT REVENUE

REVENUE SOURCE		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	May 1994
9224	Grounds Rental, Playground	\$0	NA	\$0	\$0
9248	Restricted Donations		NA	0	0
	9248BA Basketball	0	NA	0	0
	9248CP Children's programs	200	98%	195	0
9255	Rental of Building	3,000	106%	3,191	45
	9255CR Children's Room rental	100	15%	15	15
	9255RP Playground rental	100	0%	0	0
9255R	Refundable Rental Deposits	1,750	137%	2,400	300
9761	Donations, General	100	25%	25	0
9811	Income from Recreation Programs		NA	0	0
	9811AF Art Faire	250	0%	0	0
	9811BI Bistro	1,700	90%	1,525	78
	9811BR Brunches	300	0%	0	0
	9811CD Community Dinners	1,750	40%	702	0
	9811HD Halloween Dance	250	0%	0	0
	9811LD Labor Day BBQ	0	NA	0	0
	9811MI Miscellaneous	160	0%	0	0
	9811TC Tai Chi	1,000	165%	1,650	135
9834	Resident Handbook, Ad Sales	150	33%	50	0
9900	Grant Revenue, Community Block Grant	4,861	0%	0	0
Total Recreation Program Revenue =		\$15,671	62%	\$9,753	\$573
TOTAL (REVENUE - EXPENDITURES) =		(\$7,335)		(\$4,054)	(\$437)
2720	Proportional cost of administration	6,263		5,273	1,844
ADJUSTED BALANCE =		(13,598)		(9,327)	(2,281)
ALLOCATION OF G&A REVENUES =		13,598		9,327	2,281
CLOSING BALANCE =		\$0		\$0	\$0

FIRE DEPARTMENT REVENUE

REVENUE SOURCE		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	May 1994
	Beginning Cash Balance, Wells Fargo account	\$23,822	100%	\$23,822	0
9377	West Marin Grant	8,848	100%	8,850	0
9400	Other Agency Aid, (Marin Fire Dept.)	4,130	0%	0	0
9611	Special fund raisers, shirt sales	4,310	25%	1,073	0
9763	Other Revenue, MBVFD Bar-B-Que	21,000	8%	1,725	0
Total Operational Revenue =		\$62,100	57%	\$35,470	\$0
REVENUE - EXPENDITURES =		243		2,581	(3,477)
2720	Proportional cost of administration	6,263		5,273	1,844
ADJUSTED BALANCE =		(\$6,020)		(\$2,692)	(\$5,321)
ALLOCATION OF G&A REVENUES =		6,020		2,692	5,321
CLOSING BALANCE =		0		0	0
Fire Station Reserve Fund		3,165			0
6985	Restricted Fire Station Bldg. Fund. =	9,933			0

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR MAY 1994**

FIRE DEPARTMENT 9240

OPERATIONS & MAINTENANCE PERSONNEL EXPENDITURES		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	May 1994
1701	Worker's Compensation Insurance, MBVFD Volunteers	3,108	93%	2,891	0
2117	Cont. & Out. Serv., General Manager	2,700	92%	2,475	225
Total Personnel Expenditures =		\$5,808	92%	5,366	\$225

OPERATIONS & MAINTENANCE EXPENDITURES					
2024	First aid and medical supplies	\$300	0%	\$0	0
2032	Volunteer support activities (See note)	1,200	24%	287	0
2041	Special fund raisers, Halloween Dance	500	13%	67	0
2050	Equipment testing, fire ext.	110	0%	0	0
2059	General Insurance, liability	1,611	200%	3,222	0
	2059VLI Vehicle liability insurance	2,754	200%	5,508	0
2085	Radio Maint. & Supply	400	0%	0	0
2086	Fire Trucks & Vehicle Maintenance	800	99%	789	0
2121	Miscellaneous expenses	100	1818%	1,818	0
2133	Office Supplies	100	13%	13	0
2137	Copier Use	100	0%	0	0
2267	Special projects, shirt inventory (see note)	8,800	54%	4,717	0
	2267TAX Sales tax on shirt sales (see note)	335	0%	0	0
2273	Training	0	NA	0	0
2362	Special Programs, Bar-B-Que, Food & Supplies	3,000	41%	1,219	1,205
	2362CASH Change fund for BBQ booths	800	0%	0	0
	2362INS Special liability insurance	380	67%	253	253
	2362MIS Miscellaneous (charcoal, wood, etc.)	650	45%	291	291
	2362RAF Raffle expenses	750	67%	501	49
	2362SAN Sanitary & garbage maint.	1,200	44%	527	392
	2362SEC Sheriff's patrol (See note)	470	46%	215	0
	2362WIN Beer, wine, softdrinks, etc.. (See note)	2,400	38%	904	0
2365	Miscellaneous equip. & supplies	200	55%	110	0
2501	Gas & Oil (See note)	300	59%	177	0
2534	GTE Mobilnet Cell. Phone Service	0	NA	314	36
2535	Fire house electricity & rent	150	71%	107	0
Total Operations & Maint. Expenditures =		\$27,410	77%	\$21,038	\$2,226

CAPITAL EXPENDITURES					
4048	New Fire Station Fund	\$3,000	0%	\$0	0
4169	Reserve for next year's Bar b Que funding	16,000	0%	0	0
4801	Misc.. Equip. & Small Tools	800	0%	0	0
4827	Spec. Equip., W. Marin Grant	8,848	73%	6,485	1,026
Total Capital Expenditures =		\$26,648	23%	\$6,485	\$1,026

TOTAL FIRE EXPENDITURES =		\$61,866		\$32,889	\$3,477
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NOTE The 1993-94 budget includes carryover 1992-93 expenditures for the noted items.

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
FOR WEDNESDAY MAY 25, 1994**

Directors present: President Peter Rudnick; Directors Nancy Wolf Lee, Erin Pinto, and Steve Shaffer. Director Hopkins, had previously stipulated that she could not attend this meeting.

Staff present for the regular meeting: Fire Chief Bill Farkas, and Donovan Macfarlane, General Manager/Recording Secretary.

- I. Call the regular meeting order.** President Rudnick called the meeting to order at 7: 15 PM
- II. Review and consideration of the Wednesday May 25, 1994 Agenda:** The GM distributed copies of the bills to be paid, received between 5/19/94 and 5/25/94 commenting that these bills should be considered along with the original submission. Director Pinto mentioned that she had some information to present concerning Highway One, and it was agreed that this should be offered under new business. Director Shaffer then **moved** to approve the Agenda, as amended; seconded by Director Pinto; ayes all.
- III. Bills to be paid:** There was a brief discussion concerning the bills to be paid report covering 4/21/94 through 5/18/94. The GM called attention to an error in the Water Department bills, and stipulated that the Forster Pump & Eng. billing should be corrected to \$78.94. This changes the Water Department total to \$861.37, the total General Expenses to \$11,861.93, and the total of all expenses to \$12,110.93. Director Shaffer **moved** to approve these bills to be paid, as amended with a total of \$12,110.93; seconded by Director Pinto; ayes all.

The list of bills to be paid dated 5/19/94 through 5/25/94 was then considered. The GM explained that this list includes four (4) items with unspecified amounts, requested by the Fire Department for BBQ expenses. Chief Farkas explained that these items should total less than \$3,000, based on previous experience, but that exact amounts cannot be determined until the purchases are actually made. The GM explained that the checks are written as payment to the specific companies, but that the amounts are blank. Director Shaffer **moved** to approve these bills, providing the undetermined expenses do not exceed \$3,000, and the total of this list does not exceed \$6,610.01; seconded by Director Pinto; ayes all, except that Director Pinto abstained from the approval of the Aran Collier & Associates billing in the amount of \$990.

- IV. Public Open time:** There was no request from the attending public to take the floor. Director Pinto then mentioned that a Public Hearing by the Coastal Commission, has been scheduled to review the Highway One Project. She indicated the meeting would be held in the Bay area, around June 6, 1994. She will notify interested members if this should change.
- V. Fire Department:** Chief Farkas, reported that preparations for the annual BBQ were going well, and hopes the good weather will hold. The four (4) checks for supply purchases were given to the chief, and the GM noted that the MBVFD balance in general funds was just \$5,242 at the end of April. It is somewhat less now, allowing for expenditures this month. The GM also noted that at the end of April, the restricted West Marin Fund balance was \$6,701, which will be reduced by more than \$1,000 in expenditures paid this month.

There was a general question asking about the Volunteer Association progress, but no report was offered. The chief indicated that formation of the association is being pursued, but has no information on when it will actually be formed.

- VI. Budget Report:** The GM reported that the District had a gross income of \$36,102 during April, versus expenditures of \$7,077, yielding a net increase in District equity of \$29,026. He noted that the substantial income is from the second half year's tax revenues, and that income for the remaining part of the year will be from water service and community center rentals.

Expenditures of approximately \$19,000 for the current month include payment of the \$7,500 independent auditor's fee for the audit of fiscal years 1990-91 and 1991-9, and some \$6,000 in MBVFD BBQ and West Marin expenditures. Expenditures anticipated for the remainder of the year should be substantially less.

Director Shaffer reported that the Budget Committee has had two meetings, that have been quite productive. He anticipates that he may have a complete budget presentation for the next board meeting. He also indicated that there may be some value in having a standing budget committee to review long term budget needs. The GM cautioned that under the changes in the Brown Act, all standing committees must comply with Brown Act provisions, including posting of Agendas, scheduled meeting dates, minutes, etc. No decision was made at this time.

- VII. Water Department:** The GM reported that Aran Collier had performed well, relieving Harvey during Harvey's sabbatical leave. In general, operations have been normal, with some minor problems from the chlorine pump losing its prime.

April water billing was based on an average of each account's water use since the beginning of the current year. Meters will be read again on June 1st, and all bills will be recalculated to use the actual daily average over the two month period. If accounts were incorrectly billed for April, the May bill will be adjusted as necessary.

Gross water receipts in April were \$3,231.59. Billing for April water service totaled \$3,810.72, and a total of 42 accounts were classified as delinquent on May 1, 1994. Two water services are still disconnected for non payment, and no new ten day disconnection notices have been required. The GM pointed out that water receipts have improved, and that accounts receivable have declined with the reduction in the number of delinquent accounts.

There was an extended discussion to review the recommended changes in water billing policy and procedures. It was generally agreed that the GM should consolidate, in the briefest possible adequate wording, the new policies and procedures incorporating the following elements:

- A. Specify when bills become overdue, and then have a late payment service fee of \$1.50 per overdue payment, for all late payments.
- B. Do not file liens on delinquent properties, but do include a provision for meter removal and health department notification, if the bill is not paid within ninety (90) days of the service disconnection date

- C. Maintain the current policy requiring a minimum deposit of \$100 (greater if deemed necessary by billing history), plus a \$50 re-connection fee, for services reconnected within ninety (90) days.
 - D. Send ten (10) day disconnection notices for all accounts having a delinquent balance of more than \$40. The ten (10) day notice should be mailed, with a proof of mail receipt obtained from the post office.
 - E. Include an extended time payment policy, similar to the current policy, to provide for unusual circumstances and hardship.
- VIII. Recreation:** Judith Yamamoto, and Kathy Sward reported on additional recommendations and changes in the community center rental rates. They recommended that the rate schedule be amended to provide for a "Non-profit organization's fund raising activities" with a rental fee of \$20 per hour. Kathy mentioned that we have received several requests for such rentals. Director Shaffer then **moved** to approve this recommendation; seconded by Director Pinto; ayes all.
- IX. Review of the Minutes for the Wednesday, April 27, 1994 meeting:** These minutes were reviewed, and it was noted that the date in Section VI. Budget Committee, should be corrected to May 10, 1994 instead of April 10, 1994. Director Shaffer then **moved** to approve the minutes as amended; seconded by Director Lee; ayes all.

The next meeting date is to be on Wednesday June 22, 1994. at 7:00 PM.

The meeting was adjourned at 9:46 P.M.

These minutes were approved by the Muir Beach Community Services District Board of Directors, during their meeting on _____.

Peter Rudnick, President

Attest: _____
Donovan Macfarlane, Recording Secretary

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FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
SCHEDULED FOR JULY 27, 1994 AT 7:00 PM

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SPECIAL NOTE

Three (3) unattached copies of this packet are provided for your convenience. You may borrow these copies to review in comfort. PLEASE RETURN THE LOOSE COPIES, AS SOON AS POSSIBLE, SO OTHER RESIDENTS MAY ENJOY THE SAME RIGHT. The attached copy must stay available at the bulletin board to comply with California law.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
THE COMMUNITY CENTER, 19 SEACAPE, MUIR BEACH, CALIFORNIA
REGULAR BOARD OF DIRECTORS MEETING TO BE HELD IN
WEDNESDAY JULY 27, 1994 AT 7:00 P.M.**

DIRECTORS: Peter Rudnick president; Dale Hopkins, Nancy Wolf Lee, Erin Pinto, and Steven Shaffer, directors.

AGENDA

- I. Call the meeting to order.
- II. Review and consideration of the July 27, 1994 Agenda. Items may be added, deleted, and or changed in scheduled sequence from the posted Agenda. Items may be added for brief discussion; however, the Board can take no action on the added item except by a finding that a condition of emergency exists, in conformance with California law.
- III. **Bills to be paid:** Consideration of the bills to be paid, received subsequent to the bills submitted for approval during the July 6, 1994 meeting.
- IV. **Roads & Easements:** Sandra Schlesinger, from the Roads & Easement Committee has requested time to consider additional safety measures to control traffic speed on Seacape Drive.
- 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 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.

AT 8:30, A 15 MINUTE COFFEE BREAK WILL BE CALLED

VI. Fire Department: The Fire Chief could not attend the July 6, 1994 meeting, and will report on the department's activities since the May meeting. In addition, the GM and Director Shaffer will report on their meeting with the MBVFD Association.. A representative from the proposed MBVFD Association will in attendance to answer questions.

VII. General Manager's report. The General manager will report on the following items.

- A. Budget** The GM will report on the District's financial activities since the last meeting, including a basic review of the monthly budget report, and the fiscal year end balances.
- B. Proposed 1994-95 Budget:** The GM will review his recommended changes and additions to the Budget Committee's budget recommendations. Board consideration and adoption of the proposed 1994-95 budget will be requested.
- C. Recreation:** The GM will report on the District's planned recreational activities, and community center repairs.
- D. Water:** The GM will report on the following water activities.
 - 1. General operations and maintenance.
 - 2. Billing and fiscal considerations.
 - 3. Communications with GGNRA and MMWD.
 - 4. Water policies and procedures.
 - 5. Harris Plan review and status.

VIII. Minutes of the July 6, 1994 meeting.

IX. Setting date for the next Board meeting.

ADJOURNMENT OR CONTINUATION.

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 7/07/94 THROUGH 7/22/94

VENDER NAME	USE CODE	DESCRIPTION	AMOUNT
HARRIS FUND EXPENSES, FUND 429			
ABC CONSULTANTS	2117	CONSULTING FEE JULY 94	\$88.50
TOTAL HARRIS FUND EXP. =			\$88.50

ADMINISTRATION EXPENSES, DIVISION CODE 9236

STATE COMPENSATION FUND	1701	WORKER'S COMPENSATION 2 QTR. 94	\$6.56
ABC CONSULTANTS	2117	CONSULTING FEE JULY 94	331.50
ABC CONSULTANTS	2479	TRAVEL, JUNE 1994 142 MILES	35.50
ABC CONSULTANTS	2117	TOLL CALLS 6/5 THRU 7/4/94	14.22
TOTAL G&A EXPENSES =			\$387.78

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

ABC CONSULTANTS	2117	CONSULTING FEE JULY 94	\$540.50
TOTAL R&E EXPENSES =			\$540.50

WATER DIVISION EXPENSES, DIVISION CODE 9238

HAZEL MELO	1003	SECT'Y WAGES, JULY 94 (INC. FICA)	\$298.10
HARVEY PEARLMAN	1028	MAINT. MGR. WAGES, JULY 94 (INC. FICA)	775.08
HARVEY PEARLMAN	1506	HEALTH INS. BENEFITS, JULY '94	83.45
STATE COMPENSATION FUND	1701	WORKER'S COMPENSATION 2 QTR. 94	147.54
COUNTY HEALTH SERVICES	2115	WATER TESTING MAY & JUNE 94	75.00
ABC CONSULTANTS	2117	CONSULTING FEE JULY 94	773.50
MARIN COUNTY	2221	LEGAL REVIEWS 7/93 THRU 4/94	18.75
JIM WHITE CONSTRUCTION	2325	EMERGENCY WATER REPAIRS, PACIFIC W.	2,117.71
HARVEY PEARLMAN	2479	JULY TRAVEL ALLOWANCE	75.00
PACIFIC TELEPHONE	2534	RELAY PHONE 6/8/94 TO 7/6/94	30.04
TOTAL WATER EXPENSES =			\$4,394.17

RECREATION EXPENSES, DIVISION CODE 9239

JUANA GONZALES	1073	JANITORIAL WAGES, JULY 1994 (INC. FICA)	\$258.36
STATE COMPENSATION FUND	1701	WORKER'S COMPENSATION 2 QTR. 94	36.65
ABC CONSULTANTS	2117	CONSULTING FEE JULY 94	291.00
SUSAN E. CIANI	2122	50% RENTAL DEPOSIT REFUND	75.00
SHORELINE DISPOSAL	2259	REFUSE SERVICE JULY, AUG., SEPT. '94	81.00
TOTAL RECREATION EXPENSES =			\$742.01

FIRE DIVISION EXPENSES, DIVISION CODE 9240

STATE COMPENSATION FUND	1701	WORKER'S COMPENSATION 2 QTR. 94	630.84
ABC CONSULTANTS	2117	CONSULTING FEE JULY 94	225.00
TOTAL FIRE EXPENSES =			\$855.84

TOTAL HARRIS FUND EXPENSES =	\$88.50
TOTAL GENERAL FUND EXPENSES =	6,920.30
TOTAL OF ALL EXPENSES =	\$7,008.80

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors during their meeting on July 27, 1994.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Peter Rudnick, President

Donovan Macfarlane, General Manager

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

TO: The Board of Directors
FROM: Donovan Macfarlane, General Manager
DATE: July 23, 1994
FOR: Board of Directors Regular Meeting, Wednesday, July 27, 1994.

I. ADMINISTRATION: The following administrative items require Board consideration, and possible action by the Board.

A. President Rudnick's term ends with the close of the regular August Board meeting. Director Hopkins term as president, begins at the close of the August meeting. Director Lee will become the 1st Vice President; and Director Shaffer will be 2nd Vice President.

B. It is time for the Board to have an annual review of the District's personnel and operational activities. Harvey Pearlman has requested a closed meeting with the Board, to review his employment contract prior to its renewal. Also, the General Manager's contract calls for an annual review.

Personnel reviews and negotiations are considered during closed meetings, and it is suggested that a closed meeting for this purpose be held prior to the next Board meeting's open session, between 6 and 7 PM.

II. Budget report: The following comments are offered concerning the June, and the fiscal year's ending report.

A. Harris Fund: No expense activities occurred in the Harris Fund during the month of June 1994. The final revenues were received, and inter Fund exchanges between the Harris Fund and General Fund were logged, to offset previous transfers needed to smooth cash flow shortages. The Fund's carry over balance is \$10,355 after adjustments for administrative expenses.

B. County general fund: The County general fund balance declined from \$20,154 to \$17,257 after the inter Fund adjustments, receipt of final tax revenues for the year, and payroll expenses. However, it is important to note that the County general fund balance increased from \$11,242 on 7/01/93 to the \$17,257 on 7/01/94. This balance includes \$4,895 in restricted W. Marin emergency funds, an increase from \$2,530 on 7/01/93.

- C. **Summary of Income and expenses:** Gross District revenue during fiscal 1993-94 was 150,232 versus expenditures of \$199,780. The District began the year with \$25,461 in general funds; \$65,879 in Harris funds, and \$23,822 in MBVFD funds. The overall District general fund equity increased to \$54,530 providing approximately 5 months of reserve capital for District operations. This should adequately provide for expenditures and possible emergency repairs until the December tax revenues are received.
- D. **Proposed 1994-95 Budget:** The report for the proposed 1994-95 fiscal year budget compares the actual 1993-94 expenditures to those proposed by the "Budget Committee", and the GM's proposed budget. Essentially, the Committee's and the GM's proposals are the same. However, the GM's budget includes adjustments in allocation of the GM's fees and expense/expenditures either not provided for by the Committee or changed by actual cost information. In addition, the GM's budget includes provisions for the Fire Department and the Harris Plan which were not considered by the Committee.

Comparison of the total income and expenditures for the four departments included in the Committee's budget are:

	Committee's budget	GM'S budget
Projected revenues =	\$107,456	\$105,205
Budgeted expenses =	<u>107,309</u>	<u>104,665</u>
Balances =	\$ 147	\$ 540

Changes in allocation of the GM's consulting fee were deemed necessary to more equitably distribute this expense based on working experience, the amount of volunteer assistance available, and the actual budgeted expenditures which indicate the amount of activity involved. The 1st proportional basis used each of the 6 department's budgeted expense to determine a percentage of the total budgeted expenses. As the MBVFD is substantially managed by the volunteers and the Fire Chief, the department's initial 14+% of total expenses was adjusted down to 9.8%. The 5% reduction was then proportioned equally to Roads and Recreation as these activities place a greater time demand on the GM. The final percentages allocated were G&A 15.4%, R&E 12.5%, Water 28.5%, Rec. 14.5%, Fire 9.8%, and Harris Fund 19.3%. While these percentages may not be equitable on a monthly basis, they will be by year's end.

There are additional minor changes reflecting actual figures available from the fiscal year closing figures which were not available to the Committee. These changes may be observed by comparing the two budgets.

- E. **Personnel expenses:** The Budget Committee recommended that Hazel Melo continue as the district Secretary, with a 50% reduction in income. Due to Hazel's physical needs, she is unable to continue a consistently active roll. I have discussed the recommendation with her, and she has agreed to this reduced income and semi-retirement roll. She will continue to assist as her health permits.

The Committee recommended that no increases in employee compensation be provided in the budget, but did increase the number of working hours for Harvey Pearlman. With limited District funds, and the current job market, this may be desirable. Further, it is true that the working environment offered by the district provides some amenities. However, there has been no income adjustments for more than two years, and it is not equitable to expect the District personnel to bear the burden of the District's fiscal woes. The following minimum increase are recommended.

Harvey Pearlman's hourly wage be increased \$12 to \$12.50, reflecting an increase of slightly more than 4%. The total annual compensation provided in the budgets is \$12,000 versus less than \$10,000 actually paid in 93-94. No change is recommended in the annual total compensation. An additional increase to \$12.75 per hour is recommended when Harvey passes the Grade One water classification. My research indicates this is within the upper level of compensation offered for this type of licensing.

In addition to the hourly increase, it is recommended that Harvey earn paid vacation time equal to 1/26th of his annual hours. This recommendation would provide approximately 30 hours of vacation time in the current fiscal year, based on Harvey's total hours worked in 93-94.

- III. **Recreation:** No special activities were scheduled in July, and at this time it does not seem feasible to have a community dinner in August. The Labor Day BBQ is scheduled for Monday, September 5, 1994. No additional special events are planned at this time; however, a community dinner is being considered for the 2nd or 3rd week of September, providing some assistance is available.
- III. **Water Department.** General operations have been normal, with water consumption up. There was one incident involving emergency repair of a broken water line at the Pacific Way bridge. The line was broken when an automobile drove into the westerly bridge abutment. Total cost of repairs for this will be approximately \$3,500. These costs will be billed to the insurance company of the automobile driver.
 - A. **Water billing:** The water billing for fiscal 1993-94 totaled \$62,884, 16% more than the budget projection. Also, improvements in accounts receivable yielded a total income of \$63,844, 18% more than projected by the budget. The additional income versus reduced expenses yielded \$17,572 more than expense. This enables the department to repay the \$11,372 shortfall in 1992-93 revenues, and still have a reserve of \$6,200.
 - B. **Redwood Creek:** Efforts to alleviate potential conflicts between our water consumption needs and Redwood Creek are being continued. A meeting is scheduled in early August, for further discussions. This meeting will include Directors Hopkins and Pinto, the GM, and official from GGNRA, State Fish & Game Department, and possibly MMWD
 - C. **Water policies and procedures:** The modifications recommended have not been finalized for the Board's approval.

- D. Harris Plan:** The current Harris Plan special assessment expires at the close of the 1994-95 fiscal year. This gives the Board time to consider the need for additional capital improvements, and it is recommended that Henry Hyde be retained to assist the GM in preparing recommendations for the Board's review. It is anticipated that Henry's participation would not exceed \$1,500, and that this cost should be allocated from the current Harris Funds.

Submission of the study should be in time to give the Board an adequate opportunity for review prior to the Spring election. If an extension without interruption of the current assessment is deemed necessary, a public hearing must be held, and voter approval accomplished prior to the end of July 1995.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR JUNE 1994**

**SUMMARY OF INCOME & EXPENSES FOR
GENERAL FUND 428 & HARRIS FUND 429
AND 1ST NATIONWIDE DEPOSITORY
WITH COMBINED FUNDS CASH BALANCE**

DESCRIPTION	REVISED 93-94 BUDGET	Y.T.D. % of Budget	Year	
			To Date Summary	June 1994
Unrestricted General Fund 428 Balance 7/01/93 =	\$8,712			
Restricted W. Marin Fund Balance (County) 7/01/93 =	2,530			
Unrestricted Wells Fargo Account Balance 7/01/93 =	13,516			
Restricted 89/90 Walkathon funds =	440			
Restricted Children's Fund 92/93 =	17			
Restricted Basketball Fund 92/93 =	246			
Total Wells Fargo Opening Balance =	\$14,219			
Total G & A Department Expenditures	31,314	89%	27,748	1,384
Total G & A Department Revenue	36,674	103%	37,844	(5,334)
G & A Department Revenue - Expenditures	\$5,360		\$37,844	(\$6,718)
Total R & E Department Expenditures	9,380	82%	7,660	338
Total R & E Department Revenue	0	NA	0	0
R & E Department Revenue - Expenditures	(9,380)	See Note	(\$13,210)	(338)
Total Water Department Expenditures	46,649	88%	41,223	2,258
Total Water Department Revenue	54,600	118%	64,344	5,722
Water Department Revenue - Expenditures	\$7,951	See Note	\$17,572	\$3,463
Total Recreation Department Expenditures	23,006	64%	14,641	834
Total Recreation Department Revenue	15,671	67%	10,462	710
Recreation Dept. Revenue - Expenditures	(7,335)	See Note	(\$9,728)	(124)
Total Fire Department Expenditures	61,866	47%	29,170	646
Total Fire Department Revenue (Inc. Beg. W.F. bal.)	62,109	52%	32,040	174
Fire Department Revenue - Expenditures	243	See Note	(\$2,681)	(473)
Total Harris Fund Expenditures	81,343	98%	79,337	0
Total Harris Fund Income, Includes Beginning Balance	94,862	100%	95,243	5,791
Harris Fund Revenue - Expenditures	13,519	See Note	\$10,355	5,791
*TOTAL OF ALL DISTRICT REVENUE =	\$263,916		\$239,933	\$7,061
TOTAL OF ALL DISTRICT EXPENDITURES =	\$253,558		\$199,780	\$5,460
*REVENUE - EXPENDITURES =	\$10,358		\$40,153	\$1,601

* NOTE: Includes beginning MBVFD & Harris Fund balances

CASH BALANCE IN COUNTY GENERAL FUND DEPOSITORY 428 =	7,838		\$17,257
CASH BALANCE IN COUNTY HARRIS DEPOSITORY 429 =	13,519		10,355
CASH BALANCE IN MBCSD 1ST NATIONWIDE DEPOSITORY =	14,219		\$37,273
CASH BALANCE IN MBVFD 1ST NATIONWIDE DEPOSITORY =	243		729
COMBINED CASH BALANCE OF ALL ACCOUNTS =	35,819		\$65,614

NOTE: The cost of Administration expenditures is to be proportioned equally to each of the five operational departments. General Fund revenues will then be apportioned as necessary to offset departmental losses. Total Administrative expenses of \$27,748 equals \$5,550 per operational department. NET DEPARTMENTAL REVENUE-EXPENSES AFTER THIS ADJUSTMENT IS MADE.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR JUNE 1994**

ROADS & EASEMENTS DEPARTMENT 9237

	REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	June 1994
PERSONNEL EXPENDITURES				
1028 Maintenance Manager	\$450	59%	\$264	\$0
1073 Extra Hire Personnel	850	89%	760	0
1404 Social Security	99	79%	78	0
1701 Worker's Compensation Insurance	101	73%	74	0
2117 Cont. & Out. Serv., General Manager	4,050	100%	4,050	338
Total Personnel Expenditures =	\$5,550	84%	\$5,226	\$338

OPERATIONS & MAINTENANCE				
2059 General Insurance	\$805	100%	\$805	\$0
2077 Routine Repairs	1,000	46%	456	0
2078 General Maintenance	750	6%	48	0
2094 Roads reconstructed	1,125	100%	1,125	0
2137 Copier Expense, Notices	.150	0%	0	0
2249 Small Tools & Instruments	0	NA	0	0
2501 Gas, oil & Gr.	0	NA	0	0
2741 Chipper	0	NA	0	0
Total Operations & Maint. Expenditures =	\$3,830	64%	\$2,434	\$0

TOTAL ROAD & EASEMENT EXPENDITURES =	\$9,380	82%	\$7,660	\$338
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ROADS & EASEMENTS REVENUE

REVENUE SOURCE				
9248 Restricted Donations & Fund Raisers	NA	NA	\$0	\$0
9772 General Income, Fees & Charges (non compliance)	0	NA	0	\$0
Total Roads & Easements Revenue =	\$0	0%	\$0	\$0

REVENUE - EXPENDITURES =				(9,380)	(\$7,660)	(\$338)
2720 Proportional cost of administration		6,263		5,550	277	
ADJUSTED BALANCE =				(\$15,643)	(\$12,210)	(\$614)
ALLOCATION OF G&A REVENUES =				15,643	13,210	614
CLOSING BALANCE =				\$0	\$0	\$0

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR JUNE 1994**

GENERAL & ADMINISTRATIVE DEPT. 9236

OPERATIONS & MAINTENANCE PERSONNEL EXPENDITURES		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	June 1994
1003	District Secretary	\$3,600	92%	3,323	\$277
1005	Recording Secretary, Contract Service	0	NA	0	0
1404	Social Security	275	92%	254	21
1701	Worker's Compensation Insurance	35	92%	32	0
2117	Cont. & Out. Serv., General Manager	12,150	100%	12,150	1,013
Total Personnel Expenditures =		\$16,061	98%	\$15,760	\$1,311

OPERATIONS & MAINTENANCE EXPENDITURES					
2049	Conferences & Meetings	\$350	28%	\$96	\$0
2059	General Insurance	403	100%	403	0
2119	Publications & Advertisement	0	NA	0	0
2130	Postage & mail expense	150	78%	117	5
2133	Office Supplies	850	102%	863	0
2137	Administrative use of copier	600	0%	0	0
	2137M&S Copier Maintenance & Supplies	1,200	105%	1,255	0
2352	Auditor & County fees (SEE NOTE)	10,000	82%	8,154	0
2479	Mileage & Routine Travel	600	83%	495	52
2534	Telephone	500	77%	387	16
2720	Gen. Administrative Exp..	600	36%	218	0
Total Operations & Maint. Expenditures =		\$15,253	79%	\$11,989	\$73

NOTE: Auditor & County Fees include \$7,500 for 90-91 & 91-92 audit, \$2,000 for 93-94 audit, and \$500 for election/accounting fees.

CAPITAL EXPENDITURES					
4048	Building Improvements	\$0	NA	\$0	\$0
4093	Office computer, printer & software	0	NA	0	0
	4093OFF Equipment & furnishings (locking file cabinet)	0	NA	0	0
Total Capital Expenditures =		\$0	NA	\$0	\$0

TOTAL G & A EXPENDITURES = \$31,314 89% \$27,748 \$1,384

NOTE G&A expenditures are incurred in administration of the overall District activities, and are necessary for the completion of these activities. The gross G&A expenditures will be distributed equally to each of the other departments, and G&A revenues will then be allocated to offset deficits.

MUIR BEACH COMMUNITY SERVICES DISTRICT UNAUDITED BUDGET REPORT FOR JUNE 1994

GENERAL & ADMINISTRATIVE REVENUES

REVENUE SOURCE		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	June 1994
9001	Property Taxes, Secured	\$53,847	42%	\$22,788	\$209
9002	Property Taxes, Unsecured	972	111%	1,079	0
9003	Property Taxes, Secured delinquent	2,273	49%	1,110	706
9004	Property Taxes, Secured Redemption's	1,977	218%	4,310	10
9020	Special Dist. Augmentation Fund	416	83%	343	0
9041	Supplemental Assessment, current	0	NA	484	0
9043	Supplemental Assessment, redemption's	0	NA	78	25
	State appropriation to schools	(28,867)	NA	0	0
9280	Hoptr. St.	442	100%	444	221
9772	Copier Income, Cash & Cards	450	218%	980	1
	Enter Departmental Copier Use	1,550	0%	0	0
9280	General Income, Fees, Charges & fund transfers	3,614	172%	6,227	(6,505)
9377	Local Asst Grant, 91-92 WMFG	0	NA	0	0
Total G & A Revenue =		\$36,674	103%	\$37,844	(\$5,334)

G & A REVENUE - EXPENDITURES = \$5,360 188% \$10,095 (\$6,718)

HARRIS FUND 429 WATER CAPITAL IMPROVEMENTS

OPERATIONS & MAINTENANCE EXPENDITURES		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	June 1994
2059	General Liability Insurance & MBCSD fund transfers	\$805	100%	\$805	\$0
2395	Consulting Engineer	4,500	67%	3,000	0
4145	Harris Plan D-4, CHARLOTTE'S WAY	34,775	101%	35,214	0
4169	Harris Plan D-5, Starbuck extension	35,000	115%	40,318	0
TOTAL EXPENDITURES =		\$75,080	115%	\$79,337	\$0

REVENUE

9007	Special Tax Assessment	\$25,953	92%	\$23,951	\$0
9008	Special Assessment Tax, Delinquent	750	315%	2,366	791
9009	Special Assessment Redemption	0	NA	2,280	0
9031	Special Surcharge Account	1,260	5%	60	0
9201	Interest on unused Fund Balance	1,021	69%	708	0
9377	County Assistance Grant & MBCSD fund transfers	0	NA	0	5,000
TOTAL REVENUE RECEIVED =		\$28,983	101%	\$29,364	\$5,791

Beginning Cash Balance	\$65,879	\$65,879
Change in Balance, Income less Expenses	(46,097)	(49,974)
UNADJUSTED BALANCE =	\$19,782	\$15,905

2720	Proportional cost of administration	6,263	5,550	277
ENDING BALANCE =		\$13,519	\$10,356	\$5,514

NOTE: June revenues for the Harris Fund and Administration reflect an intra fund exchange to equalize previous previous Intra Fund exchnages for cash flow corrections.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR JUNE 1994**

WATER DEPARTMENT 9238

		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	June 1994
PERSONNEL EXPENDITURES					
1003	District Secretary	\$3,600	108%	\$3,877	\$277
1028	Maintenance Manager	11,700	77%	8,955	1,224
1073	Extra Hire Personnel, (meter readers)	510	68%	345	0
1404	Social Security	1,209	83%	1,006	115
1513	Health Insurance	1,001	75%	751	0
1701	Worker's Compensation Insurance	944	74%	700	0
2117	Cont. & Out. Serv., General Manager	2,700	100%	2,700	225
2395	Prof. Consultant, Water Manager	3,500	86%	3,000	0
Total Personnel Expenditures =		\$25,165	85%	\$21,234	\$1,841

EXPENDITURES					
2058	Annual Inspection Fee	\$350	0%	\$0	\$0
2059	General Insurance	2,038	100%	2,038	0
2077	Routine Repairs	500	25%	124	0
2096	Building Repair	300	0%	0	0
2115	Lab Supplies & Testing	1,800	123%	2,222	39
2121	Miscellaneous expenses	NA	NA	837	38
2122	Refunds	600	17%	100	0
2130	Postage	200	97%	194	28
2133	Office Supplies	100	602%	602	22
2137	Copier Use	200	0%	0	0
2221	Public & Legal Notices	100	0%	0	0
2325	Contract Service - Maintenance	1,200	256%	3,068	0
2479	Mileage & Routine Travel	900	75%	675	0
2534	Telephone, Tank Control Relay	465	77%	360	30
2535	Electricity for pumps	5,800	68%	3,935	262
Total Operations Expenditures =		\$14,553	97%	\$14,155	\$417

Total Personnel & Operations Expenses = \$30,718 89% \$35,490 \$2,258

GENERAL OPERATION CAPITAL EXPENDITURES					
4093	Equipment	\$1,000	98%	\$980	\$0
4160	Water Meters	506	NA	506	0
4162	Water Supply Study	225	100%	225	0
4169	Const. Proj. Impr. Cost., Reserve	3,100	80%	2,467	0
4197	Water System Repairs/Upgrade	2,100	74%	1,555	0
Total Capital Expenditures =		\$6,931	83%	\$5,733	\$0

TOTAL WATER EXPENDITURES = \$46,649 88% \$41,223 \$2,258

WATER REVENUES

		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	June 1994
REVENUE SOURCE					
9025	Water Billing, gross billed	\$54,000	116%	\$62,884	\$5,927
	Revenue received	54,000	118%	63,644	5,722
	Accounts receivable	\$5,801	50%	2,917	2,917
9025R	Refundable Customer Deposits	600	33%	200	0
9377	Local Assistance Grant	0	NA	0	0
9763	Other Revenue, miscellaneous	0	NA	500	0
Cash Balance + Total Water Revenue =		\$54,600	118%	\$64,344	\$5,722
REVENUE - EXPENDITURES =		\$7,951		\$23,122	\$3,463
2720	Proportional cost of administration	6,263		5,550	277
ADJUSTED BALANCE =		1,688		17,572	3,187
ALLOCATION OF G&A REVENUES =		(1,688)		0	0
CLOSING BALANCE =		\$0		\$17,572	\$3,187

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR JUNE 1994**

RECREATION DEPT. 9239

		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	June 1994
PERSONNEL EXPENDITURES					
1028	Maintenance Manager	\$200	0%	\$0	\$0
1073	Building Cleaning Person	1,560	92%	1,440	120
1404	Social Security	135	85%	114	13
1701	Worker's Compensation Insurance	211	76%	160	0
2117	Cont. & Out. Serv., General Manager	5,400	100%	5,400	450
Total Personnel Expenditures =		\$7,506	95%	\$7,114	\$583

OPERATIONS & MAINTENANCE EXPENDITURES					
2041	Recreational Programs				
2041AF	Art Faire	50	0%	\$0	\$0
2041HD	Halloween Dance	0	NA	0	\$0
2041LD	Labor Day BBQ	400	0%	0	\$0
2041BA	Basketball	0	NA	0	\$0
2041BI	Bistro	900	57%	517	\$32
2041BR	Brunches	200	0%	0	\$0
2041CP	Children's Programs	225	30%	67	\$0
2041CD	Community Dinners	1,050	12%	125	\$0
2041MI	Miscellaneous	100	38%	38	\$0
2041TC	Tai Chi	800	63%	504	\$0
2059	General Insurance	2,038	100%	2,038	\$0
2077	Routine Repair	200	21%	43	\$0
2096	Building Maintenance & Repair	250	2%	6	\$0
2097	Grounds Maintenance	0	NA	56	\$56
2119	Publication Expense	200	54%	107	\$0
2121	Miscellaneous small expenses	0	NA	0	\$0
2122	Refunds of rental security deposits	1,750	131%	2,285	\$75
2133	Office Supplies & Postage	150	98%	147	\$0
2137	Copier Expense	250	0%	0	\$0
2259	Garbage Removal	321	99%	316	\$0
2366	Building Supplies	125	104%	130	\$0
2369	General Recreation Supplies	0	NA	0	\$0
2534	Telephone	380	111%	421	\$36
2535	Electricity for Community Center	1,000	73%	726	\$51
2536	Water Service	250	0%	0	\$0
Total Operations & Maintenance Expenditures =		\$10,639	71%	\$7,527	\$250

CAPITAL EXPENDITURES					
4045	Community Block Grant Improvements	4,861	0%	\$0	\$0
4048	Building Improvements	0	NA	0	0
4093	Equipment & Furnishings	0	NA	0	0
4243	Playground	0	NA	0	0
4381	Contingency Reserve	0	NA	0	0
Total Capital Expenditures =		\$4,861	0%	\$0	\$0

TOTAL RECREATION EXPENDITURES = \$23,006 64% \$14,641 \$834

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR JUNE 1994
RECREATION DEPARTMENT REVENUE**

REVENUE SOURCE		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	June 1994
9224	Grounds Rental, Playground	\$0	NA	\$0	\$0
9248	Restricted Donations		NA	0	0
9248BA	Basketball	0	NA	0	0
9248CP	Children's programs	200	98%	195	0
9255	Rental of Building	3,000	115%	3,461	270
9255CR	Children's Room rental	100	15%	15	0
9255RP	Playground rental	100	0%	0	0
9255R	Refundable Rental Deposits	1,750	150%	2,625	225
9761	Donations, General	100	25%	25	0
9811	Income from Recreation Programs		NA	0	0
9811AF	Art Faire	250	0%	0	0
9811BI	Bistro	1,700	101%	1,717	192
9811BR	Brunches	300	0%	0	0
9811CD	Community Dinners	1,750	40%	702	0
9811HD	Halloween Dance	250	0%	0	0
9811LD	Labor Day BBQ	0	NA	0	0
9811MI	Miscellaneous	160	0%	0	0
9811TC	Tai Chi	1,000	167%	1,673	23
9834	Resident Handbook, Ad Sales	150	33%	50	0
9900	Grant Revenue, Community Block Grant	4,861	0%	0	0
Total Recreation Program Revenue =		\$15,671	67%	\$10,462	\$710
TOTAL (REVENUE - EXPENDITURES) =		(\$7,335)		(\$4,176)	(\$124)
2720	Proportional cost of administration	6,263		5,550	277
ADJUSTED BALANCE =		(13,598)		(9,728)	(401)
ALLOCATION OF G&A REVENUES =		13,598		9,728	401
CLOSING BALANCE =		\$0		\$0	\$0

FIRE DEPARTMENT REVENUE

REVENUE SOURCE		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	June 1994
	Beginning Cash Balance, Wells Fargo account	\$23,822	85%	\$20,218	0
9377	West Marin Grant	8,848	100%	8,850	0
9400	Other Agency Aid, (Marin Fire Dept.)	4,130	0%	0	0
9611	Special fund raisers, shirt sales	4,310	25%	1,073	0
9763	Other Revenue, MBVFD Bar-B-Que	21,000	9%	1,899	174
Total Operational Revenue =		\$62,109	52%	\$32,040	\$174
REVENUE - EXPENDITURES =		243		2,869	(473)
2720	Proportional cost of administration	6,263		5,550	277
ADJUSTED BALANCE =		(\$6,020)		(\$2,680)	(\$749)
ALLOCATION OF G&A REVENUES =		6,020		2,680	749
CLOSING BALANCE =		0		0	0
Fire Station Reserve Fund		3,165			0
6985	Restricted Fire Station Bldg. Fund. =	9,933			0

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED BUDGET REPORT FOR JUNE 1994**

FIRE DEPARTMENT 9240

OPERATIONS & MAINTENANCE PERSONNEL EXPENDITURES		REVISED 93-94 BUDGET	Y.T.D. % of Budget	YEAR TO DATE TOTALS	June 1994
1701	Worker's Compensation Insurance, MBVFD Volunteers	3,108	93%	2,891	0
2117	Cont. & Out. Serv., General Manager	2,700	100%	2,712	237
Total Personnel Expenditures =		\$5,808	96%	5,603	\$237

OPERATIONS & MAINTENANCE EXPENDITURES					
2024	First aid and medical supplies	\$300	0%	\$0	0
2032	Volunteer support activities (See note)	1,200	24%	287	0
2041	Special fund raisers, Halloween Dance	500	13%	67	0
2050	Equipment testing, fire ext.	110	0%	0	0
2059	General Insurance, liability	1,611	100%	1,611	0
	2059VLI Vehicle liability insurance	2,754	100%	2,754	0
2085	Radio Maint. & Supply	400	0%	0	0
2086	Fire Trucks & Vehicle Maintenance	800	99%	789	0
2121	Miscellaneous expenses	100	1818%	1,818	0
2133	Office Supplies	100	13%	13	0
2137	Copier Use	100	0%	0	0
2267	Special projects, shirt inventory (see note)	8,800	54%	4,717	0
	2267TAX Sales tax on shirt sales (see note)	335	0%	0	0
2273	Training	0	NA	0	0
2362	Special Programs, Bar-B-Que, Food & Supplies	3,000	41%	1,219	0
	2362CASH Change fund for BBQ booths	800	0%	0	0
	2362INS Special liability insurance	380	67%	253	0
	2362MIS Miscellaneous (charcoal, wood, etc.)	650	108%	700	409
	2362RAF Raffle expenses	750	67%	501	0
	2362SAN Sanitary & garbage maint.	1,200	44%	527	0
	2362SEC Sheriff's patrol (See note)	470	46%	215	0
	2362WIN Beer, wine, softdrinks, etc.. (See note)	2,400	38%	904	0
2365	Miscellaneous equip. & supplies	200	55%	110	0
2501	Gas & Oil (See note)	300	59%	177	0
2534	GTE Mobilnet Cell. Phone Service	0	NA	314	0
2535	Fire house electricity & rent	150	71%	107	0
Total Operations & Maint. Expenditures =		\$27,410	62%	\$17,083	\$409

CAPITAL EXPENDITURES					
4048	New Fire Station Fund	\$3,000	0%	\$0	0
4169	Reserve for next year's Bar b Que funding	16,000	0%	0	0
4801	Misc.. Equip. & Small Tools	800	0%	0	0
4827	Spec. Equip., W. Marin Grant	8,848	73%	6,485	0
Total Capital Expenditures =		\$28,648	23%	\$6,485	\$0

TOTAL FIRE EXPENDITURES =		\$61,866		\$29,170	\$646
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**MUIR BEACH COMMUNITY SERVICES DISTRICT
PROPOSED 1994-95 BUDGET**

**PROJECTED INCOME & EXPENSE SUMMARY
GENERAL FUND 428 & HARRIS FUND 429
AND 1ST NATIONWIDE DEPOSITORY
WITH COMBINED FUNDS CASH BALANCE**

DESCRIPTION	FISCAL 1993-94 TOTALS			
		Proposed 94-95 Budget Com'ty Budget	GM'S Proposed 94-95 Budget	GM'S Proposed 94-95 Budget % of 93-94
Unrestricted County General Fund 428 Balance 7/01/94 =	\$12,362			
Restricted W. Marin Fund Balance (County) 7/01/94 =	4,895			
Total County general fund 428 =	\$17,257			
Unrestricted 1st Nationwide Account Balance 7/01/94 =	36,442			
Restricted MBVFD funds ending 93/94 =	729			
Restricted 89/90 Walkathon funds =	440			
Restricted Children's Fund 93/94 =	145			
Restricted Basketball Fund 93/94 =	246			
Total 1st Nationwide Opening Balance =	\$38,002			
Total G & A Department Expenditures	27,748	25,097	20,012	72%
Total G & A Department Revenue	44,759	28,295	26,644	60%
G & A Department Revenue - Expenditures	\$17,010	\$3,198	\$6,633	39%
Total R & E Department Expenditures	7,660	17,301	16,038	209%
Total R & E Department Revenue	0	0	0	NA
R & E Department Revenue - Expenditures	(\$7,660)	(\$17,301)	(\$16,038)	209%
Total Water Department Expenditures	41,223	45,941	48,052	117%
Total Water Department Revenue	64,344	60,400	60,400	94%
Water Department Revenue - Expenditures	\$23,122	\$14,459	\$12,348	53%
Total Recreation Department Expenditures	14,641	18,970	20,563	140%
Total Recreation Department Revenue	10,462	18,761	18,161	174%
Recreation Dept. Revenue - Expenditures	(\$4,178)	(\$209)	(\$2,402)	57%
Total Fire Department Expenditures	29,170	0	23,368	80%
Total Fire Department Revenue	32,040	0	23,368	73%
Fire Department Revenue - Expenditures	\$2,869	\$0	\$0	0%
Total Harris Fund Expenditures	84,887	0	35,901	42%
Total Harris Fund Income, Includes Beginning Balance	95,243	10,355	35,381	37%
Harris Fund Revenue - Expenditures	\$10,355	\$10,355	(\$520)	-5%
*TOTAL OF ALL DISTRICT REVENUE =	\$241,483	\$117,811	\$163,954	68%
TOTAL OF ALL DISTRICT EXPENDITURES =	\$199,780	\$107,309	\$163,933	82%
*REVENUE - EXPENDITURES =	\$41,703	\$10,502	\$21	0%
* NOTE: Includes beginning MBVFD & Harris Fund balances				
CASH BALANCE IN COUNTY GENERAL FUND DEPOSITORY 428 =	\$17,257	\$17,000	\$17,000	99%
CASH BALANCE IN COUNTY HARRIS DEPOSITORY 429 =	10,355	10,355	0	0%
CASH BALANCE IN MBCSD 1ST NATIONWIDE DEPOSITORY =	37,273	48,761	48,635	130%
CASH BALANCE IN MBVFD 1ST NATIONWIDE DEPOSITORY =	729	0	0	NA
COMBINED CASH BALANCE OF ALL ACCOUNTS =	\$65,614	\$76,116	\$65,635	100.03%

NOTE: G&A expenditures are incurred in administration of the overall District activities, and are necessary for the completion of these activities. The gross G&A expenditures will be distributed equally to each of the other departments, and G&A revenues will then be allocated to offset deficits.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
PROPOSED 1994-95 BUDGET**

**HARRIS FUND 429
WATER CAPITAL IMPROVEMENTS**

		FISCAL	Proposed	GM'S	
		1993-94	94-95	Proposed	Proposed
		TOTALS	Com'ty	94-95	94-95
			Budget	Budget	% of 93-94
OPERATIONS & MAINTENANCE					
EXPENDITURES					
2059	General Liability Insurance & MBCSD fund transfers	\$805	\$0	\$458	57%
2117	General Manager's Project Supervision	3,000	0	5,443	181%
4169	Harris Plan D-6, East Sunset inter-tie & Upper tank filter	40,318	0	30,000	74%
TOTAL EXPENDITURES =		\$44,123	\$0	\$35,901	81%
REVENUE					
9007	Special Tax Assessment	\$23,951	\$0	\$23,951	100%
9008	Special Assessment Tax, Delinquent	2,366	0	0	0%
9009	Special Assessment Redemption	2,280	0	0	0%
9031	Special Surcharge Account	60	0	540	900%
9377	Interest on unused cash balance	708	0	350	49%
TOTAL REVENUE RECEIVED =		\$29,364	\$0	\$24,841	85%
Beginning Cash Balance		\$65,879	\$10,355	\$10,355	16%
Change in Balance, Income less Expenses		(49,790)	0	(11,060)	22%
UNADJUSTED BALANCE =		\$16,089	\$10,355	(\$705)	-4%
2720	Proportional cost of administration	5,550	5,019	4,002	72%
ENDING BALANCE OF HARRIS FUND 429 =		\$10,540	\$5,336	(\$4,707)	NA

ROADS & EASEMENTS DEPARTMENT 9237

		FISCAL	Proposed	GM'S	
		1993-94	94-95	Proposed	Proposed
		TOTALS	Com'ty	94-95	94-95
			Budget	Budget	% of 93-94
PERSONNEL EXPENDITURES					
1028	Maintenance Manager	\$264	\$500	\$500	189%
1073	Extra Hire Personnel	760	1,500	1,500	197%
1404	Social Security	78	196	153	195%
1701	Worker's Compensation Insurance	74	155	170	230%
2117	Cont. & Out. Serv., General Manager	4,050	4,050	3,420	84%
Total Personnel Expenditures =		\$5,226	\$6,401	\$5,743	110%
OPERATIONS & MAINTENANCE					
2059	General Insurance	\$805	\$1,400	\$795	99%
2077	Routine Repairs	456	4,500	3,750	823%
2078	General Maintenance	48	0	750	1551%
2741	Roads reconstructed	1,125	5,000	5,000	444%
Total Operations & Maint. Expenditures =		\$2,434	\$10,900	\$10,295	423%
TOTAL ROAD & EASEMENT EXPENDITURES =		\$7,660	\$17,301	\$16,038	209%
2720	Proportional cost of administration	5,550	5,019	4,002	72%
ADJUSTED BALANCE =		(\$13,210)	(\$22,320)	(\$20,041)	152%
ALLOCATION OF G&A REVENUES =		13,210	22,320	21,692	164%
CLOSING BALANCE =		\$0	\$0	\$0	0%

**MUIR BEACH COMMUNITY SERVICES DISTRICT
PROPOSED 1994-95 BUDGET
GENERAL & ADMINISTRATIVE DEPT. 9236**

		FISCAL	Proposed 94-95 Budget Com'ty Budget	GM'S Proposed 94-95 Budget	GM'S Proposed 94-95 Budget % of 93-94
OPERATIONS & MAINTENANCE PERSONNEL EXPENDITURES		1993-94 TOTALS			
1003	District Secretary	3,323	1,800	1,800	54%
1005	Recording Secretary, Contract Service	0	1,200	1,200	NA
1404	Social Security	254	185	230	91%
1701	Worker's Compensation Insurance	32	47	24	75%
2117	Cont. & Out. Serv., General Manager	12,150	9,450	4,343	78%
Total Personnel Expenditures =		\$15,760	\$12,682	\$7,597	81%

OPERATIONS & MAINTENANCE EXPENDITURES					
2049	Conferences & Meetings	\$96	\$750	\$750	-5%
2059	General Insurance	403	415	415	103%
2119	Publications & Advertisement	0	150	150	NA
2130	Postage & mail expense	117	175	175	150%
2133	Office Supplies	863	875	875	101%
2137	Copier Maintenance & Supplies	1,255	1,400	1,400	112%
2352	Auditor & County fees (SEE NOTE)	8,154	6,500	6,500	80%
2479	Mileage & Routine Travel	495	600	600	121%
2534	Telephone	387	600	600	155%
2720	Gen. Administrative Exp..	218	200	200	92%
Total Operations & Maint. Expenditures =		\$11,989	\$11,665	\$11,665	97%

NOTE: Auditor & County Fees include \$7,500 for 90-91 & 91-92 audit, \$2,000 for 93-94 audit, and \$500 for election/accounting fees.

CAPITAL EXPENDITURES					
4048	Building Improvements	\$0	\$500	\$500	NA
4093	Equipment & furnishings	0	250	250	NA
Total Capital Expenditures =		\$0	\$750	\$750	NA

TOTAL G & A EXPENDITURES = \$27,748 \$25,097 \$20,012 72%
G & A PROPORTION OF TOTAL G & A EXPENDITURES = \$5,550 \$5,019 \$4,002 72%

NOTE: G&A expenditures are incurred in administration of the overall District activities, and are necessary for the completion of these activities. The gross G&A expenditures will be distributed equally to each of the other departments, and G&A revenues will then be allocated to offset deficits.

GENERAL & ADMINISTRATIVE REVENUES

		FISCAL	Proposed 94-95 Budget Com'ty Budget	GM'S Proposed 94-95 Budget	GM'S Proposed 94-95 Budget % of 93-94
REVENUE SOURCE		1993-94 TOTALS			
9001	Property Taxes, Secured	\$22,788	\$25,978	\$23,900	105%
9002	Property Taxes, Unsecured	1,079	1,000	1,100	102%
9280	Hoptr. St.	444	442	444	100%
9377	Interest earned, & miscellaneous income	76	0	300	395%
9772	Copier Income, Cash & Cards	980	875	900	92%
Total G & A Revenue =		\$25,366	\$28,295	\$26,644	105%

G & A REVENUE - PROPORTIONAL EXPENDITURES = \$19,817 \$23,276 \$22,642 114%

**MUIR BEACH COMMUNITY SERVICES DISTRICT
PROPOSED 1994-95 BUDGET
WATER DEPARTMENT 9238**

		FISCAL	Proposed	GM'S	GM'S
		1993-94	94-95	Proposed	Proposed
		TOTALS	Com'ty	94-95	94-95
			Budget	Budget	% of 93-94
PERSONNEL EXPENDITURES					
1003	District Secretary	\$3,877	\$1,800	\$1,800	46%
1028	Maintenance Manager	8,955	11,000	11,000	123%
1073	Extra Hire Personnel	345	1,000	1,000	290%
1404	Social Security	1,006	1,000	1,056	105%
1506	Health Insurance	751	1,001	1,001	133%
1701	Worker's Compensation Insurance	700	890	1,034	148%
2117	Cont. & Out. Serv., General Manager	2,700	5,400	8,037	298%
Total Personnel Expenditures =		\$18,334	\$22,091	\$24,928	298%

EXPENDITURES					
2058	Annual Inspection Fee	\$0	\$350	\$500	NA
2059	General Insurance	2,038	2,250	949	47%
2077	Routine Repairs	124	500	500	403%
2096	Building Repair	0	350	350	NA
2115	Lab Supplies & Testing	2,222	2,500	2,500	113%
2121	Miscellaneous expenses	837	900	900	108%
2122	Refunds	100	200	200	200%
2130	Postage	194	200	200	103%
2133	Office Supplies	602	600	600	100%
2221	Public & Legal Notices	0	200	200	NA
2325	Contract Service - Maintenance	3,068	2,000	3,200	104%
2479	Mileage & Routine Travel	675	900	675	100%
2534	Telephone, Tank Control Relay	360	400	400	111%
2535	Electricity for pumps	3,935	4,750	4,200	107%
Total Operations Expenditures =		\$14,155	\$16,100	\$15,374	109%

Total Personnel & Operations Expenses = \$35,490 \$38,191 \$40,302 114%

GENERAL OPERATION CAPITAL EXPENDITURES					
4093	Equipment	\$980	\$750	\$750	77%
4160	Water Meters	506	1,000	1,000	198%
4162	Water Supply Study	225	2,000	2,000	889%
4169	Const. Proj. Impr. Cost., Reserve	2,467	2,000	2,000	81%
4197	Water System Repairs/Upgrade	1,555	2,000	2,000	129%
Total Capital Expenditures =		\$5,733	\$7,750	\$7,750	135%

TOTAL WATER EXPENDITURES = \$41,223 \$45,941 \$48,052 117%

WATER REVENUES

		FISCAL	Proposed	GM'S	GM'S
		1993-94	94-95	Proposed	Proposed
		TOTALS	Com'ty	94-95	94-95
			Budget	Budget	% of 93-94
REVENUE SOURCE					
9025	Water Billing, gross billed	\$62,884	\$60,107	\$60,000	95%
	Revenue received	63,644	60,000	60,000	94%
	Accounts receivable	2,917	3,024	2,917	100%
9025R	Refundable Customer Deposits	200	400	400	200%
Cash Balance + Total Water Revenue =		\$63,844	\$60,400	\$60,400	95%
REVENUE - EXPENDITURES =		\$23,122	\$14,459	\$12,348	53%
2720	Proportional cost of administration	5,550	5,019	4,002	72%
ADJUSTED BALANCE =		17,572	9,440	8,346	47%
ALLOCATION OF G&A REVENUES =		0	0	0	NA
CLOSING BALANCE =		\$17,572	\$9,440	\$8,761	50%

**MUIR BEACH COMMUNITY SERVICES DISTRICT
PROPOSED 1994-95 BUDGET
RECREATION DEPT. 9239**

		FISCAL	Proposed	GM'S	GM'S
		1993-94	94-95	Proposed	Proposed
		TOTALS	Com'ty	94-95	94-95
			Budget	Budget	% of 93-94
PERSONNEL EXPENDITURES					
1028	Maintenance Manager	\$0	\$500	\$500	NA
1073	Building Cleaning Person	1,440	1,760	1,760	122%
1404	Social Security	114	173	173	151%
1701	Worker's Compensation Insurance	160	260	260	163%
2117	Cont. & Out. Serv., General Manager	5,400	2,700	4,089	76%
Total Personnel Expenditures =		\$7,114	\$5,393	\$6,782	95%

OPERATIONS & MAINTENANCE EXPENDITURES					
2041	Recreational Programs				
2041BA	Basketball	0	246	246	NA
2041BI	Bistro	517	750	750	145%
2041BR	Brunches	0	150	150	NA
2041CD	Community Dinners	125	500	500	399%
2041CP	Children's Programs	67	150	150	224%
2041LD	Labor Day BBQ	0	0	800	NA
2041TC	Tai Chi	504	1,000	1,000	198%
2059	General Insurance	2,038	2,050	1,314	64%
2077	Routine Repair	43	250	250	586%
2096	Building Maintenance & Repair	6	150	150	2555%
2097	Grounds Maintenance	56	500	500	893%
2119	Publication Expense	107	200	200	187%
2121	Miscellaneous small expenses	0	250	250	NA
2122	Refunds of rental security deposits	2,285	2,000	2,000	88%
2133	Office Supplies & Postage	147	150	150	102%
2259	Garbage Removal	316	321	321	102%
2366	Building Supplies	130	275	275	211%
2534	Telephone	421	385	425	101%
2535	Electricity for Community Center	726	650	750	103%
Total Operations & Maintenance Expenditures =		\$7,488	\$9,977	\$10,181	136%

CAPITAL EXPENDITURES					
4045	Community Block Grant Improvements	\$0	\$2,000	\$2,000	NA
4048	Building Improvements	0	750	750	NA
4093	Equipment & Furnishings	0	500	500	NA
4243	Playground	0	350	350	NA
Total Capital Expenditures =		\$0	\$3,600	\$3,600	NA

TOTAL RECREATION EXPENDITURES = \$14,641 \$18,970 \$20,563 140%

RECREATION DEPARTMENT REVENUE

		FISCAL	Proposed	GM'S	GM'S
		1993-94	94-95	Proposed	Proposed
		TOTALS	Com'ty	94-95	94-95
			Budget	Budget	% of 93-94
REVENUE SOURCE					
9248	Children's programs	0	200	200	NA
9255	Rental of Building	3,461	3,000	3,000	87%
9255CR	Children's Room rental	15	500	500	3333%
9255R	Refundable Rental Deposits	2,625	2,000	2,000	76%
9811	Income from Recreation Programs	0			NA
9811BI	Bistro	1,717	1,600	1,600	93%
9811BR	Brunches	0	0	400	NA
9811CD	Community Dinners	702	2,000	2,000	285%
9811LD	Labor Day BBQ	0	3,000	2,000	NA
9811TC	Tai Chi	1,673	1,500	1,500	90%
9834	Resident Handbook, Ad Sales	50	100	100	200%
9900	Grant Revenue, Community Block Grant	0	4,881	4,861	NA
Total Recreation Program Revenue =		\$10,242	\$18,761	\$18,161	177%
TOTAL (REVENUE - EXPENDITURES) =		(\$4,178)	(\$209)	(\$2,402)	57%
2720	Proportional cost of administration	5,550	5,019	4,002	72%
ADJUSTED BALANCE =		(9,728)	(5,228)	(6,404)	66%
ALLOCATION OF G&A REVENUES =		9,728	8,228	6,937	71%
CLOSING BALANCE =		\$0	\$0	\$0	

**MUIR BEACH COMMUNITY SERVICES DISTRICT
PROPOSED 1994-95 BUDGET**

FIRE DEPARTMENT 9240

		FISCAL 1993-94 TOTALS			
OPERATIONS & MAINTENANCE PERSONNEL EXPENDITURES					
1701	Worker's Compensation Insurance, MBVFD Volunteers	\$2,891	\$0	\$2,900	100%
2117	Cont. & Out. Serv., General Manager	2,700	0	2,763	102%
2059	General Insurance, liability	1,611	0	2,106	131%
	2059VLI Vehicle liability insurance	2,754	0	1,917	70%
Total Operations & Maint. Expenditures =		\$9,956	\$0	\$9,686	97%

CAPITAL EXPENDITURES

4048	New Fire Station Fund	\$0	\$0	\$0	NA
4827	Spec. Equip., W. Marin Grant	6,485	0	13,745	212%
Total Capital Expenditures =		\$6,485	\$0	\$13,745	212%

TOTAL FIRE EXPENDITURES = \$29,170 \$0 \$23,368 80%

FIRE DEPARTMENT REVENUE

		Proposed 94-95 GM'S Proposed			
		FISCAL 1993-94 TOTALS			
REVENUE SOURCE		1993-94 TOTALS	Proposed Budget Com'ty Budget	GM'S Proposed 94-95 Budget	GM'S Proposed 94-95 Budget % of 93-94
9377	West Marin Grant, INCLUDING 93-94 CARRYOVER	NA	\$0	\$13,745	NA
9763	Donations from MBVFD Association	NA	0	9,623	NA
Total Operational Revenue =		NA	\$0	\$23,368	NA
REVENUE - EXPENDITURES =		NA	0	0	NA
2720	Proportional cost of administration	5,550	5,019	4,002	NA
ADJUSTED BALANCE =		\$5,550	\$5,019	\$5,024	91%
ALLOCATION OF G&A REVENUES =		5,550	5,019	5,024	91%
CLOSING BALANCE =		0	0	0	NA

1994-1995 MBVFD BUDGET

OPERATIONS & MAINTENANCE PERSONNEL EXPENDITURES

1701	WORKERS COMP INSURANCE MBVFD VOLS.	\$ 3108
2117	CONT.& OUT. SERV., GENERAL MANAGER	\$ 2700

	TOTAL PERSONNEL EXPENDITURES	\$ 5808

OPERATIONS & MAINTENANCE EXPENDITURES

2050	Equipment testing , fire ext SCBA. .	\$ 470
2059	General Insurance , Liability	\$ 3222
2059	Vehicle liability insurance	\$ 5508
2085	Radio maintenance & supply	\$ 400
2086	Fire truck & Squad truck maintenance	\$ 800
2133	Office supplies	\$ 50
2137	Copier use	\$ 50
2365	Misc. equipt. & supplies	\$ 200
2501	Gas & oil	\$ 300
2535	Fire house rent & electric	\$ 150

	Total Operations & Maintenance Expenditures	\$ 16,958

CAPITAL EXPENDITURES

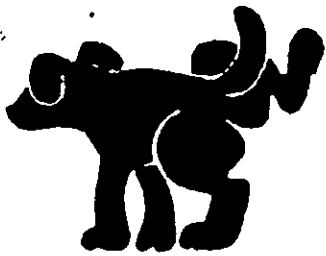
4827	Special Equipt. West Marin Fund	\$ 8,848

	TOTAL FIRE EXPENDITURES	\$ 25,806

FIRE DEPARTMENT REVENUES

	Cash on hand MBVFD /CSD Acct.	\$?
9377	Old West Marin funds	\$ 4,893
9377	94/95 West Marin Funds	\$ 8,848
	MBVFA association donations	\$ 16,958

	TOTAL REVENUES	\$ 30,699+
	BUDGET SURPLUS	\$ 4,893 +?



**Muir Beach
Volunteer Fire Department**

MUIR BEACH VOLUNTEER FIRE DEPARTMENT

MINUTES, DRILL AND CALL RECORD FOR 4-27-94 THROUGH 7-5-94

MEETINGS:

4-27-94

Attending: Farkas, Allen and other West Marin fire department chiefs for disbursement of the West Marin Grant Funds.

5-11-94

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

Discussion: Planning for upcoming BBQ.

6-15-94

Attending: Moore, Sward, Allen

Discussion: Future training.

DRILLS:

Attending: Allen, Moore, Sward, Farkas, Watts, Eller

Activities: Cleaned firehouse. Introduced new volunteer Michael Eller to members. Discussed procedures and operations.

CALLS:

5-17-94 Tree Down / Hwy 1

Responding: Farkas, Sward

Details: Volunteers respond to find a tree near the dairy blocking the north bound lane of Hwy 1. Volunteers cut and moved the tree to the side of the road.

6-8-94 Medical Check / Muir Beach

Responding: Watts

Details: Volunteer responded to big beach to find a person suffering from possible heat exhaustion. County personnel treated and transported to MGH.

7-4-94 Vehicle Accident / Pacific Way

Responding: Sward, Watts, Farkas, Allen, Moore, F. Smith

Details: A tourist driver missed the turn at the Redwood Creek Bridge damaging his rental car and breaking a water main. Volunteers assisted county personnel and CHP. Volunteers returned the next day to assist our water manager in repairing the break.

OTHER NEWS:

Volunteers have established a firemen's association.

This years BBQ was a near record breaker in attendance and fund raising.

Volunteers recently completed a 26 hour EMT rectification program.

CURRENT MEMBERSHIP MBVFD:

William Farkas ✓
Robert Allen ✓
John Sward ✓
Michael Moore ✓
Sutton Freebarin Smith ✓
Ted Marshall
Chas Kingsbury
Ellen Mettler
Mark Felix
Malcolm Scott
Rick Watts

New Member:

Michael Eller ss# 355-40-5215 CDL# N6199131 DOB 9-18-49

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS RESCHEDULED MEETING
FOR WEDNESDAY JULY 6, 1994**

Directors present: President Peter Rudnick; Directors Dale Hopkins, Nancy Wolf Lee, Erin Pinto, and Steve Shaffer.

Staff present for the regular meeting: Donovan Macfarlane, General Manager/Recording Secretary. Fire Chief Bill Farkas called in to report that he is too ill to attend the meeting.

- I. Call the regular meeting order.** President Rudnick called the meeting to order at 7: 20 PM
- II. Review and consideration of the Wednesday July 6, 1994 Agenda:** The GM distributed copies of the bills to be paid, received between July 1 through 6, 1994, commenting that these bills should be considered along with the original submission of bills received between May 26 through June 30, 1994. There were no other changes to the Agenda offered, and Director Shaffer then *moved* to approve the Agenda; seconded by Director Pinto; ayes all.
- III. Bills to be paid:** The GM called attention to an error in the July 1 through 6, 1994 bills, stipulating that he had erred and included the bills for general insurance a second time. Deletion of the \$8,838 in insurance bills reduced the total for these bills to \$1,116.32.

Director Pinto questioned the payroll periods for wages shown on page 3 of 18 in the Board packet. The GM said he would review these dates, but that he believed the correct period covered is 5/23 through 6/21.

The GM then explained that the property and general liability insurance had been prorated to the different departments based on the number of directors/employees and amount of property in each department, and that 50% of the total liability insurance was prorated proportionally to cover operations under administration,, fire, Harris improvements, recreation, roads & easements, and water There was a brief discussion, and Director Pinto *moved* to approve the bills to be paid as amended, having a total of \$15,193.93; seconded by Director Shaffer; ayes all.

- IV. Public Open time:** Michael Moore and John Sward, representing the Muir Beach Volunteer Fire Association requested time to report on the Association's formation and conduction of the 1994 annual MBVFD BBQ. They reported that the BBQ had been very successful, with a gross income of more than \$26,000. A final accounting has not been completed, but will be available for the next Board meeting.

They then related that the Association is formed solely for the purpose of fund raising to support the volunteers and the Fire operations. They intend to pay all fixed fees established in the 1994-95 District budget for support of the Fire operations, and then will pay variable expenses as they occur. They also indicated their desire to develop a volunteer support program, similar to other volunteer fire organizations, possibly offering limited hospital and retirement benefits.

The Directors asked numerous questions, with Directors Lee and Pinto expressing concern that this transition should be bound by legal agreements. It was agreed that the GM and Director Shaffer would meet with Association officials to formulate the transition agreement for Board

consideration and approval.

V. Fire Department: Chief Farkas, had called in ill, and no additional information was discussed.

VI. Budget Report: The GM reported that the District had a gross income of \$5,971 during May, versus expenditures of \$16,142, yielding a net decrease in District equity of \$10,171. He noted that we are entering the time period when District income is limited to water and recreation revenues. Tax revenues expected in June will be less than \$2,000, and new tax revenues will not be available until December. The District's gross cash balance at the end of May was \$61,253 including \$20,144 in the County general fund, \$10,115 in the Harris fund, and \$30,995 in the 1st Nationwide Bank depository including \$3,477 in dedicated Fire funds.

Director Shaffer then submitted the Budget Committee's recommendations for the 1994-95 budget, commenting that the budget proposal is balanced for expenditures and anticipated income. The committee used an analysis of essential versus desired expenditures furnished by the GM, and developed their proposals along those guidelines. In general they held the essential expenditures to the amounts indicated, which are based on historical budget information. They did make some modifications in the desired expenditures, adding and subtracting as they discussed the District's needs and priorities, including the following factors:

- A. No wage increases are recommended. However, there is a provision for additional working hours for maintenance operations.
- B. A recommendation that the District secretary's salary be reduced by 50%.
- C. A recommendation for more expenditures in road & easement maintenance to improve pedestrian easements, the swales along Sunset Way, and deteriorating areas of road surfaces on Pacific and Sunset Ways. No major reconstruction is included in their proposal.

The Board complimented the committee on their efforts, and asked the GM to consider these recommendations when he submits his recommended budget to the Board. The GM indicated that he will make his submission during the next meeting, and that it might be necessary to have a special meeting to consider adoption prior to the August deadline.

VII. Water Department: The GM reported that general operations were normal for this time of year, with water consumption up but not out of proportion with previous years.

There have been some complaints about cloudy water along Starbuck Drive, but samples are inconsistent. The GM indicated that this has occurred in previous years. He is monitoring the situation as it may indicate the well screens need cleaning, and that restricted flow is causing cavitation, which can result in pump deterioration.

The GM reported that the upper tank has developed a sporadic leak, where some dry rot is prevalent. The condition is not immediately serious, but does require monitoring, and may indicate the need to accelerate the dry rot repairs. He indicated that, if possible (he is apprehensive about the repair feasibility) the repairs should make the tank useable through the end of this decade. He will arrange for a new inspection of the tank and have recommendations in time for the August Board meeting.

- VIII. Recreation:** The GM informed the Board that the volunteer efforts of Judith Yamamoto have successfully realized the completion of the door overhangs for the community center entrance doors. He emphasized that her efforts avoided the loss of community block grant funds, and that the improvements involved no additional cost to the District.

The GM then indicated that the community dinner night tentatively scheduled for July would be rescheduled. He is unable to serve as chef during July, due to his wife's pending operation. Hopefully, he and Mia Monroe will be able to coordinate their efforts for August.

- IX. Redwood Creek and water conservation:** The GM had a meeting with GGNRA officials on Tuesday May 31, 1994 and discussed the declining water flows in Redwood Creek. In an effort to minimize water consumption, the District will discontinue monthly system flushing during the dry season, providing no water quality problems become evident.

In addition, the GGNRA volunteered to furnish the MBVFD with water for their fire drills. The GGNRA water is supplied by MMWD, and does not affect Redwood Creek. They also offered to present a water conservation meeting for residents of the District. The GM sent invitations to the 44 major water users, to attend sessions offered on Wednesday morning June 15 or Wednesday evening June 29, 1994. The GGNRA may have offers from MMWD for subsidized purchases of water conservation water fixtures.

The GM then relayed that the District should take another step toward resolving the objections to the District's petition for water rights, submitted back in 1988-89. He suggested an informal meeting with the objecting parties, and a committee of two board members plus the GM. Directors Pinto and Rudnick were designated from the Board, with Director Hopkins as a backup in case one of the two designated members is unavailable when the meeting date is scheduled.

- X. Review of the Minutes for the Wednesday, July 6, 1994 meeting:** These minutes were reviewed, and no additions or amendments were suggested. Director Pinto then *moved* to approve the minutes as submitted; seconded by Director Shaffer; ayes all.

There was a brief discussion concerning the next meeting date, with Wednesday July 27, 1994, at 7:00 PM set as the next meeting date.

The meeting was adjourned at 10:06 P.M.

These minutes were approved by the Muir Beach Community Services District Board of Directors, during their meeting on _____.

Peter Rudnick, President

Attest: _____
Donovan Macfarlane, Recording Secretary

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FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
CLOSED AND REGULAR BOARD OF DIRECTORS MEETINGS
SCHEDULED FOR AUGUST 24, 1994 AT 6:30 PM**

DESCRIPTION	PAGES
Agenda	1 - 2
Bills to be Paid Report	3
General Manager's Report	4 - 6
Water Operations report	7
Budget Report for the month of July 1994	8 - 13
Draft Minutes for the 7/27/94 Meeting	14 - 19

SPECIAL NOTE

Three (3) unattached copies of this packet are provided for your convenience. You may borrow these copies to review in comfort. PLEASE RETURN THE LOOSE COPIES, AS SOON AS POSSIBLE, SO OTHER RESIDENTS MAY ENJOY THE SAME RIGHT. The attached copy must stay available at the bulletin board to comply with California law.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
THE COMMUNITY CENTER, 19 SEACAPE, MUIR BEACH, CALIFORNIA
BOARD OF DIRECTORS MEETINGS TO BE HELD IN
WEDNESDAY AUGUST 2, 1994 BEGINNING AT 6:30 P.M.**

DIRECTORS: Peter Rudnick president; Dale Hopkins, Nancy Wolf Lee, Erin Pinto, and Steven Shaffer, directors.

AGENDA FOR CLOSED MEETING BEGINNING AT 6:30 PM

The Board will conduct a closed meeting, to interview and render annual personnel performance evaluations. In accord with The Brown Act Section 54957.6, paragraphs 2 & 3, quote:

"Closed sessions with a local agency's designated representative regarding salaries, salary schedules, or compensation paid in the form of fringe benefits may include discussion of an agency's available funds and funding priorities, but only in so far as these discussions relate to providing instructions to the local agencies designated representative

Closed sessions held pursuant to this section shall not include final action on the proposed compensation of one or more unrepresented employees."

AGENDA FOR REGULAR BOARD MEETING BEGINNING AT 7:30 PM

- I.** Call the meeting to order.
- II.** Review and consideration of the August 24, 1994 Agenda. Items may be added, deleted, and or changed in scheduled sequence from the posted Agenda. Items may be added for brief discussion; however, the Board can take no action on the added item except by a finding that a condition of emergency exists, in conformance with California law.
- III.** **Bills to be paid:** Consideration of the bills to be paid, received subsequent to the bills submitted for approval during the July 27, 1994 meeting.
- IV.** **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 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.

AT 8:30, A 15 MINUTE COFFEE BREAK WILL BE CALLED

V. Fire Department: The Fire Chief will report on the department's activities since the May meeting. A representative from the MBVF Association, Inc. will be in attendance to report on their election of officers.

VI. General Manager's report. The General manager will report on the following items.

A. Budget The GM will report on the District's financial activities since the last meeting, including a basic review of the monthly budget report, and the account balances.

B. Recreation: The GM will report on the District's planned recreational activities.

C. Water: The GM will report on the following water activities.

1. General operations and maintenance.
2. Billing and fiscal considerations.
3. Water policies and procedures, final draft of changes, and request for Board approval.
4. Harris Plan review and status.

D. Roads and Easements: The GM will report on the activities concerning roads and easements.

VII. Minutes of the July 27, 1994 meeting.

VIII. Setting date for the next Board meeting.

ADJOURNMENT OR CONTINUATION.

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 7/28/94 THROUGH 8/19/94**

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 7/28/94 THROUGH 8/19/94**

VENDER NAME	USE CODE	DESCRIPTION	AMOUNT
HARRIS FUND EXPENSES, FUND 429			
ABC CONSULTANTS	2117	CONSULTING FEE 8/94	C \$125.00
TOTAL HARRIS FUND EXP. =			\$125.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

HAZEL MELO	1003	SECRETARY WAGES 8/94	C \$311.54
SOCIAL SECURITY	1404	7.65% DISTRICT FICA ON WAGES	C \$23.83
ABC CONSULTANTS	2117	CONSULTING FEE 8/94	C 700.00
OFFICE DEPOT	2133	MISC. OFFICE SUPPLIES	P 44.79
ABC CONSULTANTS	2479	TRAVEL, 7/94 161 MILES	C 40.25
ABC CONSULTANTS	2117	TOLL CALLS 7/5 THRU 8/4/94	C 37.27
TOTAL G&A EXPENSES =			\$1,157.68

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

ABC CONSULTANTS	2117	CONSULTING FEE 8/94	C \$150.00
TOTAL R&E EXPENSES =			\$150.00

WATER DIVISION EXPENSES, DIVISION CODE 9238

HAZEL MELO	1003	SECRETARY WAGES 8/94	C \$311.54
HARVEY PEARLMAN	1028	MAINT. MGR. WAGES, 8/94	C 1,187.50
SOCIAL SECURITY	1404	7.65% DISTRICT FICA ON WAGES	C \$114.68
HARVEY PEARLMAN	1506	HEALTH INS. BENEFITS FOR 8/94	C 83.45
PARADISE POOL SERVICE	2115	CHLORINE SUPPLIES, 7/94	B 28.96
PARADISE POOL SERVICE	2115	CHLORINE SUPPLIES, 8/94	B 28.96
MARIN CO. HEALTH LAB.	2115	COLIFORM TESTS FOR 7/94	B 45.00
ABC CONSULTANTS	2117	CONSULTING FEE 8/94	C 750.00
FORSTER PUMP & ENG.	2121	4-20 MICRON FILTERS @ \$6.20 EACH + TA)	B 25.59
GOODMAN BLD. SUPPLY	2121	MISC. SMALL SUPPLIES	B 58.92
US POST OFFICE	2130	POSTAGE	P 41.85
HARVEY PEARLMAN	2479	TRAVEL ALLOWANCE FOR 8/94	C 75.00
PACIFIC TELEPHONE	2534	RELAY PHONE 7/08-8/07/94	B 29.86
TOTAL WATER EXPENSES =			\$2,781.30

RECREATION EXPENSES, DIVISION CODE 9239

JUANA GONZALES	1073	JANITORIAL WAGES, 8/94	C \$360.00
SOCIAL SECURITY	1404	7.65% DISTRICT FICA ON WAGES	C 27.54
BISTRO SUPPLIES	2041	BISTRO SUPPLIES	P 70.09
ABC CONSULTANTS	2117	CONSULTING FEE 8/94	C 300.00
ZEN CENTER	2122	75% RENTAL DEPOSIT REFUND	B 56.25
SANDRA SCHLESINGER	2122	RENTAL DEPOSIT REFUND	B 75.00
COSTCO, TARGET, ETC.	2366	MISC. BUILDING SUPPLIES	P 61.59
PACIFIC BELL	2435	PAY PHONE THRU 7/19/94	B 34.72
TOTAL RECREATION EXPENSES =			\$985.19

DIVISION CODE 9240

2117	CONSULTING FEE 8/94	C 225.00
TOTAL FIRE EXPENSES =		\$225.00

TOTAL HARRIS FUND EXPENSES =	\$125.00
TOTAL GENERAL FUND EXPENSES =	5,299.17
TOTAL OF ALL EXPENSES =	\$5,424.17

C = Paid thru County funds; P= Paid thru petty cash fund

ment by the Muir Beach Community Services District
on August 24, 1994.

3 DISTRICT

Donovan Macfarlane, General Manager

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

TO: The Board of Directors
FROM: Donovan Macfarlane, General Manager
DATE: August 20, 1994
FOR: Board of Directors Regular Meeting, Wednesday, August 24, 1994.

- I. ADMINISTRATION:** The following administrative items require Board consideration, and possible action by the Board.
- A.** Prior to the end of the meeting, President Rudnick should turn the meeting over to Director Hopkins so she can assume the presidency. Director Lee will become the 1st Vice President; and Director Shaffer will be 2nd Vice President.
 - B.** Subsequent to the closed meeting for personnel reviews, the Board may consider changes in wage rates and compensation, which must be deliberated during an open meeting.
- II. Budget report:** The following comments are offered concerning the July budget report.
- A. Report Format:** The format for the monthly budget report has been redrafted. The new format offers greater detail on the methods used for paying and receiving revenue. This format also is somewhat easier to prepare than the original report form. **The Board is requested to offer their comments on the new form, and to indicate their approved preferences in report format.**
 - B. Harris Fund:** No major expense activities occurred in the Harris Fund during the month of July 1994. The GM has started meetings with Henry Hyde, for developing an updated report for needed capital improvements. It is anticipated that this report will be ready for presentation during the November Board meeting.

The month end balance cash is \$9,897. It will be necessary to delay the final capital improvements until late Spring of next year, when the additional tax revenues become available. In the meantime, easement surveys, profiles, with improvement plans and specifications will be prepared for the bidding process.
 - C. County general fund:** The County general fund balance declined from \$19,329.97 (unadjusted year end balance originally shown as \$17,257) to \$14,886 after the inter Fund adjustments, receipt of final tax revenues for the year, County year end adjustments, and payroll expenses. The County fund will continue to decline as future payroll expenses are paid. Water receipts are currently being deposited in the District's general bank account, as this balance earns interest.
 - D. Summary of Income and expenses:** Gross District revenue during July was \$11,775.06 versus expenditures of \$18,903.27. The District began the year with \$57,580.65 in general funds, including \$4,895 in W. Marin Funds; plus \$10,355 in Harris funds. The overall District general fund equity decreased to \$50,519.80. This balance will continue to decline until December when the first tax revenues are received. However, there should be adequate funds to provide for the District needs.

- III. Recreation:** No special activities were scheduled in July. The initial Labor Day BBQ announcement has been posted and delivered. Harvey was unable to arrange for the entertainment he had originally desired, but is trying to make use of possible local talent.

A community dinner is planned for the middle of September, and the plan is to have them on a monthly basis, providing they do not conflict with annual events. An effort is also being made to have an evening Bistro.

- IV. Water Department.** General operations are reviewed in the separate Water Operations Report. The final form of recommended changes in water policies governing late payments and service disconnection follow:

NOTE: The new wording is shown in italics, the deleted wording in strikeout, and deleted whole paragraphs are not included.

Water Policies Section:

VIII. Late payments:

- A. Bills are due when received and are overdue *if payment is not received within twenty (20) days of the billing date.* ~~by the end of the month they are issued.~~
- B. *Each and every overdue bill shall be assessed a minimum delinquent service fee of \$1.50 or a charge of 1% of the overdue amount, whichever is greater, for each and every month the bill is overdue.*
- C. *Overdue accounts having a balance of more than \$50, including the new month's billing, will be issued a 10-day Disconnection Notice with the delivery of the new month's water service billing.*

Overdue accounts having a balance of less than \$50, including the new month's billing, will be sent an overdue billing notice and policy statement.
- D. 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, the service will be discontinued. *Minimum monthly services charges for meter maintenance will continue to be assessed to the property.*
- E. Resumption of service will require *full payment of the account balance, plus a \$50 dollar re-connection fee, and a \$100 security deposit.* ~~past due amounts, a re-connection fee and a deposit.~~ With the agreement of the *General Manager, 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, *full payment of the account including the reconnection fee and the security deposit* ~~all past due amounts~~ must be made ~~in full~~ prior to the end of the 10-day notice period to avoid disconnection.

- F. If *full* payment of *the account past-due bills* is not made *within sixty (60) days* 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 *customer by certified mail*, within ~~six months~~ *ninety (90) days* from the date of the Disconnection Notice. A penalty of \$250 *will assessed* for non-payment, ~~will be \$250~~ plus interest at *the San Francisco Federal Reserve* prime rate from the date of the Disconnection Notice. If remittance is not received within *thirty (30) days from the date of the certified mailing*, a "Notice of Intent to Remove the Water Meter" *will be sent by certified mail*. If payment in full is not received within *fifteen (15) days of this certified mailing*, *the water meter shall be removed*. ~~a lien for the total amount will be placed on the property by the County Recorder."~~ *The County Building Department, Health Services Agency, Environmental Services, and Zoning Department will be notified of the meter removal*

Removal of the water meter shall place the residence in a non-service status, and stop the minimum monthly service charges. Re-establishment of service shall require all permits and fees applicable to installation of service for a new residence.

- V. **Roads and Easements:** The 1994-95 budget includes funding for preventative maintenance, plus essential repairs for roads and easements. The GM is currently reviewing the essential needs and preparing cost estimates. This report will be submitted to the Board for review and implementation, during the September meeting.

Sandra Schlesinger has met with the Roads & Easements Committee, and members of the Seacape Committee. After considerable discussion, the consensus seems to be that no additional County signs or road stripping should be requested. In general, the feeling is that such actions are not compatible with the Muir Beach character. She will continue to seek other methods for reducing the vehicle speed on Seacape and improvements in pedestrian/wild life safety. It is sad to report that one of the wild foxes has been killed as a result of excessive vehicular speed. This occurred some time last Wednesday, on Frank Valley Road.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT, MONTHLY STATUS REPORT FOR JULY 1994**

WATER SYSTEM OPERATION: The standard operation services include:

1. Daily system check by the maintenance manager, including physical inspection of the storage tanks, chlorinator check, and completion of daily log entries. The GM also made four general inspections of the system and facilities. Two were reliefs for the maintenance manager.
2. Monthly bacteriological samples included one sample for the upper system and two samples for the lower system. Weekly chlorine residual samples were also taken. The bacteriological samples were free of coliforms, and chlorine residuals ranged from a high of 1 ppm to a low of 0.5 ppm.. One coliform test required a re-sample.

WATER PRODUCTION

1.	Total volume of water produced	1,220,900	gallons
2.	Average daily production	39,384	gallons/day
3.	Maximum daily production	47,000	gallons
4.	Volume of water billed by customer meters, total	963,185	gallons
5.	Average daily customer water use, per customer	210	gallons/day
6.	Estimated maintenance water use.	11,250	gallons
7.	Unaccounted for water loss = 18.5% of production	226,465	gallons

SUPPORT ACTIVITIES: Support activities initiated and/or completed include:

1. Weekly meetings and phone conversations as necessary to assist Harvey in system management and maintenance operations.
2. Collection of monthly bacteriological samples. See above comments.
3. Weekly filter cleaning of cartridge filters, and every other day flushing of sand filter. The increased flushing of the sand filter is to enable the temporary halt in system flushing.
4. The upper tank leak is occurring again, on days of maximum temperature variations.

EMERGENCY REPAIRS/RESPONSENONE

NO SPECIAL SERVICES WERE PERFORMED: Two residents were alerted to possible water leaks on their side of the water meter, and one resident received water efficient shower heads.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water billing was \$5,288.87, water revenues collected were \$5,984.65 including security deposits, and accounts receivable were \$2,962.26. Seventeen 10 day disconnection notices were delivered with water billings. An additional sixteen customers were delivered policy statements and month-end disconnection notices.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JULY 1994**

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

DESCRIPTION	1994-95 BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	JULY '94 TOTAL	FIS. YEAR TOTALS
Opening Balance on 7/01/94		\$97.06	\$38,153.62	\$19,329.97	\$57,580.65	\$57,580.65
General and Admin. Income	26,644	84.80	56.83	457.79	599.42	599.42
General & Admin. Expenses	19,712	44.79	1,414.77	679.32	2,138.88	2,138.88
G&A Income - Expenses	6,932	40.01	(1,357.94)	(221.53)	(1,539.46)	(1,539.46)
Water Income	64,000	0.00	5,984.65	0.00	5,984.65	5,984.65
Water Expenses	49,021	41.85	4,222.32	2,907.53	7,171.70	7,171.70
Water Income - Expenses	14,979	(41.85)	1,762.33	(2,907.53)	(1,187.05)	(1,187.05)
Recreational Income	20,161	110.80	645.00	0.00	755.80	755.80
Recreational Expenses	20,563	131.68	2,112.37	549.36	2,793.41	2,793.41
Recreational Income - Expenses	(402)	(20.88)	(1,467.37)	(549.36)	(2,037.61)	(2,037.61)
Road & Easement Expenses	16,038	0.00	457.79	540.50	998.29	998.29
Fire Income	23,431	0.00	4,435.19	0.00	4,435.19	4,435.19
Fire Expenses	23,431	0.00	5,029.70	225.00	5,254.70	5,254.70
Fire Income - Expenses	0	0.00	(594.51)	(225.00)	(819.51)	(819.51)
Opening Harris Fund Balance	10,355					
Harris Fund Income	24,841	0.00	0.00	67.36	67.36	67.36
Harris Fund Expenses	35,901	0.00	457.79	88.50	546.29	546.29
Harris Fund Income - Expenses	(11,060)	0.00	(457.79)	(21.14)	(478.93)	(478.93)
Account balances @ month end*		\$74.34	\$35,580.55	\$14,886.05	\$50,519.80	\$50,519.80
Total Income by Account*	\$134,236	\$195.60	\$11,121.67	\$457.79	\$11,775.06	\$11,775.06
Total Expenses Paid by Account*	\$128,765	\$218.32	\$13,694.74	\$4,990.21	\$18,903.27	\$18,903.27
CHANGE IN CASH EQUITY =	\$5,471	(22.72)	(\$2,573.07)	(\$4,532.42)	(\$7,128.21)	(\$7,128.21)

*NOTE: Harris Fund Income & Expenses are not Included in Fund 428 Balance

	PETTY CASH	1ST BANK	COUNTY FUND 428	CO. HARRIS FUND 429	DISTRICT TOTAL
BUDGETED YEAR END BALANCES =	\$100	\$57,952	\$5,000	(\$705)	\$62,347
HARRIS FUND BALANCE @ MONTH END =		\$9,897.66	CASH EQUITY CHANGE = (\$457.79)		
GROSS DISTRICT CASH EQUITY @ MONTH END =		\$60,417.46	INCLUDING ALL FUNDS		

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JULY 1994**

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	JULY '94 TOTAL	FIS. YEAR TOTALS
Secretary Wage	1003	\$2,700	*		\$276.92	\$276.92	\$276.92
Recd'g Sect'y Wge	1005	=				0.00	0.00
FICA	1404	230			21.18	21.18	21.18
Work Comp. Ins.	1701	24		6.56		6.56	6.56
Conferences	2049	750				0.00	0.00
Insurance	2059	415		1,350.47		1,350.47	1,350.47
GM's Fee	2117	4,343			331.50	331.50	331.50
Pub. & Advertise.	2119	150				0.00	0.00
Postage	2130	175				0.00	0.00
Office Supplies	2133	875	44.79			44.79	44.79
Copier Maintenance	2137	1,400				0.00	0.00
County Fees	2352	6,500				0.00	0.00
Mileage	2479	600			35.50	35.50	35.50
Telephone	2534	600		32.74	14.22	46.96	46.96
Gen. Expenses	2720	200		25		25.00	25.00
Bld. Imp.	4048	500				0.00	0.00
Equipment	4093	250				0.00	0.00
TOTALS =		\$19,712	\$44.79	\$1,414.77	\$679.32	\$2,138.88	\$2,138.88

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	JULY '94 TOTAL	FIS. YEAR TOTALS
Property Taxes	9001	\$23,900				\$0.00	\$0.00
Prop. Tax, Unsec'd	9002	1,100				0.00	0.00
Hoptr. St.	9280	444				0.00	0.00
Interest/Int. Fnd. Trans.	9377	300		32.83	457.79	490.62	490.62
Copier Income	9772	900	84.80	24.00		108.80	108.80
TOTAL =		\$26,644	\$84.80	\$56.83	\$457.79	\$599.42	\$599.42

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JULY 1994**

WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	JULY '94 TOTAL	FIS. YEAR TOTALS
Secty Wages	1003	\$2,700			\$276.92	\$276.92	\$276.92
Maint. Mgr. Wages	1028	11,000			782.00	782.00	782.00
Extra Hire Wages	1073	1,000				0.00	0.00
FICA	1404	1,125			81.01	81.01	81.01
Benefits	1506	1,001			250.35	250.35	250.35
Work. Comp. Ins.	1701	1,034		147.54		147.54	147.54
Annual Fee	2058	500			500.00	500.00	500.00
Gen. Insurance	2059	949		949.22		949.22	949.22
Repairs	2077	500				0.00	0.00
Bldg. Repair	2096	350				0.00	0.00
Tests & chemicals	2115	2,500		103.90		103.90	103.90
GM's Fee	2117	8,037			773.50	773.50	773.50
Misc.. Exp..	2121	900		117.66		117.66	117.66
Refunds	2122	200				0.00	0.00
Postage	2130	200	41.85			41.85	41.85
Office supplies	2133	600		129.94		129.94	129.94
Legal Notices	2221	200			18.75	18.75	18.75
Contract Repairs	2325	3,200		2,117.71		2,117.71	2,117.71
Travel	2479	675			225.00	225.00	225.00
Telephone	2534	400		30.04		30.04	30.04
Electricity	2535	4,200		626.31		626.31	626.31
G&A Share	2720	0				0.00	0.00
Equipment	4093	750				0.00	0.00
Water Meters	4160	1,000				0.00	0.00
Water Supply Study	4162	2,000				0.00	0.00
System Improvem'ts	4169	2,000				0.00	0.00
System Upgrades	4197	2,000				0.00	0.00
TOTAL =		\$49,021	\$41.85	\$4,222.32	\$2,907.53	\$7,171.70	\$7,171.70

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	JULY '94 TOTAL	FIS. YEAR TOTALS
Service Billing	9025	\$60,000				\$0.00	\$0.00
Receipts Collected	9025			5,784.65		5,784.65	5,784.65
Accounts Receivable	9025					0.00	0.00
Security Deposits	9025SD	400		200.00		200.00	200.00
Misc.. Income & Fees	9772	0				0.00	0.00
TOTAL =		\$64,000	\$0.00	\$5,984.65	\$0.00	\$5,984.65	\$5,984.65

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JULY 1994**

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	JULY '94 TOTAL	FIS. YEAR TOTALS
Maint. Mgr. Wages	1028	\$500				\$0.00	\$0.00
Janitorial Wages	1073	1,760			120.00	120.00	120.00
FICA	1404	173			18.36	18.36	18.36
Work. Comp. Ins.	1701	260		36.65		36.65	36.65
Basketball	2041BA	246				0.00	0.00
Bistro	2041BI	750	70.09			70.09	70.09
Brunches	2041BR	150				0.00	0.00
Community Dinners	2041CD	500				0.00	0.00
Children's Programs	2041CP	150				0.00	0.00
Labor Day BBQ	2041LD	800				0.00	0.00
Tai Chi	2041TC	1,000				0.00	0.00
Insurance	2059	1,314		1,314.10		1,314.10	1,314.10
Repairs	2077	250		140.00		140.00	140.00
Bldg. Maintenance	2096	150			120.00	120.00	120.00
Ground Maintenance	2097	500				0.00	0.00
GM's Fee	2117	4,089			291.00	291.00	291.00
Publications	2119	200				0.00	0.00
Misc. Expenses	2121	250				0.00	0.00
Deposit Refunds	2122	2,000		355.00		355.00	355.00
Postage & Off. Sup.	2133	150				0.00	0.00
Refuse Removal	2259	321		81.00		81.00	81.00
Building Supplies	2366	275	61.59			61.59	61.59
Pay Telephone	2534	425		35.34		35.34	35.34
Electricity for C. C.	2535	750		150.28		150.28	150.28
G&A Share	2720	0				0.00	0.00
CDBG Improvem'ts	4045	2,000				0.00	0.00
Bldg. Improvements	4048	750				0.00	0.00
Equip. & Furnishings	4093	500				0.00	0.00
Playground Imp.	4243	350				0.00	0.00
TOTAL =		\$20,563	\$131.68	\$2,112.37	\$549.36	\$2,793.41	\$2,793.41

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JULY 1994**

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	JULY '94 TOTAL	FIS. YEAR TOTALS
Children's Programs	9248	\$200				\$0.00	\$0.00
C.C. Rental	9255	5,000		315.00		315.00	315.00
Refundable Deposits	9255RD	2,000		150.00		150.00	150.00
Child's Room Rental	9255CR	500				0.00	0.00
Bistro	9811BI	1,600	110.80			110.80	110.80
Brunches	9811BR	400				0.00	0.00
Community Dinners	9811CD	2,000				0.00	0.00
Labor Day BBQ	9811LD	2,000				0.00	0.00
Tai Chi	9811TC	1,500		180.00		180.00	180.00
Res. Handbooks	9834	100				0.00	0.00
CDB Grant	9900	4,861				0.00	0.00
TOTAL =		\$20,161	\$110.80	\$645.00	\$0.00	\$755.80	\$755.80

FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	JULY '94 TOTAL	FIS. YEAR TOTALS
Work. Comp. Ins.	1701	\$2,900		\$578.27		\$578.27	\$578.27
Gen. & Vehicle Ins.	2059	4,023		4,308.63		4,308.63	4,308.63
GM's Fee	2117	2,763			225.00	225.00	225.00
G&A Share	2720	0				0.00	0.00
Fire Station Fund	4048	0				0.00	0.00
W. Marin G. Exp.	4827	13,745		142.80		142.80	142.80
TOTAL =		\$23,431	\$0.00	\$5,029.70	\$225.00	\$5,254.70	\$5,254.70

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	JULY '94 TOTAL	FIS. YEAR TOTALS
W. Marin Grant	9377	\$13,745				\$0.00	\$0.00
MBVFA Donations	9763	9,686		4,435.19		4,435.19	4,435.19
TOTAL =		\$23,431	\$0.00	\$4,435.19	\$0.00	\$4,435.19	\$4,435.19

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JULY 1994**

ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	JULY '94 TOTAL	FIS. YEAR TOTALS
Maint. Mgr.	1028	\$500				\$0.00	\$0.00
Extra Hire	1073	1,500				0.00	0.00
FICA	1404	153				0.00	0.00
Work Comp. Ins.	1701	170				0.00	0.00
Insurance	2059	795		457.79		457.79	457.79
Repairs	2077	3,750				0.00	0.00
Gen. Maint.	2078	750				0.00	0.00
GM's Fee	2117	3,420			540.50	540.50	540.50
G&A Share	2720	0				0.00	0.00
Road Const.	2741	5,000				0.00	0.00
TOTAL =		\$16,038	\$0.00	\$457.79	\$540.50	\$998.29	\$998.29

END FUND 428, BEGIN FUND 429

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 429	JULY '94 TOTAL	FIS. YEAR TOTALS
Insurance	2059	\$458		\$457.79		\$457.79	\$457.79
GM's fee	2117	5,443			88.50	88.50	88.50
G&A share	2720	0				0.00	0.00
Project Improvements	4169	30,000				0.00	0.00
TOTAL =		\$35,901	\$0.00	\$457.79	\$88.50	\$546.29	\$546.29

HARRIS FUND CAPITAL IMPROVEMENT INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 429	JULY '94 TOTAL	FIS. YEAR TOTALS
Parcel tax	9007	\$23,951				\$0.00	\$0.00
Delinq. taxes	9008	0				0.00	0.00
Redemption's	9009	0				0.00	0.00
Surcharge	9031	540				0.00	0.00
Interest	9377	350			67.36	67.36	67.36
TOTAL =		\$24,841	\$0.00	\$0.00	\$67.36	\$67.36	\$67.36

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING
FOR WEDNESDAY JULY 27, 1994**

Directors present: President Peter Rudnick; Directors Dale Hopkins, and Nancy Wolf Lee. Director Pinto had called to say she would arrive late; she arrived at 7:30 pm. Director Steve Shaffer was absent.

Staff and Public present for the regular meeting: Donovan Macfarlane, General Manager/Recording Secretary, and Fire Chief Bill Farkas. Representatives from the Muir Beach Volunteer Fire Association were present, along with Ms. Sandra Schlesinger, and Ms. Kathy Sward.

- I. Call the regular meeting order.** President Rudnick called the meeting to order at 7: 20 PM
- II. Review and consideration of the Wednesday July 27, 1994 Agenda:** The GM distributed copies of the bills to be paid, received July 23 through 27, 1994, commenting that these bills should be considered along with the original submission of bills received between July 7 through July 22, 1994. There were no other changes to the Agenda offered, and Director Lee then moved to approve the Agenda; seconded by Director Hopkins; ayes all.
- III. Bills to be paid:** There was a brief review of the bills to be paid. Director Hopkins moved to approve the bills to be paid as submitted, including \$88.50 in Harris Fund billing, \$6,920.30 in general fund bills included on the 7/07/94 to 7/22/94 report, plus \$904.85 in general fund bills listed on the 7/23/94 through 7/27/94 report; seconded by Director Lee; ayes all.
- IV. Roads & Easements:** Ms Sandra Schlesinger, a member of the Roads & Easements Committee reported that the Yield Signs have not been successful in slowing the traffic on Seacape Drive. In fact, she feels that vehicles may be traveling faster, with the knowledge that the signs will deter intersecting traffic. She indicated that there have been several reported close calls by residents using Seacape as a pedestrian way, and relayed her personal experiences.

The GM mentioned that he has had some close calls from vehicles going uphill, when he is posting notices and delivering water bills. There was a general discussion concerning the matter, with the input considering the advantages and disadvantages of additional signing, pavement stripping, and the possible conflicting desires of the residents.

The Board consensus suggested that Ms Schlesinger meet with both the Roads & Easements Committee and the Seacape Community Committee to discuss the problem and develop a community consensus including recommendations for changes. Ms Schlesinger agreed to proceed, and will report back to the Board and/or the General Manager.

- V. Public Open Time:** John Sward and Michael Moore, representing the Muir Beach Volunteer Fire Association were present, and asked for time to report on the Association's progress. To begin they reported that the Annual BBQ had been very successful. All bills have not been received, but the gross income was more than \$26,000.

Mike went on to report that they will elect their officers early next month, and that they will then be able to complete their support agreement for the District. The General Manager submitted a letter of understanding addressed to the Association, via Mike Moore. The GM noted that this is his understanding of the Association's intent for support of the MBVFD, resulting from a telephone conversation with Mike earlier in the day. Mike confirmed the general context of the letter as being in accord with their intent, and agreed that this would serve as their guidelines until a formal agreement can be arranged and approved by legal council. A copy of this letter is to be attached to these minutes as "Attachment A".

A brief discussion followed with questions and comments from all Board member present. All Directors concurred with the Association's intent, but emphasized that the agreement should be reviewed by competent legal council, and that the District should be indemnified against any possible adverse liability that may arise from the Associations activities.

As an indication of good faith, Mike issued a check from the Association to the District in the amount of \$4,435.19 to cover the costs of worker's compensation insurance, general insurance and other items invoiced by the general manager. It was generally agreed that the GM would invoice the Association quarterly, for the outlined expenses.

Slide Ranch: The GM noted that the manager of Slide Ranch has requested an opportunity to appear before the Board, to review the long range Slide Ranch plans. Board members concurred that he should be invited to the next Board meeting.

- VI. Fire Department:** Chief Farkas, reviewed the fire department activities since his last report. Following a question from the GM, he indicated that their strength would return to 12 volunteers with the addition of new members Caitlin Henry and Michael Eller. The GM emphasized the necessity to maintain membership and training records to support the information reported on the various insurance reports. We are currently undergoing an audit by the State Fund, for worker's compensation insurance, and they have requested backup data for the number of volunteer fire personnel covered by worker's compensation. The GM pointed out that the combined costs of insurance exceed \$1 per day per volunteer.
- VII. Budget Report:** The GM reviewed the budget report for the month of June 1994, and the ending of fiscal year 1993-94. He pointed out that the District's overall general fund cash equity had increased, and that the reserve remaining at the end of the fiscal year would be adequate to fund District operations until the December tax revenues become available.

The GM then reviewed his proposed budget for fiscal year 1994-95, saying that this budget essentially follows the recommendations of the budget committee, with minor corrections and adjustments to conform with information that was not accurately available to the budget committee. Essentially, both budgets are based on balancing expenditures with anticipated revenue so as to maintain the necessary year end cash reserve.

The GM's budget does reapportion certain expenses, including the GM's consulting fee, differently to the various District activities, but maintains the same proportional amount of spending. The different apportionment is an effort to more realistically account for the actual time spent in managing the District's activities.

The GM noted that the budget committee had recommended reducing the Secretary's salary to 50% of its level in 1993-94, and included no recommendation for increasing the hourly wage rate for the maintenance manager. The GM related that no District personnel have received an increase in income for more than two years, and that the combined results of inflation over this period of time is almost 10%. He recommended increasing the maintenance manager's rate from \$12 per hour to \$12.50 per hour, and that the position include vacation time earned on the basis of 1/26th of the total hours worked during the previous fiscal year.

The GM then mentioned the Secretary's salary, suggesting that the 50% reduction was excessive. This stimulated considerable discussion among Board members, with Directors in accord with the committee recommendations, to favoring no reduction. The GM suggested that a compromise at 75% of last years salary would be reasonable. He noted that the Secretary has often indicated a personal desire to assist in the District's financial shortcomings. This was followed by additional Board discussion.

Finally a consensus developed, and Director Lee moved to adopt the budget for fiscal year 1994-95, as submitted by the General Manager, with a revision to adjust the Secretary's salary to 75% of her last year's rate. The motion also included an increasing the maintenance manager's wage rate from \$12 per hour to \$12.50 per hour, and to provide for vacation time earned at 1/26th of the prior fiscal year's hours worked; seconded by Director Hopkins; ayes all.

VIII. Recreation: The GM reported that most recreation activities were on hold until the end of the summer vacation. However, Harvey Pearlman is developing plans for the Labor Day BBQ. The GM indicated that the BBQ will be held this year, even if he must do most of the work personally. He also indicated that he hopes to begin the community dinners in October.

IX. Water Department: The GM reported that general operations were normal for this time of year, with water consumption up but not out of proportion with previous years. The final draft of the changes in billing policies, concerning delinquencies and service termination has not been completed. He hopes to have this ready for the next meeting.

There was a brief discussion concerning the Harris Plan, and the ending of the special tax at the end of the 1994-95 fiscal year. The GM suggested that an update of the Harris Plan be performed, and that the Board could then prudently consider the possible need for future capital improvements. The GM will contact Henry Hyde, in hope that the two can cooperate in preparing an updated report for less than 2 or 3 thousand dollars. The Board concurred with this.

The GM reported that no new communications have transpired with the GGNRA. They have requested a report from the Marin Municipal Water District for possible alternative sources of water supply. When this report is received, they will call for a meeting with the water committee.

X. Review of the Minutes for the Wednesday, July 6, 1994 meeting: These minutes were reviewed, and no additions or amendments were suggested. Director Hopkins then moved to approve the minutes as submitted; seconded by Director Pinto; ayes all.

XI. The next meeting date: There was a brief discussion concerning the next meeting date, and the need for a closed session for annual personnel reviews. Wednesday August 24, 1994 at 7:30 PM was set as the next meeting date, with a closed personnel meeting to start at 6:30 PM.

The meeting was adjourned at 10:30 P.M.

These minutes were approved by the Muir Beach Community Services District Board of Directors, during their meeting on _____.

Peter Rudnick, President

Attest: _____
Donovan Macfarlane, Recording Secretary

MUIR BEACH COMMUNITY SERVICES DISTRICT

19 SEACAPE DRIVE, STAR BOX 221 MUIR BEACH, CA 94965 TELEPHONE (415) 388-7804

July 27, 1994

Muir Beach Volunteer Fire Association, Inc.
c/o Michael Moore Construction
690 Camino Del Canyon
Mill Valley, CA 94941

Dear Mike:

Briefly confirming my understanding of our meeting on Tuesday, July 26, 1994, concerning the intentions of the Muir Beach Volunteer Association, Inc. in providing for certain expenses incurred by the Muir Beach Volunteer Fire Department:

1. The Association will reimburse the District for the basic costs of Administration and insurance, which are budgeted for a total of \$10,429 in the fiscal year 1994-95. These expenses cover the MBVFD's proportional share of the general manager's fees, worker's compensation insurance, the general liability and vehicle liability insurance.

In the event the District is reimbursed for worker's compensation insurance for fiscal year 1994-95, by Marin County, the District will reimburse the Association for their paid portion of this expense. As noted in our meeting, the County owes the District for fiscal 1992-93 & 1993-94. Fiscal 1993-94 was paid from restricted MBVFD funds, but 1992-93 was paid from District funds.

2. The Association will pay the remaining MBVFD occasional expenses such as gas, power, training, BBQ, etc. directly from their account as these expenses are incurred.
3. The District will administer the West Marin Fund expenses, as these funds are received directly by the District, and require the District's accounting and approval.
4. Future fund raising events conducted by the Association, will be considered the same as all other private organization fund raising events, in so far as compensating the District for the use of District facilities.
5. The District and the Association are entering into this agreement with the understanding that the Association's prime intent is to improve the fund raising capability for the fiscal support of the Muir Beach volunteer Fire Department, and if deemed fiscally possible improved insurance benefits for the volunteers.

In pursuit of this endeavor, the Association will conduct fund raising events and activities such as the annual BBQ, shirt sales, etc. in the name of the Association.

6. The Association will assure that the District is protected and held harmless from the results of any and all activities conducted by or in the name of the Association.

MUIR BEACH COMMUNITY SERVICES DISTRICT

19 SEACAPE DRIVE, STAR BOX 221 MUIR BEACH, CA 94965 TELEPHONE (415) 388-7804

Page 2 of 2
Muir Beach Volunteer Fire Association, Inc.

7. The District will assist the Association in achieving their success in every manner permissible by the laws of the State of California.

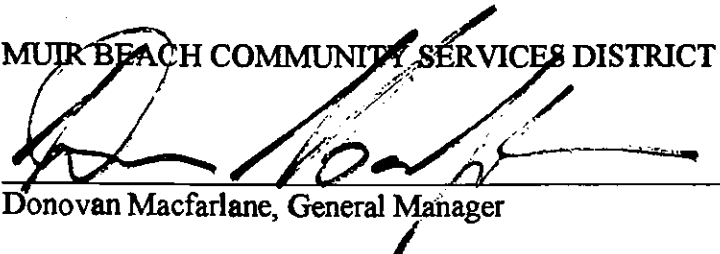
This letter will serve as our temporary agreement. However, a formal agreement will be executed as soon as possible after you have elected the Association's officers.

An invoice for MBVFD expenses paid by the District, for general & vehicle insurance, worker's compensation insurance, and administration is enclosed.

Thank you for your cooperation. We wish the Association great success, and remain available to assist in every way that we can.

Cordially,

MUIR BEACH COMMUNITY SERVICES DISTRICT

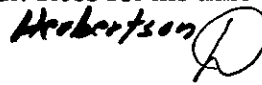


Donovan Macfarlane, General Manager

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON AUGUST 24, 1994**

Directors present: Peter Rudnick, President; directors Dale Hopkins, Nancy Wolf Lee, Erin Pinto, and Steve Shaffer.

- I. Call to order.** President Rudnick called the regular meeting to order at 7:45 P.M., after closing the closed meeting.
- II. Review and consideration of Agenda.** Director Pinto moved to approve the Agenda, correcting the date on the page heading from August 2 to August 24, 1994; second by Director Shaffer; ayes all.
- III. Review and consideration of bills and expenses.** The General Manager noted that the Code under Recreation on page 3 of 19, for Pacific Bell should be 2534 instead of the 2435 shown. Director Shaffer asked what the GM had done to charge the Harris Plan \$125. The GM responded that he had met with consultant Henry Hyde, written several letters requesting equipment information, and started research for the current year's project work. The GM also noted that in the budget, the average of his time to be charged to the Harris Plan is approximately \$225 per month, but that his time allocation will be greater when actual work begins than for the current months. Director Pinto then moved to approve the Bill To Be Paid report with the Code correction, for July 28, through August 19, 1994 including \$125 in Harris fund expenditures and \$5424.17 in general fund expenditures; and to approve the Bills to Be Paid Report for August 20, through August 24, 1994 including general fund expenditures of \$1,073.08 seconded by director Shaffer; ayes all.
- IV. Public open time.**
 - A. Old Business.** There were no requests from the public for Old Business.
 - B. New Business.** Mr. Ross Herbertson, manager of Slide Ranch had requested time to brief the Board on the future plans for Slide Ranch. He indicated that the buildings currently being used are antiquated and in poor repair. They have requested permission from the GGNRA, to improve the property with new structures that are equal in size and appropriate to the character of the property history. He invited the Board members and people attending the meeting, as well as all interested Muir Beach residents, to an open house that they will have on September 3, 1994. The Directors expressed interest and support for their efforts, and thank Mr. ~~Ross~~ Herbertson for his time and presentation.


- V. Fire Department.** Assistant Chief Allen had called in to say that neither he nor Chief Farkas could attend the meeting. In their place, John Sward would report to the Board on both the actions of the MBVFD, and the progress of the MBVF Association.

Mr. Sward indicated that no written report was available for submission. He told the Board that they had been training with County instructors on cliff side rope handling techniques, and that they had answered several emergency calls during the past few weeks.

Mr. Sward reported that the Association had their first election of Directors and Officers. the Directors include Mike Moore, John Sward, Bob Kriegel, Bryce Browning, and Sidney Lanier. the Officers are Mike Moore, President; Aran Collier, Vice President; Ted Marshall, Treasurer; and Charles Kingsbury, Secretary.

Mr. Sward emphasized that the Association's intent is to improve fund raising and cooperation with the community. In this spirit, he indicated that the volunteers are offering to assist in putting on the Labor Day BBQ. The GM indicated his appreciation of this and suggested that Mr. Sward contact Harvey Pearlman to coordinate their efforts.

VI. Water Division. The GM reviewed his report on water operations, noting that the upper tank is once again having periodic leakage with severe temperature variations. He will research possible methods to correct the dry rot and leaking. The GM noted that even with the tank leakage, the unaccounted for water loss is just 18.5%, which is good for our type of distribution system.

Director Pinto noted that the report now includes the average daily customer water use/per customer, saying that this is helpful information.

In reviewing the accounting of water revenues, the GM mentioned that almost \$2,000 of the \$2,962 in accounts receivable involves just three water accounts, including 2 property owners with disconnected services. He hopes these will be resolved over time with the Board's instructions (the independent accounts were discussed during the closed meeting) to try to work out time payment plans for eliminating the debts and restoring service. He feels the recommended water policy changes will eliminate most of the other accounts receivable, and prevent a reoccurrence of the substantial amounts such as the three existing debts.

Water policy changes: The Board then reviewed the recommended water policy changes, item by item, with the final changes to be as follows:

- A. Bills are due upon receipt, and shall become delinquent if not paid within thirty (30) days of the billing date.
- B. Each and every delinquent bill shall be assessed a delinquent service fee of ten (10) percent for each delinquent bill, plus interest at an annual rate of 10% for each day the bill is delinquent.
- C. All delinquent bills, not paid within ninety (90) days of the original billing date shall be issued a ten (10) day disconnection notice. The notice will be posted in the U. S. Mail, including a proof of mailing certificate. The notice will specify the date of mailing, and the date of service disconnection providing five (5) days for mailing receipt plus the ten (10) days disconnection notice.
- D. Deposit in the U. S. Mail shall constitute receipt by the customer, in accord with Section 16482.1 of the Public Utility District Act of the State of California. Minimum monthly

services charges shall continue to be assessed to the property, even if service is disconnected.

- E. No service shall, by reason of delinquency in payment for services, cause cessation on any such services on any Saturday, Sunday, legal holiday as recognized by the State of California, or at any time during which the business offices of the District are not open to the public.
- F. Resumption of services, after disconnection, shall require full payment of the outstanding account balance, plus a \$50 re-connection fee, and plus a \$100 dollar security deposit.

Any customer may request to amortize, over a period not to exceed twelve (12) months, the unpaid balance of any bill asserted to be beyond the means of the customer to pay within the normal period for payment. The amortization agreement shall be executed in writing with a minimum of \$10 per month reduction in the past due balance. The General Manager shall represent the District in completion of the agreement. Bills included in this past-due payment agreement that themselves become delinquent shall result in the immediate issuance of a 10-day Disconnection Notice. In this case, full payment of the account including the re-connection fee, and the security deposit must be made prior to the end of the 10-day notice period to avoid service disconnection. No new amortization is authorized, and no extension of an existing amortization agreement is authorized.

- G. If full payment of the account, or an amortization agreement is not completed within sixty days after the date of service disconnection as provided above, a notice of intent to remove the water service meter for permanent discontinuance of service shall be delivered to the customer, through the U. S. Mail as described above. A penalty of \$250 will be assessed for non-payment, plus interest at the rate ten (10) percent per annum on the unpaid balance from the date of disconnection. If payment or an amortization agreement is not completed with thirty (30) days of this "Intent to Remove the Water Service Meter" mailing, the water service meter will be removed, and the appropriate County and Health agencies shall be notified of the removal.

Removal of the water service meter shall place the residence in a non-service status, and stop minimum service charges, while interest charges continue on the unpaid balance of the account. Re-establishment of service shall require all permits and fees applicable to the installation of a new water service for a new residence, including but not limited to water service eligibility under the District's total service limitations.

VII. General Manager's Report. The general manager reported on the following activities.

- A. **Budget and Administration:** The GM reviewed the new monthly budget report form, commenting that the form is easier to complete and offers more detail on reporting how District expenditures and income occur. In general the Board indicated their approval of the new format, with director Pinto requesting that a column be added to show the percentage (%) of the year to date figures as compared to the adopted budget figures.

B. Roads and Easements: The board reviewed the letter from Ms. Burn-Calander, and the phoned comments from Mr. Souza, briefly as follows:

1. Ms. Burn-Callander referred to the number of derelict vehicles parked on Sunset Drive, and to the failure of new residents to maintain easements adjacent to their property. She offered to assist in this maintenance, for a fee.
2. Mr. Souza indicated concern with the possible erosion of the roadway on Pacific Way, as a result of excessive ground water surfacing in the uphill roadway swale.

The Board requested the GM to review these problems and report back to the Board with recommendations, in time for the next Board meeting. They also requested that he acknowledge receipt of this information from the respective residents.

The GM then reviewed the report from the Roads and Easements Committee, concerning the following items:

3. The high weeds on the uphill side of Seacape Drive, that obstruct visibility. The Committee's contact with County Road Maintenance indicates that the County may not be able to mow these weeds, due to a lack of personnel and restrictions by the Fire Department during the dry weather.
4. The high weeds in the Parkway easement from Seacape Drive to the Starbuck/Seacape intersection. These weeds are unsightly, restrict pedestrian use, and may considered as a potential fire hazard.
5. The danger to pedestrians, pets and wildlife due to motorists driving too fast on Seacape Drive. The committee requests a 10 mile speed limit, individual personal signage promoting slower speed and caution, and correspondence from the Board requesting residents to be more cautious.

There was a general discussion by members of the Board, including comments that the district had never maintained the weeds in the Parkway easement, and had experienced indignant comments from adjacent property owners when efforts were put forth in previous years, to maintain view visibility.

It was also noted that the District has no authority on the County maintained roadways, either to control speed, or to eliminate weeds. However, the concerned property owners have the right and possibly the responsibility to maintain those areas within their individual properties.

The GM was instructed to include appropriate consideration of the conditions subject to District authority, in his report to the Board next month.

C. Recreation: The GM reviewed the plans for the Labor Day BBQ, noting that Harvey had been discouraged when he could not obtain reasonable entertainment. However, Harvey is now trying to arrange for local talent willing to participate.

The GM expressed that he hopes this BBQ will be as successful as the Labor Day BBQ two years ago, in so far as local participation. He pointed out that there is generally a preference for this event to be substantially for local residents, versus growing into a major event such as the Volunteer Fire BBQ.

The GM indicated that the Community dinners will begin in mid October, at the latest, ^{refer} ①

VIII. Review of the July 27, 1994 minutes: Director Pinto requested that the final sentence in the last paragraph of Section IX be changed to read "a meeting with the *GM and 2 Directors*. ~~committee~~. With this change, Director Pinto **moved** to approve the minutes, seconded by Director Lee; ayes Lee, Hopkins, Pinto, and Rudnick. Director Shaffer abstained as he was not in attendance for the meeting.

IX. Change of presidency. President Rudnick then stepped down from his office and tendered the gavel to the new President, Dale Hopkins.

X. President Hopkins adjourned the meeting at 9:45 PM.

These minutes were approved by the Muir Beach Community Services District Board of Directors, during their meeting on September 28, 1994

Dale Hopkins
Dale Hopkins, Board President

Donovan Macfarlane
Donovan Macfarlane, Recording Secretary

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 8/28/94 THROUGH 9/21/94**

VENDER NAME	USE CODE	DESCRIPTION	FUND AMOUNT
HARRIS FUND EXPENSES, FUND 429			
ABC CONSULTANTS	2117	CONSULTING FEE 9/94	C \$88.50
TOTAL HARRIS FUND EXP. =			\$125.00
ADMINISTRATION EXPENSES, DIVISION CODE 9236			
HAZEL MELO	1003	SECRETARY WAGES 9/94	C \$207.69
SOCIAL SECURITY	1404	7.65% DISTRICT FICA ON WAGES	C \$15.89
ABC CONSULTANTS	2117	CONSULTING FEE 9/94	C 331.50
CHRONICLE OF PHILANTHROPY	2119	SUBSCRIPTION, GRANT INFORMATION	B 67.50
ABC CONSULTANTS	2479	TRAVEL, 8/94, 303 MILES @ \$0.25	C 75.75
PACIFIC BELL	2534	CSD OFFICE PHONE 8/12 THRU 9/11/94	B 16.21
ABC CONSULTANTS	2534	TOLL CALLS 8/5 THRU 9/4/94	C 28.66
TOTAL G&A EXPENSES =			\$743.20
ROADS & EASEMENT EXPENSES, DIVISION CODE 9237			
ABC CONSULTANTS	2117	CONSULTING FEE 9/94	C \$540.50
TOTAL R&E EXPENSES =			\$540.50
WATER DIVISION EXPENSES, DIVISION CODE 9238			
HAZEL MELO	1003	SECRETARY WAGES 9/94	C \$207.69
HARVEY PEARLMAN	1028	MAINT. MGR. WAGES, 9/94	C 656.25
SOCIAL SECURITY	1404	7.65% DISTRICT FICA ON WAGES	C \$66.09
HARVEY PEARLMAN	1506	HEALTH INS. BENEFITS FOR 9/94	C 83.45
STATE FUND	1701	WORK. COMP. ADJUSTMENT	B 36.15
PARADISE POOL SERVICE	2115	CHLORINE SUPPLIES, 9/94	B 38.61
ABC CONSULTANTS	2117	CONSULTING FEE 9/94	C 773.50
CALIF. WATER AWARENESS	2121	1994-95 MEMBERSHIP	B 250.00
MARIN LAW LIBRARY	2121	COPIER CARDS	B 40.00
CALIF. HWY. PATROL	2121	ACCIDENT REPORT	P 6.00
US POST OFFICE	2130	POSTAGE	P 49.77
HARVEY PEARLMAN	2479	TRAVEL ALLOWANCE FOR 9/94	C 75.00
PACIFIC TELEPHONE	2534	RELAY PHONE 8/7/94 -9/7/94	B 29.86
TOTAL WATER EXPENSES =			\$2,312.37
RECREATION EXPENSES, DIVISION CODE 9239			
JUANA GONZALES	1073	JANITORIAL WAGES, 9/94	C \$360.00
EMIKO WANG	2041TC	TAI CHI INSTRUCTION 8&9/94	C \$235.00
SOCIAL SECURITY	1404	7.65% DISTRICT FICA ON WAGES	C 45.52
BISTRO SUPPLIES	2041	BISTRO SUPPLIES	P 35.03
ABC CONSULTANTS	2117	CONSULTING FEE 9/94	C 291.00
OFFICE DEPOT	2133	MISC. OFFICE SUPPLIES	P 18.88
FRY'S ELECTRIC	2133	CERTIFICATE FORMS	P 10.75
COSTCO, TARGET, ETC.	2366	MISC. BUILDING SUPPLIES	P 33.44
PACIFIC BELL	2435	PAY PHONE THRU 8/19/94	B 34.70
TOTAL RECREATION EXPENSES =			\$1,064.32
FIRE DIVISION EXPENSES, DIVISION CODE 9240			
ABC CONSULTANTS	2117	CONSULTING FEE 9/94	C 225.00
WILLIAMS COMMUNICATIONS	4827	MONITOR II PAGER	B 462.19
GTE MOBILENET	4827	CELLULAR PHONE, ESTIMATED 12 MONTHS	B 437.00
TOTAL FIRE EXPENSES =			\$1,124.19

TOTAL HARRIS FUND EXPENSES = \$125.00
TOTAL GENERAL FUND EXPENSES = 5,784.58
TOTAL OF ALL EXPENSES = \$5,909.58

B = Paid thru 1st Interstate Bank; C = Paid thru County funds; P = Paid thru petty cash fund

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors during their meeting on August 24, 1994.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Dale Hopkins
Dale Hopkins, President

Donovan Macfarlane
Donovan Macfarlane, General Manager

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 9/22/94 THROUGH 9/28/94**

VENDER NAME	USE CODE	DESCRIPTION	FUND AMOUNT
HARRIS FUND EXPENSES, FUND 429			
TOTAL HARRIS FUND EXP. =			\$0.00
ADMINISTRATION EXPENSES, DIVISION CODE 9236			
TOTAL G&A EXPENSES =			\$0.00
ROADS & EASEMENT EXPENSES, DIVISION CODE 9237			
TOTAL R&E EXPENSES =			
WATER DIVISION EXPENSES, DIVISION CODE 9238			
California Water Journal	2121	Annual Subscription & Membership	\$129.00
David Jenkins	2122	Partial security deposit refund	\$32.82
PG&E	2535	Estimated electrical billing for September	\$500.00
TOTAL WATER EXPENSES =			\$661.82
RECREATION EXPENSES, DIVISION CODE 9239			
Caroll Gross	2122	Partial rental deposit refund B	\$120.00
Suzanne Chesser	2122	Partial rental deposit refund B	\$140.00
PG&E	2535	Estimated electrical billing for September	\$80.00
TOTAL RECREATION EXPENSES =			\$340.00
FIRE DIVISION EXPENSES, DIVISION CODE 9240			
TOTAL FIRE EXPENSES =			\$0.00
TOTAL HARRIS FUND EXPENSES =			\$0.00
TOTAL GENERAL FUND EXPENSES =			1,001.82
TOTAL OF ALL EXPENSES =			<u>\$1,001.82</u>

B = Paid thru 1st Interstate Bank; C = Paid thru County funds; P= Paid thru petty cash fund

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors during their meeting on ~~August 24~~ ^{Sept 28}, 1994.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Dale Hopkins
Dale Hopkins, President

Donovan Macfarlane
Donovan Macfarlane, General Manager

Develop "Things to do"

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FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
CLOSED AND REGULAR BOARD OF DIRECTORS MEETINGS
SCHEDULED FOR [REDACTED], 1994 AT 6:30 PM
*September 28 6:45***

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**MUIR BEACH COMMUNITY SERVICES DISTRICT
THE COMMUNITY CENTER, 19 SEACAPE, MUIR BEACH, CALIFORNIA
BOARD OF DIRECTORS MEETINGS TO BE HELD IN
WEDNESDAY SEPTEMBER 28, 1994. A CLOSED MEETING WILL
BEGIN AT 6:45 PM, AND THE REGULAR MEETING WILL BEGIN AT 7:15 PM**

DIRECTORS: Dale Hopkins, president; Nancy Wolf Lee, Erin Pinto, Peter Rudnick, and Steven Shaffer, directors.

AGENDA FOR CLOSED MEETING BEGINNING AT 6:45 PM

The Board will conduct a closed meeting, to interview and render the annual performance evaluations of the General Manager. Minutes are not required and will not be kept for the closed meeting.

AGENDA FOR REGULAR BOARD MEETING BEGINNING AT 7:15 PM

- I. Call the meeting to order.
- II. Review and consideration of the September 28, 1994 Agenda. Items may be added, deleted, and or changed in scheduled sequence from the posted Agenda. Items may be added for brief discussion; however, the Board can take no action on the added item except by a finding that a condition of emergency exists, in conformance with California law. *Erin; Steven; all*
- III. **Bills to be paid:** Consideration of the bills to be paid, received subsequent to the bills submitted for approval during the August 24, 1994 meeting. *Nancy, Steven - more 250⁰⁰ for Calif swimmers*
- IV. **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 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.

AT 8:30, A 15 MINUTE COFFEE BREAK WILL BE CALLED

V. Fire Department: The Fire Chief will report on the activities since the August meeting.

VI. General Manager's report. The General manager will report on the following items.

- A. Administration:** The GM will report on changes in the "Conflict of Interest Code", and recommend adoption of an up to date code for the district. The GM will also review some of the changes in the Brown Act.
- B. Budget** The GM will report on the District's financial activities since the last meeting, including a basic review of the monthly budget report, and the account balances. The GM will also review information learned from the speakers at the Special District Management Institute's Administrative Seminar concerning the State budget.
- C. Recreation:** The GM will report on the Labor Day BBQ, and the planned recreational activities for the near future.
- D. Water:** The GM will report on the following water activities.
 - 1. General operations and maintenance, including a report of the District's historical water consumption records.
 - 2. Billing and fiscal considerations.
 - 3. Water policies and procedures, final draft of changes, and request for Board approval.
 - 4. Harris Plan review and status.
- E. Roads and Easements:** The GM will report on the activities concerning roads and easements, including the beginning report for forming a formal Roads and Easements Policy, methods of road repair and maintenance, and a report reviewing the physical condition of the districts easements and roads.

VII. Minutes of the August 24, 1994 meeting.

VIII. Setting date for the next Board meeting.

7 10/26/94

ADJOURNMENT OR CONTINUATION.

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 8/28/94 THROUGH 9/21/94**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
HARRIS FUND EXPENSES, FUND 429				
ABC CONSULTANTS	2117	CONSULTING FEE 9/94	C	\$88.50
TOTAL HARRIS FUND EXP. =				\$125.00 \$88.50
ADMINISTRATION EXPENSES, DIVISION CODE 9236				
HAZEL MELO	1003	SECRETARY WAGES 9/94	C	\$207.69
SOCIAL SECURITY	1404	7.65% DISTRICT FICA ON WAGES	C	\$15.89
ABC CONSULTANTS	2117	CONSULTING FEE 9/94	C	\$331.50
CHRONICLE OF PHILANTHROPY	2119	SUBSCRIPTION, GRANT INFORMATION	B	67.50
ABC CONSULTANTS	2479	TRAVEL, 8/94, 303 MILES @ \$0.25	C	75.75
PACIFIC BELL	2534	CSD OFFICE PHONE 8/12 THRU 9/11/94	B	16.21
ABC CONSULTANTS	2534	TOLL CALLS 8/5 THRU 9/4/94	C	28.66
TOTAL G&A EXPENSES =				\$743.20
ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
ABC CONSULTANTS	2117	CONSULTING FEE 9/94	C	\$540.50
TOTAL R&E EXPENSES =				\$540.50
WATER DIVISION EXPENSES, DIVISION CODE 9238				
HAZEL MELO	1003	SECRETARY WAGES 9/94	C	\$207.69
HARVEY PEARLMAN	1028	MAINT. MGR. WAGES, 9/94	C	656.25
SOCIAL SECURITY	1404	7.65% DISTRICT FICA ON WAGES	C	\$66.09
HARVEY PEARLMAN	1506	HEALTH INS. BENEFITS FOR 9/94	C	83.45
STATE FUND	1701	WORK. COMP. ADJUSTMENT	B	36.15
PARADISE POOL SERVICE	2115	CHLORINE SUPPLIES, 9/94	B	38.61
ABC CONSULTANTS	2117	CONSULTING FEE 9/94	C	773.50
CALIF. WATER AWARENESS	2121	1994-95 MEMBERSHIP	B	250.00
MARIN LAW LIBRARY	2121	COPIER CARDS	B	40.00
CALIF. HWY. PATROL	2121	ACCIDENT REPORT	P	6.00
US POST OFFICE	2130	POSTAGE	P	49.77
HARVEY PEARLMAN	2479	TRAVEL ALLOWANCE FOR 9/94	C	75.00
PACIFIC TELEPHONE	2534	RELAY PHONE 8/7/94 - 9/7/94	B	29.86
TOTAL WATER EXPENSES =				\$2,312.37
RECREATION EXPENSES, DIVISION CODE 9239				
JUANA GONZALES	1073	JANITORIAL WAGES, 9/94	C	\$360.00
EMIKO WANG	2041TC	TAI CHI INSTRUCTION 8&9/94	C	\$235.00
SOCIAL SECURITY	1404	7.65% DISTRICT FICA ON WAGES	C	45.52
BISTRO SUPPLIES	2041	BISTRO SUPPLIES	P	35.03
ABC CONSULTANTS	2117	CONSULTING FEE 9/94	C	291.00
OFFICE DEPOT	2133	MISC. OFFICE SUPPLIES	P	18.88
FRY'S ELECTRIC	2133	CERTIFICATE FORMS	P	10.75
COSTCO, TARGET, ETC.	2366	MISC. BUILDING SUPPLIES	P	33.44
PACIFIC BELL	2435	PAY PHONE THRU 8/19/94	B	34.70
TOTAL RECREATION EXPENSES =				\$1,064.32
FIRE DIVISION EXPENSES, DIVISION CODE 9240				
ABC CONSULTANTS	2117	CONSULTING FEE 9/94	C	225.00
WILLIAMS COMMUNICATIONS	4827	MONITOR II PAGER	B	462.19
GTE MOBILENET	4827	CELLULAR PHONE, ESTIMATED 12 MONTHS	B	437.00
TOTAL FIRE EXPENSES =				\$1,124.19

TOTAL HARRIS FUND EXPENSES = \$125.00
TOTAL GENERAL FUND EXPENSES = 5,784.58
TOTAL OF ALL EXPENSES = \$5,909.58

B = Paid thru 1st Interstate Bank; C = Paid thru County funds; P= Paid thru petty cash fund

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors during their meeting on August 24, 1994.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Dale Hopkins
Dale Hopkins, President

Donovan Macfarlane
Donovan Macfarlane, General Manager

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

TO: The Board of Directors
FROM: Donovan Macfarlane, General Manager
DATE: September 23, 1994
FOR: Board of Directors Regular Meeting, Wednesday, September 28, 1994

I. ADMINISTRATION: The following administrative items require Board consideration, and possible action by the Board.

A. Conflict of Interest Code: California Law requires that the District's "Conflict of Interest Code" be updated annually, and filed with the County Clerk. There have been some changes in the reporting requirements, necessitating the adoption of a new code. The attached "Conflict of Interest Code" is taken the model code form suggested by the Special District. **Management Institute. It is recommended that the Board adopt the new code so the required filling can be completed.**

B. Brown Act: Several changes have been made in the Brown Act, and copies of the new Act, with annotations outlining the changes will be prepared for the next board meeting. At this time, the most important change in the Act requires that all standing committees conform to all conditions of the Act, including the filing of "Conflict of Interest Statements" by all committee members. A standing committee is generally defined as any group which meets, from time to time on a continued basis, for the purpose of discussing district affairs and business.

Ad Hoc committees are exempt from the Brown Act. However, the definition of an Ad Hoc committee is somewhat nebulous, and requires additional study before an informed recommendation can be made for the proper use of such committees.

At this time, it is recommended that all committees that may or may not exist, be discontinued until the legal ramifications can be properly determined.

II. Budget report: The following comments are offered concerning the August budget report. Also included are quotes from the informative speech by Mr. Ralph Heim, the lobbyist for the California Special District Association, during his presentation at the Administrative Seminar held in Sacramento on September 19 and 20, 1994.

A. Report Format: The format has been modified to show the percentage of "Year to Date" income and expenses versus the adopted budget totals.

B. Harris Fund: No major expense activities occurred in the Harris Fund during the month of August 1994. The GM had minimum continued discussion with Henry Hyde, for developing an updated report for needed capital improvements. The Harris Fund cash balance at the end of August was \$9,751.52.

- C. **County general fund:** The County general fund balance declined from \$14,866 to \$10,715 after processing the payroll and consulting expenses. At this time, the water receipts are being deposited in the 1st Nationwide Bank depository and continue to earn interest. The balance of the County fund is being monitored to assure that a negative balance will not be a problem.
- D. **Summary of Income and Expenses:** Gross District revenue during August was \$9,138.35 versus expenditures of \$5,500.37, for an increase in equity of \$3,637.98. Since the beginning of the year, the overall District general fund equity has increased from \$50,540 to \$54,179. The balance is expected to decline slightly during the next three months.
- E. **State budget comments from Ralph Heim, and other speakers for the Special District Management Institute Administrative Seminar:** In general the information referring to the State Budget is not optimistic. The greatest problem seems to be a combination of faulty optimistic assumptions in income projections, versus similar underestimates in required expenditures, combined with the terms of the underwriter in the 7 billion dollar budget financing.

The Bank of California (the underwriter) required that the State Comptroller must certify that the budget is on target at year end. In the event a deficit is projected, such as the 3 billion dollar Federal reimbursement of illegal alien expenses, automatic across the board budget cuts are initiated to balance the budget. The consensus is that such cuts cannot be made, and that the originally proposed transfer of funds from cities, counties and special districts will be implemented.

With the recent ruling of the Court upholding the State's transfer of funds, the State will not be reluctant to make additional appropriations and transfers. This is of particular concern to so called enterprise districts, for during the early 94-95 budget considerations such districts were considered for total transfer of their tax funds. **Under the definition of enterprise districts used by the State, the MBCSD is an enterprise district.** At this time, unless the State's budget picture improves the District is once again in danger of losing all or a substantial portion of the projected \$24,000 in tax revenue. **At this time the District can overcome such a loss,** and still enter the next fiscal year with a positive balance. However, formation of a budget for fiscal 1995-96, without tax revenues will be very difficult without severe budget cuts.

- III. **Recreation:** The Labor Day Bar B Que was held, with moderate success. Regrettably the weather was somewhat chilly, and attendance was less than anticipated. The gross income was \$532.87 versus expenses of \$352.35 for a net income of \$180.52 (after adjustments for use of inventory versus inventory retained). The 1992 BBQ grossed almost \$900 with similar expenses, yielding substantially more profit.

Those attending the BBQ had an enjoyable time, and the indications are that next year's event will be looked forward to. It is hoped that we will be able to get volunteers involved early, and that better planning for the event will improve both enjoyment and fiscal success.

Community Dinner: A community dinner night is planned for Wednesday, October 19, 1994. The 1st announcement should be posted prior to the Board meeting. At this time it seems the "Chef" will be the GM.

IV. Water Department. General operations are reviewed in the separate Water Operations Report, including a historical Water Consumption Analysis.

The final form of recommended changes in water policies governing late payments and service disconnection are detailed in the minutes of the Board meeting on August 24, 1994. After some consideration of the Board's modifications, all are recommended for adoption with the following change:

As now written:

- A. Bills are due upon receipt, and shall become delinquent if not paid within thirty (30) days of the billing date.

Requested change:

- A. Bills are due upon receipt, and shall become delinquent if not paid by the next meter reading date, which shall be the 23rd day of each month.

The reason for the requested change is that this fixes the date of delinquency, and permits the new bill to show the 10% charge for the delinquent bill. The 30 days from the billing date requires additional management time to properly monitor when bills become delinquent, and offers the opportunity for misunderstanding. **If approved, the delinquency date will be formatted into the Invoice Form.**

V. Roads and Easements: A physical survey of the District's roads and easements has been completed. A complete analysis of the survey has not been completed, particularly in so far as the pedestrian easements and the District's park lands. However, a report is attached with some detail offered for the Board to consider in reviewing their legal position and authority; recommended methods for various standards of maintenance and repairs; and the reported existing maintenance and repair problems prevalent on Pacific Way and Sunset Way.

Due to the length of the report, and the need for additional legal research, it is not anticipated that the Board will have time to make substantial policy determinations. However, it is suggested that the Board begin considerations for the long term adoption of a formal Roads & Easements Policy.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT.

MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT, MONTHLY STATUS REPORT FOR AUGUST 1994

WATER SYSTEM OPERATION: The standard operation services include:

1. Daily system check by the maintenance manager, including physical inspection of the storage tanks, chlorinator check, and completion of daily log entries. The GM also made four general inspections of the system and facilities.
2. Monthly bacteriological samples included one sample each for the upper and lower systems. . Weekly chlorine residual samples were also taken The bacteriological samples were free of coliforms, and chlorine residuals ranged from a high of 1 ppm to a low of 0.5 ppm..
3. Ten new samples were submitted for copper analysis. The tst samples were submitted to Pace Laboratories in Novato, and detailed written instructions were given to the residents participating in the testss. Also, Pace furnished us with a cooler chest, ice packs, and sample bottles with acid preserve already measured in the bottles. The test results were not available for this report, but should be ready for a verbal report during the meeting.

WATER PRODUCTION: Note: Meters were read on 8/23/94, and production is based on 23 days.

1.	Total volume of water produced	954,000	gallons
2.	Average daily production	43,364	gallons/day
3.	Maximum daily production, Wednesday 8/17/94	51,400	gallons
4.	Minimum daily production, Friday 8/19/94	30,400	gallons
4.	Volume of water billed by customer meters, total	741,140	gallons
5.	Average daily customer water use, per customer	228	gallons/day
6.	Estimated maintenance water use.	10,000	gallons
7.	Unaccounted for water loss = 21.2% of production	202,860	gallons

SUPPORT ACTIVITIES: Support activities initiated and/or completed include:

1. Weekly meetings and phone conversations to assist Harvey in system management and maintenance operations.
2. Early in the month we switched wells, and the reports of air in the water have decreased. We plan to clean both well casings using a wire brush, after a chlorine soaking.
3. Weekly filter cleaning of cartridge filters, and every other day flushing of sand filter. The increased flushing of the sand filter is to enable the temporary halt in system flushing.

*Several Bids
for cleaning wells*

MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT, MONTHLY STATUS REPORT FOR AUGUST 1994

4. The upper tank leak occurred more frequently, as may be noticed by the 3% increase in unaccounted for water loss. The leak is still sparadic, and not considered serious enough to warrant extensive repairs. A careful watch will be maintained to detect any major change indicating a need for corrective actions.

EMERGENCY REPAIRS/RESPONSE NONE

NO SPECIAL SERVICES WERE PERFORMED: Three residents were alerted to possible water leaks on their side of the water meter, and two residents were delivered water efficient shower heads.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water billing was \$4,127.22. Water revenues collected totaled \$5,494.58 including security deposits.

Accounts receivable on 8/31/94 were \$7,311.62: however, this included the \$4,127.72 in new invoices dated 8/28/94. Subtracting the new invoices reduces the accounts receivable to \$3,183.90 which is just \$221.64 greater than last month's balance. It is anticipated that the policy notice that penalties will be assessed, and interest charged for delinquent bills will reduce the accounts receivable substantially.

Three 10 day disconnection notices were mailed with proof of mailing, and two end of month notices were mailed with proof of mailing.

HISTORICAL WATER COSUMPTION ANALYSIS:

The following two pages summarize the logbook entries for the District's water well production beginning with May 1990 through the month of august 1994. From these logs the following general observations may be determined:

1. In the early years, the operational procedures permitted the storage tanks to be overdrawn, and there were days of excessive pumping during the peak charge electrical hours. However there may also have been erroneous entries in the log, for there are peak days indicating more than 100,000 gallons of production, when the maximum daily pumping capacity of our wells, with perfect performance, is less than 87,000 gallons per 24 hour day.. This may have been the result of a faulty meter.
2. Since the major leak at the Hwy. One bridge was repaired, the log indicates that average water production has declined by at least 10%. The current year indicates that we may have reduced gross production by almost 25%. This is very beneficial for water conservation, and also reduces the cost of water production lowering chemical and electrical costs, as well as reducing equipment wear and tear.
3. At this time, it appears that the reduced water production is the result of repairs in our distribution system, and improvements in operational procedures. an analysis of the available historical data on actual resident water consumption, based on billing data, will be completed in time for the October meeting.

MUIR BEACH COMMUNITY SERVICES DISTRICT HISTORICAL WATER CONSUMPTION DATA

1993

DATE	MASTER METER @ MONTH END IN GALLONS	TOTAL MONTHLY PRODUCTION	AVERAGE PRODUCTION PER DAY	MAXIMUM DAILY PRODUCTION	MINIMUM DAILY PRODUCTION	COMMENTS
01/31/93	33,135,700	1,308,600	42,213	57,300	26,800	
02/28/93	34,550,500	1,414,800	50,529	76,700	9,800	LEAK FOUND & REPAIRED
03/31/93	35,985,400	1,434,900	46,287	50,200	31,300	
04/30/93	37,521,300	1,535,900	51,197	60,600	0	LEAK FOUND, ONE 0 DAY
05/31/93	38,997,200	1,475,900	47,610	88,200	28,200	NEW LEAK REPAIRED @
06/30/93	40,268,900	1,271,700	42,390	84,800	18,700	END & BEG. OF MONTHS
07/31/93	41,800,500	1,531,600	49,406	66,800	28,100	
08/31/93	43,296,800	1,496,300	48,268	64,200	31,200	
09/30/93	44,556,200	1,259,400	41,980	59,300	26,300	
10/31/93	45,789,600	1,233,400	39,787	58,000	21,800	
11/30/93	46,959,300	1,169,700	38,990	75,400	7,100	
12/31/93	47,896,500	937,200	30,232	47,300	230,300	
YEARLY TOTALS =		16,069,400	44,026	88,200		

1994

DATE	MASTER METER @ MONTH END IN GALLONS	TOTAL MONTHLY PRODUCTION	AVERAGE PRODUCTION PER DAY	MAXIMUM DAILY PRODUCTION	MINIMUM DAILY PRODUCTION	COMMENTS
01/31/94	48,837,300	940,800	30,348	45,300	21,600	
02/28/94	49,580,600	743,300	26,546	39,700	800	
03/31/94	50,542,300	961,700	31,023	57,600	7,700	
04/30/94	51,574,200	1,031,900	34,397	44,700	11,500	
05/31/94	52,658,500	1,084,300	34,977	53,200	12,200	WATER CONS. NOTICE
06/30/94	53,926,400	1,267,900	42,263	60,400	0	One 0 day due to power outage
07/31/94	55,154,100	1,227,700	39,603	57,800	22,600	
08/31/94	56,108,100	954,000	30,774	47,800	31,100	
09/30/94		0	0			
10/31/94		0	0			
11/30/94		0	0			
12/31/94		0	0			
YEARLY TOTALS =		8,211,600	33,793	60,400		

1995

DATE	MASTER METER @ MONTH END IN GALLONS	TOTAL MONTHLY PRODUCTION	AVERAGE PRODUCTION PER DAY	MAXIMUM DAILY PRODUCTION	MINIMUM DAILY PRODUCTION	COMMENTS
01/31/95		0	0			
02/28/95		0	0			
03/31/95		0	0			
04/30/95		0	0			
05/31/95		0	0			
06/30/95		0	0			
07/31/95		0	0			
08/31/95		0	0			
09/30/95		0	0			
10/31/95		0	0			
11/30/95		0	0			
12/31/95		0	0			
YEARLY TOTALS =		0	0			

MUIR BEACH COMMUNITY SERVICES DISTRICT HISTORICAL WATER CONSUMPTION DATA

1990

DATE	MASTER METER @ MONTH END IN GALLONS	TOTAL MONTHLY PRODUCTION	AVERAGE PRODUCTION PER DAY	MAXIMUM DAILY PRODUCTION	MINIMUM DAILY PRODUCTION	COMMENTS
05/31/90	7,006,800	BEGINNING METER READING FOR AVAILABLE LOG.				
06/30/90	8,216,700	1,209,900	40,330	106,900	0	THREE 0 DAYS
07/31/90	9,554,700	1,338,000	43,161	114,000	0	FOUR 0 DAYS
08/31/90	10,830,300	1,275,600	41,148	94,500	0	FOUR 0 DAYS
09/30/90	12,065,400	1,235,100	41,170	75,900	0	ONE 0 DAY
10/31/90	13,608,100	1,542,700	49,765	101,100	0	ONE 0 DAY
11/30/90	101,400	1,154,000	38,467	63,500	0	TWO 0 DAYS, MTR. CHANGE
12/31/90	1,190,000	1,088,600	35,116	52,900	10,000	
TOTALS		8,843,900	41,327	114,000	0	

1991

DATE	MASTER METER @ MONTH END IN GALLONS	TOTAL MONTHLY PRODUCTION	AVERAGE PRODUCTION PER DAY	MAXIMUM DAILY PRODUCTION	MINIMUM DAILY PRODUCTION	COMMENTS
01/31/91	2,299,600	1,109,600	35,794	48,600	10,600	
02/28/91	3,258,600	959,000	34,250	59,400	0	ONE 0 DAY
03/31/91	4,238,600	980,000	31,613	59,500	0	TWO 0 DAYS
04/30/91	5,281,800	1,043,200	34,773	66,500	0	TWO 0 DAYS
05/31/91	6,488,200	1,206,400	38,916	87,600	0	THREE 0 DAYS
06/30/91	7,751,400	1,263,200	42,107	90,200	0	ONE 0 DAY
07/31/91	9,068,600	1,317,200	42,490	60,700	7,100	
08/31/91	10,300,900	1,232,300	39,752	65,800	0	ONE 0 DAY
09/30/91	11,646,800	1,345,900	44,863	91,000	0	ONE 0 DAY
10/31/91	12,925,700	1,278,900	41,255	62,700	0	ONE 0 DAY
11/30/91	14,110,600	1,184,900	39,497	54,300	2,700	
12/31/91	15,264,500	1,153,900	37,223	67,200	0	ONE 0 DAY
YEARLY TOTALS =		14,074,500	38,560	90,200		

1992

DATE	MASTER METER @ MONTH END IN GALLONS	TOTAL MONTHLY PRODUCTION	AVERAGE PRODUCTION PER DAY	MAXIMUM DAILY PRODUCTION	MINIMUM DAILY PRODUCTION	COMMENTS
01/31/92	16,445,900	1,181,400	38,110	61,200	0	ONE 0 DAY
02/29/92	17,538,100	1,092,200	37,662	69,900	0	ONE 0 DAY
03/31/92	18,839,100	1,301,000	41,968	70,900	1,000	
04/30/92	20,318,700	1,479,600	49,320	73,400	35,100	
05/31/92	21,829,100	1,510,400	48,723	76,900	0	ONE 0 DAY
06/30/92	23,185,600	1,356,500	45,217	64,600	18,700	
07/31/92	24,704,400	1,518,800	48,994	70,800	34,100	
08/31/92	26,179,100	1,474,700	47,571	63,700	1,300	
09/30/92	27,551,800	1,372,700	45,757	56,700	32,100	
10/31/92	29,075,200	1,523,400	49,142	73,000	28,700	
11/30/92	30,459,500	1,384,300	46,143	62,700	31,900	
12/31/92	31,827,100	1,367,600	44,116	55,000	23,200	
YEARLY TOTALS =		16,562,600	45,253	76,000		

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF AUGUST 1994**

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

DESCRIPTION	1994-95 BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	AUGUST '94 TOTAL	FIS. YEAR TOTALS	FY % OF BUDGET
Opening Balance on 8/01/94		\$74.34	\$35,580.55	\$14,886.05	\$50,540.94	\$50,540.94	NA
General and Admin. Income	26,644	0.00	2,976.77	0.00	2,976.77	3,576.19	13.4%
General & Admin. Expenses	20,912	0.00	15.48	1,001.10	1,016.58	3,155.46	15.1%
G&A Income - Expenses	5,732	0.00	2,961.29	(1,001.10)	1,960.19	420.73	NA
Water Income	64,000	10.50	5,484.08	0.00	5,494.58	11,479.23	17.9%
Water Expenses	49,021	95.77	768.80	2,366.13	3,230.70	10,402.40	21.2%
Water Income - Expenses	14,979	(85.27)	4,715.28	(2,366.13)	2,263.88	1,076.83	NA
Recreational income	20,161	149.50	517.50	0.00	667.00	1,422.80	7.1%
Recreational Expenses	20,563	98.10	225.81	429.18	753.09	3,546.50	17.2%
Recreational Income - Expenses	(402)	51.40	291.69	(429.18)	(86.09)	(2,123.70)	NA
Road & Easement Expenses	16,038	0.00	0.00	150.00	150.00	1,148.29	7.2%
Fire Income	23,431	0.00	0.00	0.00	0.00	4,435.19	18.9%
Fire Expenses	23,431	0.00	0.00	225.00	225.00	5,479.70	23.4%
Fire Income - Expenses	0	0.00	0.00	(225.00)	(225.00)	(1,044.51)	NA
Opening Harris Fund Balance	\$10,355						
Harris Fund income	24,841	0.00	0.00	0.00	0.00	67.36	0.3%
Harris Fund Expenses	35,901	0.00	0.00	125.00	125.00	671.29	1.9%
Harris Fund Income - Expenses	(11,060)	0.00	0.00	(125.00)	(125.00)	(603.93)	NA
Account balances @ month end*		\$40.47	\$43,548.81	\$10,714.64	\$54,178.92	\$47,118.07	NA
Total income by Account*	\$134,236	\$160.00	\$8,978.35	\$0.00	\$9,138.35	\$20,913.41	15.6%
Total Expenses Paid by Account*	\$129,965	\$193.87	\$1,010.09	\$4,296.41	\$5,500.37	\$24,403.64	18.8%
CHANGE IN CASH EQUITY =	\$4,271	(\$33.87)	\$7,968.26	(\$4,296.41)	\$3,637.98	(\$3,490.23)	-81.7%

*NOTE: Harris Fund Income & Expenses are not included in Fund 428 Balance

	PETTY CASH	1ST BANK	COUNTY FUND 428	CO. HARRIS FUND 429	DISTRICT TOTAL	FY % OF BUDGET
BUDGETED YEAR END BALANCES =	\$100	\$57,952	\$5,000	(\$705)	\$62,347	NA

HARRIS FUND BALANCE @ MONTH END = \$9,751.52 **CASH EQUITY CHANGE =** (\$125.00)

GROSS DISTRICT CASH EQUITY @ MONTH END = \$63,930.44 **INCLUDING ALL FUNDS**

→ Add Income / Total
5 year exp. mfg plan

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF AUGUST 1994**

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	AUGUST '94 TOTAL	FIS. YEAR TOTALS	FY % OF BUDGET
Secretary Wage	1003	\$2,700			\$207.69	\$207.69	\$484.61	17.9%
Rec'd'g Sect'y Wge	1005	1,200				0.00	0.00	0.0%
FICA	1404	230	0.00	0.00	15.89	15.89	37.07	16.1%
Work Comp. Ins.	1701	24				0.00	6.56	27.3%
Conferences	2049	750				0.00	0.00	0.0%
Insurance	2059	415				0.00	1,350.47	325.4%
GM's Fee	2117	4,343			700.00	700.00	1,031.50	23.8%
Pub. & Advertise.	2119	150				0.00	0.00	0.0%
Postage	2130	175				0.00	0.00	0.0%
Office Supplies	2133	875				0.00	44.79	5.1%
Copier Maintenance	2137	1,400				0.00	0.00	0.0%
County Fees	2352	6,500				0.00	0.00	0.0%
Mileage	2479	600			40.25	40.25	75.75	12.6%
Telephone	2534	600		15.48	37.27	52.75	99.71	16.6%
Gen. Expenses	2720	200				0.00	25.00	12.5%
Bld. Imp.	4048	500				0.00	0.00	0.0%
Equipment	4093	250				0.00	0.00	0.0%
TOTALS =		\$20,912	\$0.00	\$15.48	\$1,001.10	\$1,016.58	\$3,155.46	15.1%

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	AUGUST '94 TOTAL	FIS. YEAR TOTALS	FY % OF BUDGET
Property Taxes	9001	\$23,900				\$0.00	\$0.00	0.0%
Prop. Tax, Unsec'd	9002	1,100				0.00	\$0.00	0.0%
Hoptr. St.	9280	444				0.00	\$0.00	0.0%
Interest/Int. Fnd. Trans.	9377	300		2,894.00		2,894.00	\$3,384.62	1128.2% N/A.
Copier Income	9772	900		82.77		82.77	\$191.57	21.3%
TOTAL =		\$26,644	\$0.00	\$2,976.77	\$0.00	\$2,976.77	\$3,576.19	13.4%

Add prop. cost of Admin.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF AUGUST 1994**

WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	AUGUST '94 TOTAL	FIS. YEAR TOTALS	FY % OF BUDGET
Secty Wages	1003	\$2,700			\$207.69	\$207.69	\$484.61	17.9%
Maint. Mgr. Wages	1028	11,000			1,146.40	1,146.40	1,928.40	17.5%
Extra Hire Wages	1073	1,000				0.00	0.00	0.0%
FICA	1404	1,125	0.00	0.00	103.59	103.59	184.60	16.4%
Benefits	1506	1,001			83.45	83.45	333.80	33.3%
Work. Comp. Ins.	1701	1,034				0.00	147.54	14.3%
Annual Fee	2058	500				0.00	500.00	100.0%
Gen. Insurance	2059	949				0.00	949.22	100.0%
Repairs	2077	500				0.00	0.00	0.0%
Bldg. Repair	2096	350				0.00	0.00	0.0%
Tests & chemicals	2115	2,500		102.92		102.92	206.82	8.3%
GM's Fee	2117	8,037			750.00	750.00	1,523.50	19.0%
Misc.. Exp..	2121	900	46.00	133.26		179.26	296.92	33.0%
Refunds	2122	200		16.64		16.64	16.64	8.3%
Postage	2130	200	49.77			49.77	91.62	45.8%
Office supplies	2133	600				0.00	129.94	21.7%
Legal Notices	2221	200				0.00	18.75	9.4%
Contract Repairs	2325	3,200				0.00	2,117.71	66.2%
Travel	2479	675			75.00	75.00	300.00	44.4%
Telephone	2534	400		29.86		29.86	59.90	15.0%
Electricity	2535	4,200		486.12		486.12	1,112.43	26.5%
G&A Share	2720	0				0.00	0.00	NA
Equipment	4093	750				0.00	0.00	0.0%
Water Meters	4160	1,000				0.00	0.00	0.0%
Water Supply Study	4162	2,000				0.00	0.00	0.0%
System Improvem'ts	4169	2,000				0.00	0.00	0.0%
System Upgrades	4197	2,000				0.00	0.00	0.0%
TOTAL =		\$49,021	\$95.77	\$768.80	\$2,366.13	\$3,230.70	\$10,402.40	21.2%

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	AUGUST '94 TOTAL	FIS. YEAR TOTALS	FY % OF BUDGET
Service Billing	9025	\$64,000				\$0.00	\$0.00	0.0%
Receipts Collected	9025		\$10.50	\$5,484.08	5,505.08	5,494.58	11,279.23	NA
Accounts Receivable	9025					0.00	0.00	NA
Security Deposits	9025SD					0.00	200.00	NA
Misc.. Income & Fees	9772					0.00	0.00	NA
TOTAL =		\$64,000	\$10.50	\$5,484.08	\$0.00	\$5,494.58 5,505.08	\$11,479.23	17.9%

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF AUGUST 1994**

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	AUGUST '94 TOTAL	FIS. YEAR TOTALS	FY % OF BUDGET
Maint. Mgr. Wages	1028	\$500				\$0.00	\$0.00	0.0%
Janitorial Wages	1073	1,760			\$120.00	120.00	\$240.00	13.6%
FICA	1404	173	\$0.00	\$0.00	\$9.18	9.18	\$27.54	15.9%
Work. Comp. Ins.	1701	260				0.00	\$36.65	14.1%
Basketball	2041BA	246				0.00	\$0.00	0.0%
Bistro	2041BI	750	\$35.03			35.03	\$105.12	14.0%
Brunches	2041BR	150				0.00	\$0.00	0.0%
Community Dinners	2041CD	500				0.00	\$0.00	0.0%
Children's Programs	2041CP	150				0.00	\$0.00	0.0%
Labor Day BBQ	2041LD	800				0.00	\$0.00	0.0%
Tai Chi	2041TC	1,000				0.00	\$0.00	0.0%
Insurance	2059	1,314				0.00	\$1,314.10	100.0%
Repairs	2077	250				0.00	\$140.00	56.0%
Bldg. Maintenance	2096	150				0.00	\$120.00	80.0%
Ground Maintenance	2097	500				0.00	\$0.00	0.0%
GM's Fee	2117	4,089			\$300.00	300.00	\$591.00	14.5%
Publications	2119	200				0.00	\$0.00	0.0%
Misc. Expenses	2121	250				0.00	\$0.00	0.0%
Deposit Refunds	2122	2,000		\$131.25		131.25	\$486.25	24.3%
Postage & Off. Sup.	2133	150	\$29.63			29.63	\$29.63	19.8%
Refuse Removal	2259	321				0.00	\$81.00	25.2%
Building Supplies	2366	275	\$33.44			33.44	\$95.03	34.6%
Pay Telephone	2534	425		\$34.72		34.72	\$70.06	16.5%
Electricity for C. C.	2535	750		\$59.84		59.84	\$210.12	28.0%
G&A Share	2720	0				0.00	\$0.00	NA
CDBG Improvem'ts	4045	2,000				0.00	\$0.00	0.0%
Bldg. Improvements	4048	750				0.00	\$0.00	0.0%
Equip. & Furnishings	4093	500				0.00	\$0.00	0.0%
Playground Imp.	4243	350				0.00	\$0.00	0.0%
TOTAL =		\$20,563	\$98.10	\$225.81	\$429.18	\$753.09	\$3,546.50	17.2%

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF AUGUST 1994**

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	AUGUST '94 TOTAL	FIS. YEAR TOTALS	FY % OF BUDGET
Children's Programs	9248	\$200				\$0.00	\$0.00	0.0%
C.C. Rental	9255	5,000		60.00		60.00	375.00	7.5%
Refundable Deposits	9255RD	2,000		300.00		300.00	450.00	22.5%
Child's Room Rental	9255CR	500				0.00	0.00	0.0%
Bistro	9811BI	1,600	149.50			149.50	260.30	16.3%
Brunches	9811BR	400				0.00	0.00	0.0%
Community Dinners	9811CD	2,000				0.00	0.00	0.0%
Labor Day BBQ	9811LD	2,000				0.00	0.00	0.0%
Tai Chi	9811TC	1,500		157.50		157.50	337.50	22.5%
Res. Handbooks	9834	100				0.00	0.00	0.0%
CDB Grant	9900	4,861				0.00	0.00	0.0%
TOTAL =		\$20,161	\$149.50	\$517.50	\$0.00	\$667.00	\$1,422.80	7.1%

FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	AUGUST '94 TOTAL	FIS. YEAR TOTALS	FY % OF BUDGET
Work. Comp. Ins.	1701	\$2,900				\$0.00	\$578.27	19.9%
Gen. & Vehicle Ins.	2059	4,023				0.00	4,308.63	107.1%
GM's Fee	2117	2,763			225.00	225.00	450.00	16.3%
G&A Share	2720	0				0.00	0.00	NA
Fire Station Fund	4048	0				0.00	0.00	NA
W. Marin G. Exp.	4827	13,745				0.00	142.80	1.0%
TOTAL =		\$23,431	\$0.00	\$0.00	\$225.00	\$225.00	\$5,479.70	23.4%

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	AUGUST '94 TOTAL	FIS. YEAR TOTALS	FY % OF BUDGET
W. Marin Grant	9377	\$13,745				\$0.00	\$0.00	0.0%
MBVFA Donations	9763	9,686				0.00	4,435.19	45.8%
TOTAL =		\$23,431	\$0.00	\$0.00	\$0.00	\$0.00	\$4,435.19	18.9%

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF AUGUST 1994**

ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	AUGUST '94 TOTAL	FIS. YEAR TOTALS	FY % OF BUDGET
Maint. Mgr.	1028	\$500				\$0.00	\$0.00	0.0%
Extra Hire	1073	1,500				0.00	0.00	0.0%
FICA	1404	153	0.00	0.00	0.00	0.00	0.00	0.0%
Work Comp. Ins.	1701	170				0.00	0.00	0.0%
Insurance	2059	795				0.00	457.79	57.6%
Repairs	2077	3,750				0.00	0.00	0.0%
Gen. Maint.	2078	750				0.00	0.00	0.0%
GM's Fee	2117	3,420			\$150.00	150.00	690.50	20.2%
G&A Share	2720	0				0.00	0.00	NA
Road Const.	2741	5,000				0.00	0.00	0.0%
TOTAL =		\$16,038	\$0.00	\$0.00	\$150.00	\$150.00	\$1,148.29	7.2%

END FUND 428, BEGIN FUND 429

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 429	AUGUST '94 TOTAL	FIS. YEAR TOTALS	FY % OF BUDGET
Insurance	2059	\$458				\$0.00	\$457.79	100.0%
GM's fee	2117	5,443			\$125.00	125.00	213.50	3.9%
G&A share	2720	0				0.00	0.00	NA
Project Improvements	4169	30,000				0.00	0.00	0.0%
TOTAL =		\$35,901	\$0.00	\$0.00	\$125.00	\$125.00	\$671.29	1.9%

HARRIS FUND CAPITAL IMPROVEMENT INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 429	AUGUST '94 TOTAL	FIS. YEAR TOTALS	FY % OF BUDGET
Parcel tax	9007	\$23,951				\$0.00	\$0.00	0.0%
Delinq. taxes	9008	0				0.00	0.00	NA
Redemption's	9009	0				0.00	0.00	NA
Surcharge	9031	540				0.00	0.00	0.0%
Interest	9377	350				0.00	67.36	19.2%
TOTAL =		\$24,841	\$0.00	\$0.00	\$0.00	\$0.00	\$67.36	0.3%

ROADS & EASEMENTS MAINTENANCE CONSIDERATIONS

- I. BASIC CONSIDERATIONS & PREMISES:** Pursuant to the general election held on November 4, 1969, the Muir Beach Community Services District was granted the following additional powers pertaining to Roads, Easements, and Drainage:
- A.** "The opening, widening, extending, straightening, and surfacing, in whole or part of any street in such district, subject to the consent of the governing body of the county or city in which said improvement is to be made."
 - B.** "The construction and improvement of bridges, culverts, curbs, gutters, drains, and works incidental to the purposes specified in Paragraph (A) above, subject to the consent of the governing body of the county or city in which said improvement is to be made."
 - C.** It is important to note that the above language does not include or mention maintenance, and refers only to the improvement to be made. Further, the voters did not approve additional funding as a part of the adoption process. This leads to the following considerations:
 - 1.** **When funding is not provided** as a part of new legislation, there is a general inference that when and if improvements are to be made, funding will be provided through "Benefit Assessments" and a reasonable cost allocation to the beneficiaries.
 - 2.** **Easement, as defined in a legal sense** is "A right, as a right of way, afforded to another person or legal entity, to make a limited use of the grantor's property." Unless otherwise specified in the terms of the easement grant, no other rights are granted and the owner maintains all responsibilities of ownership. In the general granting of easements for public use, including utilities the following general conditions apply:
 - a.** **The public utility is required to repair the property** to as near as reasonably possible to its original condition, or to a condition previously agreed to by the owner, whenever the property is used for the construction of public facilities permitted by the granting of the easement. Conversely, the owner may not create any condition that interferes with or thwarts the public's use of the easement within the intent of the easement grant.
 - b.** **In granting an easement, the owner maintains title** to the property with all the responsibilities of ownership. The responsibilities are not delegated or transferred unless there is a specific agreement of assumption by the assuming party. Therefore:
 - (1)** **Under the basic premises of Tort Law**, the owner of a property must provide the same measure of safe conduct on the owned property, to a stranger or trespasser as the owner is required to give a casual visitor or an invited guest.

- (2) **Ownership did not transfer** in the granting of an easement, the responsibility of property maintenance did not transfer, except as it may be willfully and freely assumed by the District.
- (3) **If the District assumes the responsibility of maintenance**, there is a strong probability that all or a substantial part of the Tort Liability transfers to the District.

D. The District has both easement rights, and outright property ownership, in the following general categories:

- 1. **Ownership:** The District owns and has full ownership responsibility for the following land parcels:
 - a. **Assessor's Parcel #199-150-11**, the well, pump house, and picnic site on Frank Valley Road.
 - b. **Assessor's Parcel #199-191-06**, the old Bello Subdivision well site on Highway One.
 - c. **Assessor's Parcel #199-201-02**, the lower water storage tank property off Starbuck Drive.
 - d. **Assessor's Parcel #199-221-09**, the Community Center and park strip to Sunset Way.
 - e. **Assessor's Parcel #199-262-09**, a Park strip located to the west of Seacape Drive, between the Scott and Johnston properties. This connects Seacape to the Muir Beach Overlook property.
 - f. **Assessor's Parcel #199-262-11**, the property for the upper water storage tank.
 - g. **Assessor's Parcel #199-281-01**, the park property from the Seacape/Starbuck intersection, to Seacape Drive opposite the Community Center.
 - h. **The District owns another property in the Frank Valley area**, but this property is not germane to this consideration.
- 2. **The District has the following general easement rights:**
 - a. **All easements designated by the subdivision maps** for the Bello and Seacape subdivisions for utility purposes. This includes a reasonable area on each side of the water lines located in the designated public and private roadways.

- b. **It should be noted that the areas in the Bello subdivision** used for ingress-egress and known as Sunset Way, Pacific Way, and Cove Lane are not designated with an Assessor's Parcel #, and are merely indicated as a means of ingress-egress for the adjacent properties.

The general legal consensus is that the adjacent property owners own these areas to the extension of their boundary lines to the ingress-egress area centerline, and that an easement exists for other property owners ingress-egress. This opinion infers that the obligations of property ownership are applicable to these areas, including the responsibility of maintenance.

On the other hand, there is also the possibility that these areas may be owned by the District under the provisions of eminent domain for the benefit of the general public welfare and safety. It would require a decision by the Courts to formalize this possibility, and the District would then have the responsibilities of property ownership.

- c. **As for the easements designated for pedestrian ingress-egress**, and specifically as drainage easements (versus utility), there is some question that the District has any authority or right other than the rights of an ordinary citizen. The District's enabling authority does not specifically address these easement categories, except by reference to the needs incidental to District streets specified in paragraph I-A above.

II. Specific considerations for the District: In developing the District's Roads and Easements Policies and Procedures, the three very different responsibilities as applicable to the obligations of ownership, grantee of an easement, and general citizen must be considered.

- A. **As an owner:** The District bears the full burden of ownership responsibility for its properties, and should give these properties its highest priority in assuring that the risk of damages from tort liability is minimal. While this priority may conflict with some of the District's desired goals, the fact remains that the responsibility of ownership cannot be ignored.
- B. **As the grantee of an easement:** In this authority, the District's first responsibility is to make certain that its utilitarian use of the easement for maintenance of the District's facilities leaves the easement in the most reasonable possible condition to its natural state. Further, when the District is actually and physically using the easement, the District has the responsibility for the reasonable preservation of the public's safe conduct in using the easement.
- C. **As an ordinary citizen:** The District has the same right as an ordinary citizen to use easements designated for public use, and the same duty as an ordinary citizen to protect the property from destruction.

- D. Assumption of responsibility:** The District has certain latent authorities that offer the prerogative to take on or assume responsibilities that are a general benefit to District residents. However, such determinations must be certain to avoid a "gift of public funds", and that all the like properties are treated with equal consideration. The required equal consideration of like properties fosters the development of a policy based on "Benefit Assessment" versus the use of limited general tax revenue funds that may not be available.
- E. Property line definition and location:** A request for proposals to establish the location of poorly defined property lines and easement center lines, essential to the proper maintenance of these areas, has been prepared for mailing to qualified surveying companies familiar with the Muir Beach area. Responses to the request are not anticipated to be received in time for the September meeting.

III. Physical inspection of Roads and Easements: The following is a description of the roads and easements inspected, listing areas in substandard condition, with recommendations for various degrees of maintenance and repair.

- A. Areas owned by the District:** These areas are considered separately as there is no question as to the District's responsibility in their proper maintenance.
- 1. Assessor's Parcel #199-150-11:** The well and pump house property is not considered in this analysis as it requires additional study and consideration. Further, it is anticipated that the District will be included in the West Marin Agreement with Shoreline Disposal prior to the end of October. This will assist in correcting some of the problems currently existing in the maintenance of this property.
 - 2. Assessor's Parcel #199-191-06:** No change is considered in the natural state of the old well site, at this time.
 - 3. Assessor's Parcel #199-201-02:** No change is considered for the current maintenance procedures used for the lower water storage tank site.
 - 4. Assessor's Parcel #199-221-09:** The Community Center and access easement was inspected for ingress-egress maintenance with the following findings:
 - a. The disabled walkway** has 4 settlement cracks that exceed safety differentials, and require repair.
 - (1) Ideal repair** would be to remove 4' to 5' sections of the settled concrete and then pour a new slab on properly compacted soil. This method is estimated to cost \$225.
 - (2) Minimum repair** requires the acid cleaning and scoring of the existing slab, in the areas to be repaired, and leveling of the grade differentials with a fine mix of concrete and strengthened plaster modified with binding additives. The estimated cost is less than \$100.

- b. **Lighting on the disabled walkway, and the entrance walkway** requires repairs to 3 rusted out electrical fixtures, 2 rusted overhead fixtures, and the correction of a poorly lit area at the north sliding door of the building. Also, the light bulbs in these fixtures should be replaced with energy efficient bulbs. As this work involves electrical fixtures, the repair method must comply with the electrical codes.
- (1) **Replacement of the 3 rusted electrical boxes** requires revision of the box mounting to accommodate non corrosive electrical boxes. It is also recommended that the 3 light fixtures be replaced with non corrosive fixtures. Cost of repair is estimated to be \$35 to \$40 per fixture. Replacement of the 2 overhead fixtures, with non corrosive fixtures is estimated to cost \$60 per fixture.
 - (2) **Correction of the deficient lighting north of the Community Center**, requires the installation of an additional overhead lighting fixture, added into the existing light system. Depending on the final method used to add the needed light, the cost should not exceed \$200.
 - (3) **Replacement of the light bulbs** with energy efficient fixtures is recommended as the existing bulbs burn out. Purchase of the replacement bulbs is estimated to cost \$120. Initial purchase of \$60 is recommended at this time.
- c. **The pedestrian walkway from the Community Center to Sunset Way** is in very poor condition, with needed replacement of rotting steps, the addition of more steps in some areas, and the addition of a safety railing to comply with stair codes.
- (1) **Ideal repair:** Replacement of 16 substandard steps is needed, plus the addition of approximately 60 steps, along with approximately 220' of railing. In addition, considerable grading is necessary to ease the maintenance problems that currently exist. The cost of materials is estimated to be \$1,100, and labor to be \$1,200.
 - (2) **Minimum repair:** Minimum repair requires the replacement of at least 16 stairs, the addition of approximately 100' of railing, the placement of gravel in some areas, and some grading. The cost of materials is estimated to be \$400, and labor to be \$560.
- d. **To correct the lighting for the pedestrian easement** it is recommended that the lighting be converted to a 12 volt system, using the exiting 110 volt wiring and 3 way switching to supply electrical power. The cost of materials is estimated to be \$350, and the cost of labor to be \$400.

5. **Assessor's Parcel #199-262-09 and #199-281-01:** Study of the pedestrian easement from Seacape Drive to Starbuck Drive extension, and the park area north to the Starbuck/Seacape intersection has not been completed. Additional communications with the adjacent property owners is necessary, and the park boundary lines need to be clearly defined before making recommendations for maintenance.
6. **Assessor's Parcel #199-262-11:** No changes are recommended for the maintenance of the upper water storage tank area. A property owner in the area has been notified that the unauthorized planting of non-forestry approved trees must be removed. Further, if a request to plant trees is received, the trees must be a variety approved by the forestry service, and a perpetual maintenance agreement (for the trees) absolving the District of maintenance costs and responsibility, must be executed and recorded.

B. Private roadway easements: The private roadway easements assumed to be under the District's authority include Charlotte's Way, the western portion of Pacific Way, the full length of Sunset Way, and the Starbuck extension. The surface areas of Pacific and Sunset Ways were paved under Benefit Assessments through the District. Charlotte's Way and Starbuck extension were gravel stabilized when originally dedicated. The District has provided basic maintenance of these roadways. The following physical inspection specifies roadway conditions and possible maintenance actions.

1. **Pavement surface treatment:** The following general methods for maintenance of pavement surface areas are offered:
 - a. **Best treatment:** In severely deteriorated areas the best corrective measure would be to remove the existing surface area, add additional road base properly compacted, and resurface the area with a hot Type 1 asphaltic concrete mix. This method is estimated to have a cost range of \$30 to \$60 per square yard of surface area, with the higher range most likely for Muir Beach. This treatment should be adequate for approximately 10 years, providing any unforeseen subsurface problems encountered are corrected.
 - b. **Basic treatment:** Moderately deteriorated areas may be full surface sealed and topped with a slag pea rock rolled in place similar to a modified macadam surfacing. Marin County has elected to treat many of its roadways using this method. This would still require limited use of the above method for severely deteriorated potholes and road bank failures. The full surface seal and slag pea rock is estimated to cost \$10 to \$15 per square yard of surface area. This method is generally good for two to five years, depending on the traffic use.
 - c. **Minimum treatment:** Areas with moderate longitudinal surface cracks, and in some of the areas applicable to basic method above, may be satisfactorily treated with a hand spray application of liquid asphalt which is then covered with a course sand mix. An alternate is the use of an asphalt plastic seal, also topped with a course sand mix. This treatment is normally temporary and requires annual repetition. The cost of this method is estimated to be \$3 to \$4 per square yard of surface area.

In addition to the minimum treatment described above, the more deteriorated areas may be treated by hand removal of the pavement surface, followed by hand placement and compaction of package asphalt mixes. The cost and life expectancy of this is \$4 to \$8 per square yard, and 1 to 2 years.

2. **Maintenance of the drainage swales:** It should be noted that where the drainage swales are excessively deep (more than 6 or 8 inches) there is a tendency for the roadway edges to be damaged, and a possible tort liability if the swale is deemed contributory to an accident. Therefore, it is recommended that all swales be corrected to be no more than 4 inches deep.
 - a. **Best treatment:** The best method for swale maintenance is to have the swales properly graded and paved to central drainage points where existing cross drains can remove the water. This can and should be combined with swale modification and paving that drains the roadway cross sectionally the entire length of roadway sections where the longitudinal grade permits. The estimated cost for this treatment is \$10 to \$25 per lineal ft. depending on the swale width and depth.
 - b. **Basic maintenance:** Basic maintenance requires the swales to be cleaned of debris, and minimally graded to the existing central drainage points. When the swale is cleaned and graded, the bottom portion should be filled with at least 6 inches of course sand (a must where water lines are shallow and possibly exposed), with the remaining swale filled to within 4 inches of the roadway surface level, with 1" or larger washed rock. The use of road base is not satisfactory for this purpose as it will not permit water flow and will be quickly washed away. The estimated cost for this treatment is \$4 to \$8 per lineal ft., depending on the swale width and depth.
 - c. **Minimum maintenance:** Minimum maintenance requires the swale cleaning and grading, but does not include the sand and rock placement. In certain locations where the water line is exposed to the surface, sand and washed rock must be placed for protection of the water line. The estimated cost of this treatment is \$2 to \$4 per lineal ft., plus the essential use of sand and washed rock.
3. **Roadway culvert cross drains:** All of these drains were cleaned and flushed last year. Regular maintenance calls for their inspection before the end of October, and cleaning if deemed necessary.

Several of these drains are in need of a catch basin on the uphill side. The basin should include an adequate sand and debris trap, plus an approved roadway drainage grate. The provision of the catch basin will ease maintenance and avert much of the drain clogging that now occurs. The estimated cost of providing a catch basin is \$150 to \$400 depending on the specific requirements of each location.

4. **Pacific Way:** Inspection of Pacific Way finds the following deficiencies that may be corrected by using the appropriate methods described above. **Note: All measurements are approximate.**
- a. Longitudinal cracks on the uphill side, 2' wide and 20' long from the west side of the Sward residence. There is a cross culvert at this point to be inspected, and that should have a grate or catch basin entry. The Sward driveway culvert should also be checked.
 - b. A 2' by 4' section on the uphill side 110' west of the Sward residence requires full patching.
 - c. 280' of the uphill swale (Starting just west of the Sward residence and then west) needs cleaning and may require gravel.
 - d. 4' of the uphill road edge between 170' to 270' (ending just short of the concrete roadway at the Schutz drive) west of the Sward residence needs full repair.
 - e. Check the drain under the Schutz drive for free flow.
 - f. A strip 4' wide and 40' long from the west side of the Schutz drive needs full repair. Also 65' of swale needs cleaning and possible gravel. At this point, a cross culvert needs inspection (near fire hydrant).
 - g. An additional 90' of swale needs cleaning and possible gravel.
 - h. 12' long, full surface seal needed just east of #240.
 - i. Longitudinal cracks need sealing just west of #260, and the downhill edge needs repair. Look for evidence of shoulder or base failure.
 - j. The westerly edge of the pavement patch at new downhill bulkhead needs additional asphalt to level and seal. Also, the longitudinal cracks west from this point need sealing.
 - k. The swale by the Rodriguez residence is filled with water having a strong septic odor. There is an indication that the swale is not draining properly, and that the continuous water is causing road base failure. This area needs extensive repair, but the water problem should be cured to permit effective repair.
 - l. The full roadway needs sealing from the west side of the Rodriguez house to west of the Kaplan residence.

- m. Check the cross culvert at the Nygren residence, and seal cracks in the cul d sac area. Also, check for grate/basin need after area is cleaned.
 - n. There is edge of road damage to the west of the Kaplan residence indicating the need for a curb to prevent vehicles from falling into the drop off.
5. **Sunset Way:** Inspection of Sunset Way finds the following deficiencies that may be corrected by using the appropriate methods described above. **Note: All measurements are approximate.**
- a. The uphill swale starting from Hwy 1 and then west for 400' needs cleaning and possible sand/gravel treatment. Note: the water in the swale in front of 45 Sunset has a very strong septic odor, and the constant dampness seems to be affecting the road edge base at some locations.
 - b. Cars turning right when exiting the highway, and cars turning left when exiting Sunset are damaging the road surface (and possibly their undercarriages).
 - c. A span 4' wide and 40' long on the downhill side in front of Karla's house is in need of repair. There is some evidence of road base failure, and soil movement that may require bulk heading in the future.
 - d. Full surface sealing is needed for a stretch 30' long, just west of Karla's fence.
 - e. The cross drain at #60 Sunset should be checked, and 40' of longitudinal cracks need sealing in front of #60.
 - f. More cracks need sealing at west side of #60, and there is evidence of subsoil movement here.
 - g. The uphill side of the roadway at the foot of the Community Center pedestrian way needs repair. This area is often used as a parking area, and the damage is caused by vehicles leaving the pavement. The road swale in this area is deep, and the water pipe very shallow. Also, the culvert at this location needs a catch basin and/or swale grate.
 - h. Full sealing is needed for some 65' west from the pedestrian way.
 - i. The swale in front of the Chatham house needs cleaning and gravel.
 - j. Full seal is needed for 25' at the west side of the Chatham house.
 - k. The uphill 4' of pavement, 20' west of the Chatham house needs repair, and some 65' needs full seal.
 - l. Longitudinal cracks running west from #106 need sealing.

- m. 40' of pavement at the middle of #106 needs repair.
- n. Heavy sealing is needed for 35' east from the drive at #161.
- o. Longitudinal cracks in front of #161 need sealing.
- p. 40' of full seal is needed in front of #175.
- q. 40' of full seal is needed near the hydrant at #180.
- r. The drive edge at #185 appears to be causing failure of the road edge.
- s. The downhill pavement edge needs sealing for some 40' in this area.
- t. The culvert at Erin's house drive does not seem to be clear.
- u. Full seal is needed for some 40' west from Erin's drive.
- v. Longitudinal cracks west of Erin's house need sealing.
- w. 160' of swale west of Erin's house needs cleaning and possible gravel.
- x. From 40' east of #230 to 190' west and the west to east side of Cove lane need full seal or reconstruction. Also, the uphill swale needs cleaning and possible gravel. Check to be certain that the culverts are clean in this location.
- y. Full patch is required for some 25' just west of Cove Lane. Note, derelict cars in this area seem to be adversely affecting the drainage and may be part of the cause of the roadway deterioration.
- z. 70' of full seal is needed in front of the Collier property.
- aa. Full seal is needed for 55' just east of #300.
- bb. Patching is needed for downhill area west of #300.
- cc. Check culvert just east of the conservatory driveway.
- dd. Full seal is needed for the cul d sac area.

C. Pedestrian easements: Inspection of these easements indicates that with the exception of the easements from Pacific Way to the Community Center, none are a condition adequate for minimum safety and use. In general the wooden stairs have rotted leaving rebars protruding from the ground (in several severe cases, I bent the rebars flush to ground as I could not remove them), and where no stairs exist, the ground is slippery. At this time, no recommendations for maintenance are offered, as a policy decision by the Board is needed before such a liability should be considered.

Stova
15 min

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON AUGUST 24, 1994**

Directors present: Peter Rudnick, President; directors Dale Hopkins, Nancy Wolf Lee, Erin Pinto, and Steve Shaffer.

- I. Call to order.** President Rudnick called the regular meeting to order at 7:45 P.M., after closing the closed meeting.
- II. Review and consideration of Agenda.** Director Pinto **moved** to approve the Agenda, correcting the date on the page heading from August 2 to August 24, 1994; second by Director Shaffer; ayes all.
- III. Review and consideration of bills and expenses.** The General Manager noted that the Code under Recreation on page 3 of 19, for Pacific Bell should be 2534 instead of the 2435 shown. Director Shaffer asked what the GM had done to charge the Harris Plan \$125. The GM responded that he had met with consultant Henry Hyde, written several letters requesting equipment information, and started research for the current year's project work. The GM also noted that in the budget, the average of his time to be charged to the Harris Plan is approximately \$225 per month, but that his time allocation will be greater when actual work begins than for the current months. Director Pinto then **moved** to approve the Bill To Be Paid report with the Code correction, for July 28, through August 19, 1994 including \$125 in Harris fund expenditures and \$5424.17 in general fund expenditures; and to approve the Bills to Be Paid Report for August 20, through August 24, 1994 including general fund expenditures of \$1,073.08 seconded by director Shaffer; ayes all.
- IV. Public open time.**
 - A. Old Business.** There were no requests from the public for Old Business.
 - B. New Business.** Mr. Ross Herbertson, manager of Slide Ranch had requested time to brief the Board on the future plans for Slide Ranch. He indicated that the buildings currently being used are antiquated and in poor repair. They have requested permission from the GGNRA, to improve the property with new structures that are equal in size and appropriate to the character of the property history. He invited the Board members and people attending the meeting, as well as all interested Muir Beach residents, to an open house that they will have on September 3, 1994. The Directors expressed interest and support for their efforts, and thank Mr. Ross for his time and presentation.

Director Shaffer then introduced a letter from Ms. Hester Burn-Calander concerning Roads & Easements maintenance, and related the general nature of a telephone call from Mr. Souza concerning Pacific Way. The GM indicated that these matters could be discussed in the general context of his report to the Board, on this subject, and the matter was tabled until that time. There were no requests from the public for new business.
- V. Fire Department.** Assistant Chief Allen had called in to say that neither he nor Chief Farkas could attend the meeting. In their place, John Sward would report to the Board on both the actions of the MBVFD, and the progress of the MBVF Association.

Mr. Sward indicated that no written report was available for submission. He told the Board that they had been training with County instructors on cliff side rope handling techniques, and that they had answered several emergency calls during the past few weeks.

Mr. Sward reported that the Association had their first election of Directors and Officers. the Directors include Mike Moore, John Sward, Bob Kriegel, Bryce Browning, and Sidney Lanier. the Officers are Mike Moore, President; Aran Collier, Vice President; Ted Marshall, Treasurer; and Charles Kingsbury, Secretary.

Mr. Sward emphasized that the Association's intent is to improve fund raising and cooperation with the community. In this spirit, he indicated that the volunteers are offering to assist in putting on the Labor Day BBQ. The GM indicated his appreciation of this and suggested that Mr. Sward contact Harvey Pearlman to coordinate their efforts.

VI. Water Division. The GM reviewed his report on water operations, noting that the upper tank is once again having periodic leakage with severe temperature variations. He will research possible methods to correct the dry rot and leaking. The GM noted that even with the tank leakage, the unaccounted for water loss is just 18.5%, which is good for our type of distribution system.

Director Pinto noted that the report now includes the average daily customer water use/per customer, saying that this is helpful information.

In reviewing the accounting of water revenues, the GM mentioned that almost \$2,000 of the \$2,962 in accounts receivable involves just three water accounts, including 2 property owners with disconnected services. He hopes these will be resolved over time with the Board's instructions (the independent accounts were discussed during the closed meeting) to try to work out time payment plans for eliminating the debts and restoring service. He feels the recommended water policy changes will eliminate most of the other accounts receivable, and prevent a reoccurrence of the substantial amounts such as the three existing debts.

Water policy changes: The Board then reviewed the recommended water policy changes, item by item, with the final changes to be as follows:

- A. Bills are due upon receipt, and shall become delinquent if not paid within thirty (30) days of the billing date.
- B. Each and every delinquent bill shall be assessed a delinquent service fee of ten (10) percent for each delinquent bill, plus interest at an annual rate of 10% for each day the bill is delinquent.
- C. All delinquent bills, not paid within ninety (90) days of the original billing date shall be issued a ten (10) day disconnection notice. The notice will be posted in the U. S. Mail, including a proof of mailing certificate. The notice will specify the date of mailing, and the date of service disconnection providing five (5) days for mailing receipt plus the ten (10) days disconnection notice.
- D. Deposit in the U. S. Mail shall constitute receipt by the customer, in accord with Section

16482.1 of the Public Utility District Act of the State of California. Minimum monthly services charges shall continue to be assessed to the property, even if service is disconnected.

- E. No service shall, by reason of delinquency in payment for services, cause cessation on any such services on any Saturday, Sunday, legal holiday as recognized by the State of California, or at any time during which the business offices of the District are not open to the public.
- F. Resumption of services, after disconnection, shall require full payment of the outstanding account balance, plus a \$50 re-connection fee, and plus a \$100 dollar security deposit.

Any customer may request to amortize, over a period not to exceed twelve (12) months, the unpaid balance of any bill asserted to be beyond the means of the customer to pay within the normal period for payment. The amortization agreement shall be executed in writing with a minimum of \$10 per month reduction in the past due balance. The General Manager shall represent the District in completion of the agreement. Bills included in this past-due payment agreement that themselves become delinquent shall result in the immediate issuance of a 10-day Disconnection Notice. In this case, full payment of the account including the re-connection fee, and the security deposit must be made prior to the end of the 10-day notice period to avoid service disconnection. No new amortization is authorized, and no extension of an existing amortization agreement is authorized.

- G. If full payment of the account, or an amortization agreement is not completed within sixty days after the date of service disconnection as provided above, a notice of intent to remove the water service meter for permanent discontinuance of service shall be delivered to the customer, through the U. S. Mail as described above. A penalty of \$250 will be assessed for non-payment, plus interest at the rate ten (10) percent per annum on the unpaid balance from the date of disconnection. If payment or an amortization agreement is not completed with thirty (30) days of this "Intent to Remove the Water Service Meter" mailing, the water service meter will be removed, and the appropriate County and Health agencies shall be notified of the removal.

Removal of the water service meter shall place the residence in a non-service status, and stop minimum service charges, while interest charges continue on the unpaid balance of the account. Re-establishment of service shall require all permits and fees applicable to the installation of a new water service for a new residence, including but not limited to water service eligibility under the District's total service limitations.

VII. General Manager's Report. The general manager reported on the following activities.

- A. **Budget and Administration:** The GM reviewed the new monthly budget report form, commenting that the form is easier to complete and offers more detail on reporting how District expenditures and income occur. In general the Board indicated their approval of the new format, with director Pinto requesting that a column be added to show the percentage (%) of the year to date figures as compared to the adopted budget figures.

B. Roads and Easements: The board reviewed the letter from Ms. Burn-Calander, and the phoned comments from Mr. Souza, briefly as follows:

1. Ms. Burn-Callander referred to the number of derelict vehicles parked on Sunset Drive, and to the failure of new residents to maintain easements adjacent to their property. She offered to assist in this maintenance, for a fee.
2. Mr. Souza indicated concern with the possible erosion of the roadway on Pacific Way, as a result of excessive ground water surfacing in the uphill roadway swale.

The Board requested the GM to review these problems and report back to the Board with recommendations, in time for the next Board meeting. They also requested that he acknowledge receipt of this information from the respective residents.

The GM then reviewed the report from the Roads and Easements Committee, concerning the following items:

3. The high weeds on the uphill side of Seacape Drive, that obstruct visibility. The Committee's contact with County Road Maintenance indicates that the County may not be able to mow these weeds, due to a lack of personnel and restrictions by the Fire Department during the dry weather.
4. The high weeds in the Parkway easement from Seacape Drive to the Starbuck/Seacape intersection. These weeds are unsightly, restrict pedestrian use, and may considered as a potential fire hazard.
5. The danger to pedestrians, pets and wildlife due to motorists driving too fast on Seacape Drive. The committee requests a 10 mile speed limit, individual personal signage promoting slower speed and caution, and correspondence from the Board requesting residents to be more cautious.

There was a general discussion by members of the Board, including comments that the district had never maintained the weeds in the Parkway easement, and had experienced indignant comments from adjacent property owners when efforts were put forth in previous years, to maintain view visibility.

It was also noted that the District has no authority on the County maintained roadways, either to control speed, or to eliminate weeds. However, the concerned property owners have the right and possibly the responsibility to maintain those areas within their individual properties.

The GM was instructed to include appropriate consideration of the conditions subject to District authority, in his report to the Board next month.

C. Recreation: The GM reviewed the plans for the Labor Day BBQ, noting that Harvey had been discouraged when he could not obtain reasonable entertainment. However, Harvey is now trying to arrange for local talent willing to participate.

The GM expressed that he hopes this BBQ will be as successful as the Labor Day BBQ two years ago, in so far as local participation. He pointed out that there is generally a preference for this event to be substantially for local residents, versus growing into a major event such as the Volunteer Fire BBQ.

The GM indicated that the Community dinners will begin in mid October, at the latest.

VIII. Review of the July 27, 1994 minutes: Director Pinto requested that the final sentence in the last paragraph of Section IX be changed to read "a meeting with the *GM and 2 Directors*. ~~committee~~. With this change, Director Pinto **moved** to approve the minutes, seconded by Director Lee; ayes Lee, Hopkins, Pinto, and Rudnick. Director Shaffer abstained as he was not in attendance for the meeting.

IX. Change of presidency. President Rudnick then stepped down from his office and tendered the gavel to the new President, Dale Hopkins.

X. President Hopkins adjourned the meeting at 9:45 PM.

These minutes were approved by the Muir Beach Community Services District Board of Directors, during their meeting on _____

Dale Hopkins, Board President

Donovan Macfarlane, Recording Secretary

Donovan

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FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS MEETINGS
SCHEDULED FOR WEDNESDAY, OCTOBER 26, 1994 AT 7:00 PM**

<u>DESCRIPTION</u>	<u>PAGES</u>
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Budget Report for the month of July 1994	9 - 14
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**MUIR BEACH COMMUNITY SERVICES DISTRICT
THE COMMUNITY CENTER, 19 SEACAPE, MUIR BEACH, CALIFORNIA
REGULAR BOARD OF DIRECTORS MEETINGS TO BE HELD IN
WEDNESDAY OCTOBER 26, 1994. THE MEETING WILL BEGIN AT 7:00 PM**

DIRECTORS: Dale Hopkins, president; Nancy Wolf Lee, Erin Pinto, Peter Rudnick, and Steven Shaffer, directors. *Peter @ 7:25*

- I. Call the meeting to order. *7:15*
- II. Review and consideration of the October 26, 1994 Agenda. Items may be added, deleted, and or changed in scheduled sequence from the posted Agenda. Items may be added for brief discussion; however, the Board can take no action on the added item except by a finding that a condition of emergency exists, in conformance with California law. *Steve, Lee*
- III. **Bills to be paid:** Consideration of the bills to be paid, received subsequent to the bills submitted for approval during the September 28, 1994 meeting. *Steve, Lee*
- IV. **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. *No one*

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. *No one here.*

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. *No one here.*

Steve, Lee for Schutz

Holloway Stokes

- V. **Fire Department:** The Fire Chief will report on the activities since the September meeting.

AT 8:30, A 15 MINUTE COFFEE BREAK WILL BE CALLED

- VI. **General Manager's report.** The General manager will report on the following items.

- A. **Administration:** The GM will report on ongoing administrative activities.
- B. **Budget** The GM will report on the District's financial activities since the last meeting, including a basic review of the monthly budget report, and the account balances. The GM will also review information concerning the State's scheduled refund of 1993-94 excess appropriations.
- C. **Recreation:** The GM will report on the planned recreational activities for the near future.
- D. **Water:** The GM will report on the following water activities.
 - 1. General operations and maintenance.
 - 2. Billing and fiscal considerations.
 - 3. Harris Plan review and status. This will include the most recent communications with Henry Hyde and the Capital Improvement update schedule.
- E. **Roads and Easements:** The GM will report on the maintenance activities concerning roads and easements, including estimated costs to date versus planned budget allocations. In addition, additional allocations may be requested to complete some essential maintenance activities. It is also anticipated that board members will have some general input concerning the development of formal policies for Roads and Easements activities.

- VII. **Minutes of the September 28,, 1994 meeting.** *Lee, Steve -*

- VIII. **Setting date for the next Board meeting.** — *Dec. 7th*

ADJOURNMENT OR CONTINUATION. — *Adj. 7:58*

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 9/29/94 THROUGH 10/19/94**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
HARRIS FUND EXPENSES, FUND 429				
ABC CONSULTANTS	2117	CONSULTING FEE 10/ 94	C	\$88.50
TOTAL HARRIS FUND EXP. =				\$88.50
ADMINISTRATION EXPENSES, DIVISION CODE 9236				
HAZEL MELO	1003	SECRETARY WAGES 10/94	C	\$207.69
SOCIAL SECURITY	1404	7.65% DISTRICT FICA ON WAGES	C	15.89
STATE FUND	1701	WORKER'S COMP. INS. 7/05-10/05/94	B	6.29
ABC CONSULTANTS	2117	CONSULTING FEE 9/94	C	331.50
GOODMAN'S	2479	EXTERIOR COMBINATION LOCKS	P	32.80
ALLRIGHT PARKING	2479	PARKING FEES	P	12.00
ABC CONSULTANTS	2479	TRAVEL, 9/94, 466 MILES @ \$0.25	C	116.50
ABC CONSULTANTS	2534	TOLL CALLS 9/5 THRU 10/4/94	C	20.02
TOTAL G&A EXPENSES =				\$742.69
ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
ABC CONSULTANTS	2117	CONSULTING FEE 9/94	C	\$540.50
TOTAL R&E EXPENSES =				\$540.50
WATER DIVISION EXPENSES, DIVISION CODE 9238				
HAZEL MELO	1003	SECRETARY WAGES 10/94	C	\$207.69
HARVEY PEARLMAN	1028	MAINT. MGR. WAGES, 10/94	C	708.00
SOCIAL SECURITY	1404	7.65% DISTRICT FICA ON WAGES	C	70.05
HARVEY PEARLMAN	1506	HEALTH INS. BENEFITS FOR 10/94	C	83.45
STATE FUND	1701	WORKER'S COMP. INS. 7/05-10/05/94	B	197.95
PACE INCORPORATED	2115	5 Copper Tests @ \$25 each	B	125.00
PARADISE POOL SERVICE	2115	CHLORINE SUPPLIES, 10/5/94	B	43.87
ABC CONSULTANTS	2117	CONSULTING FEE 9/94	C	773.50
US POST OFFICE	2130	POSTAGE	P	49.77
HARVEY PEARLMAN	2479	TRAVEL ALLOWANCE FOR 10/94	C	75.00
PACIFIC GAS & ELECTRIC	2535	WELL & LOWER TANK THRU 9/19/94	B	548.45
TOTAL WATER EXPENSES =				\$2,882.73
RECREATION EXPENSES, DIVISION CODE 9239				
JUANA GONZALES	1073	JANITORIAL WAGES, 9/94	C	\$240.00
SOCIAL SECURITY	1404	7.65% DISTRICT FICA ON WAGES	C	18.36
STATE FUND	1701	WORKER'S COMP. INS. 7/05-10/05/94	B	88.08
BISTRO SUPPLIES	2041BI	BISTRO SUPPLIES	P	30.78
COSTCO	2041LD	LABOR DAY FOOD & BEVERAGE SUPPLIES	P	228.62
SAFeway	2041LD	LABOR DAY VEGETABLES & ICE	P	111.73
NORTHWOODS	2041LD	SALAD DRESSING	P	12.00
ABC CONSULTANTS	2117	CONSULTING FEE 9/94	C	291.00
USPO	2133	POSTAGE	P	11.02
PLAZA SHIPPERS & GOODMAN'S	2366	SPARE KEYS	P	13.84
PACIFIC TELEPHONE	2434	PAY TELEPHONE, THROUGH 9/19/94	B	35.22
MC PHAILS	2435	LPG RECHARGE ON 9/26, 103.8 UNITS	B	133.59
PACIFIC GAS & ELECTRIC	2435	PAY PHONE THRU 9/19/94	B	70.58
TOTAL RECREATION EXPENSES =				\$1,284.82
FIRE DIVISION EXPENSES, DIVISION CODE 9240				
STATE FUND	1701	WORKER'S COMP. INS. 7/05-10/05/94	B	\$624.59
ABC CONSULTANTS	2117	CONSULTING FEE 9/94	C	225.00
MATT BROWN	4827	FIRE SAFETY BOOTS	B	206.99
TOTAL FIRE EXPENSES =				\$1,056.58
TOTAL HARRIS FUND EXPENSES =				\$88.50
TOTAL GENERAL FUND EXPENSES =				6,507.32
TOTAL OF ALL EXPENSES =				\$6,595.82

B = Paid thru 1st Interstate Bank; C = Paid thru County funds; P= Paid thru petty cash fund

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors during their meeting on October 26, 1994.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Dale Hopkins, President

Donovan Macfarlane, General Manager

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

TO: The Board of Directors
FROM: Donovan Macfarlane, General Manager
DATE: October 21, 1994
FOR: Board of Directors Regular Meeting, Wednesday, October 26, 1994

I. ADMINISTRATION: The following administrative items require Board consideration, and possible action by the Board.

- A. Bi-annual Audit:** In July requests for proposals to perform our bi-annual audit were mailed to five (5) firms that had indicated some interest in serving as the independent auditor. The request outlined the District's fiscal operations, stipulating that our monthly expenditures average less than \$10,000 and that the records are maintained on computer systems, including the fact that Marin County serves as our payroll recorder. The request asked that proposals be submitted prior to Wednesday September 21, so they could be submitted for Board review during the last meeting.

Steve approved @ 4500, Robin.

We received two letters stipulating that the District's affairs did not blend in with the general services offered by the firms replying. In follow up telephone calls, the remaining three firms indicated the same feelings. Subsequently the County Auditor indicated that until we had agreed to their proposal, they would no longer submit the required year-end brief report. As there was inadequate time for me to complete this form, I arranged to have the County do the report, on the basis that we would also have them do the bi-annual audit. As presented during their review of the 1990-91 & 91-92 audits, their proposal for 1992-93 and 1993-94 is \$4,500, plus a small fee for the annual brief report (1992-93 was \$250). I recommend the approval of the audit agreement with Marin County for fiscal years 1992-93 & 93-94, in the amount of \$4,500. My research indicates that this fee is competitive in the market place, and that most accounting firms are not interested in doing the complicated audits required for public agencies, unless the agencies are large and the potential fees in the five to six figure category. **Our budget provides for this expenditure.**

- B.** We have been notified by the County Auditor-Controller, that our share of the State's refund of surplus 1993-94 school fund transfers, will be \$6,785.13. This money should be placed in our County depository some time during the month of October 1994. At this time, it is recommended that these funds be reserved for possible needed additional funds for Roads & Easements maintenance, plus cleaning of the water wells.

II. Budget report: The following comments are offered concerning the September budget report, and changes in the report format.

- A. Report Format:** The format has been modified to show the following:

1. The percentage of the fiscal year completed, is shown in the upper right hand corner of each page, for comparison to the percentages of the year to date income/expenditures to the adopted budget.

2. A line has been added for Roads & Easements Income (on the Summary Page), and a line for income-expenses.
 3. The County Fund 428 balance has been placed on the 4th line from the bottom of the upper Summary Page information. This was done to avoid confusion with the Harris Fund.
 4. A "Special Note" has been added to the 2nd page of the Budget Report , below General & Administrative Income, to indicate that each actual operating department will be responsible for the non directly allocated G&A expenses. Above the special note, 20% of the Year To Date G&A expenses is highlighted to be allocated as specified in the note.
- B. In general, the District currently has more gross equity than it began the fiscal year with. However, this includes the recent deposit of \$8,850 in West Marin Funds (Fiscal 94-95) which we normally do not receive until later in the year. The District is in sound financial condition, and barring some unusual action by the State, should have adequate funds needed for operations.
- C. **Harris Fund:** No major expense activities occurred in the Harris Fund during the month of September 1994. There has been an increase in activity during October (somewhat hindered by the flue epidemic), and considerable activity is anticipated in November and December as preparations for the next improvement project are started.

III. Recreation: Health conditions permitting, a Dinner is planned for the third Wednesday of November. However, the main recreational activities are scheduled to be maintenance.

- A. Community Center Floor: Following the MBVFD Halloween Dance, the floor is scheduled for stripping, waxing and resealing. This is an annual maintenance activity.
- B. Reinforcement of the exterior deck should be completed by the time of the meeting. As discussed during the last meeting, the saddles supporting the outside beam are the wrong type, and need to be replaced. Further, the column at the southeast corner appears to be weakened, and will be replaced. In addition, a column that was to be placed at the northeast corner, but was left out, will be installed.

Several of the deck boards have worked almost free, and seem springy. These will improved with placement of deck screws in lieu of nails.

- C. The walkway repairs are scheduled for completion during the month of November.

IV. Water: The main comments concerning water are included in the separate Water Report. However, the following items do require some consideration:

- A. Well cleaning: Requests for proposals on cleaning the wells have been mailed, but have not been fully replied to in time for this meeting. During the last several weeks, we experienced an extended power outage that permitted the upper tank to be almost entirely depleted. It seems that at the same time, the MBVFD activities also consumed a considerable amount of water, with the net result being that the District's total storage was well below minimum desired levels for several days.

Even extending the pumping time into the higher rate hours did not quickly alleviate the problem, as it seems the pump is continuing to decline in production capacity. It is recommended that the Board authorize the GM to negotiate cleaning of the well prior to the next board meeting. Maximum estimated cost is \$4,000 per well. However, I strongly feel it can be done for less than \$2,000 per well.

Once Harvey and I have had the opportunity to observe the process, I believe we may be able to purchase and/or rent the equipment for self maintenance in the future. The biggest problem is the need for a lifting device to pull the submerged pump out of the well during the cleaning operations.

- B. In keeping with the above recommendation, it is recommended that at least \$4,000 of the \$6,000 to be credited to our account from the State taking, be reserved for cleaning of the wells as outlined above. *Steve, Lu*

- V. Roads and Easements:** By the time of the meeting, the swale maintenance on Sunset Way should be completed, and I will have an approximate cost to date ready for presentation during the meeting.

Work on Pacific Way should be started by the time of the meeting, and sealing the roadway surfaces should begin the first week of November. At this time, it appears that our budget allocation will be inadequate to complete the surface sealing, and work on the pedestrian easements. It is suggested that a portion of the \$6,000 from the State's refund be reserved to assist in completing this work.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT.

MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT, MONTHLY STATUS REPORT FOR SEPTEMBER 1994

WATER SYSTEM OPERATION: The standard operation services include:

1. Daily system check by the maintenance manager, including physical inspection of the storage tanks, chlorinator check, and completion of daily log entries. The GM also made general inspections of the system and facilities., and relieved the maintenance manager for four (4) days.
2. Monthly bacteriological samples included one sample each for the upper and lower systems. . Weekly chlorine residual samples were also taken The bacteriological samples were free of coliforms, and chlorine residuals ranged from a high of 1 ppm to a low of 0.5 ppm..
3. There was a malfunction of the chlorine pump, requiring additional chlorine to be added directly to the storage tanks. The chlorine pump suction side lines were cleaned, intake screen cleared and cleaned with an acid wash, and the system re-primed. Following this action, the pump output was monitored to make needed adjustments for proper flow.

WATER PRODUCTION: Note: Meters were read on 9/23/94, and production is based on 30 days.

1.	Total volume of water produced	1,305,600	gallons
2.	Average daily production	42,116	gallons/day
3.	Maximum daily production, Wednesday 8/17/94	58,200	gallons
4.	Minimum daily production, Friday 8/19/94	27,600	gallons
4.	Volume of water billed by customer meters, total	1,013,742	gallons
5.	Average daily customer water use, per customer	221	gallons/day
6.	Estimated maintenance water use.	12,500	gallons
7.	Unaccounted for water loss = 21.3% of production	279,358	gallons

SUPPORT ACTIVITIES: Support activities initiated and/or completed include:

1. Weekly meetings and phone conversations to assist Harvey in system management and maintenance operations. Cleaning of the chlorine pump intake screen was added to the regular maintenance procedures, starting with aN every other month, but adjusting to a more or less frequent cleaning if conditions indicate.
2. Well production was monitored to be just forty two gallons per minute on 9/30/94. This is down from last month's rate of more than 44 gallons per minute, indicating that the well screen are getting clogged.
3. Weekly filter cleaning of cartridge and sand filters. No unusual indications.

MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT, MONTHLY STATUS REPORT FOR SEPTEMBER 1994

EMERGENCY REPAIRS/RESPONSE **NONE**

NO SPECIAL SERVICES WERE PERFORMED: Twenty three (23) residents were alerted to possible water leaks on their side of the water meter. There have been no additional requestes for water efficient shower heads. there have been inquiries about the District sponsoring a rebate for installation of water efficeint water closets, and this is being investigated through MMWD.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water billing was \$5,750.08. Water revenues collected totaled \$4,934.38 including security deposits.

Accounts receivable on 10/01/94 were \$8,199.09: however, this included the \$5,479.78 in new invoices dated 9/26/94. Subtracting the new invoices reduces the accounts receivable to \$2,719.31 which is less than last month's balance.

Thirty-one (31) accounts had delinquent balances on 10/01/94 (the actual delinquent date was 9/28/94), and were assessed a total of \$124.86 in late payment fees and interest charges. Thirty days interest (10% APR) was charged on balances more than sixty days delinquent.

Two 10 day disconnection notices were mailed, and several thirty day notices were included on the monthly statements for accounts that will be ninety days overdue at month's end.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF SEPTEMBER 1994**

**FISCAL
YEAR IS
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SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

DESCRIPTION	1994-95 BUDGET	CURRENT FIS. YEAR TOTALS	CURRENT FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	SEPT. '94 TOTAL
Opening Balance on 9/01/94		\$54,303.92	NA	\$40.47	\$43,548.81	\$10,714.64	\$54,303.92
General and Admin. Income	26,644	3,609.93	13.5%	0.00	24.00	9.74	33.74
General & Admin. Expenses	20,912	4,475.16	21.4%	45.35	614.86	659.49	1,319.70
G&A Income - Expenses	5,732	(865.23)	NA	(45.35)	(590.86)	(649.75)	(1,285.96)
Water Income	64,000	17,063.61	26.7%	0.00	5,584.38	0.00	5,584.38
Water Expenses	49,021	13,955.65	28.5%	0.00	730.29	2,822.96	3,553.25
Water Income - Expenses	14,979	3,107.96	NA	0.00	4,854.09	(2,822.96)	2,031.13
Recreational Income	20,161	2,970.37	14.7%	509.57	1,038.00	0.00	1,547.57
Recreational Expenses	20,563	4,894.79	23.8%	488.62	374.70	484.77	1,348.29
Recreational Income - Expenses	(402)	(1,924.42)	NA	20.75	663.30	(484.77)	199.28
Road & Easement Income	0	0.00	NA	0.00	0.00	0.00	0.00
Road & Easement Expenses	16,038	1,688.79	10.5%	0.00	0.00	540.50	540.50
R&E Income - Expenses	(16,038)	(1,688.79)	NA	0.00	0.00	(540.50)	(540.50)
Fire Income	23,431	13,285.19	56.7%	0.00	0.00	8,850.00	8,850.00
Fire Expenses	23,431	6,603.89	28.2%	0.00	899.19	225.00	1,124.19
Fire Income - Expenses	0	6,681.30	NA	0.00	(899.19)	8,625.00	7,725.81
Opening Harris Fund Balance	\$10,355			County Fund 428 Bal. =		\$14,841.66	
Harris Fund Income	24,841	67.36	0.3%	0.00	0.00	0.00	0.00
Harris Fund Expenses	35,901	759.79	2.1%	0.00	0.00	88.50	88.50
Harris Fund Income - Expenses	(11,060)	(692.43)	NA	0.00	0.00	(88.50)	(88.50)
Account balances @ month end*		\$58,922.31	NA	\$15.87	\$47,576.15		\$62,345.18
Total Income by Account	\$134,236	\$36,929.10	27.5%	\$509.57	\$6,646.38	\$8,859.74	\$16,015.69
Total Expenses Paid by Account	\$129,965	\$32,378.07	24.9%	\$534.17	\$2,619.04	\$4,821.22	\$7,974.43
CHANGE IN CASH EQUITY =	\$4,271	\$4,551.03	106.6%	(\$24.60)	\$4,027.34	\$4,038.52	\$8,041.26

*NOTE: Harris Fund Income & Expenses are not included in Fund 428 Balance

	DISTRICT TOTAL	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	CO. HARRIS FUND 429
BUDGETED YEAR END BALANCES =	\$60,937	NA	\$100	\$57,952	\$5,000	(\$705)
HARRIS FUND BALANCE @ MONTH END =		\$9,663.02				
GROSS DISTRICT EQUITY @ MONTH'S END =		\$72,008.20				

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF SEPTEMBER 1994**

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GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	SEPT. '94 TOTAL
Secretary Wage	1003	\$2,700	\$484.61	17.9%				\$0.00
Recd'g Sect'y Wge	1005	1,200	\$207.69	17.3%			207.69	207.69
FICA	1404	230	\$52.96	23.0%	0.00	0.00	15.89	15.89
Work Comp. Ins.	1701	24	\$42.71	178.0%		36.15		36.15
Conferences	2049	750	\$495.00	66.0%		495.00		495.00
Insurance	2059	415	\$1,350.47	325.4%				0.00
GM's Fee	2117	4,343	\$1,363.00	31.4%			331.50	331.50
Pub. & Advertise.	2119	150	\$0.00	0.0%				0.00
Postage	2130	175	\$0.00	0.0%				0.00
Office Supplies	2133	875	\$112.29	12.8%		67.50		67.50
Copier Maintenance	2137	1,400	\$0.00	0.0%				0.00
County Fees	2352	6,500	\$0.00	0.0%				0.00
Routine Travel Exp.	2479	600	\$164.05	27.3%	12.55		75.75	88.30
Telephone	2534	600	\$144.58	24.1%		16.21	28.66	44.87
Gen. Expenses	2720	200	\$57.80	28.9%	32.80			32.80
Bld. Imp.	4048	500	\$0.00	0.0%				0.00
Equipment	4093	250	\$0.00	0.0%				0.00
TOTALS =		\$20,912	\$4,475.16	21.4%	\$45.35	\$614.86	\$659.49	\$1,319.70

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	SEPT. '94 TOTAL
Property Taxes	9001	\$23,900	\$0.00	0.0%				\$0.00
Prop. Tax, Unsec'd	9002	1,100	\$0.00	0.0%				0.00
Hoptr. St.	9280	444	\$9.74	2.2%			9.74	9.74
Interest/Int. Fnd. Trans.	9377	300	\$3,384.62	1128.2%				0.00
Copier Income	9772	900	\$215.57	24.0%		24.00		24.00
TOTAL =		\$26,644	\$3,609.93	13.5%	\$0.00	\$24.00	\$9.74	\$33.74

20% of general G&A Costs = \$895.03 to be allocated as specified below.

SPECIAL NOTE:

In formation of the adopted budget, administrative expenses that could be predetermined as applicable to a specific operational department, were so allocated by the budget. Items too general to be allocated were left under Administration, and will be apportioned equally to each of the operational departments at the fiscal year end. Distribution will be to the Harris Projects; plus Fire; Roads & Easements, Recreation; and Water Departments, each taking a 20 percent allocation of general administration costs.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF SEPTEMBER 1994**

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WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	SEPT. '94 TOTAL
Secty Wages	1003	\$2,700	\$899.99	33.3%			\$415.38	\$415.38
Maint. Mgr. Wages	1028	11,000	\$3,269.65	29.7%			1,341.25	1,341.25
Extra Hire Wages	1073	1,000	\$0.00	0.0%				0.00
FICA	1404	1,125	\$318.98	28.4%	0.00	0.00	134.38	134.38
Benefits	1506	1,001	\$417.25	41.7%			83.45	83.45
Work. Comp. Ins.	1701	1,034	\$147.54	14.3%				0.00
Annual Fee	2058	500	\$500.00	100.0%				0.00
Gen. Insurance	2059	949	\$949.22	100.0%				0.00
Repairs	2077	500	\$0.00	0.0%				0.00
Bldg. Repair	2096	350	\$0.00	0.0%				0.00
Tests & chemicals	2115	2,500	\$245.43	9.8%		38.61		38.61
GM's Fee	2117	8,037	\$2,297.00	28.6%			773.50	773.50
Misc.. Exp..	2121	900	\$425.92	47.3%		129.00		129.00
Refunds	2122	200	\$49.46	24.7%		32.82		32.82
Postage	2130	200	\$91.62	45.8%				0.00
Office supplies	2133	600	\$129.94	21.7%				0.00
Legal Notices	2221	200	\$18.75	9.4%				0.00
Contract Repairs	2325	3,200	\$2,117.71	66.2%				0.00
Travel	2479	675	\$375.00	55.6%			75.00	75.00
Telephone	2534	400	\$89.76	22.4%		29.86		29.86
Electricity	2535	4,200	\$1,612.43	38.4%		500.00		500.00
G&A Share	2720	0	\$0.00	NA				0.00
Equipment	4093	750	\$0.00	0.0%				0.00
Water Meters	4160	1,000	\$0.00	0.0%				0.00
Water Supply Study	4162	2,000	\$0.00	0.0%				0.00
System Improvem'ts	4169	2,000	\$0.00	0.0%				0.00
System Upgrades	4197	2,000	\$0.00	0.0%				0.00
TOTAL =		\$49,021	\$13,955.65	28.5%	\$0.00	\$730.29	\$2,822.96	\$3,553.25

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	SEPT. '94 TOTAL
Service Billing	9025	\$64,000	\$15,166.67	23.7%			\$0.00	\$5,750.08
Receipts Collected	9025		\$16,213.61	NA		4,934.38		4,934.38
Accounts Receivable	9025		\$0.00	NA				0.00
Security Deposits	9025SD		\$200.00	NA				0.00
Misc.. Income & Fees	9772		\$650.00	NA		650.00		650.00
TOTAL =		\$64,000	\$17,063.61	26.7%	\$0.00	\$5,584.38	\$0.00	\$5,584.38

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF SEPTEMBER 1994**

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RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	SEPT. '94 TOTAL
Maint. Mgr. Wages	1028	\$500	\$0.00	0.0%				\$0.00
Janitorial Wages	1073	1,760	\$420.00	23.9%			180.00	180.00
FICA	1404	173	\$41.31	23.9%	0.00	0.00	13.77	13.77
Work. Comp. Ins.	1701	260	\$36.65	14.1%				0.00
Basketball	2041BA	246	\$0.00	0.0%				0.00
Bistro	2041BI	750	\$135.90	18.1%	30.78			30.78
Brunches	2041BR	150	\$0.00	0.0%				0.00
Community Dinners	2041CD	500	\$0.00	0.0%				0.00
Children's Programs	2041CP	150	\$0.00	0.0%				0.00
Labor Day BBQ	2041LD	800	\$352.35	44.0%	352.35			352.35
Tai Chi	2041TC	1,000	\$0.00	0.0%				0.00
Insurance	2059	1,314	\$1,314.10	100.0%				0.00
Repairs	2077	250	\$140.00	56.0%				0.00
Bldg. Maintenance	2096	150	\$120.00	80.0%				0.00
Ground Maintenance	2097	500	\$291.00	58.2%			291.00	291.00
GM's Fee	2117	4,089	\$591.00	14.5%				0.00
Publications	2119	200	\$0.00	0.0%				0.00
Misc. Expenses	2121	250	\$0.00	0.0%				0.00
Deposit Refunds	2122	2,000	\$746.25	37.3%		260.00		260.00
Postage & Off. Sup.	2133	150	\$40.65	27.1%	11.02			11.02
Refuse Removal	2259	321	\$81.00	25.2%				0.00
Building Supplies	2366	275	\$108.87	39.6%	13.84			13.84
Pay Telephone	2534	425	\$185.59	43.7%	80.83	34.70		115.53
Electricity for C. C.	2535	750	\$290.12	38.7%		80.00		80.00
G&A Share	2720	0	\$0.00	NA				0.00
CDBG Improvem'ts	4045	2,000	\$0.00	0.0%				0.00
Bldg. Improvements	4048	750	\$0.00	0.0%				0.00
Equip. & Furnishings	4093	500	\$0.00	0.0%				0.00
Playground Imp.	4243	350	\$0.00	0.0%				0.00
TOTAL =		\$20,563	\$4,894.79	23.8%	\$488.82	\$374.70	\$484.77	\$1,348.29

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF SEPTEMBER 1994**

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RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	SEPT. '94 TOTAL
Children's Programs	9248	\$200	\$0.00	0.0%				\$0.00
C.C. Rental	9255	5,000	\$1,000.00	20.0%		625.00		625.00
Refundable Deposits	9255RD	2,000	\$600.00	30.0%		150.00		150.00
Child's Room Rental	9255CR	500	\$0.00	0.0%				0.00
Bistro	9811BI	1,600	\$377.00	23.6%	116.70			116.70
Brunches	9811BR	400	\$0.00	0.0%				0.00
Community Dinners	9811CD	2,000	\$0.00	0.0%				0.00
Labor Day BBQ	9811LD	2,000	\$543.37	27.2%	392.87	150.50		543.37
Tai Chi	9811TC	1,500	\$450.00	30.0%		112.50		112.50
Res. Handbooks	9834	100	\$0.00	0.0%				0.00
CDB Grant	9900	4,861	\$0.00	0.0%				0.00
TOTAL =		\$20,161	\$2,970.37	14.7%	\$509.57	\$1,038.00	\$0.00	\$1,547.57

FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	SEPT. '94 TOTAL
Work. Comp. Ins.	1701	\$2,900	\$578.27	19.9%				\$0.00
Gen. & Vehicle Ins.	2059	4,023	\$4,308.63	107.1%				0.00
GM's Fee	2117	2,763	\$675.00	24.4%			225.00	225.00
G&A Share	2720	0	\$0.00	NA				0.00
Fire Station Fund	4048	0	\$0.00	NA				0.00
W. Marin G. Exp.	4827	13,745	\$1,041.99	7.6%		899.19		899.19
TOTAL =		\$23,431	\$6,603.89	28.2%	\$0.00	\$899.19	\$225.00	\$1,124.19

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	SEPT. '94 TOTAL
W. Marin Grant	9377	\$13,745	\$8,850.00	64.4%			\$8,850.00	\$8,850.00
MBVFA Donations	9763	9,686	4,435.19	45.8%				0.00
TOTAL =		\$23,431	\$13,285.19	56.7%	\$0.00	\$0.00	\$8,850.00	\$8,850.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF SEPTEMBER 1994**

**FISCAL
YEAR IS
25%
COMPLETE**

ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	SEPT. '94 TOTAL
Maint. Mgr.	1028	\$500	\$0.00	0.0%				\$0.00
Extra Hire	1073	1,500	\$0.00	0.0%				0.00
FICA	1404	153	\$0.00	0.0%	0.00	0.00	0.00	0.00
Work Comp. Ins.	1701	170	\$0.00	0.0%				0.00
Insurance	2059	795	\$457.79	57.6%				0.00
Repairs	2077	3,750	\$0.00	0.0%				0.00
Gen. Maint.	2078	750	\$0.00	0.0%				0.00
GM's Fee	2117	3,420	\$1,231.00	36.0%			\$540.50	540.50
G&A Share	2720	0	\$0.00	NA				0.00
Road Const.	2741	5,000	\$0.00	0.0%				0.00
TOTAL =		\$16,038	\$1,688.79	10.5%	\$0.00	\$0.00	\$540.50	\$540.50

END FUND 428, BEGIN FUND 429

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 429	SEPT. '94 TOTAL
Insurance	2059	\$458	\$457.79	100.0%				\$0.00
GM's fee	2117	5,443	\$302.00	5.5%			\$88.50	88.50
G&A share	2720	0	\$0.00	NA				0.00
Project Improvements	4169	30,000	\$0.00	0.0%				0.00
TOTAL =		\$35,901	\$759.79	2.1%	\$0.00	\$0.00	\$88.50	\$88.50

HARRIS FUND CAPITAL IMPROVEMENT INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 429	SEPT. '94 TOTAL
Parcel tax	9007	\$23,951	\$0.00	0.0%				\$0.00
Delinq. taxes	9008	0	0.00	NA				0.00
Redemption's	9009	0	0.00	NA				0.00
Surcharge	9031	540	0.00	0.0%				0.00
Interest	9377	350	67.36	19.2%				0.00
TOTAL =		\$24,841	\$67.36	0.3%	\$0.00	\$0.00	\$0.00	\$0.00

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON SEPTEMBER 28, 1994**

Directors present: Dale Hopkins, President; directors Nancy Wolf Lee, Erin Pinto, and Steve Shaffer. Director Peter Rudnick was absent.

- I. Call to order.** President Hopkins called the regular meeting to order at 7:45 P.M., after closing the closed meeting.
- II. Review and consideration of Agenda.** Director Pinto **moved** to approve the Agenda for September 28, 1994; second by Director Shaffer; ayes all.
- III. Review and consideration of bills and expenses.** The General Manager distributed the bills to be paid received between 9/22/94 and 9/28/94. He then noted that the total for the Harris Fund expenses on page 3 of 31 in the Board Packet is incorrectly shown as \$125. It should be \$88.50

Director Pinto asked if membership to the California Water Awareness program had any real benefit to the District. The Manager said some information was interesting but that it was not essential. Director Pinto also asked if the subscription to the California Water Journal was necessary. The GM said he used information from this journal from time to time and felt that the information was well worth the expenses. Director Lee then **moved** to approve the bills to be paid as submitted, excluding the membership in California Water Awareness for \$250, and correcting the Harris Fund total to \$88.50. The adjusted approved amounts are \$5,263.08 for the bills received between 8/28/94 and 8/21/94, and \$1,001.82 for the bills received between 9/22/94 and 9/28/94; seconded by director Shaffer; ayes all.

IV. 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.
- V. Fire Department.** Chief Farkas briefly reported that their training with the County Fire Department is continuing, but that happily it has been a calm season to date. He then submitted some bills to be paid from the West Marin Fund to the General Manager, for payment. The GM mentioned that the monthly billing for the cellular phone has been paid in advance for approximately one year, as it will reduce administrative costs in an amount greater than the loss of interest earnings.
- VI. General Manager's Report, Administration:** The GM reported that the District should update its conflict of interest code each year, and that he had hoped to have an updated code ready for the Board's review. However, when he began transcribing the model code he found some inconsistencies that he wants to research before preparing the final draft.

The GM then noted that the Brown Act includes standing committees in the Act. He said, that some of our current committees are so governed, and recommended that the Board discontinue all committees until the legal ramifications can be determined. Director Pinto moved to discontinue all committees, as of this date, until their continued need and legal requirements are determined; seconded by Director Shaffer; ayes all.

Budget: The GM noted that the report form now includes the ratio of expenses to date as compared to the adopted budget. Director Pinto asked if the report could include the percentage of the fiscal year completed, and if the columns could be rearranged to have the "Fis. Year Totals" and "FY % of Budget" adjacent to "1994-95 Budget" column. The GM said it could be done.

The GM noted that the District's cash equity has declined slightly since the beginning of the fiscal year, but this to be expected until we begin receiving the property tax revenues. He said that actual income is slightly better than his cash flow projection and that expenses are slightly less, so the actual equity is better for this time of year than the original cash flow projections.

There was a brief discussion on other possible modifications in the report form, and the GM said he would review them as time permits.

The GM quickly reviewed the State Budget information gained from the Special District Management Seminar that he attended in Sacramento. There is considerable doubt that the State will be able to balance its budget (1994-95), and that the State Comptroller will certify as such in January as required by the State's bonding agreement. There is a strong consensus that the State will seek funds from special districts in the later half of the year. The GM noted that we have adequate reserve funds, in this event, for 1994-95, but that the 1995-96 budget will be difficult.

Water: The GM pointed out that the water production figures for August are based on a 23 day month due to the change in meter reading dates. In general operations have been smooth, with the exception that the wells need cleaning. Rough price estimates indicate that this could cost two to four thousand dollars per well. The GM recommended that this become a standard maintenance practice every two or three years. After some discussion, the GM was instructed to solicit proposals from as many contractors qualified to do such work, as possible.

The GM quickly reviewed his analysis report on the historical water production, noting that he feels some of the early data is incorrect as it shows daily production rates far in excess of our maximum pumping capacity. However, he noted that the logs provide evidence that the main line leak found and repaired in 1993 has lowered the District's average production considerably.

The GM then reviewed his request that the date for determining delinquent water accounts be fixed on the day of the meter readings. He explained that if it is thirty days from the time of the invoice, it requires considerable administrative review for varying dates, and negates the fiscal returns. The GM explained that the bills will be posted prior to the 1st day of each month, and generally prior to the 28th day. Hence there will be more than the State's required minimum of twenty (20) days after mailing for the delinquency to occur. After some discussion, Director Shaffer **moved** that water invoices are due and payable upon receipt, and become delinquent on the 23rd day of the month following the meter reading date.

*Nancy Park
Streams; Wells for
next month.*

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FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS MEETINGS
SCHEDULED FOR WEDNESDAY, DECEMBER 7, 1994 AT 7:00 PM**

DESCRIPTION	PAGES
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**AGENDA FOR MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS MEETINGS TO BE HELD IN
WEDNESDAY, DECEMBER 7, 1994. THE MEETING WILL BEGIN AT 7:00 PM
IN THE COMMUNITY CENTER, 19 SEACAPE, MUIR BEACH, CALIFORNIA**

DIRECTORS: ^{7:16} ~~Dale Hopkins~~, president; Nancy Wolf Lee, Erin Pinto, Peter Rudnick, and ~~Steven Shaffer~~, directors.

- I. Call the meeting to order. ^{7:18}
- II. Review and consideration of the December 7, 1994 Agenda. Items may be added, deleted, and or changed in scheduled sequence from the posted Agenda. Items may be added for brief discussion; however, the Board can take no action on the added item except by a finding that a condition of emergency exists, in conformance with California law. *Erin, Peter, not.*
- III. **Bills to be paid:** Consideration of the bills to be paid, received subsequent to the bills submitted for approval during the October 26, 1994 meeting. *Nancy, Erin, All.*
- IV. **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 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.

- V. **Fire Department:** The Fire Chief will report on the activities since the October meeting.

Legal opinion?

AT 8:30, A 15 MINUTE COFFEE BREAK WILL BE CALLED

- VI. **General Manager's report.** The General manager will report on the following items.

- A. **Administration:** The GM will report on ongoing administrative activities.
- B. **Budget** The GM will report on the District's financial activities since the last meeting, including a basic review of the monthly budget report, and the account balances.
- C. **Recreation:** The GM will report on the planned recreational activities for the near future.
- D. **Water:** The GM will report on the following water activities.
 - 1. General operations and maintenance.
 - 2. Billing and fiscal considerations.
 - 3. Well cleaning progress.
 - 3. Harris Plan review and status.
- E. **Roads and Easements:** The GM will report on the maintenance activities concerning roads and easements, including estimated costs to date versus planned budget allocations.

- VII. **Minutes of the October 28,, 1994 meeting.**

*Len, Pat, Ed.
C. M. Johnson*

- VIII. **Setting date for the next Board meeting.**

Jan 25, 1995

ADJOURNMENT OR CONTINUATION.

8:31

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 10/27/94 THROUGH 11/30/94**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
HARRIS FUND EXPENSES, FUND 429				
ABC Consultants	2117	General Managers Fee 11/94	C	\$88.50
Henry Hyde	4169	Harris Plan Update partial payment	B	500.00
TOTAL HARRIS FUND EXP. =				\$588.50

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Hazel Melo	1003	Secretarial wages, 11/94	C	\$223.38
ABC Consultants	2117	General Managers Fee 11/94	C	411.50
ABC Consultants	2479	Travel for 10/94, 188 miles @ \$0.25/mile	C	47.00
ABC Consultants	2534	Toll calls 10/5 through 11/04/94	C	2.37
Pacific Bell	2534	Office phone through 11/11/94	B	15.55
California Special Districts Association	2720	Membership for 1995	B	159.00
TOTAL G&A EXPENSES =				\$858.80

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

ABC Consultants	2117	General Managers Fee 11/94	C	\$200.00
Home Depot	2077	Road repair materials	P	\$141.69
Martin Bros. Supply	2077	Gravel & Sand for maintenance	B	607.79
TOTAL R&E EXPENSES =				\$200.00

WATER DIVISION EXPENSES, DIVISION CODE 9238

Hazel Melo	1003	Secretarial wages, 11/94	C	\$223.38
Harvey Pearlman	1028	Maintenance Manager wages, 11/94	C	768.62
Harvey Pearlman	1506	Benefits, 11/94	C	83.45
Bay Metal Fabricators	2077	Custom Flange Clamp	P	25.00
Pace Laboratories	2115	Water Tests for copper content (5 tests)	B	125.00
ABC Consultants	2117	General Managers Fee 11/94	C	1,000.00
Utility Supply of America	2122	Fire Hydrant Diffuser	B	53.41
Costco & Office Depot	2133	Office Supplies	P	25.90
7 County Newspapers	2221	Advertisement for sale of generator	P	25.80
USPO	2130	Postage	P	24.37
Harvey Pearlman	2479	Routine Travel	B	75.00
Pacific Bell	3534	telephone relay line through 11/07/94	B	29.86
PG & E	2535	Well and lower tank through 10/18/94	B	566.57
PG & E	2535	Well and lower tank through 11/17/94	B	532.95
TOTAL WATER EXPENSES =				\$3,559.31

RECREATION EXPENSES, DIVISION CODE 9239

Barbara Herwitz	2041CP	Reimbursement for children's Halloween party	B	\$126.36
Costco & Bells Market	2041BI	Bistro expenses	P	31.70
Home Depot	2077	Deck repair materials	P	14.09
ABC Consultants	2117	General Managers Fee 11/94	C	325.00
Amy Stewart	2122	Rental Deposit refund	B	150
Barbara Herwitz	2122	Rental Deposit Refund	B	75
Melisa Lasky	2122	Rental Deposit Refund	B	75
Ann Browning	2122	Rental Deposit Refund (Partial)	B	35
Pacific Bell	2534	Toll Phone through 10/19/94	B	70.45
PG & E	2535	CC Electricity thorough 10/18/94	B	\$75.40
PG & E	2535	CC Electricity thorough 11/17/94	B	\$69.81
TOTAL RECREATION EXPENSES =				\$1,047.81

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants	2117	General Managers Fee 11/94	C	\$225.00
LN Curtis & Sons	4827	Misc. emergency Equipment	B	434.76
Williams Communications	4827	Portable emergency radio	B	878.70
Bill Farkas/Red Wing Shoes	4827	Emergency Boots	B	398.34
TOTAL FIRE EXPENSES =				\$1,936.80

TOTAL HARRIS FUND EXPENSES = \$588.50
 TOTAL GENERAL FUND EXPENSES = ~~7,002.72~~
TOTAL OF ALL EXPENSES = \$8,191.22

341 98
 7,545.76
 8,134.24

B = Paid thru 1st Interstate Bank; C = Paid thru County funds; P = Paid thru petty cash fund

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors during their meeting on December 7, 1994.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Dale Hopkins, President

Donovan Macfarlane, General Manager

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

TO: The Board of Directors
FROM: Donovan Macfarlane, General Manager
DATE: November 30, 1994
FOR: Board of Directors Regular Meeting, Wednesday, December 7, 1994

- I. ADMINISTRATION:** There are no administrative activities requiring special Board consideration at this time. However, as we approach the new calendar year, we should begin our preliminary plans for preparation of the budget for fiscal 1995-96.
- II. Biennial Audit:** Work on the audit is progressing slowly, as the County is undergoing some personnel changes. We have just recently been assigned a new person to handle our audit, and it is anticipated that the activities will become more intense by mid December.
- III. Budget report:** The following comments are offered concerning the October budget report, and changes in the report format.
 - A. State Tax Refund:** We have received the refund of a part of the State's tax appropriation, in the amount of \$6,785.13 in principal and interest.
 - B. Harris Fund:** Henry Hyde has submitted a bill for an incremental payment for his services. During our last telephone discussion, he indicated that a preliminary draft of the Haris Plan update will be ready for my review in early December. The final draft should be ready for presentation to the Board during the January meeting.

Activities on the 1994-95 improvements will increase during December, as proposals are requested for the easement surveys, topography, and construction plans. These proposals should be ready for Board review in January, with construction plans and specifications ready for the bidding process, sometime in March or April. The timing for this is set to match our capital expense income with good construction weather.
- IV. Recreation:** For various reasons, the planned community dinner was canceled, and no special adult recreational activities were conducted. Barbara Herwitz coordinated the children's Halloween party with considerable success, and deserves our appreciation.
 - A. Community Center Floor:** The cleaning, waxing and sealing of the floor should be completed by the time of the meeting. As it has not been completed at the time of this report, a verbal update will be offered.
 - B. Reinforcement of the exterior deck** has been completed, and the deck should be adequate for the near term. A grant request for reconstruction and extension of the deck is being prepared for submission under the Community Block Grant Program. Judith Yamamoto is assisting with this.

It should be noted that while the deck is currently safe, the repairs did reveal additional problems with dry rot in some of the main structural components. The location of the dry rot requires extensive removal of several structural elements. For this reason, it is hoped that the CDB Grant can be used to accomplish the needed reconstruction and extension of the deck area.

C. The walkway repairs have been rescheduled for December.

V. **Water:** The main comments concerning water are included in the separate Water Report. However, the following items do require some consideration:

A. **Well cleaning:** Preliminary cleaning of the backup well was started. However, it appears that the casing is in poor repair, and the bottom of the well is filled with gravel. Attempts to bail the gravel were made without success. The gravel has reduced the depth of the well, and either must be removed to permit the original pump and shaft to have adequate depth, or the pump and shaft must be reduced in depth to match the well depth.

We rescheduled the work, to bring in alternate equipment, including a high pressure device to assist in removing the gravel, and in cleaning the main well. However, inclement weather has delayed the progress. It is hoped that the rescheduled work will begin on the day of this Board meeting, and details will be available for a verbal report.

At this time, it is still anticipated that the cost of cleaning both wells will be accomplished for less than the original estimate of \$4,000.

B. **Line flushing:** With the end of the dry season, we will begin maintenance flushing of the main water lines. Harvey indicates that the most recent cleaning of the cartridge filters, and the sand filter have shown less iron color than we generally have. There are some possible reasons for this, with the most likely being that the heavy rainfall has recharged the ground water, and lowered the iron content. We are monitoring the change, and increased the chlorine residual testing to be certain that this is adequate.

VI. **Roads and Easements:** The swale maintenance on both Pacific and Sunset Ways is now complete. With the several heavy rainfalls, the gravel has proved to be effective in permitting free flow of runoff, while preventing erosion.

We did have a problem of overflow at the cross culvert for Juminith Whale. This culvert is too small for the volume of flow coming to it, plus debris partially clogged the entrance. This is essentially a CalTrans problem, and they have been alerted. However, to prevent property damage to our residents, the MBVFD volunteers assisted in sandbagging to redirect the overflow, and in clearing the culvert.

Some work has been done in sealing the roadway cracks, but the weather has delayed the completion of this activity.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT.

New the trail
Dirt clearing?
Rodriguez
#thin drain line with
uphill and road is low
slope.

MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT, MONTHLY STATUS REPORT FOR OCTOBER 1994

WATER SYSTEM OPERATION: The standard operation services include:

1. Daily system check by the maintenance manager, including physical inspection of the storage tanks, chlorinator check, and completion of daily log entries. The GM also made general inspections of the system and facilities...
2. Monthly bacteriological samples included one sample each for the upper and lower systems. . Weekly chlorine residual samples were also taken The bacteriological samples were free of coliforms, and chlorine residuals ranged from a high of 1 ppm to a low of 0.5 ppm..
3. Cleaning of the well casings has been arranged for, and is anticipated to be completed in November. A total of 6 firms were contacted for proposals, and Weeks Well Service offered the most reasonable pricing. Weeks Well Service has had previous experience at Muir Beach.

WATER PRODUCTION: Note: Meters were read on 10/23/94, and production is based on 30 days.

1.	Total volume of water produced	1,142,500	gallons
2.	Average daily production	38,083	gallons/day
3.	Maximum daily production	56,200	gallons
4.	Minimum daily production, (fire & power failure)	0	gallons
4.	Volume of water billed by customer meters, total	982,648	gallons
5.	Average daily customer water use, per customer	221	gallons/day
6.	Estimated maintenance and fire water use.	18,500	gallons
7.	Unaccounted for water loss = 12.3% of production	114,350	gallons

SUPPORT ACTIVITIES: Support activities initiated and/or completed include:

1. Weekly meetings and phone conversations to assist Harvey in system management and maintenance operations.
2. Well production was monitored to be just forty gallons per minute (gpm) on 10//30/94. This is down from last month's rate of 42 gpm . Cleaning of the well casing screens has been scheduled.
3. Weekly filter cleaning of cartridge and sand filters. No unusual indications.
4. There was an extended power outage due to a brush fire on Frank Valley Road. This resulted in heavy fire use, and extended pumping during the peak hour electrical rate periods. the peak hour pumping was required to replenish the water volume in the upper storage tank.

MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT, MONTHLY STATUS REPORT FOR OCTOBER 1994

EMERGENCY REPAIRS/RESPONSENONE

NO SPECIAL SERVICES WERE PERFORMED: Five (5) residents were alerted to possible water leaks on their side of the water meter, and the State Park meter was disconnected due to a leak.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water billing was \$5,23973. Water revenues collected totaled \$5,724.95 including security deposits.

Accounts receivable on 10/23/94 were \$2,808.22, and are essentially the same as the previous month. Approximately 39% of accounts receivable is accounted for in two accounts under collection.

Twenty-four (24) accounts had delinquent balances on 10/23/94, and were assessed a total of \$81.75 in late payment fees. Eleven accounts had accounts overdue for 60 or more days, were assessed interest charges and sent service disconnection (Nov. 23, 1994 date) notices.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF OCTOBER 1994**

**FISCAL
YEAR IS
33.42%
COMPLETE**

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

DESCRIPTION	1994-95 BUDGET	CURRENT FIS. YEAR TOTALS	CURRENT FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Oct-94 TOTAL
Opening Balance on 9/01/94		\$54,303.92	NA	\$96.01	\$47,421.95	\$14,841.66	\$62,359.62
General and Admin. Income	26,644	10,444.06	39.2%	24.00	25.00	6,785.13	6,834.13
General & Admin. Expenses	20,912	5,197.36	24.9%	0.00	30.61	691.60	722.21
G&A Income - Expenses	5,732	5,246.70	NA	24.00	(5.61)	6,093.53	6,111.92
Water Income	64,000	22,639.88	35.4%	0.00	5,576.27	0.00	5,576.27
Water Expenses	49,021	16,444.68	33.5%	101.07	937.74	1,450.22	2,489.03
Water Income - Expenses	14,979	6,195.20	NA	(101.07)	4,638.53	(1,450.22)	3,087.24
Recreational Income	20,161	3,361.12	16.7%	175.25	215.50	0.00	390.75
Recreational Expenses	20,563	5,817.41	28.3%	45.79	327.47	549.36	922.62
Recreational Income - Expenses	(402)	(2,456.29)	NA	129.46	(111.97)	(549.36)	(531.87)
Road & Easement Income	0	0.00	NA	0.00	0.00	0.00	0.00
Road & Easement Expenses	16,038	3,016.88	18.8%	141.69	0.00	1,186.40	1,328.09
R&E Income - Expenses	(16,038)	(3,016.88)	NA	(141.69)	0.00	(1,186.40)	(1,328.09)
Fire Income	23,431	13,285.19	56.7%	0.00	0.00	0.00	0.00
Fire Expenses	23,431	8,122.66	34.7%	0.00	1,293.77	225.00	1,518.77
Fire Income - Expenses	0	5,162.53	NA	0.00	(1,293.77)	(225.00)	(1,518.77)
Opening Harris Fund Balance	\$10,355			County Fund 428 Bal. =		\$17,524.21	
Harris Fund Income	24,841	224.10	0.9%	0.00	0.00	156.74	156.74
Harris Fund Expenses	35,901	848.29	2.4%	0.00	0.00	88.50	88.50
Harris Fund Income - Expenses	(11,060)	(624.19)	NA	0.00	0.00	68.24	68.24
Account balances @ month end*		\$64,810.98	NA	\$6.71	\$50,649.13		\$68,248.29
Total Income by Account	\$134,236	\$49,730.25	37.0%	\$199.25	\$5,816.77	\$6,785.13	\$12,801.15
Total Expenses Paid by Account	\$129,965	\$39,447.29	30.4%	\$288.55	\$2,589.59	\$4,191.08	\$7,069.22
CHANGE IN CASH EQUITY =	\$4,271	\$10,282.96	240.8%	(\$89.30)	\$3,227.18	\$2,594.05	\$5,731.93

*NOTE: Harris Fund Income & Expenses are not included in Fund 428 Balance

	DISTRICT TOTAL	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428
BUDGETED YEAR END BALANCES =	\$60,937	NA	\$100	\$57,952	\$5,000
HARRIS FUND BALANCE @ MONTH'S END		\$9,731.26			
GROSS DISTRICT EQUITY @ MONTH'S END =		\$72,076.44			

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF OCTOBER 1994**

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GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Oct-94 TOTAL
Secretary Wage	1003	\$2,700	\$692.30	25.6%			\$207.69	\$207.69
Recd'g Sect'y Wge	1005	1,200	\$207.69	17.3%				0.00
FICA	1404	230	\$68.84	29.9%	0.00	0.00	15.89	15.89
Work Comp. Ins.	1701	24	\$56.39	235.0%		13.68		13.68
Conferences	2049	750	\$495.00	66.0%				0.00
Insurance	2059	415	\$1,350.47	325.4%				0.00
GM's Fee	2117	4,343	\$1,694.50	39.0%			331.50	331.50
Pub. & Advertise.	2119	150	\$0.00	0.0%				0.00
Postage	2130	175	\$0.00	0.0%				0.00
Office Supplies	2133	875	\$112.29	12.8%				0.00
Copier Maintenance	2137	1,400	\$0.00	0.0%				0.00
County Fees	2352	6,500	\$0.00	0.0%				0.00
Routine Travel Exp.	2479	600	\$280.55	46.8%			116.50	116.50
Telephone	2534	600	\$181.53	30.3%		16.93	20.02	36.95
Gen. Expenses	2720	200	\$57.80	28.9%				0.00
Bid. Imp.	4048	500	\$0.00	0.0%				0.00
Equipment	4093	250	\$0.00	0.0%				0.00
TOTALS =		\$20,912	\$5,197.36	24.9%	\$0.00	\$30.61	\$691.60	\$722.21

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Oct-94 TOTAL
Property Taxes	9001	\$23,900	\$6,785.13	28.4%			\$6,785.13	\$6,785.13
Prop. Tax, Unsec'd	9002	1,100	\$0.00	0.0%				0.00
Hoptr. St.	9280	444	\$9.74	2.2%				0.00
Interest/int. Fnd. Trans.	9377	300	\$3,384.62	1128.2%				0.00
Copier Income	9772	900	\$240.57	26.7%	24.00	25.00		25.00
TOTAL =		\$26,644	\$10,420.06	39.1%	\$24.00	\$25.00	\$6,785.13	\$6,810.13

20% of general G&A Costs = \$1,039

SPECIAL NOTE:

in formation of the adopted budget, administrative expenses that could be predetermined as applicable to a specific operational department, were so allocated by the budget. Items too general to be allocated were left under Administration, and will be apportioned equally to each of the operational departments at the fiscal year end. Distribution will be to the Harris Projects; plus Fire; Roads & Easements, Recreation; and Water Departments, each taking a 20 percent allocation of general administration costs.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF OCTOBER 1994**

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WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Oct-94 TOTAL
Secty Wages	1003	\$2,700	\$1,107.68	41.0%			\$207.69	\$207.69
Maint. Mgr. Wages	1028	11,000	\$3,543.40	32.2%			273.75	273.75
Extra Hire Wages	1073	1,000	\$0.00	0.0%				0.00
FICA	1404	1,125	\$355.81	31.6%	0.00	0.00	36.83	36.83
Benefits	1506	1,001	\$500.70	50.0%			83.45	83.45
Work. Comp. Ins.	1701	1,034	\$338.10	32.7%		190.56		190.56
Annual Fee	2058	500	\$500.00	100.0%				0.00
Gen. Insurance	2059	949	\$949.22	100.0%				0.00
Repairs	2077	500	\$0.00	0.0%	25.00			0.00
Bldg. Repair	2096	350	\$0.00	0.0%				0.00
Tests & chemicals	2115	2,500	\$414.30	16.6%		168.87		168.87
GM's Fee	2117	8,037	\$3,070.50	38.2%			773.50	773.50
Misc.. Exp..	2121	900	\$425.92	47.3%				0.00
Refunds	2122	200	\$49.46	24.7%				0.00
Postage	2130	200	\$91.62	45.8%	24.37			0.00
Office supplies	2133	600	\$129.94	21.7%	25.90			0.00
Legal Notices	2221	200	\$18.75	9.4%	25.80			0.00
Contract Repairs	2325	3,200	\$2,117.71	66.2%				0.00
Travel	2479	675	\$450.00	66.7%			75.00	75.00
Telephone	2534	400	\$119.62	29.9%		29.86		29.86
Electricity	2535	4,200	\$2,160.88	51.4%		548.45		548.45
G&A Share	2720	0	\$0.00	NA				0.00
Equipment	4093	750	\$0.00	0.0%				0.00
Water Meters	4160	1,000	\$0.00	0.0%				0.00
Water Supply Study	4162	2,000	\$0.00	0.0%				0.00
System Improvem'ts	4169	2,000	\$0.00	0.0%				0.00
System Upgrades	4197	2,000	\$0.00	0.0%				0.00
TOTAL =		\$49,021	\$16,343.61	33.3%	\$101.07	\$937.74	\$1,450.22	\$2,387.96

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Oct-94 TOTAL
Service Billing	9025	\$64,000	\$15,166.67	23.7%				\$0.00
Receipts Collected	9025		\$21,789.88	NA		5,576.27		5,576.27
Accounts Receivable	9025		\$0.00	NA				0.00
Security Deposits	9025SD		\$200.00	NA				0.00
Misc.. Income & Fees	9772		\$650.00	NA				0.00
TOTAL =		\$64,000	\$22,639.88	35.4%	\$0.00	\$5,576.27	\$0.00	\$5,576.27

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF OCTOBER 1994**

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RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Oct-94 TOTAL
Maint. Mgr. Wages	1028	\$500	\$120.00	24.0%			\$120.00	\$120.00
Janitorial Wages	1073	1,760	\$540.00	30.7%			120.00	120.00
FICA	1404	173	\$59.67	34.5%	0.00	0.00	18.36	18.36
Work. Comp. Ins.	1701	260	\$124.73	48.0%		88.08		88.08
Basketball	2041BA	246	\$0.00	0.0%				0.00
Bistro	2041BI	750	\$135.90	18.1%	31.70			0.00
Brunches	2041BR	150	\$0.00	0.0%				0.00
Community Dinners	2041CD	500	\$0.00	0.0%				0.00
Children's Programs	2041CP	150	\$0.00	0.0%				0.00
Labor Day BBQ	2041LD	800	\$352.35	44.0%				0.00
Tai Chi	2041TC	1,000	\$0.00	0.0%				0.00
Insurance	2059	1,314	\$1,314.10	100.0%				0.00
Repairs	2077	250	\$140.00	56.0%	14.09			0.00
Bldg. Maintenance	2096	150	\$120.00	80.0%				0.00
Ground Maintenance	2097	500	\$291.00	58.2%				0.00
GM's Fee	2117	4,089	\$882.00	21.6%			291.00	291.00
Publications	2119	200	\$0.00	0.0%				0.00
Misc. Expenses	2121	250	\$0.00	0.0%				0.00
Deposit Refunds	2122	2,000	\$746.25	37.3%				0.00
Postage & Off. Sup.	2133	150	\$40.65	27.1%				0.00
Refuse Removal	2259	321	\$81.00	25.2%				0.00
Building Supplies	2366	275	\$108.87	39.6%				0.00
Pay Telephone	2534	425	\$220.81	52.0%		35.22		35.22
Electricity for C. C.	2535	750	\$494.29	65.9%		204.17		204.17
G&A Share	2720	0	\$0.00	NA				0.00
CDBG Improvem'ts	4045	2,000	\$0.00	0.0%				0.00
Bldg. Improvements	4048	750	\$0.00	0.0%				0.00
Equip. & Furnishings	4093	500	\$0.00	0.0%				0.00
Playground Imp.	4243	350	\$0.00	0.0%				0.00
TOTAL =		\$20,563	\$5,771.62	28.1%	\$45.79	\$327.47	\$549.36	\$876.83

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF OCTOBER 1994**

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RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Oct-94 TOTAL
Children's Programs	9248	\$200	\$0.00	0.0%				\$0.00
C.C. Rental	9255	5,000	\$1,025.00	20.5%		25.00		25.00
Refundable Deposits	9255RD	2,000	\$675.00	33.8%		75.00		75.00
Child's Room Rental	9255CR	500	\$0.00	0.0%				0.00
Bistro	9811BI	1,600	\$380.00	23.8%	152.75	3.00		3.00
Brunches	9811BR	400	\$0.00	0.0%				0.00
Community Dinners	9811CD	2,000	\$0.00	0.0%				0.00
Labor Day BBQ	9811LD	2,000	\$543.37	27.2%				0.00
Tai Chi	9811TC	1,500	\$562.50	37.5%	22.50	112.50		112.50
Res. Handbooks	9834	100	\$0.00	0.0%				0.00
CDB Grant	9900	4,861	\$0.00	0.0%				0.00
TOTAL =		\$20,161	\$3,185.87	15.8%	\$175.25	\$215.50	\$0.00	\$215.50

FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Oct-94 TOTAL
Work. Comp. Ins.	1701	\$2,900	\$1,202.86	41.5%		\$624.59		\$624.59
Gen. & Vehicle Ins.	2059	4,023	\$4,308.63	107.1%				0.00
GM's Fee	2117	2,763	\$900.00	32.6%			225.00	225.00
G&A Share	2720	0	\$0.00	NA				0.00
Fire Station Fund	4048	0	\$0.00	NA				0.00
W. Marlin G. Exp.	4827	13,745	\$1,711.17	12.4%		669.18		669.18
TOTAL =		\$23,431	\$8,122.66	34.7%	\$0.00	\$1,293.77	\$225.00	\$1,518.77

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Oct-94 TOTAL
W. Marlin Grant	9377	\$13,745	\$8,850.00	64.4%				\$0.00
MBVFA Donations	9763	9,686	4,435.19	45.8%				0.00
TOTAL =		\$23,431	\$13,285.19	56.7%	\$0.00	\$0.00	\$0.00	\$0.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF OCTOBER 1994**

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ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Oct-94 TOTAL
Maint. Mgr.	1028	\$500	\$300.00	60.0%			\$300.00	\$300.00
Extra Hire	1073	1,500	\$300.00	20.0%			300.00	300.00
FICA	1404	153	\$45.90	30.0%	0.00	0.00	45.90	45.90
Work Comp. Ins.	1701	170	\$0.00	0.0%				0.00
Insurance	2059	795	\$457.79	57.6%				0.00
Repairs	2077	3,750	\$0.00	0.0%	141.69			0.00
Gen. Maint.	2078	750	\$0.00	0.0%				0.00
GM's Fee	2117	3,420	\$1,771.50	51.8%			\$540.50	540.50
G&A Share	2720	0	\$0.00	NA				0.00
Road Const.	2741	5,000	\$0.00	0.0%				0.00
TOTAL =		\$16,038	\$2,875.19	17.9%	\$141.69	\$0.00	\$1,186.40	\$1,186.40

END FUND 428, BEGIN FUND 429

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 429	Oct-94 TOTAL
Insurance	2059	\$458	\$457.79	100.0%				\$0.00
GM's fee	2117	5,443	\$390.50	7.2%			\$88.50	88.50
G&A share	2720	0	\$0.00	NA				0.00
Project Improvements	4169	30,000	\$0.00	0.0%				0.00
TOTAL =		\$35,901	\$848.29	2.4%	\$0.00	\$0.00	\$88.50	\$88.50

HARRIS FUND CAPITAL IMPROVEMENT INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 429	Oct-94 TOTAL
Parcel tax	9007	\$23,951	\$0.00	0.0%				\$0.00
Dellng. taxes	9008	0	0.00	NA				0.00
Redemption's	9009	0	0.00	NA				0.00
Surcharge	9031	540	0.00	0.0%				0.00
Interest	9377	350	224.10	64.0%			156.74	156.74
TOTAL =		\$24,841	\$224.10	0.9%	\$0.00	\$0.00	\$156.74	\$156.74

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON OCTOBER 26, 1994**

Directors present: Dale Hopkins, President; directors Nancy Wolf Lee, ~~Peter Pinto~~, and Steve Shaffer. Director Peter Rudnick arrived at 7:25 pm.

- I. **Call to order.** President Hopkins called the regular meeting to order at 7:15 P.M..
- II. **Review and consideration of Agenda.** Director Shaffer *moved* to approve the Agenda for October 28, 1994; second by Director Lee; ayes all (Dir. Rudnick absent).
- III. **Review and consideration of bills and expenses.** The General Manager distributed the bills to be paid received between 10/20/94 and 10/25/94, to be considered in addition to the original Bills to Be Paid Report. There was a brief discussion of the bills, and Director Shaffer *moved* to approve the bills to be paid as submitted in the amount of \$6,595.82 in the original report plus \$509.38 in the update report, for a total of \$7,105.30; seconded by Director Lee; ayes all.
- IV. **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.
- V. **Fire Department.** Chief Farkas briefly reported on the Fire Department's activities, including the recent fire that caused an extended power outage, plus several rescue efforts. The GM mentioned the substantial draw down of the upper storage tank, and its lag in being restored to capacity, as a result of the extended power outage. Chief Farkas said that they were aware of the condition, and had arranged for standby emergency water supplies if needed.
- VI. **General Manager's Report, Administration:** The GM reported on the general District administration activities, indicating that nothing out of the ordinary had occurred. He noted that he had requested audit proposals from five (5) independent auditors that had previously indicated their interest in performing the biennial audit. However, one firm indicated that they no longer do work for districts such as ours, and one firm called to indicate that they were too busy to take on new clients. The GM contacted the remaining three firm, by telephone, and they indicated that our district did not fit their general client criteria. The GM surmised that we are too small to offer adequate profit motif for the burden of a public agency audit.

The Board had previously indicated their concurrence with the County's proposal, and the GM reconfirmed this with the County Auditor, so as to get the preliminary mandated filings accomplished. The County Auditor proceeded on the basis that the Board would formally approve their agreement, and the GM requested a motion from the Board for this. Director Shaffer *moved* to approve the agreement for the County to perform the biennial audit for a fee of \$4,500; seconded by Director ~~Pinto~~ *Lee*; ayes all

A. Budget: The GM pointed out that the report format now includes the percentage of the year completed to date (shown in the upper right hand corner of each report page). This was requested by Director Pinto. In addition:

1. A line has been added for Roads & Easement income, though no income is anticipated.
2. The Summary Page has been modified to show the Fund 428 balance highlighted, and separate from the Harris Fund.
3. A special note has been added to clarify how the General Administrative cost is allocated to the operating departments at the fiscal year end.
4. The District's equity has increased since the beginning of the fiscal year. However, this is primarily the result of the early receipt of the West Marin Funds from the County. Normally this has not been done until the last half of the fiscal year.

In summary, the GM said the District is in good financial condition, and providing the State does nothing drastic, the District should have adequate funds to meet the budgeted expenses.

B. Water: The GM reviewed the water production figures for September, and indicated that the figures were normal for this time of year.

He then reviewed the problems with the chlorine pump losing its prime, and his discovery that finding that the intake filter screen was clogged. He noted that the maintenance procedures have been modified to provide for monthly cleaning of this screen, but permitting a flexible adjustment based on the results of continued maintenance experience. This occurred during the three days that he relieved Harvey, and the GM confirmed that his occasional relief of Harvey provides valuable supervisory information.

He noted that his most recent capacity check on the pump indicates that production has declined from 44 gallons per minute (gpm) in August, to just 42 gpm in mid October. He indicated that the backup well is currently non functional until the well casing is cleaned. He requested board permission to solicit and award a work agreement to clean the two well casings, prior to the next board meeting. Following a brief discussion, Director Shaffer *moved* to authorize the GM to negotiate cleaning of the well casings as soon as possible, providing the cost does not exceed \$4,000, and he obtains at least three proposals; seconded by Director Lee; ayes all.

C. Roads and Easements: The GM reported that the swale cleaning and placement of gravel in the deeper swales has been completed for Sunset Way. The work on Pacific Way should be completed next week, and sealing of the surface cracks should begin soon thereafter.

There was some discussion concerning the placement of the gravel, with concern that it may cause the water to overflow the swales. The GM noted that this was a standard treatment for deep swales, and that we used 1" and larger washed rock which should permit the water to flow while providing cover for the exposed water lines, and reduce the danger of cars getting stuck in the deep swales.

Chief Farkas noted that it has already prevented damage to a vehicle that accidentally drove into the swale after placement of the gravel, and offered his compliments for the maintenance action.

VII Minutes of the September 28, 1994 meeting: There were no corrections offered, and Director Lee *moved* to approve these minutes as drafted; seconded by Director Shaffer; ayes all.

VIII. There was a brief discussion concerning the next Board meeting and the historical policy of not having a meeting in December. As some directors have a conflict with the last Wednesday in November, and as it was decided to continue the policy of no meeting between the season's holidays, it was decided that **the next Board meeting will be on Wednesday, December 7, 1994, beginning at 7:00 PM.**

The meeting was adjourned at 7:58 PM.

These minutes were approved by the Muir Beach Community Services District Board of Directors, during their meeting on _____

Dale Hopkins, Board President

Donovan Macfarlane, Recording Secretary

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 12/01/94 THROUGH 12/07/94**

VENDER NAME	USE CODE	DESCRIPTION	FUND AMOUNT
HARRIS FUND EXPENSES, FUND 429			
TOTAL HARRIS FUND EXP. =			\$0.00
ADMINISTRATION EXPENSES, DIVISION CODE 9236			
TOTAL G&A EXPENSES =			\$0.00
ROADS & EASEMENT EXPENSES, DIVISION CODE 9237			
Harvey Pearlman	1028	Wages 11/20 - 12/03/94	C \$75.00
Rick Watts	1073	Road maintenance wages, 20 hours	C 200.00
Social Security	1404	FICA on above wages	C 21.04
TOTAL R&E EXPENSES =			\$296.04
WATER DIVISION EXPENSES, DIVISION CODE 9238			
Hazel Melo	1003	Secretarial wages, 11/20 - 12/03/94	C \$207.69
Harvey Pearlman	1028	Water maintenance wages 11/20 - 12/03/94	C \$318.75
Social Security	1404	FICA on above wages	C 40.27
TOTAL WATER EXPENSES =			\$566.71
RECREATION EXPENSES, DIVISION CODE 9239			
Rick Watts	1073	Assistance on CC deck, 5 hours	C \$50.00
Salvador Gonzales	1073	Floor cleaning & waxing, 5.5 hours	C 55.00
Juana Gonzales	1073	Janitorial wages 11/20 - 12/03/94	C 60.00
Tai Chi Instructor	2041TC	Tai Chi instruction Oct. & Nov. '94	C 140.00
Social Security	1404	FICA on above wages	C 14.54
Kenneth Ellis	2122	Partial rental deposit refund	B \$112.50
TOTAL RECREATION EXPENSES =			\$432.04
FIRE DIVISION EXPENSES, DIVISION CODE 9240			
TOTAL FIRE EXPENSES =			\$0.00
TOTAL HARRIS FUND EXPENSES =			\$0.00
TOTAL GENERAL FUND EXPENSES =			1,294.79
TOTAL OF ALL EXPENSES =			\$1,294.79

B = Paid thru 1st Interstate Bank; C = Paid thru County funds; P= Paid thru petty cash fund

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors during their meeting on August 24, 1994.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Dale Hopkins, President

Donovan Macfarlane, General Manager