

*Call SDRMA
re: Volney Ball*

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**TABLE OF CONTENTS
FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
JANUARY BOARD OF DIRECTORS' MEETING RESCHEDULED FOR
WEDNESDAY, FEBRUARY 1, 1995 AT 7:00 PM**

DESCRIPTION	PAGES
Agenda	1 - 2
Bills to be Paid Reports.	3 - 4
Water Operations report	5 - 6
General Manager's Report	7 - 11
Budget Report for the month of December 1994	12 - 16
Draft Minutes for the 12/07/94 Meeting	17 - 19
Amendment "A", correspondence concerning a request water billing relief (not included in posted packet to preserve individual privacy),	20 - 22
Amendment "B", correspondence concerning a request for tax relief (not included in posted packet to preserve individual privacy),	23
NOTE: All actions and decisions by the Board will be made in public, and included in the minutes, with appropriate protection of individual privacy.	

*Steve
Emi*
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22nd
George Salk

**AGENDA FOR MUIR BEACH COMMUNITY SERVICES DISTRICT
JANUARY BOARD OF DIRECTORS' MEETING, RESCHEDULED TO BE
HELD ON WEDNESDAY, FEBRUARY 1, 1994. THE MEETING WILL BEGIN AT
7:00 PM, IN THE COMMUNITY CENTER, 19 SEACAPE DRIVE,
MUIR BEACH, CALIFORNIA**

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

- I. Call the meeting to order. *19:15*
- II. Review and consideration of the February 1, 1995 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 all*
- III. **Bills to be paid:** Consideration of the bills to be paid, received subsequent to the bills submitted for approval during the December 7, 1994 meeting. *Erin 12/7-12/31 1/1 - 1/25 Steve
Conn ABC - 1/95 East Park 1/6 am 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.**

Chen O'Connell/AL: -

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.

Erin: Try to contact Nancy Horner.

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 fire volunteer activities since the December meeting. A brief update on the support activities of the Muir Beach Volunteer Fire Association is anticipated, along with the General Manager's report on their donations. *Feb 11 BBQ planning disc.*

In December, the GM received a letter from Mr. J. Kent Blanche of ISO Commercial Risk Services, Inc. announcing that the District's fire protection class has been upgraded from Class 10 to Class 8/9. The Fire Chief will report on the MBVFD participation in this, and the GM will review the water system factors considered. *Send letter to Mr. Blanche.*

Comm. Plan on Agenda →

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

- VI. **General Manager's report.** The General Manager ("GM") will report on the following items.

- A. **Administration:** The GM will report on ongoing administrative activities. In particular, he will recommend modifications in the communications systems. The availability of Medical Insurance for District employees, directors, and volunteers will be introduced.
- 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. He will also recommend some changes in the District's depository balances.
- C. **Recreation:** The GM will report on the planned recreational activities for the near future, including the scheduled community dinner..
- D. **Water:** The GM will report on the following water activities.
 - 1. General operations and maintenance.
 - 2. Billing and fiscal considerations. In this regard, a requests from property owners for relief on delinquent service accounts, and special property tax (Harris Plan) will be submitted for Board consideration. The Board will be requested to take action on these requests, and if deemed appropriate to change existing policy.
 - 3. Harris Plan review and status. The GM offer some brief comments on his preliminary review of the Draft Report, which is anticipated to be ready for review during the regular February meeting.
- E. **Roads and Easements:** The GM will report on the maintenance activities concerning roads and easements, including discussion of the problems resulting from the recent heavy rain.

- VII. **Review Draft Minutes of the December 7,, 1994 meeting.**

- VIII. **Setting date for the next Board meeting.**

ADJOURNMENT OR CONTINUATION.

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 12/07/94 THROUGH 12/31/94**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
HARRIS FUND EXPENSES, FUND 429				
ABC Consultants	2117	Management fee for 12/94	C	\$88.50
TOTAL HARRIS FUND EXP. =				\$88.50
ADMINISTRATION EXPENSES, DIVISION CODE 9236				
Hazel Melo	1003	Retirement 12/94	C	207.69
FICA	1404	FICA on above wages	C	15.89
ABC Consultants	2117	Management fee for 12/94	C	\$411.50
Costco/Office Depot	2133	Office supplies	P	20.37
ABC Consultants	2479	Travel mileage 11/94, 350 miles	C	87.50
ABC Consultants	2534	Toll calls 11/5 - 12/4/94	C	32.50
TOTAL G&A EXPENSES =				\$775.45
ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
Harvey Pearlman	1028	Road maintenance activities	C	100.00
Rick Watts	1073	Road maintenance assistance	C	70.00
FICA	1404	FICA on above wages	C	13.01
ABC Consultants	2117	Management fee for 12/94	C	\$200.00
TOTAL R&E EXPENSES =				\$383.01
WATER DIVISION EXPENSES, DIVISION CODE 9238				
Hazel Melo	1003	Retirement 12/94	C	207.69
Harvey Pearlman	1028	Water maintenance activities	C	237.50
FICA	1404	FICA on above wages	C	34.06
Harvey Pearlman	1506	Hospital benefits	C	83.45
Paradise Pool Service	2115	Chlorine supplies	B	46.78
ABC Consultants	2117	Management fee for 12/94	C	\$1,000.00
M. J. Cosgrove	2122	Partial refund of security deposit	B	59.64
Dean Dibble	2122	Full refund of security deposit	B	50.00
US Post Office	2130	Postage	P	28.42
Costco/Office Depot	2133	Office supplies	P	53.05
Pacific Bell	3534	Relay phone through 12/7/94	B	29.84
TOTAL WATER EXPENSES =				\$1,830.43
RECREATION EXPENSES, DIVISION CODE 9239				
Juana Gonzalez	1073	Janitorial service	C	60.00
FICA	1404	FICA on above wages	C	4.59
ABC Consultants	2117	Management fee for 12/94	C	\$325.00
Costco/Bells Market	2041B	Bistro supplies	P	\$28.73
TOTAL RECREATION EXPENSES =				\$418.32
FIRE DIVISION EXPENSES, DIVISION CODE 9240				
ABC Consultants	2117	Management fee for 12/94	C	\$225.00
Eastpak, Inc.	4827	Emergency shulder & support straps	B	277.90
Lee & Associates Rescue Equipment, Inc.	4827	Misc. emergency equipment	B	646.62
TOTAL FIRE EXPENSES =				\$1,149.52
TOTAL HARRIS FUND EXPENSES =				\$88.50
TOTAL GENERAL FUND EXPENSES =				4,556.72
TOTAL OF ALL EXPENSES =				\$4,645.22

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 February 1, 1995.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Dale Hopkins, President

Donovan Macfarlane, General Manager

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 01 /01 /95 THROUGH 01 /25/95**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
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HARRIS FUND EXPENSES, FUND 429

ABC Consultants	2117	Management fee for 1/95	C	\$88.50
Henry Hyde	4169	Partial draw on receipt of Harris draft report	C	500.00
TOTAL HARRIS FUND EXP. =				\$888.50

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Hazel Melo	1003	Retirement 12/31/94	C	207.69
FICA	1404	FICA on above wages	C	15.89
State Fund	1701	Workers' Compensation Insurance	B	15.39
California Special Districts Association	2049	Annual membership fee for 1995	B	159.00
ABC Consultants	2117	Management fee for 1/95	C	\$361.50
ABC Consultants	2479	Travel mileage 12/94, 389 miles	C	97.25
Pacific Telephone	2534	Office phone thru 1/13/95	B	34.55
ABC Consultants	2534	Toll calls 12/05 - 12/19	C	42.07
TOTAL G&A EXPENSES =				\$933.34

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Harvey Pearlman	1028	Road maintenance activities thru 1/14/95	C	25.00
FICA	1404	FICA on above wages	C	1.91
State Fund	1701	Workers' Compensation Insurance	B	33.75
ABC Consultants	2117	Management fee for 1/95	C	\$150.00
TOTAL R&E EXPENSES =				\$210.66

WATER DIVISION EXPENSES, DIVISION CODE 9238

Hazel Melo	1003	Retirement 1/14/95	C	\$207.69
Harvey Pearlman	1028	Water maintenance activities thru 1/14/95	C	590.00
FICA	1404	FICA on above wages	C	61.02
Harvey Pearlman	1506	Hospital benefits	C	83.45
State Fund	1701	Workers' Compensation Insurance	B	150.38
Hach Company	2115	Chlorine testing supplies	B	87.37
County of Marin	2115	Water testing 8/04/94 through 12/27/94	B	150.00
ABC Consultants	2117	Management fee for 1/95	C	\$850.00
Goodman Bldg. Supply	2121	Misc. water fittings	B	13.78
Jackson's	2325	Chainsaw repair	B	80.92
Pacific Bell	2534	telephone relay through 1/07/95	B	33.76
PG&E	2535	Lower Tank electric balance thru 12/20/94	B	1.90
TOTAL WATER EXPENSES =				\$2,310.28

RECREATION EXPENSES, DIVISION CODE 9239

Juana Gonzalez	1073	Janitorial service thru 1/14/95	C	\$120.00
FICA	1404	Management fee for 1/95	C	9.18
State Fund	1701	Workers' Compensation Insurance	B	30.78
Isis Schwartz	2041CP	Children's Halloween Party expenses	B	120.36
Tam Rentals	2096	Floor waxing machine rental	B	16.00
Martin Bros. Supply	2097	Gravel for entrance stairs	B	11.15
ABC Consultants	2117	Management fee for 1/95	C	275.00
Aria Rose	2122	Rental deposit refund	B	150.00
David Schwartz	2122	Rental deposit refund	B	75.00
Shoreline Disposal	2259	Refuse collection for 9/25/94 & 12/25/94	B	177.00
Pacific Telephone	2534	Pay telephone thru 12/19/94	B	34.11
PG&E	2096	Com. Ctr. electrical balance thru 12/20/94	B	8.94
TOTAL RECREATION EXPENSES =				\$1,027.52

FIRE DIVISION EXPENSES, DIVISION CODE 9240

State Fund	1701	Workers' Compensation Insurance	B	\$535.36
ABC Consultants	2117	Management fee for 1/95	C	225.00
Eastpak, Inc.	4027	Emergency shoulder & support straps	B	277.90
Lee & Associates Rescue Equipment, Inc.	4027	Misc. emergency equipment	B	646.62
TOTAL FIRE EXPENSES =				\$1,684.88

TOTAL HARRIS FUND EXPENSES = \$888.50
TOTAL GENERAL FUND EXPENSES = 6,166.67
TOTAL OF ALL EXPENSES = \$7,055.17

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 February 1, 1995.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Dale Hopkins, President

Donovan Macfarlane, General Manager

277.9
646.62
824.52

5242.75
- 824.52
6,230.65

MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT, MONTHLY STATUS REPORT FOR DECEMBER 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 relieved the maintenance manager for two days, and 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 0.01 ppm.. Chlorine residuals did read zero at the lower tank, and some test locations, requiring adjustment of the chlorine pump and chlorine solution (See support activity 1 below).
3. Due to the inclement weather conditions, the ground was too unstable to permit the required heavy vehicles in to the well locations. Completion of the cleaning of the wells has been placed on hold until the weather and soil conditions improve.

WATER PRODUCTION: Note: Meters were read on 12/23/94. Production is based on 30 days.

1.	Total volume of water produced	833,700	gallons
2.	Average daily production	27,790	gallons/day
3.	Maximum daily production,	36,100	gallons
4.	Minimum daily production	15,900	gallons
4.	Volume of water billed by customer meters, total	665,510	gallons
5.	Average daily customer water use, per customer	150	gallons/day
6.	Estimated maintenance and fire water use.	37,400	gallons
7.	Unaccounted for water loss = 15.7% of production	130,788	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. Inconsistencies in the chlorine pump operations required some manual addition of chlorine to the storage tanks. This was followed by increased maintenance, plus modifications to the pump settings, and strengthening of the chlorine solution. Subsequent monitoring of the chlorine residuals indicates they are within acceptable levels.
2. Weekly filter cleaning of cartridge and sand filters. The filters appear to be cleaner than previous months, and the line flushing (resumed n November) indicates less color intensity.
3. The recent high winds caused a tree to fall on the power line to the wells, but fortunately did not damage the line. When the weather improves, it will be prudent to trim these trees to minimize this potential problem. However, a better solution would be to relocate the electric lines underground, or less desirable to cross the creek via suspension on the foot bridge.

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

4. The heavy rains have resulted in severe leaks in the pump control shed. This has been temporarily repaired using a tarpaulin cover. However, more extensive repair is required, and it is recommended that this be reviewed along with other needed modifications in the control house, including but not limited to relocation of the chlorine pump and solution tank.

EMERGENCY REPAIRS/RESPONSE: A leak was indicated by accumulating water in the drive at #1 Seacape Drive. Monitoring of the two meters indicated no problems on the dwelling side of the meters, and further investigation located a leak in the service lateral. the leak resulted from a cracked neoprene bushing, which was replaced and the line put back into service.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing was \$3,660.67. Water revenues collected totaled \$3,824.91 including security deposits.

Accounts receivable on 12/30/94 were \$2,130.90 (prior to the new billing), for a new low in delinquent account totals.

Nine (9) accounts had delinquent balances on 12/30/94. Two thirty day notices were included on the monthly statements for accounts that will be ninety days overdue when the meters are read in January., if not paid beforehand.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

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

TO: The Board of Directors
FROM: Donovan Macfarlane, General Manager
DATE: January 27, 1995
FOR: Board of Directors Meeting, on Wednesday, February 1, 1995

*Call:
Page Not*

I. ADMINISTRATION: General administrative activities have been normal. There have been some minor problems with the communications system, in that the answering machine seldom records soft feminine voices so they can be easily heard by remote operation. The tape heads have been cleaned, and a new recording tape installed. Very little, if any improvement has been determined. Professional servicing is almost as costly as purchasing a new machine, and it is recommended that a new digital type answer machine be purchased, for less than \$200.

While the answer machine is adequate for most communications, there is an increased need for more immediate and direct contact. I have researched pagers and cellular phones, and feel that the best solution would be the use of a cellular phone. The District is illegible for public agency emergency rates, and the coverage is now statewide. The basic service is less than \$31 per month and twenty cents per prime time minute. A portable phone unit is a minimal cost, if included with the service subscription. Estimated cost for prudent use is in the \$700 - \$900 per year range, which is minimal considering the twenty-four immediate contact availability. Also, this is less than the original pager/voice mail service we used in 1992-93, which was more limited in area coverage, and frequented with false pages. Continuation of the basic office voice mail system, which currently costs less than \$600 per year is also advised. The existing service cost should decline to less than \$300 per year, with the cellular addition.

Aside from the improved emergency response, I strongly feel that resident ability to reach a real person versus a machine will substantially improve resident comfort, security, and attitude toward District service.

II. MONTHLY BUDGET REPORT: The District's budget report form has been modified to have the first page include a summary of the general and Harris funds, while reducing the number of pages from 6 to 5. This has resulted in a slight reduction in the type size, but the final result seems to be more comprehensible by showing each department's income and expenses on the same page.

A. Property Taxes: The District has received the first increment of its property tax allocations, including \$14,113.49 in the general account and \$14,243.50 in Harris Funds. In early December we received the County Auditor's summary of property tax allocations for fiscal 1994-95 (the report was mailed in late November, but directed to the wrong address, now corrected). This report indicates we will receive a total of \$26,579 after collection fees are deducted, which is \$2,628 more than the budget estimate. The District's property values increased more substantially than estimated, as a result of property turnovers and sales. We have also been advised that the refunding of unused educational tax transfers should be applicable for the current fiscal year. If this holds, we will receive a refund of more than \$6,000 in December.

- STW 1 Emis
10k 90 day bill
10k 6m FD 1st GF
Review in 90 days
- B. Interest earnings:** While not as significant, the banking changes enacted earlier this year resulted in increasing the District's income by \$321.67 in general account interest earnings through December 1994. With current interest rates increasing, we can expect these earnings to increase. Further, the District's cash reserve has grown to a level where it is prudent to transfer some of the funds into short term Treasury Bills, to further increase earnings and security. Treasury Bills may be purchased directly from the US Treasury, free of brokerage fees by registering for the purchase. The minimum purchase is \$10,000, which may be increased in \$1,000 increments. The Bills are discounted at purchase, for the interest rate; e. g. a 90 day maturity \$10,000 bill, bearing a 5% APR is purchased for \$9,875 and is redeemed for \$10,000 upon maturity.

The District now manages the MBVFD fire station reserve, which had a balance of \$6,745.18 on 12/08/94. This account earned \$131.75 in interest in 1994 (through 12/08/94), for an APR of 2.19%. The current bank rate is substantially less than 1/2 the current short term Treasury Bill rate. It is suggested that these funds be combined (segregated by bookkeeping) with District funds to purchase \$15,000 in six months Treasury Bills. Further, an additional \$10,000 ninety day Treasury Bill should be purchased with additional District funds. The intent is to reinvest the principal (in the required purchase amounts) as the Bills mature, with the net earnings placed in the District's regular interest earning account. Prior to reinvestment, the Board should review the budget and cash balances to approve the reinvestment.

- C. Harris Fund debt to the General Fund:** At the current time, the Harris Fund owes the General Fund \$2,292.79 plus its proportional share of non allocated administrative expenses. These funds should stay in the Harris Fund interest bearing account, until a more pressing use is indicated, or a more prudent depository is indicated.

III. FIRE: Last year, an inspector representative from ISO Commercial Risk Services, Inc. visited Muir Beach, to inspect the MBVFD equipment and training records. In addition, the district's water distribution system was reviewed. As a result of improvements in both the MBVFD and the water system, the District's fire rating for insurance classification was upgraded from the lowest Class 10, to Class 8/9. This should enable a reduction in fire insurance costs for property owners. The Fire Chief will most likely comment on the report's references to the MBVFD, and its relative Classifications.

The water system was rated in three areas as follows:

- A. Water distribution factors were rated as 14.7 versus a maximum rating of 35.0 = .42%
- B. Fire hydrants, type & installation, rated 0.76 versus a maximum rating of 2.0 = 38%
- C. Hydrant inspection & maintenance, rated 0.6 versus a maximum rating of 3.0 = 20%
- D. The water systems overall relative rating was classification 6.

In general the Class 6 overall rating is very good for a water system of our type and design. However, some improvements were indicated, including continued upgrading of the fire hydrants, and more frequent maintenance inspections. Steps are being taken to implement improvements in these areas.

- IV. RECREATION:** Announcements for the February 15, 1995 community dinner were posted and delivered on Saturday, January 21, 1995. The dinner is limited to 44 diners, and more than 60% of the places have been reserved at the time of this writing.

The dinner theme is the history of Muir Beach, and efforts to preserve it. Several residents plan to share their historical photos for display during the dinner, and we will show the video tape of the volunteers beginning the construction of the Community Center. Future activities now in the planning stage include:

- A. A second community dinner in mid March. A volunteer chef has not been confirmed yet.
- B. A Sunday or Saturday brunch is planned for mid April. This will be a working event, with admission to the affair paid by the attendees donating and planting at least one appropriate native plant for landscaping improvements to the community center site. Residents, knowledgeable in landscaping and appropriate plants are being consulted to develop suitable guidelines for the plants.

The brunch is intended to reward the volunteer efforts, and stimulate interest. The landscaping is intended to reduce grounds maintenance, stabilize certain soil areas, and to provide beautification of a limited part of the site.

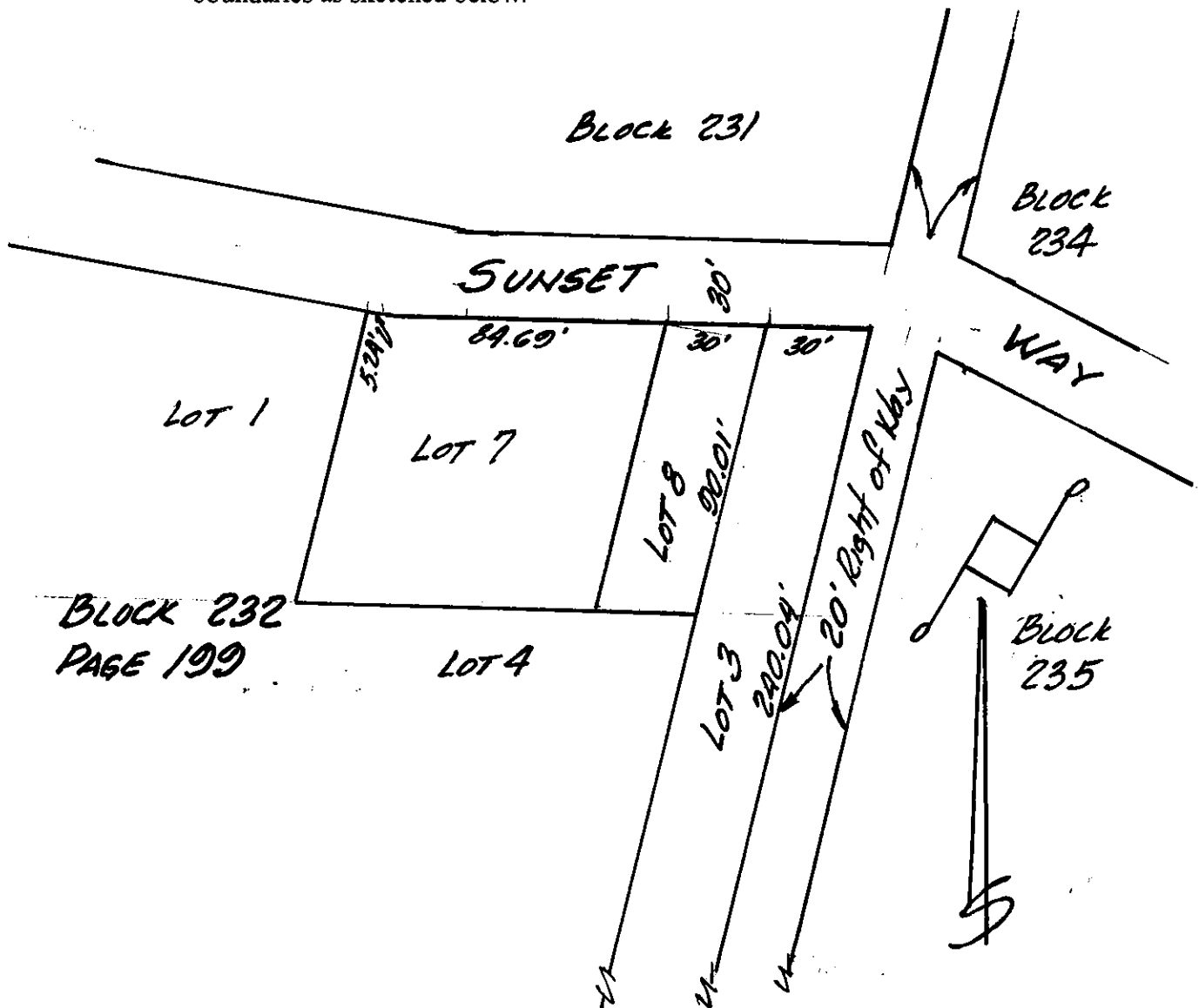
- V. WATER:** In addition to the Monthly Status Report reviewing water operations, we have received a request (see Attachment A) by a property owner, for relief in paying a delinquent water bill not paid by a former renter. In early 1994 I was ready to file a claim with the Small Claims Court, to collect this bill. At that time, the Board instructed me to refrain, and to inform the property owner of their responsibility under the District's policy.

Subsequently, I wrote the property owner stipulating the District policy. In the letter, and during a subsequent telephone conversation, I advised the owner to consult with an attorney, if the legality of the policy was questioned. After not hearing from the owner, and upon another change in tenant occupancy, I wrote the owner to advise that the water service would be billed to the owner until such time as the delinquency was paid. Further, I forwarded a quotation of the California Code that permits the District to hold the owner responsible for such bills. The owner contacted me to request relief, and I advised the owner to write to the Board, as I did not have the authority to change the Board's instructions.

There are some extenuating circumstances, as the delinquency occurred during Hazel's hospitalization in late 1993, and the gradual conversion of the water billing to the computer system. This permitted the delinquency to extend beyond the normal time frame, resulting in a larger than normal delinquency. However, other property owners have been held responsible, and when the owner was alerted there was adequate time for the owner to pursue the issue through the Small Claims Court. Now the statute of limitations has expired. As this is substantially a policy determination, the GM refrains from a recommendation.

- VI. HARRIS PLAN:** Henry Hyde has submitted the draft report for updating the Harris Plan, and I am in the process of reviewing the draft. It is anticipated that the preliminary report will be submitted for Board review during the February meeting.

- A. **1994-95 Projects:** Requests for proposals for the necessary surveys and profiles for plan preparation of the easterly enter-tie between Sunset and Pacific Ways, and the Cove Lane distribution line changes have been mailed. Review of the proposal submissions will be ready for the February Board meeting. This work is necessary to prepare plans for the project improvements.
- B. **Special assessment tax:** A request (See Attachment B) for relief from a portion of the special assessment tax has been received. The request concerns Assessor's parcels numbered 199-232-3, 7, and 8 which are under single ownership with common boundaries as sketched below.



As may be seen from the sketch, Lot 8 shares a common boundary on its easterly side with Lot 3, and on its westerly side with Lot 7. When the special assessment tax roll was prepared after approval of Measure E, Lot 3 was assessed as one parcel, and Lots 7 & 8 were assessed as a single parcel separate from Lot 3. This assessment has continued since the first assessment. The County Tax roll shows Lot 3 as an improved parcel, while Lots 7 & 8 are shown as unimproved parcels.

Emir: comment
HIP ass to reflect 1 am for
for lots 3, 7, 10 and
back from WB.
Str.

Measure E, as adopted stipulates as the following paragraphs are quoted:

2. \$150.00 per separate habitable structure (determined by the Units listed in the Assessment Roll) per year on parcels containing residential improvements;
3. \$150.00 per parcel on all other parcels;
4. Where, for purposes of this tax, all contiguous lots under *common ownership* shall be considered a single parcel. (bold italics inserted for emphasis)

Black's Law Dictionary definition: Common, adj. usual, ordinary, accustomed; shared among several; owned by several jointly.....

My review of the parcel map, and interpretation of Measure E indicates that these parcels should be assessed as a single parcel. However, as the original parcel assessment was determined prior to my arrival, there may be some reason for the double assessment that I am not familiar with. For example, there may be separate and independent habitable structures existing that are not shown on the Tax Assessment Roll. In this instance, there may be a possible structural, and tax violation; however, by provisions of paragraph 2 of Measure E, the structural violation is not listed on the Assessment Roll and hence should not be subject to a separate tax.

There is another condition for consideration, as the property has a District lien recorded for other monetary delinquencies. Should the Board concur with my finding that the parcels should be taxed as a single ownership, then their motion should provide that the tax overpayment refund is used to offset an equal part of the other monies owed to the District, and the lien amount reduced accordingly.

VII. ROADS AND EASEMENTS: The severe rains have delayed the completion of the pavement crack sealing and maintenance. The saturated soil has resulted in accelerating some of the pavement deterioration, which may require more extensive maintenance than originally scheduled. However, this will be better determined when a thorough reinspection is completed during better weather.

We have placed gravel in the severe potholes located on Juminith Whale and Cove Lane, as a temporary measure. Washed gravel was placed instead of road base, as during the constant rains the road base would merely wash away. At a minimum, both these roadways should be scarified, additional road base added, then compacted. However, the Directors must first determine or decide what the District's policy will be in regard such maintenance activities. Further, a decision should be made in regard to the status of Juminith Whale. Is it a District obligation, or is it a private driveway serving property that has other dedicated road frontage, even though that frontage may be very costly to access?

THIS CONCLUDES THE GENERAL MANAGER'S REPORT.

hole in front of Rodriguez way - fix now -
Gravel in the easements.
Leighton Hills

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF DECEMBER 1994**

FISCAL
YEAR IS
50.14%
COMPLETE
COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

DESCRIPTION	1994-95 BUDGET	CURRENT FIS. YEAR TOTALS	CURRENT FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Dec-94 TOTAL
Opening Balance as applicable	06/30 Adj.	\$56,648.51	11/30/94 =	\$63.02	\$54,007.09	\$14,580.88	\$68,650.99
General and Admin. Income	26,644	25,933.37	97.3%	0.00	216.57	14,182.42	14,398.99
General & Admin. Expenses	20,912	6,914.43	33.1%	20.37	0.00	1,004.58	1,024.95
G&A Income - Expenses	\$5,732	19,018.94	331.8%	(\$20.37)	\$216.57	\$13,177.84	\$13,374.04
Water Income	64,000	32,433.27	50.7%	0.00	3,824.94	0.00	3,824.91
Water Expenses	49,021	21,987.69	44.9%	81.47	186.26	2,527.16	2,794.89
Water Income - Expenses	\$14,979	10,445.58	69.7%	(\$81.47)	\$3,638.65	(\$2,527.16)	\$1,030.02
Recreational Income	20,161	4,779.23	23.7%	150.61	595.00	0.00	745.61
Recreational Expenses	20,563	8,013.40	39.0%	28.73	262.50	664.10	955.33
Recreational Income - Expenses	(\$402)	(3,234.17)	NA	\$121.88	\$332.50	(\$664.10)	(\$209.72)
Road & Easement Income	0.00	0.00	NA	0.00	0.00	0.00	0.00
Road & Easement Expenses	16,038	4,751.31	NA	0.00	0.00	469.13	469.13
R&E Income - Expenses	(\$16,038)	(4,751.31)	28.74%	\$0.00	\$0.00	(\$469.13)	(\$469.13)
Fire Income	23,431	13,285.19	56.7%	0.00	0.00	0.00	0.00
Fire Expenses	23,431	10,530.43	44.9%	0.00	1,268.90	225.00	1,493.90
Fire Income - Expenses	\$0	2,754.76	NA	\$0.00	(\$1,268.90)	(\$225.00)	(\$1,493.90)
General Funds Account balances @ month end=		\$80,882.32	NA	\$83.06	\$56,925.91	\$23,873.34	\$80,882.31

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 429	Dec-94 TOTAL
Insurance	2059	\$458	457.79	100.0%				0.00
GM's fee	2117	5,443	567.50	10.4%			\$88.50	88.50
G&A share	2720	0	0.00	NA				0.00
Project Improvements	4169	30,000	500.00	1.7%				0.00
TOTALS =		\$35,901	\$1,525.29	4.2%	\$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	Dec-94 TOTAL
Parcel tax	9007	\$23,951	14,243.50	59.5%			\$14,243.50	\$14,243.50
Delinq. taxes	9008	0	108.82	NA				0.00
Redemption's	9009	0	44.00	NA				0.00
Surcharge	9031	540	595.00	55.6%		300.00		300.00
Interest	9377	350	270.00	64.0%				0.00
TOTALS =		\$24,841	\$14,833.47	59.7%	\$0.00	\$300.00	\$14,243.50	\$14,543.50

HARRIS FUND 429 SUMMARY

Opening Harris Fund Balance	\$10,355	FUND 429				428 + 429	FUND 429
Harris Fund Income	24,841	14,833.47	59.7%	0.00	300.00	14,243.50	14,543.50
Harris Fund Expenses	35,901	1,400.29	3.9%	0.00	0.00	88.50	88.50
Harris Fund Income - Expenses	(11,060)	13,308.18	NA	0.00	300.00	14,155.00	\$14,455.00
Account balances @ month's end =		\$23,663.63	NA	\$83.06	\$57,225.91	\$38,028.34	

COMBINED ACCOUNTS EQUITY CHANGE

Total Income by Account	\$159,077	\$91,264.53	57.4%	\$150.61	\$4,936.48	\$28,425.92	33,513.01
Total Expenses Paid by Account	\$165,866	\$53,597.54	32.3%	\$130.57	\$1,717.66	\$4,978.46	6,826.69
CHANGE IN CASH EQUITY =	(\$6,789)	\$37,666.99	NA	\$20.04	\$3,218.82	\$23,447.46	\$26,686.32

ROSS DISTRICT CASH EQUITY @ CURRENT MONTH END = \$104,545.95 INCLUDING ALL FUNDS

NOTE: The Harris Fund 429 balance shown is the net balance, after adjustments for items paid from the 1st Interstate Bank \$657.79 (957.79 exp. - 300sur. inc.), and \$1,635 that should be transferred to County Fund 428 as the 1993-94 year end adjustment for proportional Administrative expenses.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF DECEMBER 1994**

**FISCAL
YEAR IS
50.14%
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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	Dec-94 TOTAL
Secretary Wage	1003	\$2,700	1,107.68	41.0%			\$207.69	\$207.69
Rec'd'g Sect'y Wge	1005	1,200	207.69	17.3%				0.00
FICA	1404	230	100.62	43.7%	0.00	0.00	15.89	15.89
Work Comp. Ins.	1701	24	56.39	235.0%				0.00
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	2,517.50	58.0%			411.50	411.50
Pub. & Advertise.	2119	150	0.00	0.0%				0.00
Postage	2130	175	5.80	3.3%				0.00
Office Supplies	2133	875	65.16	7.4%	20.37			20.37
Copier Maintenance	2137	1,400	0.00	0.0%				0.00
County Fees	2352	6,500	249.50	3.8%			249.50	249.50
Mileage	2479	600	415.05	69.2%			87.50	87.50
Telephone	2534	600	231.95	38.7%			32.50	32.50
Gen. Expenses	2720	200	125.30	62.7%				0.00
Bld. Imp.	4048	500	0.00	0.0%				0.00
Equipment	4093	250	0.00	0.0%				0.00
TOTALS =		\$20,912	\$6,928.11	33.1%	\$20.37	\$0.00	\$1,004.58	\$1,024.95

20% of general G&A Costs =

\$1,385.62 to be allocated as specified in Special Note, below.

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Dec-94 TOTAL
Property Taxes	9001	\$23,900	20,898.62	87.4%			\$14,113.49	\$14,113.49
Prop. Tax, Unsec'd	9002	1,100	886.40	80.6%				0.00
Hoptr. St.	9280	444	78.67	17.7%			68.93	68.93
Interest/Int. Fnd. Trans.	9377	300	3,523.04	1174.3%		46.57		46.57
Copier Income	9772	900	482.37	53.6%		170.00		170.00
TOTALS =		\$26,644	\$25,869.10	97.1%	\$0.00	\$216.57	\$14,182.42	\$14,398.99

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 DECEMBER 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	Dec-94 TOTAL
Secty Wages	1003	\$2,700	1,523.06	56.4%			\$207.69	\$207.69
Maint. Mgr. Wages	1028	11,000	4,693.40	42.7%			993.75	993.75
Extra Hire Wages	1073	1,000	70.00	7.0%			70.00	70.00
FICA	1404	1,125	480.92	42.7%	0.00	0.00	97.27	97.27
Benefits	1506	1,001	667.60	66.7%			83.45	83.45
Work. Comp. Ins.	1701	1,034	338.10	32.7%				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	586.08	23.4%		46.78		46.78
GM's Fee	2117	8,037	5,070.50	63.1%			1,000.00	1,000.00
Misc.. Exp..	2121	900	524.87	58.3%				0.00
Refunds	2122	200	159.10	79.6%		109.64		109.64
Postage	2130	200	155.16	77.6%	28.42			28.42
Office supplies	2133	600	182.99	30.5%	53.05			53.05
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	600.00	88.9%			75.00	75.00
Telephone	2534	400	179.32	44.8%		29.84		29.84
Electricity	2535	4,200	3,260.40	77.6%				0.00
SA 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
TOTALS =		\$49,021	\$22,077.18	45.0%	\$81.47	\$186.26	\$2,527.16	\$2,794.89

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Dec-94 TOTAL
Service Billing	9025	\$64,000	33,858.67	52.9%				\$3,660.67
Receipts Collected	9025		30,734.59	NA		3,524.91		3,624.91
Accounts Receivable	9025		6,028.00	NA				0.00
Security Deposits	9025SD		900.00	NA		300.00		200.00
Misc.. Income & Fees	9772		650.00	NA				0.00
Water Income totals =			\$32,284.59	NA	\$0.00	\$3,824.91	\$0.00	\$3,824.91

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF DECEMBER 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	Dec-94 TOTAL
Maint. Mgr. Wages	1028	\$500	125.00	25.0%				\$0.00
Janitorial Wages	1073	1,760	780.00	44.3%			120.00	120.00
FICA	1404	173	111.31	64.3%	0.00	0.00	24.10	24.10
Work. Comp. Ins.	1701	260	124.73	48.0%				0.00
Basketball	2041BA	246	0.00	0.0%				0.00
Bistro	2041BI	750	215.80	28.8%	28.73			28.73
Brunches	2041BR	150	0.00	0.0%				0.00
Community Dinners	2041CD	500	12.00	2.4%				0.00
Children's Programs	2041CP	150	0.00	0.0%				0.00
Labor Day BBQ	2041LD	800	340.35	42.5%				0.00
Tai Chi	2041TC	1,000	375.00	37.5%			140.00	140.00
Insurance	2059	1,314	1,314.10	100.0%				0.00
Repairs	2077	250	140.00	56.0%				0.00
Bldg. Maintenance	2096	150	175.00	116.7%			55.00	55.00
Ground Maintenance	2097	500	291.00	58.2%				0.00
GM's Fee	2117	4,089	1,532.00	37.5%			325.00	325.00
Publications	2119	200	0.00	0.0%				0.00
Misc. Expenses	2121	250	10.00	4.0%				0.00
Deposit Refunds	2122	2,000	1,343.75	67.2%		262.50		262.50
Postage & Off. Sup.	2133	150	43.55	29.0%				0.00
Refuse Removal	2259	321	81.00	25.2%				0.00
Building Supplies	2366	275	191.17	69.5%				0.00
Pay Telephone	2534	425	210.43	49.5%				0.00
Electricity for C. C.	2535	750	639.50	85.3%				0.00
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
TOTALS =		\$20,563	\$8,055.69	39.2%	\$28.73	\$262.50	\$664.10	\$955.33

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Dec-94 TOTAL
Children's Programs	9248	\$200	0.00	0.0%				\$0.00
C.C. Rental	9255	5,000	1,435.00	28.7%		300.00		300.00
Refundable Deposits	9255RD	2,000	1,125.00	56.3%		150.00		150.00
Child's Room Rental	9255CR	500	0.00	0.0%				0.00
Bistro	9811BI	1,600	691.61	43.2%	128.11			128.11
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	799.00	53.3%	22.50	135.00		157.50
Res. Handbooks	9834	100	10.00	10.0%		10.00		10.00
CDB Grant	9900	4,861	0.00	0.0%				0.00
TOTALS =		\$20,161	\$4,603.98	22.8%	\$150.61	\$595.00	\$0.00	\$745.61

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF DECEMBER 1994**

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FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Dec-94 TOTAL
Work. Comp. Ins.	1701	\$2,900	1,202.86	41.5%				\$0.00
Gen. & Vehicle Ins.	2059	4,023	4,308.63	107.1%				0.00
GM's Fee	2117	2,763	1,350.00	48.9%			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	4,293.53	31.2%		1,268.90		1,268.90
TOTALS =		\$23,431	\$11,155.02	47.6%	\$0.00	\$1,268.90	\$225.00	\$1,493.90

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Dec-94 TOTAL
W. Marin Grant	9377	\$13,745	8,850.00	64.4%				\$0.00
MBVFA Donations	9763	9,686	4,435.19	45.8%				0.00
TOTALS =		\$23,431	\$13,285.19	56.7%	\$0.00	\$0.00	\$0.00	\$0.00

ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Dec-94 TOTAL
Maint. Mgr.	1028	\$500	325.00	65.0%				\$0.00
Extra Hire	1073	1,500	950.00	63.3%			250.00	250.00
CA	1404	153	97.54	63.8%	0.00	0.00	19.13	19.13
Work Comp. Ins.	1701	170	0.00	0.0%				0.00
Insurance	2059	795	457.79	57.6%				0.00
Repairs	2077	3,750	607.79	16.2%				0.00
Gen. Maint.	2078	750	0.00	0.0%				0.00
GM's Fee	2117	3,420	2,171.50	63.5%			\$200.00	200.00
G&A Share	2720	0	0.00	NA				0.00
Road Const.	2741	5,000	0.00	0.0%				0.00
TOTALS =		\$16,038	\$4,609.62	28.7%	\$0.00	\$0.00	\$469.13	\$469.13

HARRIS FUND BEGINNING BALANCE ON 7/01/94 = **\$10,355.45**
TOTAL EXPENDITURES YEAR TO DATE = **1,525.29**
TOTAL INCOME YEAR TO DATE = **14,833.47**
REMAINING BALANCE AT END OF THIS PERIOD = **\$23,663.63**

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON DECEMBER 26, 1994**

Directors present: Dale Hopkins, President; directors Nancy Wolf Lee, Erin Pinto, and Steve Shaffer. President Hopkins arrived at 7:15 pm and assumed the chair. Director Shaffer was absent.

- I. **Call to order.** Vice President Lee called the meeting to order at 7:10 P.M..
- II. **Review and consideration of Agenda.** Director Pinto *moved* to approve the Agenda for December 7, 1994 meeting; second by Director Lee; ayes all.
- III. **Review and consideration of bills and expenses.** The General Manager distributed the bills to be Paid Report for bills received between 12/01/94 and 12/07/94, which are to be considered in addition to the original Bills to Be Paid Report. He noted that fire Chief Farkas had requested that the item for Emergency boots under Code 4827 on the original report, be changed from \$398.34 to \$341.38. He also requested that this be paid in two checks. One check to Ted Marshall, in the amount of \$171.60 and one check to Mark Felix, in the amount of \$172.78. Director Lee *moved* to approve the original Bills to be Paid report, amended to show the changes requested the Fire Chief, and as amended having general fund expenditures totaling \$7545.76, and Harris Fund expenditures totaling \$588.50. Also, the Bills to be Paid report update (12/01 - 12/07) with additional general fund expenditures of \$1,294.79; seconded by Director Pinto; 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 had stopped by earlier to relay his requested change in the Fire Department bills, and to say that he cannot attend tonight's meeting as it conflicts with a scheduled fire training meeting. He said the previous month's activities were calm, and that the volunteers training is going well. No written report was prepared.

Director Lee reminded the GM that the MBVF Association's agreement to support the the District fire activities, was to be reviewed by legal council. The GM responded that this had not been done as of this date. The County legal office has had some personnel changes, and there is some question about the allocated free consultation time that must be resolved. He will try to have the opinion for the next regular Board meeting.

- VI. **General Manager's Report, Administration:** The GM reported on the following general District administration activities:
 - A. **Biennial Audit:** The County has assigned a new person to complete the audit, and at this time the GM has not been introduced to the new auditor. However, he has met with auditor Suzan Forsyth several times. Ms Forsyth completed and mailed the 1993-94 preliminary submission to the State Controller, on Tuesday, December 6, 1994.
 - B. **Budget:** The GM reported that the budget activities during the month of October were normal for this time of year. We did receive a \$6,785.13 refund of the funds appropriated by the State in fiscal 1993-94. Tax revenues will begin to be received in December, and the County Auditor-Controller's office has notified us that our gross general fund revenues will be \$26,579 after deduction of the tax collector's fee. This is \$2,679 more than estimated in the adopted budget.

- C. **Water:** The GM briefly reviewed the water production figures and billing for October, noting that receipts were improving as the late payment penalties and interest charges were implemented.

1. Maintenance flushing of the distribution system was done on Monday, December 5, 1994 and will be performed on the first Monday of each month until further notice. Harvey reports that the flushing seemed to require less time to clear the color. At this time there no particular reason for this. The GM noted that water test samples continue to be free of coliforms, and that in general the chlorine residuals are varied but within acceptable ranges.
2. Well maintenance has been delayed by the weather, as the heavy equipment cannot traverse the damp clay soil. Hopefully the cleaning of the well casings will be completed next week.

The GM reported that the preliminary cleaning of the backup well indicates a potential problem with the casing. However, it could not be determined with the equipment present at the time the pump was removed. The well was initially brushed and bailed, but seemed to fill with gravel beyond the capacity of the bailing equipment. Measurement of the well depth indicated some infill, but as the measuring equipment was improvised, and could not be considered sufficiently accurate to determine more than the need for more appropriate equipment.

A high pressure pneumatic system, a larger maintenance truck, and suitable measuring equipment is scheduled for the completion of this work. Director Pinto asked several questions, and then arranged for continued discussion with the GM at a later date.

- D. **Roads and Easements:** The GM reported that the swale cleaning and placement of washed coarse gravel in the deeper swales has been completed for both Sunset and Pacific Ways. During times of heavy rainfall, he has inspected both roadways and found the swales to be functioning properly for drainage and erosion abatement.

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.

Director Pinto requested that he inspect a problem area on Pacific Way, where it appears that overflow from a culvert is eroding the downhill bank. The general location is just to the ocean side of 240 Sunset Way, and near the recently installed bulkhead.

There was a brief discussion concerning maintenance of the pedestrian easements, and the GM said he planned to contact residents adjacent to the District's property in the Seacape Subdivision, to see if a consensus of opinion can be reached on the maintenance of this area. As the district is the recorded owner of this property, the District has the responsibility of a property owner. However, the GM noted that there has been some difference of opinion among the adjacent property owners as to their desires for the character and extent of the maintenance of the property.

It was also noted that additional consideration of the report previously submitted to the Board, concerning a formal Roads and Easements Policy, is necessary.

- E. **Recreation:** The GM reported that Judith Yamamoto is assisting in submission and coordination of the Community Development Block Grant request for this year. She attended an informational meeting in early November, and it seems the direction of the County is going to change to encourage fewer, but larger projects. Currently Marin County administers programs as small as \$300, and because of this has five or six times as many programs as comparable counties. This is not cost effective, and the County is reviewing their options.

Based on the information presented by the County, our request was increased from \$5,000 to \$25,000. As the submission must be completed by December 16, 1994 there was inadequate time to form a review committee to consider alternative project requests. The proposal was submitted using an expansion of the previous grant requests for improvement of the exterior deck. The new request includes removal and reconstruction of the entire existing deck. The GM pointed out that the recently completed deck repairs had revealed considerable dry rot in several areas, that will require replacement. With the planned deck extension, complete replacement of the existing deck is considered more practical, providing the CDBG funds are available.

In addition to reconstruction of the existing deck and extension of the deck area, the plan includes provisional construction of a new childrens playroom. The playroom will be located below the deck with direct access to the playground, and provide a lower area toilet facility. If this work is completed, the existing playroom is to be reecorated as a meeting room for smaller group. We have many requests for rental of a smaller meeting room, and a smaller room is frequently more appropriate for District activites.

Director Pinto expressed a need to have the community participate in these considerations. The GM concurred and pointed out that if the funds area approved, an ad hoc committee can be formed to consider the project amendments which may be submitted for use of committed funds.

The GM pointed out that we have a very limited source of volunteers, and that people have indicated their preference to participate in already funded projects or in the actual development of parojects where known funds area available., versus spending their time and efforts on possible projects to be.

VII Minutes of the October 26 meeting: It was noted that Director Pinto had been absent from this meeting, and The last sentence of paragraph two under Section VI should be changed to show that Director Lee had seconded the subject motion. Director Lee *moved* to approve the minutes as amended; seconded by Director Rudnick; ayes all with Director Pinto abstaining as she had not been present during the subject meeting.

VIII. There was a brief discussion concerning the next Board meeting and it was decided that **the next Board meeting will be on Wednesday, January 25, 1995, beginning at 7:00 PM.**

The meeting was adjourned at 8:31 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

3 January 1995

Donovan McFarlane, General Manager
Muir Beach Community Services District
Star Route Box 221
Muir Beach, CA 94965

Dear Mr. MacFarlane,

In reference to the account left unpaid by Thomas Wadlington in 1993:
I am aware that the Board has the power to place a lien on my property for his bill. However, there are circumstances that I hope the Board might consider. First, the bill was allowed to become seriously overdue before I was notified. Second, Hazel Melo informed me that there was an outstanding balance before Wadlington left, and I assured her that this would not be a problem because I had his security deposit which was more than enough to cover it. I told her when I would be required to return it to him under the law, and asked her to notify me before that date if he didn't pay. Since she did not do that, I assumed that the bill had been paid. I was informed later that the bill had not been paid, but it was too late. The check had already been cashed. Third, (or maybe this should have been first) I was not aware that I was responsible for the bill until I heard from Hazel and I have been renting my house since 1982.

Unfortunately, I don't have the dates of these phonecalls. Muir Beach business has always been handled simply, directly, and I assumed that would be the case in this situation. Since that time, I have been scrupulous in notifying the district when there was a change in tenants in my house, and have paid the bill out of the security deposit in one circumstance.

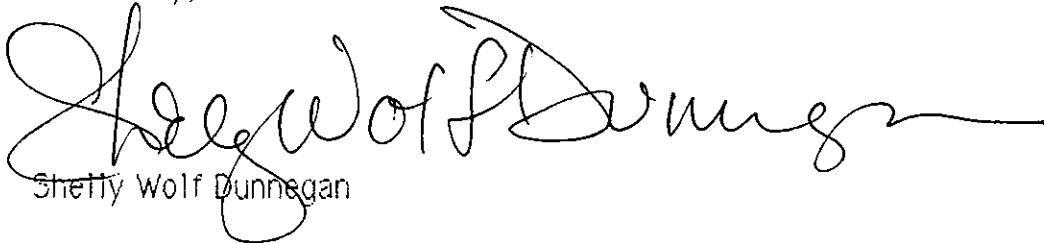
I realize that public bodies have this kind of power, that they don't have to inform people of the law, and that you have been most patient in allowing me to research this, generous in not charging interest, and lenient in not putting a lien on my property. My feeling is this: It doesn't seem just that I should have to pay Wadlington's bill, since he has more money than all of us. I also realize that Hazel was ill during the period when the bill was mounting up. We all love Hazel and I am very sorry she was sick. She has always been extremely efficient and responsible in handling the water bills. However, it doesn't seem just that I should have to pay the bill when it had been accruing for some time without any warning to Wadlington that service might be turned off. And it doesn't seem fair that I should pay when Hazel

told me she would notify me before my deadline to return his security deposit, and then neglected to follow through.

was unable

I submit this for your kind consideration.

Yours truly,

A handwritten signature in black ink, appearing to read "Shelly Wolf Dunnegan". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Shelly Wolf Dunnegan

MUIR BEACH COMMUNITY SERVICES DISTRICT

19 SEACAPE DRIVE, STAR BOX 221 MUIR BEACH, CA 94965 TELEPHONE (415) 388-7804

January 9, 1995

Ms. Shelly W. Dunnegan
174 Bonview Street
San Francisco, CA 94110

Re: Water account for 200 Sunset Way, Meter # 1021.

Dear Ms. Dunnegan:

This will acknowledge receipt of your letter requesting the Board of Directors consider possible relief action for your past due account.

This matter will be placed on the Agenda for the Board of Directors meeting to be held on Wednesday, January 25, 1994. You are welcome to attend the meeting; however, your attendance is not required. The Board's decision will be forwarded to you, in writing, if you do not attend the meeting.

The current tenant of your property has indicated that he will pay the November and December billings totaling \$45.02, plus \$10.50 for service through December 31, 1994. He also indicated that he no longer rents the property. As of the current date, the payment has not been received.

If I may be of further assistance, please feel free to contact me at your convenience. The best contact number is (707) 648-7220.

Cordially,

MUIR BEACH COMMUNITY SERVICES DISTRICT

Donovan Macfarlane, General Manager

MUIR BEACH COMMUNITY SERVICES DISTRICT

19 SEACAPE DRIVE, STAR BOX 221 MUIR BEACH, CA 94965 TELEPHONE (415) 388-7804

Ms Hester Burn-Callander
P. O. Box 2283
Sausalito, CA 94966-2283

January 9, 1994

Re: Assessor's parcels 199-232-3, 7 & 8.

Dear Ms. Burn-Callander:

This will acknowledge your telephone call in reference to the District's Special Assessment tax, as applicable to your property. I have tried on several occasion to contact you by phone, without success. Hence this acknowledgement by letter.

The assessment of these parcels was established in fiscal 1991-92, following the adoption of Measure E. Parcel 199-232-03 (219 Sunset Way) is assessed \$150, and parcels 199-232-7 & 8 are combined for a single assessment of \$150. The determination that these three parcels should be assessed as two independent parcels assessment was by the District's administrative office at that time, and has continued to the current date. The parcels are contiguous, under your single ownership, and possibly should be considered as a single parcel under the adopted tax measure. On this basis, I am referring the matter to the Board of Directors for consideration during their meeting on Wednesday, January 25, 1994. Your attendance at the meeting is welcome, but not required. If you cannot attend, the Board's decision will be sent to you by letter.

You also mentioned that someone in the Tax Assessor's office had informed you that you were eligible for an exemption, as a senior citizen. I have questioned the assessor's office on this, as I know of no such exemption, even under hardship. No one in the assessor's office knows of such an exemption.

In closing, I remind you that you have not responded to the offer to reconcile your outstanding water account. I hereby extend the offer until January 31, 1995. Your failure to reply, in writing, by that date will be considered as your refusal, negating the offer to initiate final disposition and removal of the water meter.

If I may be of further assistance, please feel free to contact me at your convenience, via the District's voice mail, or at my Vallejo office phone (707) 648-7220.

Cordially,

MUIR BEACH COMMUNITY SERVICES DISTRICT

Donovan Macfarlane, General Manager

**TABLE OF CONTENTS
FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING ON
WEDNESDAY, FEBRUARY 22, 1995 AT 7:00 PM**

<u>DESCRIPTION</u>	<u>PAGES</u>
Agenda	1 - 2
Bills to be Paid Reports. ✓	3
Water Operations report ✓	4 - 5
General Manager's Report	6 - 8
Budget Report for the month of January 1995 ✓	9 - 13
Draft Minutes for the 02/01/95 Meeting	14 - 17
Community Development Block Grant Income Limitations	18
Memo Suggesting a Muir Beach Area wide "Garage Sale".	19 - 20
Letter To PG&E, by the West Marin Chamber of Commerce	21 - 22

**AGENDA FOR MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON
WEDNESDAY, FEBRUARY 22, 1994. BEGINNING AT 7:00 PM
IN THE COMMUNITY CENTER, 19 SEACAPE DRIVE,
MUIR BEACH, CALIFORNIA**

DIRECTORS: Dale Hopkins, president; Nancy Wolf Lee, Erin Pinto, Peter Rudnick, and Steven Shaffer, directors. *Nancy absent, Peter not here either*

- I.** Call the meeting to order. *7:18*
- II.** Review and consideration of the February 1, 1995 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 / Steve all*
- III.** **Bills to be paid:** Consideration of the bills to be paid, received subsequent to the bills submitted for approval during the February 1, 1995 meeting. *Steve, 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. *Peter Rudnick - Ed Hyman called. Hyman*

Policy holds.
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 fire volunteer activities since the February 1, 1995 meeting. *Bill Farkas.*

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

VI. **General Manager's report.** The General Manager ("GM") will report on the following items.

- A. **Administration:** The GM will report on ongoing administrative activities, including:
1. Communication improvements.
 2. Employee, volunteer & director benefit information.
- 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. He will also report on the implementation of the use of Treasury Bills to improve the District's income.
- C. **Recreation:** The GM will report on the planned recreational activities for the near future, and the February 15, 1995 community dinner.

In addition, the suggestion that the District sponsor a Muir Beach area wide "Garage Sale" will be discussed, for possible planning and implementation.

- D. **Water:** The GM will report on the following water activities.
1. General operations and maintenance.
 2. Billing and fiscal considerations including a review of fiscal receipts, accounts receivable, and delinquent accounts status.
 3. Harris Plan review and status.
- E. **Roads and Easements:** The GM will report on the maintenance activities concerning roads and easements, including planned repairs on Sunset and Pacific Ways. In addition, the GM will introduce a suggested prioritized agenda for the consideration and adoption of formal policy guidelines applicable to the Roads and Easement responsibilities of the District.

VII. **Review Draft Minutes of the February 1, 1995 meeting.**

VIII. **Setting date for the next Board meeting.**

March 24 9:30

ADJOURNMENT OR CONTINUATION.

Steve Peter — Hazel Tech Director.

Seet Steve Ermi All

MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 01/26/95 THROUGH 02/15/95

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
HARRIS FUND EXPENSES, FUND 429				
ABC CONSULTANTS	2117	MANAGEMENT FEE FOR 2/95	C	\$388.50
TOTAL HARRIS FUND EXP. =				\$388.50
ADMINISTRATION EXPENSES, DIVISION CODE 9236				
HAZEL MELO	1003	SECRETARIAL WAGES THRU 1/28/95	C	\$207.69
FICA	1404	FICA ON ABOVE WAGES	C	\$15.89
ABC CONSULTANTS	2117	MANAGEMENT FEE FOR 2/95	C	\$361.50
TOTAL G&A EXPENSES =				\$585.08
ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
ABC CONSULTANTS	2117	MANAGEMENT FEE 2/95	C	\$150.00
MARTIN BROS. SUPPLY	2077	GRAVEL FOR ROAD REPAIRS	B	\$23.86
TOTAL R&E EXPENSES =				\$173.86
WATER DIVISION EXPENSES, DIVISION CODE 9238				
HAZEL MELO	1003	SECRETARIAL WAGES THRU 2/11/95	C	\$207.69
HARVEY PEARLMAN	1028	MAINT. MGR WAGES 1/16 THRU 2/11/95	C	\$812.50
FICA	1404	FICA ON ABOVE WAGES	C	\$78.04
PARADISE POOL SERVICE	2115	CHLORINE SUPPLIES	B	\$49.92
ABC CONSULTANTS	2117	MANAGEMENT FEE FOR 2/95	C	\$850.00
HARVEY PEARLMAN	2121	MISC. SMALL SUPPLIES FOR PUMP HOUSE	B	\$27.65
GOODMAN BUILDING SUPPLY	2121	MISC. SUPPLIES FOR WELL PROPERTY	B	\$57.73
PACIFIC BELL	2534	WELL RELAY PHONE THRU 2/7/95	B	\$33.25
PG & E	2535	ELEC. FOR WELL & LOWER TANK THRU 1/24/95	B	\$408.10
TOTAL WATER EXPENSES =				\$2,524.88
RECREATION EXPENSES, DIVISION CODE 9239				
JUANA GONZALES	1073	JANITORIAL WAGES 1/14 THRU 2/25/95	C	\$180.00
FICA	1404	FICA ON ABOVE WAGES	C	\$13.77
HARVEY PEARLMAN	2077	WINKLEMAN ELEC. REPAIRS TO LIGHTS	B	\$100.00
ABC CONSULTANTS	2117	MANAGEMENT FEE FOR 2/95	C	\$275.00
PACIFIC BELL	2534	PAY TELEPHONE THRU 1/19/95	B	\$45.68
PG & E	2535	ELEC. FOR WELL & LOWER TANK THRU 1/24/95	B	\$75.03
TOTAL RECREATION EXPENSES =				\$689.48
FIRE DIVISION EXPENSES, DIVISION CODE 9240				
ABC CONSULTANTS	2117	MANAGEMENT FEE FOR 2/95	C	\$225.00
CASCADE FIRE EQUIPMENT COMPANY	4827	W. MARIN EQUIPMENT, FITTINGS, ETC	B	\$255.82
TOTAL FIRE EXPENSES =				\$480.82
TOTAL HARRIS FUND EXPENSES =				\$388.50
TOTAL GENERAL FUND EXPENSES =				\$4,454.12
TOTAL OF ALL EXPENSES =				\$4,842.62

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~~ Feb. 22, 1995

MUIR BEACH COMMUNITY SERVICES DISTRICT

Dale Hopkins, President

Donovan Macfarlane, General Manager

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
JANUARY 1, 1995 THROUGH FEBRUARY 15, 1995**

WATER SYSTEM STANDARD OPERATIONS :

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 relieved the maintenance manager for one day, and 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 0.00 ppm. We experienced some problems with the chlorine pump, including leakage. The standby pump was placed on line, and the leaking pump sent in for repairs. Chlorine residuals were monitored more closely, to establish proper settings under the new conditions.
3. We had scheduled completion of the well cleaning process, but had to cancel due to the continued rainfall, and the soft ground conditions. If the weather remains dry through the meeting night, ground conditions should permit completion of this work.

WATER PRODUCTION: Note: Meters were read on 01/23/95. Production is based on 30 days.

1.	Total volume of water produced	832,100	gallons
2.	Average daily production	26,842	gallons/day
3.	Maximum daily production,	33,700	gallons
4.	Minimum daily production	16,400	gallons
4.	Volume of water billed by customer meters, total	681,361	gallons
5.	Average daily customer water use, per customer	149	gallons/day
6.	Estimated maintenance and fire water use.	20,000	gallons
7.	Unaccounted for water loss = 15.9% of production	114,320	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. Weekly filter cleaning of cartridge and sand filters.
3. Cleanup and removal of the recycle area is near completion. We will develop plans for extension of the needed storage and workshop area.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
JANUARY 1, 1995 THROUGH FEBRUARY 15, 1995**

EMERGENCY REPAIRS/RESPONSE: A possible water leak was reported by a Park Ranger, Leslie Rhie, and another unknown person. Harvey was investigating when I arrived at approximately 9:30 am on Wednesday, February 15, 1995. After surveying the area on Frank Valley Road, approximately 200 yards from Shoreline Highway toward Muir Woods, a possible water leak was evident. The Frank Valley main line control valve was closed to stop possible continued water loss, and Harvey went to inspect the upper tank water level while the GM arranged for emergency repair assistance. Forster Pump and Engineering answered our call, and by 12:30 had the needed equipment and personnel at the site, to begin excavation.

During the interim time, Harvey reported that the upper tank level was down to 4 feet, indicating a water loss of more than 105,000 gallons. As the tank requires approximately three feet of non usable water, approximately 7,500 gallons of water was available for consumption in the upper zone. This necessitated closing the feed valve to the lower tank, and starting the lower tank pump to supply additional water to the upper tank. In addition, it was decided to seek additional water for the upper tank by retaining a potable water tank truck. The nearest available licensed service was found in Windsor (Santa Rosa area), and arrangement for a 3,500 gallon truck were confirmed. While waiting for the truck's arrival, Muir Woods administration was contacted to seek permission to fill the truck from the water system fire hydrant. They graciously agreed to let us take 10 to 11,000 gallons for our needs. The transfer of three truck loads of water, plus portal to portal time required seven hours.

Excavation of the indicated leak area finally uncovered a blowout hole in the 4" cast iron (cement lined) main supply line, approximately the size of a quarter. This was repaired using a standard 4" repair cast, and the line was ready for service by approximately 4 pm. The main line valves were opened, and the well activated (around the clock operation) to begin replacement of the upper water tank reserves. It is estimated that it will require approximately 72 hours to bring the upper tank back to normal reserve levels. During the interim, Fire Chief Farkas has alerted and arranged for possible fire emergency supplies from assisting fire areas.

Repair of the roadway pavement damage caused by the excavation requires the placement of additional road base, and compaction. Following this, the area will be left open for moving traffic compaction for approximately one week. Then the roadway asphalt surface will be replaced. It is intended to coordinate the paving activity with repair of some of the District's most needed pavement repair areas located on Sunset and Pacific Ways. More details of this will be discussed in the Roads and Easements report.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing was \$3,701.03. Water revenues collected totaled \$3,466.29 including security deposits. late payment penalties and interest on delinquent accounts.

Two 48 hour disconnect notices were sent, six 30 day disconnect notices were sent, 21 late reminders were sent, and 29 accounts were billed for late payment penalties totaling \$78.05. One water service was disconnected for non payment.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

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

TO: The Board of Directors
FROM: Donovan Macfarlane, General Manager
DATE: February 17, 1995
FOR: Board of Directors Meeting, on Wednesday, February 22, 1995

I. ADMINISTRATION: The research and documentation for the following administrative matters, had not been received or completed in time to be included in this report. However, if the information is received, it will be distributed during the meeting.

A. Communications: I have requested information on pricing of area wide coverage, or direct coverage to support call forwarding of the District's office phone to either my Vallejo phone, or to a possible District line in my office. As the District receives preferred public agency rates, this may be a viable answer to provide more direct phone contact.

B. Employee, volunteer, and director benefits: I am still waiting to receive the forms, and pricing information on alternate medical insurance plans. To date, I have received information from Blue Cross, and their plan is available to all qualified volunteers (primarily MBVFD), district employees, and directors. We need to supply the company with the number of people interested in the program, so the costs can be determined.

II. MONTHLY BUDGET REPORT: In general, the District's fiscal condition remains good. Equity did decline slightly, following the receipt of our first tax revenue receipts. The overall equity will continue to decline until the final tax receipts are received at the end of the fiscal year. However, there is no current indication of financial hardship if operations continue within planned budget expenditures.

I have received the documentation required for implementing the purchase of the short term Treasury Bills. The forms have been completed, and forwarded to the San Francisco branch of the Federal Reserve Board. The purchase should be completed with the next Treasury issue on Monday, February 27, 1995.

III. FIRE: The West Marin Chamber of Commerce has forwarded a copy of their letter to PG&E, concerning PG&E's planned reduction in staff serving the West Marin Area. A copy of their letter is included in the packet. This is referred to the Board, and the MBVFD for their input, if a letter is to be written in support of the Chamber's letter.

IV. RECREATION:

A. The February 15, 1995 community dinner was quite successful in attracting participation of both current and former Muir Beach residents. Requests for dinner reservations exceeded the fire limitation of 44 seated diners by 19 people, plus 3 impromptu arrivals. A total of 47 dinners were served, and the after dinner historical review was attended by approximately 65 people. Several of the participants were very long time Muir Beachers, dating back to the early 1930's including Jack Hadley, and Ms. Lindholdt. Considerable interest in preserving the history of Muir Beach was

*Chamber
is to write in
support*

demonstrated, including an offer of a \$250 donation for the framing of historical photographs. The dinner was also a minor fiscal success as shown below:

1.	Total dinner income from food	\$ 329.00
2.	Total income from beverage donations	<u>79.50</u>
	Gross income =	\$408.50
3.	Gross expenses for food, TV rental, beverages & supplies.	<u>\$327.72</u>
	Net dinner income =	\$ 80.78

B. Rescheduled future events. A delay in obtaining landscape plans, combined with the enthusiastic participation in the February 15, 1995 dinner, suggests the following activity schedule changes:

1. Reschedule the planting party brunch from mid March, to mid April.
2. Reschedule the mid April community dinner, to March 15, 1995 as a follow-up to the February 15, 1995 dinner. This would continue the program which was cut short by a power failure, and permit the formation of a volunteer historical group to fulfill the historical preservation goals.

C. Community Block Grant: Following an on site interview with Ried Thaler, Marin County Block Grant Coordinator, Ried recommended that Muir Beach be granted \$10,162 toward our efforts to reconstruct and expand the community center deck. Considering the County's total funding for such programs in West Marin is limited to just \$21,462, our 47.3% share is wonderful.

Regrettably, there is a caveat to our receiving the funds, for it seems that Muir Beach's qualification as a low income community has been questioned. To receive the grant, we must document that at least 51% of the users of the community center qualify as low income. The 1990 census data indicates that this status no longer exists. We are reviewing the requirements and steps necessary for achieving qualification. A copy of the income limits is included in the packet.

D. District sponsored "Garage Sale": During the last meeting, a letter from Glenn A. Oclassen was introduced during the public open time, and following a brief discussion it was requested to be added to tonight's Agenda for formal discussion. Subsequently, I have discussed the general proposal with various residents, and received a mixed reaction that appears to be equally split in favor of and opposed to such an activity. Both sides have valid reasons for their support or opposition. I suggest that we circulate Mr. Oclassen's letter (with his permission), along with a ballot asking the residents to vote on the matter. While the vote would not have an official status, it may yield insight into the majority feeling of the community. Glenn

E. Storage facilities: The first of this year's budgeted storage facilities has been installed in the men's rest room, in the form of a white storage cabinet with a door lock. The second budgeted storage facility is the installation of sliding doors to cover the existing storage shelves and water heater space in the women's rest room. These doors will also have provisions for a lock. This improvement should be completed prior to the next dinner night.

- V. ROADS AND EASEMENTS:** The weather has continued to delay further maintenance activities. However, if the current good weather holds, several of the worst areas of surface deterioration on Sunset and Pacific Ways will be repaired. The areas will be marked, and the damaged surface removed within the next two weeks. The placement of asphaltic concrete will follow as soon as the sub-base is considered adequately compacted.

The fiscal limitations will not provide for the repairs needed in the area on Sunset Way near Cove Lane, where the base appears to have settled even more as a result of the heavy rainfall. This area requires more than just a new asphalt surface. It needs sub soil drainage, possible bulk-heading, and complete reconstruction of the roadway base.

While the above activities are scheduled, the need for the Board to adopt formal policy guidelines governing the maintenance or non-maintenance of the roads and easements is more salient. I plan to offer a prioritized schedule for developing and adopting the policy in logical stages, for the Board's consideration at the next Board meeting. However, if the Directors have any current preferences that should be considered in the schedule, these preferences should be discussed during tonight's meeting.

- VI. SAFETY-DISASTER PLAN:** Fifty-three (53) of the 144 non public metered water services have returned the Safety/disaster information form. This is 36.8%, and a minimum desired goal is to receive 50%. A third request and form will be sent to those residents that have not responded, along with their water bills, with a reminder of the forms's importance.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
OR THE MONTH OF JANUARY 1995**

**FISCAL
YEAR IS
58.90%
COMPLETE**

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

DESCRIPTION	1994-95 BUDGET	CURRENT FIS. YEAR TOTALS	CURRENT FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Jan-95 TOTAL
Opening Balance as applicable on 01/01/95				\$83.06	\$57,225.91	\$23,873.34	\$81,182.31
General and Admin. Income	26,644	26,245.21	98.5%	0.00	56.99	254.85	311.84
General & Admin. Expenses	20,912	7,882.28	37.7%	38.95	204.50	724.40	967.85
G&A Income - Expenses	\$5,732	18,362.93	320.4%	(\$38.95)	(\$147.51)	(\$469.55)	(\$656.01)
Water Income	64,000	35,912.95	56.1%	0.00	3,566.29	0.00	3,566.29
Water Expenses	49,021	24,988.25	51.0%	54.68	759.13	1,844.29	2,658.10
Water Income - Expenses	\$14,979	11,100.80	74.1%	(\$54.68)	\$2,807.16	(\$1,844.29)	\$908.19
Recreational Income	20,161	5,561.73	27.6%	160.50	622.00	0.00	782.50
Recreational Expenses	20,563	8,956.90	43.6%	84.61	707.69	404.18	1,196.48
Recreational Income - Expenses	(\$402)	(3,395.17)	NA	\$75.89	(\$85.69)	(\$404.18)	(\$413.98)
Road & Easement Income	0.00	0.00	NA	0.00	0.00	0.00	0.00
Road & Easement Expenses	16,038	4,955.13	NA	0.00	0.00	203.83	203.83
R&E Income - Expenses	(\$16,038)	(4,955.13)	30.01%	\$0.00	\$0.00	(\$203.83)	(\$203.83)
Fire Income	23,431	14,584.78	62.2%	0.00	1,299.59	0.00	1,299.59
Fire Expenses	23,431	11,915.38	50.9%	0.00	1,159.95	225.00	1,384.95
Fire Income - Expenses	\$0	2,669.40	NA	\$0.00	\$139.64	(\$225.00)	(\$85.36)
General Funds Account balances @ month end=			NA	\$65.32	\$59,939.51	\$20,726.50	\$80,731.33

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 429	Jan-95 TOTAL
Insurance	2059	\$458	457.79	100.0%				0.00
GM's fee	2117	5,443	956.00	17.6%			\$388.50	388.50
G&A share	2720	0	0.00	NA				0.00
Project Improvements	4169	30,000	1,000.00	3.3%		500.00		500.00
TOTALS =		\$35,901	\$2,413.79	6.7%	\$0.00	\$500.00	\$388.50	\$888.50

HARRIS FUND CAPITAL IMPROVEMENT INCOME

DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 429	Jan-95 TOTAL
Parcel tax	9007	\$23,951	14,243.50	59.5%				\$0.00
Delinq. taxes	9008	0	65.87	NA				0.00
Redemption's	9009	0	0.00	NA				0.00
Surcharge	9031	540	330.00	61.1%		30.00		30.00
Interest	9377	350	355.96	101.7%			131.86	131.86
TOTALS =		\$24,841	\$14,995.33	60.4%	\$0.00	\$30.00	\$131.86	\$161.86

HARRIS FUND 429 SUMMARY

Opening Harris Fund Balance	\$10,355	FUND 429					FUND 429
Harris Fund Income	24,841	14,995.33	60.4%	0.00	30.00	131.86	161.86
Harris Fund Expenses	35,901	2,288.79	6.4%	0.00	500.00	388.50	888.50
Harris Fund Income - Expenses	(11,060)	12,581.54	NA	0.00	(470.00)	(256.64)	(\$726.64)
Account balances @ month's end =		\$22,936.99	NA	\$65.32	\$59,469.51		

COMBINED ACCOUNTS EQUITY CHANGE

Total Income by Account	\$159,077	\$97,300.00	61.2%	\$160.50	\$5,544.87	\$254.85	5,960.22
Total Expenses Paid by Account	\$165,866	\$60,986.73	36.8%	\$178.24	\$3,331.27	\$3,382.54	6,892.05
CHANGE IN CASH EQUITY =	(\$6,789)	\$36,313.27	NA	(\$17.74)	\$2,213.60	(\$3,127.69)	(\$931.83)

ROSS DISTRICT CASH EQUITY @ CURRENT MONTH END = \$103,668.32 INCLUDING ALL FUNDS

NOTE: The Harris Fund 429 balance shown is the net balance, after adjustments for items paid from the 1st Interstate Bank \$1127.79 (1457.79 exp. - 330sur. inc.), and \$1,635 that should be transferred County Fund 428 as the 1993-94 year end adjustment for proportional Administrative expenses.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
OR THE MONTH OF JANUARY 1995**

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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	Jan-95 TOTAL
Secretary Wage	1003	\$2,700	1,315.37	48.7%			\$207.69	\$207.69
Rec'd'g Sect'y Wge	1005	1,200	207.69	17.3%				0.00
FICA	1404	230	116.51	50.7%	0.00	0.00	15.89	15.89
Work Comp. Ins.	1701	24	67.34	280.6%		10.95		10.95
Conferences	2049	750	654.00	87.2%		159.00		159.00
Insurance	2059	415	1,350.47	325.4%				0.00
GM's Fee	2117	4,343	2,879.00	66.3%			361.50	361.50
Pub. & Advertise.	2119	150	0.00	0.0%				0.00
Postage	2130	175	9.28	5.3%	3.48			3.48
Office Supplies	2133	875	144.44	16.5%	11.78			11.78
Copier Maintenance	2137	1,400	23.69	1.7%	23.69			23.69
County Fees	2352	6,500	249.50	3.8%				0.00
Mileage	2479	600	512.30	85.4%			97.25	97.25
Telephone	2534	600	308.57	51.4%		34.55	42.07	76.62
Gen. Expenses	2720	200	57.80	28.9%				0.00
Bld. Imp.	4048	500	0.00	0.0%				0.00
Equipment	4093	250	0.00	0.0%				0.00
TOTALS =		\$20,912	\$7,895.96	37.8%	\$38.95	\$204.50	\$724.40	\$967.85

20% of general G&A Costs = \$1,579.19 to be allocated as specified in Special Note, below.

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Jan-95 TOTAL
Property Taxes	9001	\$23,900	21,153.47	88.5%			\$254.85	\$254.85
Prop. Tax, Unsec'd	9002	1,100	886.40	80.6%				0.00
Hoptr. St.	9280	444	78.67	17.7%				0.00
Interest/Int. Fnd. Trans.	9377	300	3,580.03	1193.3%		56.99		56.99
Copier Income	9772	900	474.57	52.7%				0.00
TOTALS =		\$26,644	\$26,173.14	98.2%	\$0.00	\$56.99	\$254.85	\$311.84

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
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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	Jan-95 TOTAL
Secty Wages	1003	\$2,700	1,730.75	64.1%			\$207.69	\$207.69
Maint. Mgr. Wages	1028	11,000	5,497.15	50.0%			568.75	568.75
Extra Hire Wages	1073	1,000	70.00	7.0%				0.00
FICA	1404	1,125	558.29	49.6%	0.00	0.00	59.40	59.40
Benefits	1506	1,001	751.05	75.0%			83.45	83.45
Work. Comp. Ins.	1701	1,034	708.35	68.5%		370.25		370.25
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	823.45	32.9%		237.37		237.37
GM's Fee	2117	8,037	5,920.50	73.7%			850.00	850.00
Misc., Exp..	2121	900	559.80	62.2%		34.93		34.93
Refunds	2122	200	159.10	79.6%				0.00
Postage	2130	200	189.72	94.9%	34.56			34.56
Office supplies	2133	600	203.11	33.9%	20.12			20.12
Legal Notices	2221	200	18.75	9.4%				0.00
Contract Repairs	2325	3,200	2,198.63	68.7%		80.92		80.92
Travel	2479	675	675.00	100.0%			75.00	75.00
Telephone	2534	400	213.08	53.3%		33.76		33.76
Electricity	2535	4,200	3,262.30	77.7%		1.90		1.90
W&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
TOTALS =		\$49,021	\$24,988.25	51.0%	\$54.68	\$759.13	\$1,844.29	\$2,658.10

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Jan-95 TOTAL
Service Billing	9025	\$64,000	35,098.66	54.8%		\$3,701.03		3,701.03
Receipts Collected	9025		34,262.95	NA		3,266.29		3,266.29
Accounts Receivable	9025		3,739.63	NA				3,739.63
Security Deposits	9025SD		1,000.00	NA		300.00		200.00
Misc.. Income & Fees	9772		650.00	NA				0.00
Water Income totals =		\$64,000	\$35,912.95	56.1%	\$0.00	\$3,566.29	\$0.00	\$3,466.29

110
154

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
OR THE MONTH OF JANUARY 1995**

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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	Jan-95 TOTAL
Maint. Mgr. Wages	1028	\$500	125.00	25.0%				\$0.00
Janitorial Wages	1073	1,760	900.00	51.1%			120.00	120.00
FICA	1404	173	102.51	59.3%	0.00	0.00	9.18	9.18
Work. Comp. Ins.	1701	260	251.01	96.5%		126.28		126.28
Basketball	2041BA	246	0.00	0.0%				0.00
Bistro	2041BI	750	240.46	32.1%	25.35			25.35
Brunches	2041BR	150	0.00	0.0%				0.00
Community Dinners	2041CD	500	12.00	2.4%				0.00
Children's Programs	2041CP	150	120.36	80.2%		120.36		120.36
Labor Day BBQ	2041LD	800	352.35	44.0%				0.00
Tai Chi	2041TC	1,000	140.00	14.0%				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	250.26	166.8%	59.26	16.00		75.26
Ground Maintenance	2097	500	291.00	58.2%				0.00
GM's Fee	2117	4,089	1,807.00	44.2%			275.00	275.00
Publications	2119	200	0.00	0.0%				0.00
Misc. Expenses	2121	250	10.00	4.0%				0.00
Deposit Refunds	2122	2,000	1,568.75	78.4%		225.00		225.00
Postage & Off. Sup.	2133	150	43.55	29.0%				0.00
Refuse Removal	2259	321	258.00	80.4%		177.00		177.00
Building Supplies	2366	275	191.17	69.5%				0.00
Pay Telephone	2534	425	325.37	76.6%		34.11		34.11
Electricity for C. C.	2535	750	648.44	86.5%		8.94		8.94
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
TOTALS =		\$20,563	\$9,091.33	44.2%	\$84.61	\$707.69	\$404.18	\$1,196.48

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Jan-95 TOTAL
Children's Programs	9248	\$200	261.50	130.8%		\$261.50		\$261.50
C.C. Rental	9255	5,000	1,580.00	31.6%		145.00		145.00
Refundable Deposits	9255RD	2,000	1,200.00	60.0%		75.00		75.00
Child's Room Rental	9255CR	500	0.00	0.0%				0.00
Bistro	9811BI	1,600	859.91	53.7%	160.50			160.50
Brunches	9811BR	400	0.00	0.0%				0.00
Community Dinners	9811CD	2,000	28.00	1.4%		28.00		28.00
Labor Day BBQ	9811LD	2,000	543.37	27.2%				0.00
Tai Chi	9811TC	1,500	911.50	60.8%		112.50		112.50
Res. Handbooks	9834	100	10.00	10.0%				0.00
CDB Grant	9900	4,861	0.00	0.0%				0.00
TOTALS =		\$20,161	\$5,394.28	26.8%	\$160.50	\$622.00	\$0.00	\$782.50

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
OR THE MONTH OF JANUARY 1995**

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FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Jan-95 TOTAL
Work. Comp. Ins.	1701	\$2,900	2,362.81	81.5%		\$1,159.95		\$1,159.95
Gen. & Vehicle Ins.	2059	4,023	4,308.63	107.1%				0.00
GM's Fee	2117	2,763	1,575.00	57.0%			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	4,293.53	31.2%				0.00
TOTALS =		\$23,431	\$12,539.97	53.5%	\$0.00	\$1,159.95	\$225.00	\$1,384.95

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Jan-95 TOTAL
W. Marin Grant	9377	\$13,745	8,850.00	64.4%				\$0.00
MBVFA Donations	9763	9,686	5,734.78	59.2%		1,299.59		1,299.59
TOTALS =		\$23,431	\$14,584.78	62.2%	\$0.00	\$1,299.59	\$0.00	\$1,299.59

ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Jan-95 TOTAL
Maint. Mgr.	1028	\$500	375.00	75.0%			\$50.00	\$50.00
Extra Hire	1073	1,500	950.00	63.3%				0.00
PCA	1404	153	101.36	66.3%	0.00	0.00	3.83	3.83
Work Comp. Ins.	1701	170	0.00	0.0%				0.00
Insurance	2059	795	457.79	57.6%				0.00
Repairs	2077	3,750	607.79	16.2%				0.00
Gen. Maint.	2078	750	0.00	0.0%				0.00
GM's Fee	2117	3,420	2,321.50	67.9%			\$150.00	150.00
G&A Share	2720	0	0.00	NA				0.00
Road Const.	2741	5,000	0.00	0.0%				0.00
TOTALS =		\$16,038	\$4,813.44	30.0%	\$0.00	\$0.00	\$203.83	\$203.83

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON FEBRUARY 1, 1995**

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

- I. Call to order.** Vice President Lee called the meeting to order at 7:15 P.M..
- II. Review and consideration of Agenda.** Director Pinto *moved* to approve the Agenda for February 1, 1994 meeting, as submitted; second by Director Rudnick; ayes all.
- III. Review and consideration of bills and expenses.** Director Pinto requested clarification on the date for the ABC Consultants billing under Recreation on page 4 of 23. The GM said it should be corrected to be 1/95 instead of 12/94. Director Pinto then asked if there was a double billing under the Fire Department, for Eastpak, Inc. and Lee & Associates. The GM said these should not be on page 4 of 23 and corrected the Fire Department expenditures on that page to eliminate these billings. The new Fire Department total is \$824.52. With these corrections, Director Pinto *moved* To approve the Bills to be Paid report for 12/07/94 through 12/31/94, in the amount of \$88.50 in Harris Fund Expenditures and \$4556.72 in general fund expenditures for a total of \$4,645.22. She also moved to approve the corrected expenditures for 1/01/95 through 1/25/95, with \$888.50 in Harris Fund expenditures and \$5,242.15 in general fund expenditures, for a total of \$6230.65; seconded by Director Shaffer, ayes all.
- IV. Public open time.**
 - A. Old Business.** There were no requests from the public for Old Business. Director Pinto reported that communication with the Parks Service concerning Redwood Creek has not been active, and suggested that this matter should be given more emphasis.
 - B. New Business:** There were no requests from the public for New Business. Director Shaffer introduced a letter from Glenn A. Oclassen suggesting that the Muir Beach Community Services District sponsor an annual Muir Beach Community Garage Sale. Copies of the letter were given to each of the Directors present, and the topic was briefly discussed. The topic will be placed on the next Board meeting agenda for further discussion and possible action.
- V. Fire Department.** Chief Farkas said that activities have been calm since the last meeting, and then discussed the forthcoming planning dinner for the annual BBQ. The GM mentioned that he regrettably could not attend, as he will be in S. California at the time of the dinner.

A brief discussion was held concerning the District's fire rating being upgraded from Class 10 to Class 8/9. The GM noted that his review of the underwriter's inspection report indicated that it would be very difficult to get a higher rating. Overall, the District's water system was in Class 6, and a higher rating would require increasing the size of the main lines from 4" to 6", and this would not be considered cost effective. He also noted that continued upgrading of the fire hydrants was recommended by the report. The report also suggested additional equipment for the Fire Department, but this is also currently beyond our means, and not cost effective.

It was suggested that a letter advising the property owners of the rating Class upgrade should be prepared and mailed in the near future.

VI. General Manager's Report: The GM reported on the following District operational activities:

- A. Budget:** The GM reported that we have received the first increment of the tax revenues, and said that we will receiving a total of approximately \$2,000 more in tax revenue than the budget estimate. He also reviewed changes in the budget report form, which reduced the report down from 6 to 5 pages.
- B. Interest earnings:** The GM reported that we earned \$321.67 in interest on the 1st Nationwide depository funds. Also, the Harris Fund owes the general fund more than \$2,000. He maintains a bookkeeping record, versus actual funds transfer, as the Harris Fund earns interest while general funds on deposit with the County do not.

The GM then discussed his recommendation that the MBVFD building reserve account (administered by the District) be combined with additional District funds, to purchase a \$10,000 six month Treasury Bill. He also recommended that an additional \$10,000 of the general funds be used to purchase a ninety day Treasury Bill. Current Treasury Bills are earning more than 5% interest versus the Districts depository interest rates of approximately 2%.

The was followed by a general discussion reviewing the security, and timely monetary needs of the District. The GM explained that the District can purchase the T-bills direct from the Treasury, saving commissions, and that the short terms recommended would be more than adequate to preserve the District's sound financial position. Director Shaffer *moved* to authorize the GM to take the necessary steps to combine the MBVFD building fund with additional District funds to purchase a \$10,000 six month Treasury Bill. At the same time,, the GM should purchase a \$10,000 ninety day Treasury Bill with additional District general funds; Seconded by Director Pinto; ayes all. It was further agreed that the Board will review the District's fiscal needs, prior to continuing this investment.

- C. Recreation:** The GM reviewed plans for the February 15, 1995 dinner, noting that the reservations were already oversubscribed, with several people on standby in case of cancellations.

He then discussed the tentative plans for a Saturday or Sunday brunch, with the District supplying the food, while residents bring and plant two native plants to beautify the community center grounds. It was suggested that the GM contact Sloats Garden Center in Mill Valley, to seek assistance in developing a plant list and landscaping plan using all native plants suitable for the area. The GM said he would coordinate this with qualified volunteer efforts.

- D. Water:** The GM briefly reviewed the water operations, including the repair of a cracked service line serving # 1 Seacape Drive. In addition, the following items were discussed.
 - 1. Well house repairs:** The roof of the well house is leaking, and temporarily a tarpaulin has been placed over the structure. The GM pointed out that the existing flat roof has been repaired several times, but is inappropriate for this climate. Several revisions and

improvements are currently being considered for the building, and a redesigned ^{sloped} slopped roof will be in these considerations. The GM noted that the closing of the recycle area will permit expansion of the workshop and water storage area.

2. **Well site property:** There was a brief discussion of security for the well site property. The GM noted that wooden posts had been placed with a chain and combination lock. Users of the volley ball court have the combination and permission to come into the area for use of the court. However, the property is to remain locked to discourage people from dumping debris in the area. The GM mentioned that on more than one occasion, he has found it necessary to stop people from changing their oil (draining the oil onto the ground), and depositing other hazardous waste.
3. **Delinquent rental water bills:** The Board reviewed a request to provide relief to a property owner that is being held responsible for a former renter's delinquent water bill. There was a general discussion concerning how the bill occurred as a result of the old billing system, current procedures for delinquent notices, etc. After reasonable consideration, director Shaffer *moved* to enforce the District's policy and hold the property owner responsible; seconded by director Rudnick; the motion carried with director Lee voting in favor, while Director Pinto abstained due to a possible personal conflict of interest involving a neighbor.

Shaffer
Lee
Pinto
Rudnick
Shaffer

E. **Harris Plan:** The GM said Henry Hyde has submitted the preliminary draft for the Harris Plan update, and that he is approximately 50% ~~through~~ ^{through} his review. He will submit the final draft, and his summary report for the Board's consideration during the regular February meeting.

F. **Tax relief:** The GM reviewed his report concerning the special assessment taxing of assessors parcel 199-232-3, 7 & 8, indicating that he could find no reason that this property is taxed as two different parcels rather than a single parcel under one owner, and with a single residential improvement on the tax rolls. The GM also indicated that the property owner owes the District money, and the amount of the District's lien is greater than the amount of excess taxes that may have been paid. After some discussion the Board concurred with GM's finding, and director Pinto *moved* to correct the tax rolls to show these three parcels as a single parcel for special assessment purposes under the terms of the current special assessment. Further, the GM is directed to ascertain the amount of the excess taxes that have been paid, and to apply the paid excess taxes to moneys owed to the District by the property owner. The District's lien against the property should be reduced by the amount of the monetary credits applied. The motion was seconded by director Shaffer; ayes all.

Shaffer
Lee
Pinto
Rudnick
Shaffer

G. **Roads and Easements:** The GM reported that the severe rains have caused new damage to the pavement areas scheduled for sealing and repair. It will be necessary for him to physically survey the pavement surfaces again, and to update his original maintenance report. He hopes to have this done in time for the next meeting.

There was a General Discussion Concerning the Roads and Easements, with the following specific areas brought to the GM's attention.

1. A hole in front of the Rodriquez property needs immediate repair.

2. A tree has fallen across the easement between the Hills and Burn-Callendar property.
3. The pedestrian easements are very slippery, and need attention, including the possible use of gravel to provide a non slip walking surface.

The GM said he would inspect these areas, and take appropriate measures including the posting of District signs warning people of the conditions and to precede at their own risk, if applicable. He noted that the Board has not developed a final policy concerning the easements, and that this must be done prior to the District assuming an authority with its concurrent liability, that it may not have been granted by the voters.

VII Minutes of the December 7, 1994 meeting: Director Pinto noted that the date in the heading is shown as December 26, 1994 instead of the appropriate December 7, 1994. The GM said this has been corrected. There were no other corrections offered, and Director Pinto *moved* to approve the minutes with the title date corrected; seconded by director Lee; ayes all.

VIII. There was a brief discussion concerning the next Board meeting and it was decided that **the next Board meeting will be on the regular meeting schedule date of Wednesday, February 22, 1995, beginning at 7:00 PM.** Director Lee indicated that she will not be able to attend the meeting as it conflicts with a long standing previously planned ~~engagement~~ *engagement*.

The meeting was adjourned at 9:20 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

MEMORANDUM

MARIN COUNTY COMMUNITY DEVELOPMENT AGENCY

TO: Community Development Block Grant Recipients
FROM: Roy Bateman, Community Development Coordinator
DATE: February 9, 1995
SUBJECT: New Income Limits for Community Development Block Grant (CDBG) Program

The following income limits became effective for all CDBG projects as of February 6, 1995.

INCOME LIMIT SCHEDULE

MARIN COUNTY

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

February 6, 1995

Number of Persons in <u>Household</u>	Very <u>Low Income</u>	<u>Low Income</u>
1	20,850	28,150
2	23,850	32,150
3	26,800	36,200
4	29,800	40,200
5	32,200	43,400
6	34,550	46,650
7	36,950	49,850
8	39,350	53,050

A family or other household is eligible for Community Development Block Grant assistance if its total income is below these limits

(For larger households call the Community Development Block Grant Office at 499-6268)

To: The Muir Beach CSD

From: Glenn A. Oclassen, 44 Starbuck, 380-8819

Re: Annual Muir Beach Community Garage Sale

I would like to propose that the CSD consider the establishment of an annual community-wide garage sale to take place in April or May of each year.

The Need

All of us have stuff lying around that we would like to sell and often a garage sale is a good way to turn unwanted items into a bit of cash. Unfortunately, Muir Beach is an inconvenient location for an individual garage sale and buyers are likely to be only those who were out at the beach for other reasons.

The Marin City flea market has offered a selling venue for many but it will close down shortly, which will also leave a large and frustrated group of flea market devotees with no way to indulge their passion for discovery and acquisition.

Execution

1. Proposed format:

- CSD to produce and fund advertising, posters, classifieds, etc. Need to get ads started several weeks ahead.
- CSD to produce maps showing the homes of all those participating, give out as buyers enter the community on Hwy 1.
- Sellers to set up their stuff in their own garages or yards.
- Revenue to the community to be generated by a seller's royalty to be paid at the rate of 5% of sales (honor system).
- Sale to take place on a Saturday and Sunday in the spring after the rains stop and before the fog starts.

2. Issues:

- Alternatively, we could use a flea market format with sellers to set up at the community center or other larger location (firemen's picnic area?). This could work but only if the stuff being sold is small enough to move easily and only if we can find a large enough venue.

The beach parking lot would be ideal but would involve dealing with the state and would create parking problems, which would be avoided by spreading the selling locations around the entire community. My preference would be for the garage sale approach to make setting up as simple as possible and permit the sale of large items.

- Perhaps the Pelican might want to get involved in some way as this could bring them a lot of awareness and new business.

- Maybe this should be held in conjunction with the annual picnic although it could get to be too big (is there any such thing?).

3. Logistics:

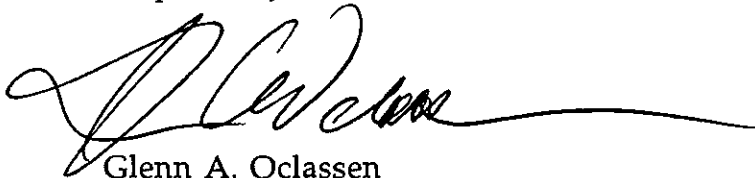
- I will be happy to participate in designing and producing the necessary ad materials.

- Total front end costs are unlikely to exceed \$300 for flyers and classifieds.

- If we can decide soon enough, we could distribute flyers at the Marin City flea market before it shuts down.

- The necessary critical mass of sellers would probably be around 30 to 40. Fewer than that might not offer enough buyer incentive to come over the hill or sufficient revenue to cover ad costs. We can easily survey ahead of time to get a sense of seller interest. My guess is that there will be significantly greater interest in a garage sale format, where the buyer comes to the seller, rather than flea market approach where it works the other way.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Glenn A. Oclassen', with a long horizontal flourish extending to the right.

Glenn A. Oclassen

WEST MARIN

Chamber of Commerce

—P.O. Box 1045 The Creamery Building
—Point Reyes Station California 94956
415 663-9232

February 6, 1995

Stanley Skinner, President
Pacific Gas and Electric Company
77 Beale Street
San Francisco, CA 94177

Dear President Skinner:

The West Marin Chamber of Commerce is concerned about the quality of the electric power service that West Marin County will experience as PG&E reduces its distribution system workforce. Our concern arises because our electrical location makes our area subject to a significantly higher frequency of distribution-related outages than is experienced in most other areas of PG&E's system. The most recent serious outages, which began on January 6, affected all of West Marin, left some of our most heavily populated areas without power for 17 hours, and left some areas without power for days. This outage kept many or most of our businesses closed, and left many of our area's homes without heat.

Because of the frequency of outages in our area, both our businesses and the public health and safety heavily depend upon PG&E's ability to promptly respond to electrical emergencies. Unfortunately, PG&E may be in the process of compromising its response capabilities through its cuts in division crews and in distribution construction line crews. Indeed, while some PG&E staff have assured us that these cuts will not adversely affect service, other PG&E staff have confidentially informed us that, in their opinion, the seriousness of West Marin's recent outages is partly due to the distribution staffing cuts that have already occurred. We are therefore concerned that the quality of our electric power service may, in the future, decline significantly; and we wonder if this deterioration has already begun.

Our fear of deteriorating service quality arises, in part, from our understanding that PG&E is reducing its distribution system workforce for the wrong reasons. The right reason for cutting this workforce would be to improve the efficiency of distribution operations, and we would applaud such an efficiency improvement. These cuts come at a time, however, when PG&E is facing serious financial challenges due to emerging competition in generation and (ultimately) in power brokerage to final consumers. PG&E must certainly respond to these difficulties by cutting its costs; but while these difficulties justify cutting the costs of those services that are subject to competition and for which consumers may find alternative suppliers, they do not justify cutting the costs of those services for which PG&E has and will have a continuing monopoly. Thus, the cuts in distribution costs may not only be inefficient but also inequitable in their impacts upon captive monopoly customers.

___President Stanley Skinner
___February 6, 1995
___Page 2

The California Public Utilities Commission, in its many pronouncements concerning the electric power industry's present transition to competition, has repeatedly stated its commitments both to maintaining the quality of electric power service and to protecting captive monopoly customers. consistent with the Commission's policy, we request that PG&E not undertake workforce reductions that are likely to result in a deterioration of the quality of its continuing monopoly services, that it reverse any distribution staff reductions that have already compromised service quality and that it take steps to avoid lengthy and repeated outages of the sort that afflicted so much of the California coast on and about the weekend of January 6. With respect to our area, we request that PG&E continue to provide West Marin with a troubleshooter and a line crew (at the Olema substation) who have detailed knowledge of our local distribution system and who can promptly response to everyday emergencies. We also request that PG&E maintain (or restore) West Marin's tree-trimming crews, as the tree-falls on power lines are the major cause of our local outages.

Sincerely yours,



Lynnette Kahn

xc: Attached Distribution List

West Marin Chamber of Commerce Board of Directors:

■ Lynnette Kahn, President
— Laurence Kirsch, Vice President
Jeri Jacobsen, Secretary
Mary Davies, Treasurer

Pat Healy
Bill McKee, Chairman of Brochure Committee
Web Otis, Chairman of Gov. Liaison Committee
James Stark
Boyd Stewart

**TABLE OF CONTENTS
FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING ON
WEDNESDAY, MARCH 22, 1995 AT 7:00 PM**

<u>DESCRIPTION</u>	<u>PAGES</u>
Agenda	1 - 2
Bills to be Paid Reports.	3
Water Operations report	4 - 5
General Manager's Report	6 - 7
Budget Report for the month of January 1995	8 - 12
Draft Minutes for the 02/01/95 Meeting	13 - 16

**AGENDA FOR MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON
WEDNESDAY, MARCH 22, 1994. BEGINNING AT 7:00 PM
IN THE COMMUNITY CENTER, 19 SEACAPE DRIVE,
MUIR BEACH, CALIFORNIA**

DIRECTORS: Dale Hopkins, president; Nancy Wolf Lee, Erin Pinto, Peter Rudnick, and Steven Shaffer, directors. *Steve out of town, Nancy?*

- I.** Call the meeting to order. Once the meeting is called to order, president Hopkins will step down, and incoming president Lee will take the chair. *7:18 Nancy not here.*
- II.** Review and consideration of the March 22, 1995 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. *Refer. Erin all.*
- III. Bills to be paid:** Consideration of the bills to be paid, received subsequent to the bills submitted for approval during the February 22, 1995 meeting. *Erin, Peter, 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 fire volunteer activities since their last meeting attendance on February 1, 1995. *MBVFDA Agreement. Fire Truck*

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

VI. **General Manager's report.** The General Manager ("GM") will report on the following items.

- A. **Administration:** The GM will report on ongoing administrative activities, including:
1. Communication improvements.
 2. Employee, volunteer & director benefit information.
 3. General Manager's contract.
- 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. He will also report on the implementation of the use of Treasury Bills to improve the District's income.
- C. **Recreation:** The GM will report on the planned recreational activities for the near future, and the March 15, 1995 community dinner.
- In addition, the suggestion that the District sponsor a Muir Beach area wide "Garage Sale" will be further discussed, for possible planning and implementation.
- D. **Water:** The GM will report on the following water activities.
1. General operations and maintenance.
 2. Billing and fiscal considerations including a review of fiscal receipts, accounts receivable, and delinquent accounts status.
 3. Harris Plan review and status.
- E. **Roads and Easements:** The GM will report on the maintenance activities concerning roads and easements.

VII. **Review Draft Minutes of the March 1, 1995 meeting.** *Envi, Pate*

VIII. **Setting date for the next Board meeting.**

April 26th @ 7 P.M.

ADJOURNMENT OR CONTINUATION.

9:46

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 02/23/95 THROUGH 03/1 5/95**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
HARRIS FUND EXPENSES, FUND 429				
ABC CONSULTANTS	H2117	GM'S FEE 3/95	C	\$388.50
TOTAL HARRIS FUND EXP. =				\$388.50

ADMINISTRATION EXPENSES, DIVISION CODE 9236

ABC CONSULTANTS	A2117	GM'S FEE FOR 3/95	C	\$361.50
USPO	A2130	STAMPS	PC	3.48
DISCOVERY OFFICE SYSTEMS	A2137	ANNUAL MAINT. CONTRACT FOR COPIER	B	549.00
COSTCO	A2137	COPIER PAPER 8.5 X 11	PC	23.69
ABC CONSULTANTS	A2479	TRAVEL THRU 2/28/95, 342 MILES @ \$0.25	C	85.50
ABC CONSULTANTS	A2534	TOLL CALLS THRU 2/20/95	C	28.51
PACIFIC BELL	A2534	OFFICE PHONE THRU 2/11/95	B	17.78
TOTAL G&A EXPENSES =				\$1,069.46

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

ABC CONSULTANTS	E2117	GM'S FEE FOR 3/95	C	\$150.00
MARTIN BROS SUPPLY	E2077	GRAVEL FOR POTHOLE	B	6.97
TOTAL R&E EXPENSES =				\$156.97

WATER DIVISION EXPENSES, DIVISION CODE 9238

HARVEY PEARLMAN	W1028	WAGES THROUGH 3/11/95 (LESS R1028 BELOW)	C	\$834.29
HARVEY PEARLMAN	W1506	MEDICAL BENEFITS	C	102.33
COUNTY HEALTH DEPARTMENT	W2115	WATER TESTS, 2/28/95	B	30.00
ABC CONSULTANTS	W2117	GM'S FEE FOR 3/95	C	850.00
COSTCO	W2121	PAPER TOWELS	PC	9.45
MARY JO HENRY	W2122	REFUND PART OF SECURITY DEPOSIT	B	70.62
JENNY HAINES	W2122	REFUND PART OF SECURITY DEPOSIT	B	29.21
USPO	W2130	STAMPS	PC	34.56
OFFICE DEPOT	W2133	PAPER SUPPLIES	PC	11.78
COSTCO	W2133	ENVELOPES	PC	20.12
FORSTER PUMP & ENGINEERING	W2325	REPAIR SLOW RELEASE VALVES	B	173.66
JACKSON'S	W2325	WEED WACKER REPAIRS	B	36.64
WEEKS WELL DRILLING & PUMP CO.	W2325	CLEANING & REPAIR OF WELL #2-301	B	1,278.17
HARVEY PEARLMAN	W2479	MILEAGE ALLOWANCE	C	75.00
PG&E	W2535	WELL & LOWER TANK ELECTRIC THRU 2/21/95	B	459.74
TOTAL WATER EXPENSES =				\$4,015.57

RECREATION EXPENSES, DIVISION CODE 9239

HARVEY PEARLMAN	R1028	REPAIRS TO COM. CTR. LGTS. & STG.	C	\$121.11
JUANA GONZALES	R1073	JANITORIAL WAGES FOR MARCHE '95	C	129.18
COSTCO	R2041BI	BISTRO SUPPLIES	PC	37.43
BELLS MARKET	R2041BI	BISTRO SUPPLIES	PC	9.89
NANCY KNOX	R2041BI	SCONES FOR BISTRO	PC	65.00
COSTCO, BELLS, SAVE MORE MKTS	R2041CD	COMMUNITY DINNER SUPPLIES	PC	327.53
COSTCO	R2096	EXTERIOR FLOOD LIGHT BULBS	PC	21.53
HOME DEPOT	R2096	ENERGY LIGHTS FOR EXIT SIGNS & TOILET RE	PC	37.73
ABC CONSULTANTS	R2117	GM'S FEE FOR 3/95	C	275.00
DR. BOECHE	R2122	REFUND RENTAL SECURITY DEPOSIT	B	75.00
COSTCO	R2366	PAPER TOWELS	PC	9.45
PACIFIC BELL	R2534	COM. CTR. PAY PHONE THRU 2/19/95	B	42.59
PG&E	R2535	COM. CTR. ELECTRIC THRU 2/21/95	B	81.37
HOME DEPOT	R4048	STORAGE CABINET FOR COM. CTR.	PC	108.16
COSTCO	R4093	POTS FOR COM. CTR. DINNER PREP.	PC	89.41
TOTAL RECREATION EXPENSES =				\$1,430.38

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC CONSULTANTS	F2117	GM'S FEE FOR 3/95	C	\$225.00
TOTAL FIRE EXPENSES =				\$225.00

NOTE:

Petty cash expenses include January & February expenditures, as January expenses were not included in last month's report.

TOTAL HARRIS FUND EXPENSES = \$388.50
TOTAL GENERAL FUND EXPENSES = 6,897.37
TOTAL OF ALL EXPENSES = \$7,285.87

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~~ 3/22/95

MUIR BEACH COMMUNITY SERVICES DISTRICT

Dale Hopkins, President

Donovan Macfarlane, General Manager

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
FEBRUARY 15, 1995 THROUGH MARCH 15, 1995**

Send copper tests to Linn.

WATER SYSTEM STANDARD OPERATIONS :

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 0.00 ppm. *detection limit* ?
3. The cleaning of well #1 has been completed. It was determined that high pressure cleaning would not be appropriate, as the bailing of gravel and large stones indicated failure of the well casing. Bailing was unable to clear the gravel at the lower depth, requiring the well shaft to be shortened by approximately four feet. A reinforced PVC casing was driven as deep as possible, the well shaft shortened, and the pump replaced. The well was then sterilized with chlorine, pumped clear, and placed on line. At this time, we are alternating from Well #1 to Well #2, every two weeks.

We are seeking high pressure cleaning of Well #2, which is estimated to cost less than \$2,000. At this time there is no evidence that the well casing has failed, but until soil conditions permit, we will not be able to remove the pump and begin bailing. With the current weather, it may be several weeks before we can complete this operation.

WATER PRODUCTION: Note: Meters were read on 02/23/95. Production is based on 31 days.

1.	Total volume of water produced	865,400	gallons
2.	Average daily production	27,916	gallons/day
3.	Maximum daily production, 24 hours on 2/17/95	52,700	gallons
4.	Minimum daily production, power failure 2/17/95	300	gallons
4.	Volume of water billed by customer meters, total	658,928	gallons
5.	Average daily customer water use, per customer	144	gallons/day
6.	Estimated maintenance, fire, and leak water consumption.	110,000	gallons
7.	Unaccounted for water loss = 11.1% of production	95,472	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. Weekly filter cleaning of cartridge and sand filters.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
FEBRUARY 15, 1995 THROUGH MARCH 15, 1995**

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing was \$3,756.72, including \$77.40 in late payment and interest penalties. Water revenues collected totaled \$4,665.92 including security deposits. Accounts receivable were \$2,162.72 at the close of 2/25/95.

No 48 hour notices were sent, six 15 day notices were sent, and five 30 day notices were sent. All metered water services are in service.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

To Do plan

Water Right issue

Road Easements

MBVFDA.

GM Contract

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

TO: The Board of Directors
FROM: Donovan Macfarlane, General Manager
DATE: March 19, 1995
FOR: Board of Directors Meeting, on Wednesday, March 22, 1995

I. ADMINISTRATION: The general administrative activities have been normal and without unusual problems. The following activities require Board consideration:

*Pay phone
for manager's
use.*

A. Communications: After considerable research, the most practical and cost effective method to improve District telephone communications seems to be the use of call forwarding and the installation of a District line in the GM's Vallejo office. It is estimated that 80 to 90 percent of the District's calls will be answered in person, once this system is initiated. The costs involved include:

1. Call forwarding \$4.20/month base charge, \$6 initial installation. Vallejo is in the base area, and calls forwarded will be billed as a local fee call. There is a 20% discount for volume calls, and it is estimated that this will almost offset the basic monthly charge, when compared to the current costs.
2. Installation of the Vallejo District line is estimated as \$40 to \$150 depending on the existing service conditions. The basic monthly charge will then be approximately \$20 per month.
3. The overall increase in annual costs should not exceed \$360, after the installation costs have been covered. **Considering the anticipated improvement in District communications, it is recommended that this service be installed.**

Enron, Data all.

B. Employee, volunteer, and director benefits: Both the State and Blue Cross-Blue Shield health benefit plans are available for qualified District employees, Directors, and Volunteers. The State "PERS" is also available. However, before costs can be projected, it is necessary to estimate the number of participants. I need to know how many board members are interested in membership. The District does not anticipate bearing any of the cost, other than administration of the fees paid by individuals. However, making these plans available to Directors, employees, and volunteers should improve the appeal of serving as a director, employee, and volunteer.

*Call for a
special meeting
Tue Apr. 12*

C. General Manager's Contract: The GM's current contract expires on March 31, 1995, and a new contract should be negotiated. It is suggested that the Board form an ad hoc committee to consider this, and prepare a recommendation for the Board's review.

II.

MONTHLY BUDGET REPORT: The overall District equity (including accounts receivable) continued its slow decline, as we approach the second half of the fiscal year's tax income receipts. District equity is good, and barring unforeseen emergency conditions, we should end the year with more equity than projected by the adopted budget.

Purchase of the Treasury Bills has been completed. The 91-day Bill has an effective earning rate of 5.84%, and the 182-day Bill has an effective earning rate of 6.14%. **Review of the district's equity, cash flow needs, and anticipated tax income indicate that the district should purchase another 91-day Bill, in the amount of \$15,000.** It is also recommended that the District minimize (by withdrawal) the general funds on deposit with the County, and place these funds in the district's interest earning account. It will be necessary to deposit funds with the County, on a timely basis, to provide for payroll expenditures, which are the only expenses paid through the County general fund.

Erin, Pat.

III. RECREATION:

A. The March 15, 1995 community dinner was a marginal success. Attendance was just 28 people. A second dinner notice was not posted, and many of the attendees said others might have come if a second notice had been posted as a reminder. The attendees did seem to enjoy themselves, and we did gain volunteers for the Historical group. The financial analysis is as follows:

1.	Total dinner income from food (beverages included)	\$ 280.00
2.	Gross expenses for food & beverages (less inventory)	<u>218.07</u>
	Net dinner income = \$	61.93

B. Rescheduled future events. Volunteers have not been arranged for to conduct the next community dinner, and/or brunch. No new event is currently planned until volunteers come forth. *Erin, Mia, Dale.*

C. Community Block Grant: I am in the process of getting the final methodology for securing approval of our Grant. At this time, it appears that there is a strong possibility that we will receive the needed approval.

IV. ROADS AND EASEMENTS: The weather has continued to delay further maintenance activities, and current forecasts indicate continued inclement weather. Current maintenance activities are on hold, except as required by immediate storm damages.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF FEBRUARY 1995**

FISCAL
YEAR IS
66.58%
COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

DESCRIPTION	1994-95 BUDGET	CURRENT FIS. YEAR TOTALS	CURRENT FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Feb-95 TOTAL
Opening Balance as applicable		\$56,891.15		\$65.32	\$59,589.97	\$20,726.50	\$80,381.79
General and Admin. Income	26,644	26,657.29	100.0%	0.00	75.07	337.01	412.08
General & Admin. Expenses	20,912	8,570.85	41.0%	0.00	103.49	585.08	688.57
G&A Income - Expenses	\$5,732	18,086.44	315.5%	\$0.00	(\$28.42)	(\$248.07)	(\$276.49)
Water Income	64,000	40,665.48	63.5%	0.00	4,665.92	0.00	4,665.92
Water Expenses	49,021	28,240.64	57.6%	9.45	1,161.98	2,170.44	3,341.87
Water Income - Expenses	\$14,979	12,424.84	82.9%	(\$9.45)	\$3,503.94	(\$2,170.44)	\$1,324.05
Recreational Income	20,161	6,927.78	34.4%	486.25	872.00	0.00	1,358.25
Recreational Expenses	20,563	10,315.81	50.2%	621.52	241.07	404.18	1,266.77
Recreational Income - Expenses	(\$402)	(3,388.03)	842.8%	(\$135.27)	\$630.93	(\$404.18)	\$91.48
Road & Easement Income	0.00	24.07	NA	24.07	0.00	0.00	24.07
Road & Easement Expenses	16,038	4,987.40	31.1%	0.00	23.96	150.00	173.96
R&E Income - Expenses	(\$16,038)	(4,963.33)	31.10%	\$24.07	(\$23.96)	(\$150.00)	(\$149.89)
Fire Income	23,431	14,584.78	62.2%	0.00	0.00	0.00	0.00
Fire Expenses	23,431	12,618.93	53.9%	0.00	478.55	225.00	703.55
Fire Income - Expenses	\$0	1,965.85	NA	\$0.00	(\$478.55)	(\$225.00)	(\$703.55)
General Funds Account balances @ month end=		\$81,016.93	NA	(\$55.33)	\$63,193.91	\$17,528.81	\$80,667.39

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	Feb-95 TOTAL
Insurance	2059	\$458	457.79	100.0%				0.00
GM's fee	2117	5,443	1,344.50	24.7%			\$388.50	388.50
G&A share	2720	0	0.00	NA				0.00
Project Improvements	4169	30,000	1,000.00	3.3%				0.00
TOTALS =		\$35,901	\$2,602.29	7.8%	\$0.00	\$0.00	\$388.50	\$388.50

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	Feb-95 TOTAL
Parcel tax	9007	\$23,951	14,243.50	59.5%				\$0.00
Delinq. taxes	9008	0	65.87	NA				0.00
Redemption's	9009	0	0.00	NA				0.00
Surcharge	9031	540	360.00	66.7%		30.00		30.00
Interest	9377	350	355.96	101.7%				0.00
TOTALS =		\$24,841	\$15,025.33	60.5%	\$0.00	\$30.00	\$0.00	\$0.00

HARRIS FUND 429 SUMMARY

	Overall					COUNTY 428 + 429	NET TOTAL FUND 429
Opening Harris Fund Balance	\$10,355	\$10,355.45				\$23,606.91	\$20,944.12
Harris Fund Income	24,841	14,863.47	59.8%	0.00	30.00	0.00	30.00
Harris Fund Expenses	35,901	1,788.79	5.0%	0.00	0.00	388.50	388.50
Harris Fund Income - Expenses	(11,060)	12,949.68	NA	0.00	30.00	(388.50)	(358.50)
Account balances @ month's end =		\$103,972.52	NA	(\$55.33)	\$63,223.91	\$40,747.22	\$20,585.62

COMBINED ACCOUNTS EQUITY CHANGE

Total Income by Account	\$159,077	\$103,698.80	65.2%	\$486.25	\$5,612.99	\$337.01	6,436.25
Total Expenses Paid by Account	\$165,866	\$66,522.42	40.1%	\$655.04	\$1,961.13	\$3,923.20	6,539.37
CHANGE IN CASH EQUITY =	(\$6,789)	\$37,176.38	NA	(\$168.79)	\$3,651.86	(\$3,586.19)	(\$103.12)

GROSS DISTRICT CASH EQUITY @ CURRENT MONTH END = \$103,972.52 INCLUDING ALL FUNDS

NOTE: The Harris Fund 429 balance shown is the net balance, after adjustments for items paid from the 1st Interstate Bank \$997.79 (1,457.79 exp. - 360sur. inc.), and \$1,635 that should be transferred to County Fund 428 as the 1993-94 year end adjustment for proportional Administrative expenses.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF FEBRUARY 1995**

FISCAL
YEAR IS
66.58%
COMPLETE

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Feb-95 TOTAL
Secretary Wage	1003	\$2,700	1,523.06	56.4%			\$207.69	\$207.69
Rec'd'g Sect'y Wge	1005	1,200	207.69	17.3%				0.00
FICA	1404	230	132.40	57.6%	0.00	0.00	15.89	15.89
Work Comp. Ins.	1701	24	53.66	223.6%				0.00
Conferences	2049	750	654.00	87.2%				0.00
Insurance	2059	415	1,350.47	325.4%				0.00
GM's Fee	2117	4,343	3,240.50	74.6%			361.50	361.50
Pub. & Advertise.	2119	150	0.00	0.0%				0.00
Postage	2130	175	9.28	5.3%				0.00
Office Supplies	2133	875	144.44	16.5%				0.00
Copier Maintenance	2137	1,400	23.69	1.7%				0.00
County Fees	2352	6,500	249.50	3.8%				0.00
Mileage	2479	600	573.80	95.6%		61.50		61.50
Telephone	2534	600	350.56	58.4%		41.99		41.99
Gen. Expenses	2720	200	57.80	28.9%				0.00
Bld. Imp.	4048	500	0.00	0.0%				0.00
Equipment	4093	250	0.00	0.0%				0.00
TOTALS =		\$20,912	\$8,570.85	41.0%	\$0.00	\$103.49	\$585.08	\$688.57

20% of general G&A Costs = \$1,714.17 to be allocated as specified in Special Note, below.

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Feb-95 TOTAL
Property Taxes	9001	\$23,900	21,490.48	89.9%			\$337.01	\$337.01
Prop. Tax, Unsec'd	9002	1,100	886.40	80.6%				0.00
Hoptr. St.	9280	444	78.67	17.7%				0.00
Interest/Int. Fnd. Trans.	9377	300	3,671.37	1223.8%		51.07		51.07
Copier Income	9772	900	530.37	58.9%		24.00		24.00
TOTALS =		\$26,644	\$26,657.29	100.0%	\$0.00	\$75.07	\$337.01	\$412.08

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 FEBRUARY 1995

FISCAL
YEAR IS
66.58%
COMPLETE

WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Feb-95 TOTAL
Secty Wages	1003	\$2,700	1,938.44	71.8%			\$207.69	\$207.69
Maint. Mgr. Wages	1028	11,000	6,309.65	57.4%			812.50	812.50
Extra Hire Wages	1073	1,000	70.00	7.0%				0.00
FICA	1404	1,125	636.34	56.6%	0.00	0.00	78.04	78.04
Benefits	1506	1,001	898.26	89.7%			147.21	147.21
Work. Comp. Ins.	1701	1,034	517.79	50.1%				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	25.00	5.0%				0.00
Bldg. Repair	2096	350	0.00	0.0%				0.00
Tests & chemicals	2115	2,500	903.37	36.1%		79.92		79.92
GM's Fee	2117	8,037	6,770.50	84.2%			850.00	850.00
Misc.. Exp..	2121	900	775.96	86.2%	9.45	206.71		216.16
Refunds	2122	200	159.10	79.6%				0.00
Postage	2130	200	214.09	107.0%				0.00
Office supplies	2133	600	229.01	38.2%				0.00
Legal Notices	2221	200	44.55	22.3%				0.00
Contract Repairs	2325	3,200	2,632.63	82.3%		434.00		434.00
Travel	2479	675	750.00	111.1%			75.00	75.00
Telephone	2534	400	246.33	61.6%		33.25		33.25
Electricity	2535	4,200	3,670.40	87.4%		408.10		408.10
U&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
TOTALS =		\$49,021	\$28,240.64	57.6%	\$9.45	\$1,161.98	\$2,170.44	\$3,341.87

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Feb-95 TOTAL
Service Billing	9025	\$64,000	38,855.38	60.7%				3,756.72
Receipts Collected	9025		38,615.48	NA		4,465.92		4,465.92
Accounts Receivable	9025		3,043.82	NA				3,043.82
Security Deposits	9025SD		600.00	NA		200.00		200.00
Misc.. Income & Fees	9772		0.00	NA				0.00
Water Income totals =			\$39,215.48	NA	\$0.00	\$4,665.92	\$0.00	\$4,665.92

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF FEBRUARY 1995**

**FISCAL
YEAR IS
66.58%
COMPLETE**

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Feb-95 TOTAL
Maint. Mgr. Wages	1028	\$500	125.00	25.0%				\$0.00
Janitorial Wages	1073	1,760	1,020.00	58.0%			120.00	120.00
FICA	1404	173	111.69	64.6%	0.00	0.00	9.18	9.18
Work. Comp. Ins.	1701	260	162.93	62.7%				0.00
Basketball	2041BA	246	0.00	0.0%				0.00
Bistro	2041BI	750	359.13	47.9%	86.97			86.97
Brunches	2041BR	150	0.00	0.0%				0.00
Community Dinners	2041CD	500	339.53	67.9%	327.53			327.53
Children's Programs	2041CP	150	240.72	160.5%		120.36		120.36
Labor Day BBQ	2041LD	800	352.35	44.0%				0.00
Tai Chi	2041TC	1,000	140.00	14.0%				0.00
Insurance	2059	1,314	1,314.10	100.0%				0.00
Repairs	2077	250	154.09	61.6%				0.00
Bldg. Maintenance	2096	150	250.26	166.8%				0.00
Ground Maintenance	2097	500	291.00	58.2%				0.00
GM's Fee	2117	4,089	2,082.00	50.9%			275.00	275.00
Publications	2119	200	0.00	0.0%				0.00
Misc. Expenses	2121	250	10.00	4.0%				0.00
Deposit Refunds	2122	2,000	1,568.75	78.4%				0.00
Postage & Off. Sup.	2133	150	43.55	29.0%				0.00
Refuse Removal	2259	321	258.00	80.4%				0.00
Building Supplies	2366	275	200.62	73.0%	9.45			9.45
Pay Telephone	2534	425	371.05	87.3%		45.68		45.68
Electricity for C. C.	2535	750	723.47	96.5%		75.03		75.03
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	108.16	14.4%	108.16			108.16
Equip. & Furnishings	4093	500	89.41	17.9%	89.41			89.41
Playground Imp.	4243	350	0.00	0.0%				0.00
TOTALS =		\$20,563	\$10,315.81	50.2%	\$621.52	\$241.07	\$404.18	\$1,266.77

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUNO 428	Feb-95 TOTAL
Children's Programs	9248	\$200	276.50	138.3%		\$15.00		\$15.00
C.C. Rental	9255	5,000	1,935.00	38.7%		355.00		355.00
Refundable Deposits	9255RD	2,000	1,500.00	75.0%		300.00		300.00
Child's Room Rental	9255CR	500	0.00	0.0%				0.00
Bistro	9811BI	1,600	1,207.91	75.5%	195.25			195.25
Brunches	9811BR	400	0.00	0.0%				0.00
Community Dinners	9811CD	2,000	408.50	20.4%	268.50	112.00		380.50
Labor Day BBQ	9811LD	2,000	543.37	27.2%				0.00
Tai Chi	9811TC	1,500	1,046.50	69.8%	22.50	90.00		112.50
Res. Handbooks	9834	100	10.00	10.0%				0.00
CDB Grant	9900	4,861	0.00	0.0%				0.00
TOTALS =		\$20,161	\$6,927.78	34.4%	\$486.25	\$872.00	\$0.00	\$1,358.25

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
OR THE MONTH OF FEBRUARY 1995**

FISCAL
YEAR IS
66.58%
COMPLETE

FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Feb-95 TOTAL
Work. Comp. Ins.	1701	\$2,900	1,738.22	59.9%				\$0.00
Gen. & Vehicle Ins.	2059	4,023	4,308.63	107.1%				0.00
GM's Fee	2117	2,763	1,800.00	65.1%			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	4,772.08	34.7%		478.55		478.55
TOTALS =		\$23,431	\$12,618.93	53.9%	\$0.00	\$478.55	\$225.00	\$703.55

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Feb-95 TOTAL
W. Marin Grant	9377	\$13,745	8,850.00	64.4%				\$0.00
MBVFA Donations	9763	9,686	5,734.78	59.2%				0.00
TOTALS =		\$23,431	\$14,584.78	62.2%	\$0.00	\$0.00	\$0.00	\$0.00

ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Feb-95 TOTAL
Maint. Mgr.	1028	\$500	375.00	75.0%				\$0.00
Extra Hire	1073	1,500	950.00	63.3%				0.00
CA	1404	153	101.36	66.3%	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	631.75	16.8%		\$23.96		23.96
Gen. Maint.	2078	750	0.00	0.0%				0.00
GM's Fee	2117	3,420	2,471.50	72.3%			\$150.00	150.00
G&A Share	2720	0	0.00	NA				0.00
Road Const.	2741	5,000	0.00	0.0%				0.00
TOTALS =		\$16,038	\$4,987.40	31.1%	\$0.00	\$23.96	\$150.00	\$173.96

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	Feb-95 TOTAL
Miscellaneous Income	9772	\$0	24.07	NA	\$24.07			\$24.07 247

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON FEBRUARY 22, 1995**

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

- I. Call to order.** President Hopkins called the meeting to order at 7:18 P.M..
- II. Review and consideration of Agenda.** Director Pinto *moved* to approve the Agenda for the February 22, 1995 meeting, as submitted; second by Director Shaffer; ayes all.
- III. Review and consideration of bills and expenses.** The GM distributed an additional list of bills to be paid, including those bills received between 2/16/95 and 2/22/95. Director Pinto noted that the original list submitted needed a date correction from August 22, 1994 to February 22, 1995 as the approval date. The GM explained that the additional benefits for Harvey Pearlman, listed on the addendum sheet, were in accord with the employment contract to pay 1/2 of the medical insurance costs. Harvey's medical insurance rates increased in November, and requiring reimbursement for the earlier increased costs, plus the current new cost.

Director Shaffer asked about the water tank charges, and the GM explained that this covered the cost of retaining a certified potable water truck to move water to the upper tank, while the broken water main was being repaired. The GM obtained permission to get water from the Muir Woods water main, and approximately 11,000 gallons of water was transferred. There were no additional questions, and Director Shaffer *moved* to approve the bills to be paid as submitted, including \$4,454.12 plus \$1,033.75 (total \$5487.94) in general expenses, and \$388.50 in Harris Fund 429 expenses; seconded by Director Pinto; 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. Director Rudnick mentioned that a resident had called him concerning unwarranted charges for delinquent water bills. The GM suggested that this should be discussed when he reports on water operations, and distributed copies of the subject water bill, and the relative payment records for the Board's consideration.

Director Rudnick then mentioned that there will be a wet lands tour, with representatives from the park service presenting wet lands information, the weekend of ~~February 29, 1995~~ *March 4,* 1995. The public is invited.

Director Pinto then offered that little has changed in the Big Lagoon project, and indicated that a Technical Advisory Committee meeting should be forthcoming. She also reported that Nancy Horner has been busy with Persidio duties, and that the interaction with MMWD has slowed to a standstill. Also, with the change in MMWD administration, there may be an attitude change. *She suggested* that we call for a meeting between the protestants and the District. *The Board requested the GM to evaluate any significant issues pertaining*

- V. **Fire Department.** The GM reported that Chief Farkas had called in to say he could not attend tonight's meeting. The Chief relayed that there were no vital activities to report.

There was a brief discussion concerning the letter from the West Marin Chamber of Commerce, concerning the staff reductions planned by PG&E. The Board's consensus was that the GM should place the District on record by writing a letter of concern for the public health, safety, and welfare, as it may be affected by these PG&E personnel changes.

VI. **General Manager's Report:** The GM reported on the following District operational activities:

- A. **Administration:** The GM reported that he has requested information on area wide coverage, call forwarding, and installation of a second line for the District, to answer calls directly from his Vallejo office. He feels that this would enable 80 to 90 percent of the District's calls to be answered in person, and substantially improve the communications. He should have the necessary information to report on the anticipated costs, in time for the next Board meeting.

The GM reported that he now has information from Blue Cross - Blue Shield, and the State Public Employee Benefits, which are available to the District. However, he needs information on how many of the District's employees, qualified volunteers (MBVFD plus other regulars), and directors are interested in possible participation. The number of interested people will have an important bearing on possible costs. He reminded the Board that the costs will not be paid by the District, but by the individuals.

- SP → B. **District Secretary:** The GM regrettably noted that the passing of Hazel Melo, necessitates the appointment of a new District Secretary. He said that he has served as the Financial Secretary, not as the official District Secretary. Director Shaffer asked if the GM could serve as the Secretary, and the GM responded that the Special District Law does permit this. Director Shaffer then *moved* to appoint Donovan Macfarlane, the GM as the district Secretary; seconded by director Pinto; ayes all.

The GM then suggested that the next Community Telephone Directory, scheduled for publication in April, be dedicated in memory to Hazel. The Board concurred with this action, and Director Shaffer *moved* to have the next Community Telephone Directory commemorate Hazel's service to the District; seconded by Director Rudnick; ayes all.

- C. **Budget:** The GM reported that the District has approximately \$103,000 in total available funds, and that we are within the budget parameters for the current fiscal year. He has just recently received the forms for the purchase of the Treasury Bills, as approved during the last meeting, and the purchase should be completed prior to month's end.
- D. **Recreation:** The GM reported that the planned Saturday or Sunday brunch has been delayed. He has not been able to obtain the landscape design plans, in time to properly plan for the event. In addition:
1. **Community Dinner:** The GM has scheduled a community dinner night on March 15, 1995, to follow up on the Historical dinner this past Wednesday. He noted that there had been a power failure before the evening was over, and that the names of volunteers for the historical group had not been gathered. The follow up dinner should preserve interest.

2. **District Sponsored Garage Sale:** The proposal by Glenn Oclassen, for the District to sponsor a District wide garage sale was discussed at some length. With certain caveats, the GM expressed agreement with the proposal, as did the members of the Board. The primary concerns are that the community opinion and approval must be sought prior to further consideration. There is concern about adverse traffic and parking conditions, that must be satisfactorily mitigated before such an event could be approved. Director Shaffer mentioned that he will consult with Mr. Oclassen, and possibly invite him to next Board meeting.
3. **Community Block Grant:** The GM reported that we have been approved to receive \$10,162 of W. Marin's \$21,462 in community block grant funds. However, according to the 1990 census, Muir Beach no longer qualifies as a low/moderate income area, and we must substantiate our resident qualifications prior to receiving the funds. The GM has requested clarification, and methodology for meeting this requirement.

E. Water: The GM briefly reviewed the water operations, including:

1. **Broken water main:** A blowout developed in the service main on Frank Valley Road, approximately 200 yard toward Muir Woods from Shoreline Highway. The possible break was reported by the GGNRA, Leslie Riehl, and others, early last Wednesday morning. Harvey and the GM inspected the area around 09:30, and emergency assistance for excavation and repair equipment was arranged through Forster Engineering. Harvey was instructed to close the appropriate main line valves, inspect the storage tank levels, to take measures to conserve water in the upper tank, and to report his findings to the GM. The upper tank was reported to have just 4 feet of water (less than 2 feet effective), and it was decided to arrange for the emergency transfer of additional water to the upper tank, via a potable water truck service. Arrangements were made with Muir Woods to obtain approximately 11,00 gallons of water for transfer to the upper tank.

Forster Engineering personnel and equipment arrived on the scene at around 12:30, and after some excavation a blowout in the main, about the size of a quarter, was discovered. This was repaired with a standard repair sleeve, and the excavation replaced. The pavement damage will be squared and repaired after there has been adequate traffic compaction to assure no additional settlement. The replacement of pavement will be coordinated with the District's planned pavement repairs. It should be noted that the exterior of the pipe was found to be in reasonable condition, but with rust conditions prevalent. The GM noted that this main is near the end of its life span, but that it will be more prudent to repair on an as needed basis, versus considering line replacement (estimated to be \$250K to \$300K). The estimated water loss from the leak is more than 100,000 gallons, and it required approximately 60 hours to replenish the storage tanks, with normal water consumption conditions.

2. **Delinquent water bills:** The Board reviewed the complaint concerning the delinquent water bill charges, the information submitted by the GM, and the complaint reported by Director Rudnick. After some consideration, it was the consensus that the District's policy should not be changed. Director Shaffer *moved* to continue the District's policy, and that the charge in question should be enforced; seconded by Director Pinto, ayes, all.

- F. **Harris Plan:** The GM said he has not completed his review of the Draft Report, but will be meeting with Henry prior to the next meeting, and will submit his findings at that time.
- G. **Roads and Easements:** The GM reported that the continued rain has further delayed additional pavement maintenance operations. He has reviewed the area, and upgraded some of the repair needs as a result of additional damage from the rains. Repairs will commence as soon as the weather permits.
- H. **Safety-Disaster Plan:** The GM reported that he has a 36.8% response to the questionnaire, and that as soon as 50% is reached, Ellen Mettler will reconcile the information with the plan. He intends to send a 3rd request to the people that have not completed the forms.

VII Minutes of the February 1, 1995 meeting: Director Pinto noted that the word slopped (top right of page 3 of the minutes) should be corrected to sloped. Also, the second line of "E. Harris Plan: the word thorough should be changed to through. Item "G" is out of place, and "Item H" should be changed to "G". Finally, the last word in paragraph one of "Item VIII" should be corrected to engagement from ~~enguagement~~. Director Pinto *moved* to approve the minutes as corrected; seconded by Director Rudnick, ayes all.

VIII. There was a brief discussion concerning the next Board meeting and it was decided that **the next Board meeting will be on the regular meeting schedule date of Wednesday, March 22, 1995, beginning at 7:00 PM.**

The meeting was adjourned at 9:40 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

**TABLE OF CONTENTS
FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
SPECIAL BOARD OF DIRECTORS' MEETING ON
WEDNESDAY, APRIL 12, 1995 AT 7:00 PM**

<u>DESCRIPTION</u>	<u>PAGES</u>
Agenda	1 - 2
Bills to be Paid Reports.	3
Draft Minutes for the 03/22/95 Meeting	4 - 7

THE FOLLOWING PAGES ARE ADDED TO THE PACKET FOR THE
BOARD'S USE, BUT NOT MADE AVAILABLE TO THE GENERAL PUBLIC

General Manager's Report.	8 - 10
Table of Analysis of General Manager's Activities and Time.	11
Table of Comparative Compensation Rates for General Manager's Position . . .	12
Table of Water Billing Time Requirements and Comparable Clerical Wages . .	13
Draft Report of General Manager's Activities & Time Allocations	14 - 18
General Manager's Existing Contract & Job Description	19 - 27

**AGENDA FOR MUIR BEACH COMMUNITY SERVICES DISTRICT
SPECIAL BOARD OF DIRECTORS' MEETING TO BE HELD ON
WEDNESDAY, APRIL 12, 1994. BEGINNING AT 7:00 PM
IN THE COMMUNITY CENTER, 19 SEACAPE DRIVE,
MUIR BEACH, CALIFORNIA**

DIRECTORS: Dale Hopkins, president; Nancy Wolf Lee, Erin Pinto, Peter Rudnick, and Steven Shaffer, directors. *Pat arrived @ 7:26*

- 7:19*
- I.** Call the meeting to order. This meeting is being held to review the General Manager's performance and scope of services for the purpose of considering the terms and conditions for continuing the General Manager's contract for service. Once the meeting is called to order, president Hopkins will step down, and incoming president Lee will take the chair.

Future meeting
II. Review and consideration of the April 12, 1995 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. *Stu, Dale*

- III. Bills to be paid:** Consideration of the bills to be paid, received subsequent to the bills submitted for approval during the March 22, 1995 meeting. *Dale, Erin All. 2,143.31*

- 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. **Consideration of the General Manager's performance and scope of services for the purpose of continuing, modifying, or terminating the service contract:** The Board will discuss and deliberate the General Manager's duties, scope of services, compensation, and all other items deemed necessary to determine whether the service contract should be continued, modified, or terminated. The Board may, within the guidelines of the "Brown Act" go into closed session, as deemed appropriate.

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

- VI. **Review Draft Minutes of the March 22, 1995 meeting.** *Dale, Pat*
VII. **Setting date for the next Board meeting.** *Stine, Nancy.*

ADJOURNMENT OR CONTINUATION.

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 03/24/95 THROUGH 04/05/95**

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

MARTIN BROS. SUPPLY	2121	GRAVEL	B	\$14.85

TOTAL R&E EXPENSES = \$14.85

WATER DIVISION EXPENSES, DIVISION CODE 9238

HARVEY PEARLMAN	1028	WAGES FOR 3/12 THRU 3/25/95	C	\$450.78
PARADISE POOL	2115	CHLORINE SUPPLIES 3/30/95	B	\$28.96
COUNTY OF MARIN HEALTH DEPT	2115	WATER TESTS 3/30/95	B	\$30.00
FORSTER PUMP & ENGINEERING, INC.	2121	CARTRIDGE FILTERS	B	\$61.13
GOODMAN BLDG. SUPPLY	2121	MSIC. MAINTENANCE ITEMS	B	\$19.99
J. L. WINGERT	2325	CHLORINE PUMP REPAIR	B	\$91.73
PG&E	2535	WELL & LOWER TANK ELECTRIC THRU 3/22/9	B	\$339.54

TOTAL WATER EXPENSES = \$1,022.13

RECREATION EXPENSES, DIVISION CODE 9239

JUANA GONZALES	1073	WAGES FOR 3/12 THRU 3/25/95	C	\$64.59
EMIKO WANG	2041TC	WAGES FOR TAI CHI INST. THROUGH 3/31/95	C	\$366.01
KRISTEN I. MOLLER	2122	SECURITY DEPOSIT REFUND	B	\$75.00
LAURA M. BULL	2122	SECURITY DEPOSIT REFUND	B	\$150.00
SHORELINE DISPOSAL	2259	GARBAGE COLLECTION THRU 6/30/95	B	\$96.00
PACIFIC BELL	2534	PAY TELEPHONE	B	\$41.90
PG&E	2535	CC ELECTRIC THRU 3/22/95	B	\$57.98

TOTAL RECREATION EXPENSES = \$851.48

FIRE DIVISION EXPENSES, DIVISION CODE 9240

TOTAL FIRE EXPENSES = \$0.00

TOTAL HARRIS FUND EXPENSES = \$0.00
TOTAL GENERAL FUND EXPENSES = \$1,888.46
TOTAL OF ALL EXPENSES = \$1,888.46

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 _____

MUIR BEACH COMMUNITY SERVICES DISTRICT

Nancy Wolf Lee, President

Donovan Macfarlane, General Manager

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON MARCH 22, 1995**

Directors present: Dale Hopkins, President; Directors Erin Pinto, and Peter Rudnick. Director Shaffer had contacted President Hopkins to relay that he is out of town and unable to make the meeting. While the meeting was in progress, Director Lee called to say she is unable to attend as she is ~~sick~~^{stuck} in the City due to car trouble.

- I. **Call to order.** President Hopkins called the meeting to order at 7:18 P.M. The scheduled change in presidency could not be completed due to the absence of Director Lee.
- II. **Review and consideration of Agenda.** Director Pinto *moved* to approve the Agenda for the March 22, 1995 meeting, as submitted; second by Director Rudnick; ayes all.
- III. **Review and consideration of bills and expenses.** The GM distributed an additional list of bills to be paid, including those bills received between 3/16/95 and 3/22/95. Director Pinto noted that the reports submitted needed a date correction from August 24, 1994 to March 22, 1995 as the approval date. Several of the bills were briefly discussed, with the GM explaining that reimbursement to him is for his advancing money to purchase the food for the Community Dinner. Normally this cost is paid from petty cash; however, diners were requested to pay in advance by check, with the funds being deposited to the 1st Nationwide depository, and not in petty cash. Director then *moved* to approve the bills to be paid as submitted (with corrected dates), including \$6,987.37 plus \$3,942.54 (total \$10,929.91) in general expenses, and \$388.50 in Harris Fund 429 expenses; seconded by Director Pinto; ayes all.
- IV. **Public open time.**
 - A. **Old Business.** There were no requests from the public for Old Business.
 - B. **New Business:** Chris Lindholdt and ^{and} Judith Yamamoto were in the audience. Chris mentioned that the drainage on Pacific Way, between his house and the Rodriguez property, seems to need corrective measures. He indicated that the downhill side is showing signs of erosion. Director Pinto and the GM confirmed that this is an area that has been discussed previously. The GM said that repairs and corrections have been scheduled, but delayed due to the inclement weather. The GM said he would try to survey the area further, under storm conditions to see if additional corrections to those scheduled are needed.
- V. **Fire Department.** Chief Farkas delivered the Department's report, and discussed their activities since his last presentation. The report includes 14 emergency calls including: 5 medical checks, 4 vehicle accidents, 2 fire calls (one a false alarm), 1 electric power line down, 1 domestic dispute, and a very dangerous propane tank ruptured from storm damage.

The Chief also reported that the fire truck transmission has been repaired, using a salvaged transmission replacement, at considerable savings compared to rebuilding the broken unit. The GM concurred that this is a appropriate use of W. Marin funds, including the scheduled engine rebuilding.

Director Pinto asked if the agreement with the Fire Association has been finalized. The GM responded that he has not had time to do further research, but feels the existing letter agreement protects the District. He noted that the Association has properly and timely paid the MBVFD expenses, as agreed to and specified in the letter agreement. He also noted that the letter agreement is in accord with the requests of the County Auditor, and that the County Counsel's opinion will remain the same. However, he will do additional review and report to the Board at the next meeting.

VI. General Manager's Report: The GM reported on the following District operational activities:

- A. Administration:** The GM reported on his research for improving the District communications, and his recommendation that call forwarding be reinstated on the office line for an installation cost of \$6, plus a \$4.20 monthly charge. In addition, he recommended that a District line be installed in his Vallejo office for an installation cost of \$40 to \$150, plus a monthly charge of approximately \$20 per month. The Muir Beach line will be call forwarded to the Vallejo line during the times that the GM is off site. GM estimates that 80 to 90 percent of the District's calls should then be answered by a human being, substantially improving communications.

There was a brief discussion concerning the continued need for the existing office phone, overall annual costs, etc. Director Pinto then *moved* to authorize the GM to have the call forwarding and Vallejo phone lines installed in accord with the GM's recommendations and cost projections, seconded by Director Rudnick, ayes all.

- B. Benefits:** The GM reported that the District can join the State "PERS" system, and that Directors, employees, and qualified volunteers (such as the MBVFD volunteers) would be eligible for participation. He also reported such programs for health insurance are available through Blue Cross-Blue Shield, and Kaiser. He needs the names and ages of persons interested, to obtain cost estimates. If an adequate number of qualified people are interested, he can submit applications for price quotations. He responded to questions, that the District would not pay the costs, except as for the collection and administration of the fees paid by the participants.

Chief Farkas said he would give the information to the fire Volunteers, and submit a list of interested members after their next meeting. The GM emphasized that the main purpose in having this available is to enhance the attraction of being a qualified District volunteer, Director, or employee, versus the current indifference that severely limits volunteer participation.

- C. General Manager's Contract:** The GM relayed that his contract expires on March 31, 1995 and suggested that an ad hoc committee be formed to work on his possible continuation. He noted that he has lived within the terms of the existing agreement, for the past three years, even though he has taken on additional duties, and despite the fact that the high cost of living in the Bay area has resulted in his experiencing a financial loss each year. He noted that he could not continue to bear this financial burden.

This was followed by brief discussion and comments, with the audience also participating. It was suggested that a closed special meeting with the Board be called to pursue this further. The GM noted that the Brown Act severely restricts the discussion of compensation during closed meetings, and said he does not oppose an open meeting, as the results must be approved in public. After additional discussion, a tentative special meeting was scheduled for Wednesday, April 12, 1995 to resolve this matter. The GM agreed to continue on a temporary basis, and the Board's authorization, with any final agreement being retroactive to April 1, 1995.

- D. Budget:** The GM submitted a revised Budget Report, noting that this report corrects some formatting errors, redistributes some of the water income to show the security deposits, corrects some small differences in County FICA charges versus the District's calculations, changes the reporting method for showing the County's general and Harris Fund balances (as they are in the County) versus the District's accounting which includes accounting for expenditures paid from the 1st Nationwide depository.

The GM's recommendation that an additional \$15,000 of the District's funds be placed in a 91 day T-Bill was then discussed. He reported that the existing 91 day T-Bill has an effective earning rate of 5.84%, and the 182 day T-Bill earns 6.14%. Current rates are similar. In answer to questions concerning the District's cash needs, he said he has projected cash flow (including budgeted funding for the road repairs), and feels this is a prudent use of funds. Should the District experience a temporary cash flow shortage, funds can be temporarily transferred between the County's depositories.

The Director's concurred with the GM's efforts to maximize the District's interest earnings in a prudent manner, and Director Pinto *moved* to authorize the GM to initiate the purchase of an additional \$15,000 T-Bill with a 91 day maturity; seconded by Director Rudnick; ayes all.

- E. Recreation:** The GM reported that the March 15, 1995 community dinner had a net earnings of \$61.93 and was attended by 28 diners. He noted that he had not published a second notice and that probably resulted in the less than maximum attendance.

Both President Hopkins and Director Pinto mentioned that the original Dinner Notice's statement that all comers would be served, may have lowered the anticipatory need/desire. They also suggested that alternate evenings such as a Friday or Saturday night might attract additional diners, and that it may be more appropriate to have the dinners less often than monthly.

1. The GM responded that he has no volunteers for the next dinner, but that it has been suggested that more than one person should be involved, to distribute the cooking work load. He mentioned that Mia Monroe from the Park Service has offered to assist. Director Pinto mentioned that she might be able to assist, and this was joined by an offer from President Hopkins. It was then agreed to plan another dinner for mid May, on a Friday or Saturday evening.
2. Community Block Grant: The GM explained that he has been in contact with Ried Thaler (Marin County) to discuss the need for the District to prove that the majority of people using the community center, qualify for low/moderate income status. The indication is that the District can do this, and Ried will propose the steps needed. Volunteer Judith Yamamoto is assisting in this activity.

- F. Roads and Easements:** The GM reported that the continued rain has further delayed additional pavement maintenance operations. Repairs will commence as soon as the weather permits. He noted that he has instructed Harvey to make immediate repairs to the Frank Valley area where the water main was repaired, and to the lower area of the community center easement where the storm runoff has exceeded the existing drainage capacities.

G. Water: The GM briefly reviewed the water operations, including:

1. **Well number 1:** The cleaning of this well has been completed, requiring that the well be shortened approximately 3 feet in depth. A new casing (PVC) was placed inside the deteriorated existing casing, the well sterilized, flushed, and then placed on line. We have received complaints of grey water, but it seems to be sporadic. There is no indication that the well is the problem. However, Harvey has been instructed to sterilize well #2, flush it, and place it on line. This will be done before the weekend, and the water color will be monitored for the next thirty days, using well #2.
2. **Operations:** The GM reported that operations have been normal, and analysis of the unaccounted for water loss indicates that the repair of the recent line break seems to have reduced this loss. This should be verified by the next billing period. He also mentioned that accounts receivable were less than \$2,000 immediately prior to the February billing, which is the lowest they have been since being monitored.
3. **Harris Plan:** The GM has completed his review of the draft report, and met with Henry Hyde to review his comments. The final draft should be ready for submission to the Board, in time for the next meeting. The GM said that the report will emphasize the need for a new well and improved water quality, followed by essential system upgrades. He also noted that the difference of funding needed capital improvements versus depreciation repairs and replacement will be discussed.

VII Minutes of the February 22, 1995 meeting: Director Pinto noted that the date of February 29, in paragraph B-2 is incorrect (should be March 4); that Persidio (Pgh. B-3) is correctly spelled Presidio; and requested that a final sentence be added to paragraph B-3 as follows: "The Board requested the GM to evaluate significant issues pertaining to the proposed meeting with the protestants, prepare a draft Agenda, and report to the Board at the next Board meeting." Director Pinto *moved* to approve the minutes as corrected; seconded by Director Rudnick, ayes all.

VIII. There was a brief discussion concerning the next Board meeting and it was decided that **the next Board meeting will be on the regular meeting schedule date of Wednesday, April 26, 1995, beginning at 7:00 PM.**

The meeting was adjourned at 9:46 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 COMMUNITY SERVICES DISTRICT
GENERAL MANAGER'S REPORT**

TO: The Board of Directors
FROM: Donovan Macfarlane, General Manager
DATE: April 7, 1995
FOR: Board of Directors Meeting, on Wednesday, April 12, 1995

- I. EXISTING CONTRACT:** A copy of the existing contract and General Manager Job Description (Pages 19 - 27) is attached for your perusal. The Contract expires on June 30, 1995. The Job Description is somewhat out of date; however, the "management functions" are a reasonable overview of the actual activities that the General Manager should be doing.

A copy of the draft report reviewing my historical analysis of the actual "General Manager's Activities" (Pages 14 - 18) and the estimated time consumed in completing each activity, is also attached. This was originally given to you during the February meeting. While the activities and time allocated does vary from the "Job Description", the fact is that this is based on the actual experience of the past three years, and includes what "**must be done**" versus what is desired to be done.

A table (Page 11) entitled "Analysis of General Manager's Activities and Time" has been developed using the "General Manager's Activities" draft report. This table lists the 18 categories of activities required, and allocates the normal minimum time devoted to each category, with an adjustment for the use of a qualified clerical assistant to take over most of the water billing, assist in phone calls and some of the other clerical activities.

It should be noted that minimal required times are seldom consistent, and generally subject to "Murphy's Law". As it is, with clerical assistance, the estimated minimum time required for the general manager is 1,452 hours per year, or 68.8% of a working year, exclusive of vacation and legal holiday considerations.

- II. GENERAL CONSIDERATIONS:** The existing contract retains Donovan Macfarlane, as an independent contractor to manage the operations of the District, and to advise the Board of Directors in regard to policies, plans, procedures, and budgets. Subsequent to the original contract, a corporation named Associated Business and Community Consultants, Inc. was formed to provide these services, and other services typically needed by small special districts. Any future contract for services will be with the corporation.

A. Term of contract: The original contract was for a period of 39 months, and did not specifically provide for adjustments based on the consumer price index. Consideration should be given to a future contract period through the end of June 2000; providing however, that there is a provision for compensation adjustments based upon changes in the consumer price index.

B. Compensation: The original contract based the compensation on an annual income of \$36,000 based on a 40 hour work week and allowing 14 days of paid off duty time. The actual management service has been provided on a half time and three quarter time basis. However, since the beginning of the contract the duties have been expanded to include all clerical activities and direct management of the water department. These additional

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duties were assumed without a change in the annual income basis. No information is available on how the compensation basis was established; however, research has indicated that it was and remains well below the average for this position.

A recent publication by the National Center for Nonprofit Boards entitled "Executive Compensation", prepared in 1993 indicates that the national median annual income for a nonprofit chief executive is \$47,730. The range is from a high in the northeastern states of \$60,000 to a low in the mountain states of \$40,000. The Pacific area including Alaska, California, Oregon and Washington has a median of \$52,500. Nationwide, there is a variation in the income range from a low average of \$31,800 (small organizations) to a high average of \$74,000 (large organizations). When the organization's chief mission is considered the range is from a low average of \$36,000 in the performing arts, to a high average of \$77,547 in education. For civic/social service the average is \$50,000. In all evaluations, the standard benefit packages include hospitalization insurance, 3 to 4 weeks beginning vacation, and retirement benefits ranging from a low of 7.5% to a high of matching fund KEOGH programs. As a general standard, Muir Beach is classified as a small civic organization, in a very high cost of living area indicating an average annual basis of \$50,000 to \$55,000.

Since the beginning of 1995, sixteen comparable positions have been advertised in Jobs Available. A table (Page 12) listing the community and the low/high annual income range has been developed for these sixteen communities. The average annual income range is from a low of \$47,340 to a high of \$60,504 converted to an hourly rate of \$22.76 - \$29.09. Adding minimum FICA, Health, Vacation and worker's Compensation costs increases the hourly range to \$28.20 - \$36.03. The General Manager's current hourly rate is \$17.31, and the 1994-95 District budget provides for total manager's compensation of \$28,095.

- C. **Clerical time and compensation:** As previously indicated, the General Manager has taken over all of the District's clerical activities. However, this prevents the manager from spending the necessary time on more important management activities, and frequently prevents the allocation of any time to any activity other than those considered absolutely essential. Prudent use of the manager's time requires the assistance of a qualified clerical person familiar with public activities, and having direct responsibility to the manager. A table (Page 13) of the time requirements for the clerical activities needed in water billing and accounts receivable, telephone communications, and board information. This indicates the minimum average clerical time needed is approximately 31 hours per month. Additional hours should be added for filing and miscellaneous correspondence activities.

A table (Page 13) has also been prepared to analyze the salary ranges for 9 comparable clerical positions advertised in Jobs Available since the beginning of 1995. This shows an average monthly range of \$2,685 - \$3,246, converted to an hourly range of \$14.11 - \$18.73. Adjusting the hourly basis for minimum FICA, Health, Vacation and Worker's Compensation increase the hourly range to \$17.77 - \$22.14. The 1994-95 District budget provides for total clerical compensation of \$6,600. However, adjusting the retirement pay to a regular basis increases the total to \$8,400.

- III. SUMMARY:** Using the various prepared data, and assuming that the District intends to be competitive in its personnel and management responsibilities would indicate the following:
- A. The minimum time required for essential General Manager activities is approximately 1,500 hours per year. Additional duties to those indicated above should be allocated additional time requirements.
 - B. Using the average of the average low/high compensation range (including benefits) for the 16 comparable communities indicates an hourly manager's wage of \$32.12 for the general manager, for an annual total of \$48,180.
 - C. The minimum qualified clerical time required is approximately 10 hours per week. If additional duties are added, additional time should be allocated.
 - D. Using the average of the average low/high compensation range (including benefits) for the 9 comparable communities indicates an hourly clerical wage of \$19.96, for an annual total of \$10,379.
 - E. The combined manager/clerical annual compensation from B & D above is \$58,559 versus the adjusted 1994-95 budget provision of \$36,495. This would require an increase of more than 60% in the District's budget allocation for these expenditures.
 - F. Using the lower manager's average hourly wage of \$28.20, and the lower clerical average hourly wage of \$17.77 would require annual allocations of \$42,300 for the manager, and \$9,240 for the clerk, with a combined annual total of \$51,540. This would require an increase of 41% in the District's budget allocation for these expenditures.

ANALYSIS OF GENERAL MANAGER'S ACTIVITIES AND TIME

ACTIVITY*	AVG. HOURS PER DAY	AVG. HOURS PER WEEK	AVG. HOURS PER MONTH	AVG. HOURS QUARTERLY	AVG. HOURS ANNUALLY	% OF YEAR
Telephone calls (See note 1)	0.5				130.0	8.95%
Daily demands	1.0				313.0	21.56%
Correspondence		4.0			208.0	14.33%
Meetings for District activities/relations		4.0			208.0	14.33%
Maintenance inspections		1.0			52.0	3.58%
Board packet information & reports	(See note 2)		15.0		180.0	12.40%
Board meetings and prep time.			4.0		48.0	3.31%
Management of water service billing	(See note 3)		2.0		24.0	1.65%
Worker's compensation reports				2.0	8.0	0.55%
SDRMA reports				0.5	2.0	0.14%
Personnel & policy evaluation					4.0	0.28%
Election reports					2.0	0.14%
Statement of Facts filing					1.0	0.07%
Worker's compensation annual report					4.0	0.28%
SDRMA annual renewal report					8.0	0.55%
Annual budget preparation					60.0	4.13%
Fiscal year closing & audit					100.0	6.89%
Special projects, Harris Plan, etc.					100.0	6.89%
TOTAL HOURS PER YEAR =					1,452.0	100.00%

- NOTES:**
1. It is assumed that clerical assistance will handle an equal amount of these calls.
 2. It is assumed that clerical assistance will require an additional 5 hours time.
 3. It is assumed that clerical assistance will do the bulk of this work.

GENERAL NOTE: The above time estimates are based on actual analysis of the General Manager's time records for the past three years. The times used are the lower average of time required.

* For a more detailed description of the activities, see the "General Manager's Activities" report originally submitted during the February meeting.

The working year is generally considered to have 2,080 working hours; therefor, the minimum time required for management is 68.8% of a working year, not considering legal holidays, etc.

COMPARATIVE COMPENSATION RATES FOR GENERAL MANAGER'S POSITION

COMMUNITY	ANNUAL RANGE	
	LOW	HIGH
LAKE SHASTINA	\$30,000.00	\$45,000.00
RICHMOND	47,688.00	57,672.00
TUSTIN	64,368.00	78,240.00
LAKEWOOD, CO	44,644.00	66,967.00
ROSEBURG, OR	40,144.00	51,272.00
VISTA IRRIGATION (ass't mgr.)	71,952.00	87,468.00
SHASTA COUNTY	33,684.00	40,944.00
LANCASTER	45,324.00	60,960.00
WEST COVINA	47,580.00	64,224.00
AVILA BEACH	36,000.00	46,000.00
EUREKA	35,424.00	43,248.00
LAWNDALE	42,348.00	51,672.00
COACHELLA	53,520.00	65,832.00
CHICO	47,148.00	63,036.00
PASADENA, ass't mgr.	73,632.00	92,040.00
SANTA MONICA	43,992.00	53,484.00
ANNUAL AVERAGE =	\$47,340.50	\$60,503.69

Basic average hourly wage =	\$22.76	\$29.09
FICA addition =	1.74	2.23
Health & vacation benefits =	2.10	2.69
Worker's compensation =	1.59	2.04
GROSS AVERAGE HOURLY WAGE =	\$28.20	\$36.03

CURRENT MGR'S HOURLY WAGE = \$17.31

WATER BILLING TIME REQUIREMENTS PER MONTH

ACTIVITY	MINIMUM HOURS	MAXIMUM HOURS
Consumption rpt. format	0.30	0.50
Enter mtr. reading data	2.00	3.00
Print and check for errors	1.00	1.50
Make corrections & print	0.50	0.80
Enter data for invoices	3.00	4.00
Print invoices & check for errors	1.00	1.50
Correct invoices & print as needed	0.50	1.50
Print A/R report & analyse	0.50	1.00
Calculate penalties & interest	0.50	2.00
Print needed statements	0.50	1.00
Review and lable for "Leak Alerts"	0.50	1.00
Review and lable disconnect/late notices	0.50	1.00
Print envelopes	1.00	1.50
Prepare and print special notices	0.50	5.00
Label return envelopes	0.50	0.50
Stuff envelopes	2.00	3.00
Final check all accounts billed	0.50	1.00
Sort envelopes for mail & delivery	0.50	1.00
Mail & post billings	1.00	2.00
Review receipts received	0.50	2.00
Enter receipts received	0.30	0.50
Review checks & depoosit slips for errors	0.50	0.80
Make, mail or deliver deposits	0.30	1.00
Water billing communications	1.00	5.00
	19.40	42.10

AVERAGE BILLING AND RECEIPTS

TIME NEEDED = 30.75 HOURS

ADDITIONAL CLERICAL TIME NEEDED EACH MONTH

Telephone communications 11.00
Board packet information 5.00

TOTAL CLERICAL TIME PER MONTH = 46.75 HOURS

COMPARABLE CLERICAL WAGES

CITY	MONTHLY RANGE	
	LOW	HIGH
THOUSAND OAKS	\$2,684.00	\$3,355.00
SANTA PAULA	3,270.00	3,975.00
FRESNO	2,297.00	2,793.00
SANTA CRUZ	1,797.00	2,274.00
OAKLAND	2,752.00	3,379.00
VANCOUVER, WA	2,439.00	3,446.00
LOS ANGELES	3,191.00	3,973.00
RIDGECREST	2,408.00	3,071.00
SELMA	2,426.00	2,949.00
AVERAGE =	\$2,584.89	\$3,246.11

Basic average hourly wage range = \$14.91 \$18.73

FICA addition = 1.14 1.43

Health & vacation benefits = 1.63 1.87

Workers compensation 0.09 0.11

GROSS AVERAGE HOURLY WAGE RANGE = \$17.77 \$22.14

GENERAL MANAGER'S ACTIVITIES

I. Daily Activities: The necessary daily activities of the General Manager (GM) consist of the following primary categories, and estimated time requirements:

A. Telephone calls: It is necessary to monitor the district's telephone voice mail on a reasonably timely basis. In general, the voice mail is checked three times daily, at approximately 8:00 am, 12:00 noon, and 7:00 pm.

The number of messages received varies from a low of zero, to a high of twelve (most calls recorded to date). The time consumed in answering these calls varies from a minimum of approximately one minute to verify no calls received, to several hours, depending upon the complexity of the caller's request.

It is anticipated that there will be some improvement in efficiency when the research of communications efforts and methodology is completed, and results in more frequent direct telephone contact versus less frequent voice mail. More frequent direct contact will substantially reduce the time consumed in "phone tag" efforts to make contact, and should resolve the more simple situations promptly.

B. Daily demands: The GM should be reasonably available for the essential daily demands of the District. These demands are unpredictable, generally infrequent, normally unusual in character, and often crisis oriented. These demands may be inexpensive and easy to solve, such as an interpretation of how a District policy should be implemented, or they may be complex and potentially expensive such as the recent rupture of a main water line. Answering these demands may require as little as a few minutes, to several days of time, effort, research, correspondence, personal contact, and telecommunications.

II. Weekly Activities: In general, the GM's regular scheduled activities occur on a weekly basis, including the following:

A. District visitations are generally twice a week, but on occasion may be four or five times a week, to accomplish the following:

- 1. Pick up mail, written communications, and revenues delivered** to the District mail box. The time required to review the communications, record the receipts, initiate the deposits, compose the necessary correspondence replies, and complete the research required will vary from a minimum of less than one hour, to more often several hours, and infrequently to several days.
- 2. Meetings with residents, employees, volunteers, vendors, consultants, other governmental officials, etc.:** The time demands for this activity generally requires less than three or four hours, but can on occasion require more than one meeting involving several hours over a period of many days.

3. **Inspection of district facilities:** This activity varies with the purpose of the inspection being done. The most frequent is a simple brief inspection of the water storage tanks, and the well site to ascertain that all is in order.
 - a. **During times of inclement weather.** This is generally intended to determine potential problems such as the inspection of the drainage facilities for their operational effectiveness, or other possible hazardous conditions. The time required is normally one to two hours per week, but may be greater during very adverse conditions.
 - b. **Regular maintenance inspections.** This involves the inspection of the ongoing maintenance of the of the District's facilities, on a regular non-emergency basis, and generally includes consultation with the personnel involved in the maintenance work. This generally requires one to two hours per week, but may increase somewhat with the complexity of the maintenance activity being done.

III. Monthly Activities: The following activities are performed on a regular monthly basis:

- A. **Preparation of the monthly Board Meeting Packet:** This activity is presented in more detail, later in this report. However, depending on the complexity of the material to be considered during the meeting, the preparation, duplication, delivery, and positing requires a minimum of 20 hours to more than 40 hours.
- B. **Preparation and Attendance to the monthly Board Meeting:** Under normal conditions preparation of the meeting room requires 1/2 half hour (more if a fire is required), and the meetings last approximately two hours. As the Board members know, the length of a meeting can change substantially, depending on public attendance and involvement, or the complexity of the matters being considered..
- C. **Preparation and delivery of the monthly water service invoices:** This activity is presented in more detail, later in this report. However, depending on the number of delinquent billings, potential leak notices, termination notices, and unusual billing conditions this activity generally requires 16 to 24 hours.

IV. Quarterly Activities: The following activities are performed on a regular quarterly basis, based upon the applicable fiscal, calendar and contract years.

- A. **Worker's compensation insurance report:** This report is required at the end of each payroll quarter, and involves 1 to 2 hours of payroll summary calculations, and form completion.

- B. S.D.R.M.A. quarterly special insurance report,** based on the insurance coverage year. Completion of the report requires approximately 1/2 hour, unless there has been some unusual amount of insurance activity.
- V. Annual Activities:** The following activities are performed annually, based on the applicable fiscal, calendar, and contract years.
- A. Employee personnel and compensation evaluation:** This is an EDD mandated requirement, that requires 3 to 4 hours, depending on the number of employees, and their job satisfaction.
- B. Election report:** This report is required annually, and when the District has special items on mid-year elections. The report requires a minimum of 1 1/2 hours for completion of the basic forms and a brief meeting with the Registrar of Voters. When the Board has directorships open for election, several additional hours are required to monitor the election procedural time limits and file the information reports.
- C. Statement of Facts filing:** The District is required to file a Statement of Facts, listing the active district directors, and administrative officers, each year. This Statement must also be refiled each time there is a change in the board, and administrative officers. Completion of the form and letter of transmittal requires approximately one hour.
- D. Worker's compensation annual report:** This report is in addition to the quarterly reports, and requires an individual listing of employees, their income during the year being reported (dates of active participation for volunteers), and normally requires 3 to 4 hours for preparation. However, if the information is not readily available, it can require considerable extra time.
- E. S.D.R.M.A. annual report.** This report involves the inspection of all insured District facilities, evaluation of the condition and insurance needs, and the eligible drive's report for personnel operating district equipment. The report normally requires 6 to 8 hours of inspection, and 2 to 3 hours for report form completion. However, like the above worker's compensation report, it can require considerable additional time if the information is not readily available.
- F. Annual budget preparation:** This activity is presented in more detail, later in this report. However, subject to the considerable variations in potential income, legal requirements, and district needs this activity will require no less than two or three weeks, and can require considerable more time.

GENERAL MANAGER'S DUTIES

- G. Closing of the fiscal year, and coordination of independent audit:** At the end of each fiscal year, the district's records must be reconciled, and compiled in a format acceptable for the independent auditor's review. The audit for fiscal years 1991-92 and 1992-93 required more than 240 hours of compilation time and meetings with the auditors. Future audits should require less time, as the district's records are in better order. However, as the independent auditor does require information, completion of special forms, correspondence, and considerable consultation, it is still estimated that this activity will require approximately 200 hours.

In addition, the district records must be filed and safely stored for preservation, as required by state laws. The requirements vary from a maximum of perpetuity, to a minimum of three years, depending on the nature of the documents.

- VI. Special Projects:** These activities involve what are generally one time events, such as grant applications, the Harris Plan update, and emergencies. No less than 150 to 200 hours per year should be allocated for these activities.

VII. WATER BILLING:

- A. Prepare the water consumption report.**
1. Revise table form for current month 0.3 - 0.5 hrs
 2. Enter meter reading data. 2.0 - 3.0 hrs
 3. Print and check entries for errors. 1.0 - 1.5 hrs
 4. Make corrections & print 0.5 - 0.8 hrs
- B. Prepare invoices**
1. Enter consumption data & billing 3.0 - 4.0 hrs
 2. Print and check invoices for errors. 1.0 - 1.5 hrs
 3. Make corrections and print needed corrected invoices 0.5 - 1.5 hrs
- C. Statements required**
1. Print accounts receivable report prior to above invoices 0.5 - 1.0 hrs
 2. Review report and print required statements 0.5 - 2.0 hrs
 3. Combine invoices & statements 0.5 - 1.0 hrs
- D. Label invoices for "Leak Alert" noted by Consumption Report" 0.5 - 1.0 hrs**
- E. Prepare disconnection notices by review of Late Accounts. 0.5 - 1.0 hrs**
- F. Print envelopes 1.0 - 1.5 hrs**
- G. Prepare and print any special notices & enclosures. 0.5 - ?? hrs**
- H. Label and/or stamp return envelopes. 0.5 hrs**

GENERAL MANAGER'S DUTIES

- I. Stuff envelopes 2.0 - 3.0 hrs
- J. Final check to make certain all accounts are billed 0.5 - 1.0 hrs
- K. Sort envelopes for delivery and ad postage as required 0.5 - 1.0 hrs
- L. Mail posted envelopes & deliver local envelopes. 1.0 - 2.0 hrs

VIII. WATER RECEIPTS ACCOUNTING:

- A. Enter water receipts into accounting system
 - 1. Arrange checks in alphabetical order & enter data 0.5 - 2.0 hrs
 - 2. Print deposits to be made and enter into data. 0.3 - 0.5 hrs
 - 3. Review checks and deposit detail for errors & correct as needed. . 0.5 - 0.8 hrs
- B. Make deposit slip and post or deliver to bank 0.3 - 1.0 hrs
- C. Letters and/or telephone calls to answer billing questions 1.0 - ?? hrs

IX. Board Packet Preparaton:

CONTRACT

This AGREEMENT made this 2nd day of April, 1992 between the Muir Beach Community Services District, hereinafter referred to as "District", and Donovan Macfarlane, hereinafter referred to as "Contractor".

Recitals

WHEREAS: District is a governmental unit, governed by a publicly elected Board of Directors, that provides services relating to water, fire protection, roads, easements and recreation to the Muir Beach community. Contractor is an independent contractor providing management and planning services. District requires a General Manager, as mandated by Section 61240 of the California Government Code and desires Contractor to perform in that capacity for District, to provide for management of the operations of the Muir Beach Community Services District and to advise the Board of Directors of District in regard to adoption of District policies, plans, procedures and budgets.

Agreement

1. Definitions

"Approval by District" shall mean adoption by motion, resolution or ordinance of the Board of Directors of District in legally noticed and held meeting of the Board as specified in Sections 61000 to 69000 of the California Government Code and The Brown Act.

2. Term of Contract

The respective duties and obligations of the parties hereto shall commence on April 1, 1992 and continue until June 30, 1995.

3. Independent Contractor

It is expressly understood and agreed that Contractor is acting as an independent contractor as defined by law and nothing in this agreement shall be construed to create the relationship of employer to employee between District and Contractor.

4. Services to be Performed by Contractor

Contractor agrees to serve as General Manager for District as specified in Sections 61000 to 69000 of the California Government Code and provide all the services in that capacity that are detailed in "General Managers Job Description", hereinafter referred to as Attachment "A", which is made part of this agreement by reference. Contractor will determine the method, details and means of performing these services. These general duties, management functions and typical duties of the General Manager and the organizational structure of District detailed in Attachment "A" may be changed by written mutual agreement, signed by both parties, from time to time during the term of this agreement.

5. Availability and Hours of Services

Contractor shall plan and set priorities for his activities, or delegate responsibilities to District staff so that the hours devoted to the performance of services by Contractor average 20 hours per week. However, during the beginning months of this contract, from April 1, 1992 to June 30, 1992, Contractor shall devote an average of 30 hours per week to the performance of his duties.

Contractor's general duties shall include attendance of regular and special meetings of District's Board of Directors and other departmental or inter-agency meetings deemed essential to District operation, including meetings in the evening or on weekends.

From time to time, the operations of District are subject to emergency situations that threaten life or property, such as but not limited to, flood, fire, earthquakes or landslides. Contractor shall develop procedures, for approval by District, for using District staff and resources to insure management and mitigation of such emergencies.

6. Tools and Instrumentalities

Contractor will supply all tools and instrumentalities generally and normally required to perform the management services required under this agreement. District shall make District office and other District facilities available for use by Contractor as needed for service to District, including telephone, telephone pager, computer and printer, photo copy machine, files and office storage. District shall provide Contractor with any special equipment that the District deems essential for the performance of this contract.

All tools, equipment, books, and supplies purchased or provided by District and all records or files stored on any form of media created by Contractor or District for the performance of this contract shall remain property of District and shall be returned on demand by District.

7. Management Power

The affairs of District shall be conducted by Contractor and the staff of District under the oversight of the publicly elected District Board of Directors. All the members of the staff are either employees of District, independent contractors to District, or engaged as volunteers for District. Contractor shall have the sole and complete charge of District staff, and shall have the absolute and complete authority to engage (on such terms and for such compensation as he deems proper or as volunteers), discharge, direct, and supervise each and every member of the staff. Contractor shall exercise his authority over staff through consultation with and direction of each department manager, using the lines of authority described and shown in Attachment "A".

It is the intention of District to confer upon Contractor all the powers of direction, management, and supervision of the staff that Contractor would have if the members of the staff were direct employees of, subcontractors to, or volunteers for Contractor. However, Contractor may not exceed amounts budgeted by District for compensation of staff without prior approval of District Board of Directors.

8. Contractor to Act as Agent for District

From time to time District may deem it advisable to enter into agreements with other governmental bodies, businesses, contractors, employees, or other parties. With regard to said agreements, Contractor shall have authority to act as agent of District for the purpose of negotiating the terms and conditions of the said agreements. However, Contractor shall not bind District to said agreements without first obtaining approval of the terms of said agreements from the Board of Directors of District.

9. Compensation

During the first 3 months of this contract, from April 1, 1992 to June 30, 1992 Contractor shall receive from District a sum of \$2,250 at the end of each month for the performance of services rendered during the month to District pursuant to the terms of this contract. Beginning with the payment on July 31, 1992, Contractor shall receive from District a sum of \$1,500 at the end of each month for the performance of services rendered during the month to District pursuant to the terms of this contract. Upon annual evaluation of the performance of Contractor prior to the adoption of the budget each year, the Board of Directors of District may increase this compensation.

To the extent allowable under Federal and State tax law, District shall pay aforesaid compensation to such legal taxable entity as Contractor shall direct, and such payments for the benefit of Contractor or his heirs or assigns, shall fully meet all requirements of payment for services rendered by Contractor under this agreement. Contractor shall provide to District full documentation of required tax identification numbers of such taxable entity, its active status and its conformance with all California Corporation Code reporting requirements, prior to payment of any compensation to such taxable entity by District. Contractor shall be solely liable and responsible to pay all required taxes and other obligations, including, but not limited to, withholding and Social Security. Contractor agrees to indemnify and hold District harmless from any liability which may occur to the federal and/or state government, as a consequence of this contract.

This compensation is intended to cover the normal managerial activities and incidental expenses incurred in fulfilling the duties outlined in this agreement and occurring within the immediate confines of District's current service area. When Contractor travels on District business (but not to and from Contractor's residence) outside the service area, but within the County of Marin, Contractor shall be entitled to bill District for such travel at a rate of 25 cents per mile.

In the event the essential duties for the district require for Contractor to travel outside of Marin County, Contractor shall be entitled to bill for normal and necessary business expenses, including but not limited to travel, lodging, business services, meals, fees, etc. Such duties and expenses shall be anticipated and Contractor shall have received prior approval from District before undertaking such travel.

10. Off Duty Time

After 8 months of service, the Contractor will be entitled to 14 calendar days (at the normal working rate) of off duty time each fiscal year, with compensation provided by the District as if Contractor had been on duty. The District will budget for temporary replacement staff for the Contractor during these periods. At least 30 days notice of the date of the desired off duty time will be provided by the Contractor to the District.

11. Limited Liability

Contractor will not be liable to District, or to anyone who may claim any right due to a relationship with District, for any acts or omissions in the performance of services under the terms of this agreement unless such acts or omissions are due to willful misconduct. District will indemnify and hold Contractor free and harmless from any obligations, costs, claims, judgements, attorney's fees, and attachments arising from, growing out of, or in any way connected with the services rendered to District under the terms of this agreement, unless Contractor is judged by a court of competent jurisdiction to be guilty of willful misconduct.

12. Termination of Agreement

This agreement may not be terminated except by mutual consent of the parties, except as provided herein. Should either party materially default in the performance of this agreement or materially breach any of its provisions, either party may terminate this agreement after giving 30 days notice to the other party of such breach or default and after giving such notice, allowing the other party reasonable opportunity to correct such default or breach or renegotiate this agreement's performance requirements or other provisions in a mutually acceptable manner before the end of that 30 day period.

Should Contractor be found to be engaging in malfeasance, malpractice, or criminal acts, District may terminate this agreement immediately after holding a hearing to determine such facts. Should District fail to pay Contractor as specified in Section 9 of this agreement, Contractor may terminate this agreement if the failure to pay is not remedied within 30 days from the date payment is due.

District may terminate the agreement at will if Contractor is given 30 days notice of desire to terminate and is paid two months compensation, at the rate prevailing at the time of termination, beyond that due for service performed. Contractor may terminate this agreement at will if District is given 60 days notice of desire to terminate and Contractor repays District the equivalent of one month's compensation, at the rate prevailing at the time of termination.

13. Entire Agreement of the Parties

This agreement and Attachment "A" attached as part of this agreement, constitutes the complete agreement between Contractor and District. No representation or promise, either oral or written, has been made except as has been specifically set forth herein. Any modification of this agreement will be effective only if it is in writing and signed by both parties.

14. Partial Invalidity

Should any provision of this agreement be held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of the agreement will nevertheless continue in full force without being impaired or invalidated in any way.

15. Negotiation and Mediation

In the event that any provisions of this agreement become unworkable to either party, or a controversy arises involving the construction or application of any of the terms, covenants, or conditions of this agreement, both parties agree to engage in good faith efforts to renegotiate such provisions or resolve such controversy. If, after such direct negotiations, the parties are still unable to resolve such issues, prior to either party seeking legal relief to resolve the same, both parties agree to engage a mutually acceptable mediator or impartial mediation service to conduct further good faith negotiations between the parties. The cost of such mediation will be borne in equal proportions by each party unless mutually agreed otherwise. Any modifications to this contract resulting from any negotiations, shall only be valid if they are in writing and signed by both parties.

16. Attorney's Fees


If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this agreement, the prevailing party will be entitled to reasonable attorney's fees, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which that party may be entitled.

17. Governing Law

This agreement shall be binding on and shall be for the benefit of the parties hereto and their respective heirs, executors, administrators, successors, and assigns, and shall be governed by the laws of the state of California.

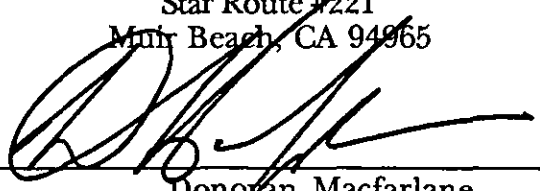
Executed at Muir Beach, California on the date and year first above written.

DISTRICT:


Robin Collier, Chair, Board of Directors
Muir Beach Community Services District
Star Route #221
Muir Beach, CA 94965

April 2, 1992
Date

CONTRACTOR:


Donovan Macfarlane
23271-G La Glorieta
Mission Viejo, CA 92691
Social Security # 264-36-2830

4/2/92
Date

**MUIR BEACH
COMMUNITY SERVICES DISTRICT****GENERAL MANAGER JOB DESCRIPTION****GENERAL DUTIES**

The General Manager is the chief administrative officer of the District and is responsible to the Board of Directors to represent, manage and direct the District's operations consistent with the objectives, policies and procedures adopted by the Board. The General Manager shall, with the support of the staff and volunteers of the departments under his/her supervision, develop and recommend to the Board long and short term plans, policies and strategies to promote the objectives of the District.

ORGANIZATION

The District is empowered by the voters to provide water service, recreation, fire protection and roads and easements within the District. To implement these powers, the District is organized into four departments; Fire, Water, Recreation and Roads and Easements. All departments are supported by the general administrative staff of the District under the supervision and direction of the General Manager (see attached figure).

Each department is accountable to the Board through the General Manager who shall provide oversight supervision of the departments to insure that the objectives, policies and procedures of the Board are being implemented.

The Volunteer Fire Department is managed by a Fire Chief and Assistant Fire Chief and is staffed by additional volunteers. The volunteer department coordinates its fire protection duties with the Marin County Fire Department.

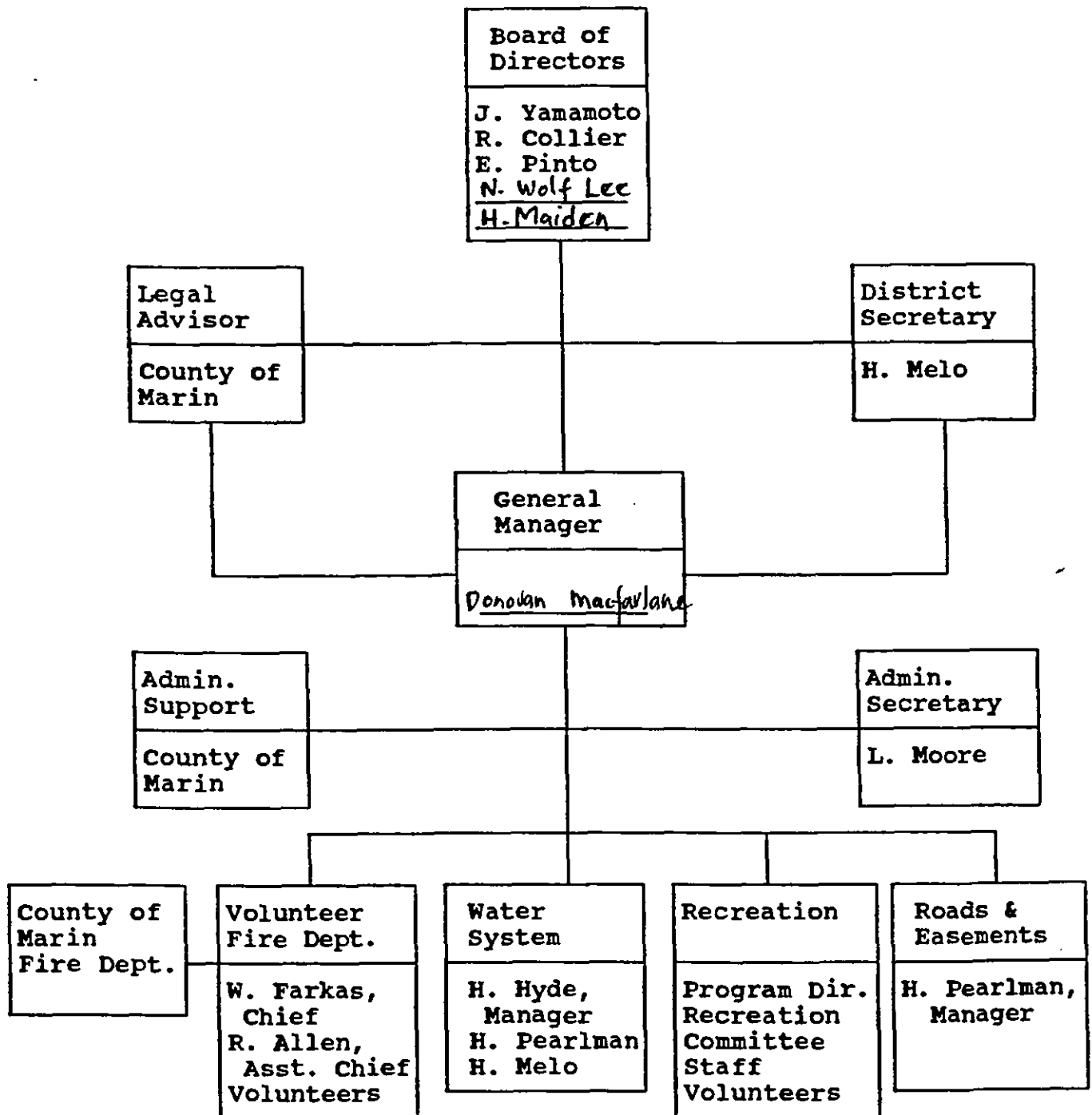
The Water Department is managed by a District Water Manager with the support of the District Maintenance Manager.

The Recreation Department is operated by paid staff and volunteers with maintenance support provided by the District Maintenance Manager. The operations of staff and volunteers are coordinated by the Recreation Committee that is responsible to the Board.

The Roads and Easements Department is managed by the District Maintenance Manager.

The General Administrative staff consists of the District Secretary, who is an officer of the Board, and the Recording Secretary.

MUIR BEACH
COMMUNITY SERVICES DISTRICT
ORGANIZATIONAL STRUCTURE



MANAGEMENT FUNCTIONS

Subject to the direction of the Board, the General Manager has the responsibility and authority to perform and report to the Board on the following major functions:

Administration

- Develop and implement District policies and procedures subject to approval of the Board.
- Manage the District's administrative functions including records, reports, correspondence and office services.
- Maintain the District Office.
- Ensure District compliance with applicable governmental regulations and requirements.
- Coordinate District activities with the County of Marin and other governmental agencies as required.
- Provide Board/Committee/Department management support and administrative services.

Finance

- Manage the District Budget and finances.
- Identify and develop supplemental financing sources (e.g., grants).

Personnel

- Provide oversight-supervision of the activities of District employees and volunteers.
- Develop and implement personnel management policies and procedures.
- Hire, evaluate, promote and discharge District employees.

Planning

- Direct and coordinate District planning activities to include short and long-term plans and forecasts to meet District objectives.
- Manage the maintenance and upgrading of District facilities to meet long-term needs.

Community Relations

- Act in the role of community facilitator to promote a spirit of cooperation and sense of community among the diverse interests within the community.
- Provide liaison with agencies and groups as necessary and appropriate to promote District objectives.
- Identify community needs and opportunities for improved services.

TYPICAL DUTIES

Examples of typical duties to be performed by the General Manger include but are not limited to the following:

- Assist the Board in developing District objectives, policies, plans and procedures.
- Manage Board/Committee meeting activities to include preparation of Board/Committee meeting notices, agenda, packets and minutes. Attend Board/Committee meetings.
- Prepare annual budget and implement appropriate financial procedures and controls. Prepare monthly financial reports to the Board.
- Identify and develop supplemental sources of funding for District activities.
- Develop and implement District Standard Operating Procedures for the General Manager and each Department subject to approval of the Board.
- Provide management and administrative support for Department operations in conjunction with oversight-supervision of Department activities.
- Prepare and implement a District safety program.
- Prepare and implement a District emergency preparedness plan.
- Develop and implement a community relations program to promote District objectives and community interests.
- Inventory and maintain District assets and physical facilities.
- Review and maintain the insurance needs of the District.
- Educate the Board regarding required laws, regulations and procedures to be followed by the District.
- Identify relevant legal issues and obtain legal opinions from County Counsel.
- Perform duties as assigned by the Board.

Donovan

**TABLE OF CONTENTS
FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING ON
WEDNESDAY, APRIL 26, 1995 AT 7:00 PM**

<u>DESCRIPTION</u>	<u>PAGES</u>
Agenda	1 - 2
Bills to be Paid Reports	3
Water Operations report	4 - 5
General Manager's Report	6 - 8
Budget Report for the month of January 1995	9 - 13
Draft Minutes for the 02/01/95 Meeting	14 - 15
Muir Woods Community "Suggested Tree Policy" <i>For Information Only</i> ..	16 - 20
Muir Woods Tree Policy Questionnaire <i>For Information Only</i>	21 - 22

**AGENDA FOR MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON
WEDNESDAY, APRIL 26, 1995. BEGINNING AT 7:00 PM
IN THE COMMUNITY CENTER, 19 SEACAPE DRIVE,
MUIR BEACH, CALIFORNIA**

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

- I. **Call the meeting to order.** 7:13 Dale 9 PM left
- II. **Review and consideration of the April 26, 1995 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. *Ad reso / w confirm next month
Steve Erin + 80.53.*
- III. **Bills to be paid:** Consideration of the bills to be paid, received subsequent to the bills submitted for approval during the April 12, 1995 meeting. *Erin, Steve Aff.*
- 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. *Big TAC Budget Mts
App'd by coastal com - Cal Trans GGNRA - in a mas, etc. Return B in person*

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.

*Still made
EIR; scoping
w/ 2 weeks
start 11/99
Lead by PB
in May*

- Last Sat.*
V. **Fire Department:** The Fire Chief will report on the fire volunteer activities since the last regular meeting on March 22, 1995. *Nina Vincent - Park Hwy Pat, Sher.*

Shuruf's Dept The Park Police "Not to ticket cars"

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

- VI. **General Manager's report.** The General Manager ("GM") will report on the following items.

- A. **Administration:** The GM will report on ongoing administrative activities, including:

1. Communication improvements.
2. Budget, reviewing the District's financial status, including a basic review of the monthly budget report, and the year to date income/expenses versus the budget.
3. Formation of an ad hoc budget committee to assist in the 1995-96 budget. This will require a Board action.

- B. **Recreation:** The GM will report on the planned recreational activities for the near future. The GM will also recommend some tree removal at the community center, for safety reasons. This will require Board action.. *Steve. Ervin. All*

- C. **Emergency/hazard considerations.** *Date Not here.*

- D. **Water:** The GM will report on the following water activities.

1. General operations and maintenance.
2. Billing and fiscal considerations including a review of fiscal receipts, accounts receivable, and delinquent accounts status.
3. Harris Plan review and status. The GM will also suggest revising The Cove Lane versus well site electrical project priorities. This will require Board action.

- E. **Roads and Easements:** The GM will report on the maintenance activities concerning roads and easements. *Fire break in the middle.*

- VII. **Consideration of the General Manager's contract extension or termination.** This will require Board action. *Steve. Ervin*

- VIII. **Review Draft Minutes of the April 12, 1995 meeting.** *Steve Ervin*

- IX. **Setting date for the next Board meeting.**

ADJOURNMENT OR CONTINUATION.

Ervin 04-26-95 Steve. All
Date absent.

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 04/12/95 THROUGH 04/19/95**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
HARRIS FUND EXPENSES, FUND 429				
Henry Hyde	4169	Final draw on Harris Plan update	B	\$500.00
TOTAL HARRIS FUND EXP. =				\$500.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

ABC Consultants	2479	Travel through March 31, 1995; 257 miles @ \$0.2	C	64.25
ABC Consultants	2534	Toll calls through 3/20/95	C	14.30
TOTAL G&A EXPENSES =				\$78.55

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

TOTAL R&E EXPENSES =				\$0.00
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WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Wages 3/26/95 thru 4/8/95	C	\$444.06
Harvey Pearlman	1506	Benefits for April 1995	C	102.33
Harvey Pearlman	2325	Travel allowance for April 1995	C	75.00
HyDec "Mike Landers"	2325	Repair and evalauation of the slow close valves	B	150
Pacific Telephone	2534	Well relaay line thru 3/7/95	B	33.25
TOTAL WATER EXPENSES =				\$804.64

RECREATION EXPENSES, DIVISION CODE 9239

Juana Gonzales	1073	Wages 3/26/95 thru 4/22/95	C	129.18
TOTAL RECREATION EXPENSES =				\$129.18

FIRE DIVISION EXPENSES, DIVISION CODE 9240

Transtech Enterprises	4827	Repairs to transmission and carurator on GMC tru	B	2,117.90
TOTAL FIRE EXPENSES =				\$2,117.90

TOTAL HARRIS FUND EXPENSES =	\$500.00
TOTAL GENERAL FUND EXPENSES =	3,130.27
TOTAL OF ALL EXPENSES =	\$3,630.27

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 _____

MUIR BEACH COMMUNITY SERVICES DISTRICT

Nancy Wolf Lee, President

Donovan Macfarlane, General Manager

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
MARCH 16, 1995 THROUGH APRIL 15, 1995**

WATER SYSTEM STANDARD OPERATIONS :

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 0.00 ppm.
3. Once again we are experiencing problems with the slow close, slow open pressure controls at the pump house. The factory representative was called, and we expect a report concerning needed corrections. When these controls fail, the well is essentially non functional.

WATER PRODUCTION: Note: Meters were read on 03/23/95. Production is based on 31 days.

1.	Total volume of water produced	765,200	gallons
2.	Average daily production	27,329	gallons/day
3.	Maximum daily production, 30 hours after power failure	86,600	gallons
4.	Minimum daily production, power failure 4 day duration	0	gallons
4.	Volume of water billed by customer meters, total	607,368	gallons
5.	Average daily customer water use, per customer	147	gallons/day
6.	Estimated maintenance, fire, and leak water consumption.	6,000	gallons
7.	Unaccounted for water loss = 9.9% of production	75,859	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. Weekly filter cleaning of cartridge and sand filters.

EMERGENCY ACTIVITIES: There was a four day power outage (3/9 -3/12) that severely drained the storage tanks, and necessitated extended pumping for a 30 hour period to replenish the minimum fire reserve, while replacing the regular ongoing consumption. A damage request was filed with PG&E; however, they ruled that the power outage resulted from a natural a disaster, which eliminates their liability.

In addition to the power outage, a service line break occurred on Sunset Way, on Sunday, April 2, 1995. Harvey repaired the break with the assistance of Aran Collier and his assistant.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
MARCH 16, 1995 THROUGH APRIL 15, 1995**

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing was \$3,364.74, plus \$105.57 in late payment and interest penalties. Water revenues collected totaled \$3,704.72 including security deposits. Accounts receivable were \$2,373.31 at the close of 3/26/95.

No 48 hour notices were sent, and three 30 day notices were sent. All metered water services are in service.

HARRIS PLAN REPORT UPDATE: The report update is being retyped, but will not be completed in time for presentation during the April Board meeting. It will be ready for presentation during the May Board meeting.

HARRIS PLAN PROJECTS: The two projects to be funded by the fiscal 1994-95 revenues are scheduled to begin construction in late summer, or very early fall. However, current needs for electrical work, and building modifications at the well site indicate a more prudent use of part of the funds would be to delay the Cove Lane project, in order to complete the well site work.

The Cove Lane project is designed to replace an existing 2" galvanized pipe with a 4" PVC main. The estimated cost for this is \$14,500 (Harris Plan estimate). This project is difficult to justify at this time, as it is primarily intended replace a service line to two (2) water meters, and does not improve the general distribution system. Historically, the two water services consume water at a minimum monthly rate, and without some reasonable general system improvement it does not seem prudent to spend \$14,500 to receive income of less than \$260 per year.

The need to place the electrical service to the well house and wells is a far more pressing and justifiable need. We were fortunate this year, for when one of the trees on the creek fell due to high winds, it did not cause a power failure and possible fire. However, it did necessitate tree pruning, and if the electrical lines remain overhead there is a need to remove several trees that are about to come down. Further, the roof of the well house is leaking and repairs are needed. The flat roof is inappropriate for this type of climate and requires constant maintenance. It would be best to replace this roof with a pitched roof with no less than a 6/12 pitch. Regrettably, the overhead electrical service currently prevents this structural change.

Inspection of the electrical system in the well house reveals several violations of the electrical code that should be corrected, and the current overhead service to the wells and picnic area are questionable in so far as code compliance. Therefore, it is recommended that the Cove Lane project be placed on hold, and the funds for this project be used to correct the electrical deficiencies in the well house, and to place the well house, storage area, picnic area, and well services underground utilizing a creek crossing suspended from the pedestrian bridge. At this time there is no estimate for the cost of this work; however, it should be somewhat less than the cost of the Cove Lane project.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

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

TO: The Board of Directors
FROM: Donovan Macfarlane, General Manager
DATE: April 21, 1995
FOR: Board of Directors Meeting, on Wednesday, April 26, 1995

I. ADMINISTRATION: The following administrative activities are reviewed for the Board's general information, consideration, and where appropriate, action:

- A. Communications:** The new phone line has been installed in the Vallejo office, and call forwarding put into effect. The installation has been in operation for more than three weeks, and during this time only three calls have been answered by the voice mail. All remaining calls, averaging three per day, have been answered in person. At this point the new system has greatly improved communications and has been well received.
- B. Budget report:** Overall, the District is in very good fiscal order. Review of the Summary page would indicate that the District's equity at months' end actually increased from the February closing of \$103,973 to a March closing of \$106,592; however, this would be an erroneous conclusion. The increase is the result of closing the Wells Fargo Fire Station reserve account and consolidating it into the District's 1st Nationwide account. This was done when we purchased the 182-day T-Bill with a combination of Fire Station and District funds. At the time, the Fire Station funds totaled \$6,780.60. The District's equity actually decreased by more than \$4,000 during March, but this decrease is in keeping with the norm for this time of year as the District will not receive any tax revenues until the month of May. It is generally anticipated that the months of July through November, and January through May are negative cash flow months, as the only regular income during these months is from water receipts.

On a department by department basis, the status as of the end of March is analyzed as follows:

- 1. Administration** income is substantially greater than the budget projection for this time of year. The primary reasons for this include the more than \$6,000 rebate of State tax transfers, and increased interest income. The Administrative expenses are substantially below the budget project for this time of year, as the use of a recording secretary has not been implemented, and the regrettable passing of Hazel has resulted in a savings. Also, the office improvements and equipment purchases have not been used as they have been answered by the GM's company.
- 2. Easements** were not originally budgeted to have income; however, through the efforts of Director Pinto, income of \$24.07 was realized. At this time, expenditures on easements repair and road construction is well below budget. However, considerable work is scheduled prior to the end of the fiscal year, and it is estimated that this work will consume the full budget allocations.
- 3. Fire** income is within the budget parameters with the Fire Association meeting their commitment, and funds fully received from the West Marin fund. It should

be noted that the West Marin funds received were \$8850, and the \$13,745 in budgeted income includes \$4,895 in carry over funds from fiscal 1993-94. To date, Fire expenditures are within the budget parameters.

4. **Recreation** income is substantially below the budget projections. Community center rentals are below projection, but the June wedding season is approaching and this income should improve. However, it is not expected that rentals will total the budget projection. Income from the Labor Day BBQ was disappointing, and the number of community dinners is less than projected, due to a lack of volunteers. The Tai Chi and Bistro programs are yielding more income than originally projected. Expenses have generally been within the budget projections, with some exception. Children's programs have exceeded expenses, but we have also received increased income dedicated for these programs. The community dinners have exceeded expenses, but further analysis indicates that the Budget provision was in error for projecting a net profit of just 15% on \$2,000 of anticipated income (as forecast) would have provided expenses of \$1,700. Building maintenance and electricity expenses are above budget. The maintenance cost is above budget due to damages caused by the inclement weather, and the increased electrical costs seem to be a combination of increased electrical rates, and the fact that the gas stove has increased versus decreasing costs (the cost of gas is included in the electrical costs) as anticipated.

In developing the budget for 1995-96, it is recommended that the budgeted income and expense projections be adjusted to conform to the levels experienced in fiscal 1994-95. This undoubtedly will indicate a more substantial budgeted loss (subsidy) for the community center, but it will more realistically represent the actual budget conditions.

5. **Water** income is within the budget forecast, with service billing being 69.9% of the budget projection and the fiscal year being 75.07% complete. The billing will increase as we enter the dry months, and it is anticipated that both billing and revenues received will be within a few percentage points of the budget provision.

Expenses are generally within the budget guidelines, with the exception of the allocations for the GM's fee, postage, contract repairs, electricity, and travel. These are explained as follows:

- a. The higher allocation of the GM's fee resulted primarily from Hazel's poor health that prevented her from giving even the minimal assistance anticipated. Also, the GM has been more frequently involved in various maintenance and operations activities than originally projected, due to the repairs, contract services, and relief of the maintenance manager.
- b. Postage is above budget, partly as a result of postal rate increases, combined with increased invoice mailing requests, and increased water correspondence. The increased postal costs should be provided for in the next year's budget. I am seeking approval of a non profit agency's reduced rates for bulk mailing, which may enable lower costs.

- c. The contract repairs are above budget due to more emergency repairs than anticipated, including the bridge accident (our essential costs were finally reimbursed by our insurance company), the Frank Valley Road main line break, several small breaks, and the well cleaning. It would seem that we should budget for more contract repairs than we have provided for in the past, as this overage has occurred for three consecutive years.
- d. The excess travel seems to be a budget allocation error, as Harvey's employment contract provides an annual allocation of \$900, not \$675. Also, due to a County bookkeeping entry error the May and June 1994 payments were entered during July.
- e. The excess electrical charges are a combination of increased electrical rates, and emergency pumping during peak rate hours due to two power failures that depleted the storage tanks, and the Frank Valley main line breaks that did the same. The increased electrical rates should be provided for in the next year's budget.

C. Harris Fund income and expenses are what they should be at this time of year, as the projects are not actually scheduled until after the second half of the year's special tax assessment income is received. At this time no major deviations are anticipated from the actual project expense allocations and income.

D. Fiscal 1995-96 Budget: It is time to begin the early considerations of the next year's budget. It is suggested that an ad hoc committee be formed, as was formed last year, to assist in formulating the budget for fiscal 1995-96.

II. Recreation: No new recreational activities are planned for the coming month. A community dinner had been considered, but the Fire BBQ is the major event for May, and there was some feeling that the dinner would be a superfluous event. It is hoped that a dinner can be planned for the month of June, using the combined volunteer efforts of Directors Hopkins and Pinto, with assistance from Mia Monroe.

The community center grounds are being prepared for the coming growth and fire season. The lower yard area has been mowed, the upper yard weeded and shrubbery pruned. The roof gutters have been cleaned again, and debris from the roof removed. At this time it is desirable to remove several of the smaller Monterey pines located in the upper grounds (plus one in the lower grounds next to the playhouse). These trees have been marked with flagging ribbon, for your observation. These trees are considered excess for the landscape needs, potential fire and wind hazards, and their size permits cutting by District personnel (larger trees require tree specialists). **Your concurrence with or rejection of the removal of these trees is requested.**

III. Emergency/hazard actions have been limited, but it is anticipated that these considerations will be more actively considered during the next few months, as the fire season opens.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF MARCH 1995**

FISCAL
YEAR IS
75.07%
COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

DESCRIPTION	1994-95 BUDGET	CURRENT FIS. YEAR TOTALS	CURRENT FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	03/31/95 TOTAL
Opening Balance as applicable	\$57,606			(\$55.33)	\$63,223.91	\$15,435.94	\$78,604.52
General and Admin. Income	26,644	26,784.92	100.5%	0.00	295.58	289.84	585.42
General & Admin. Expenses	20,912	9,668.16	46.2%	50.85	570.95	475.51	1,097.31
G&A Income - Expenses	\$5,732	17,116.76	298.6%	(\$50.85)	(\$275.37)	(\$185.67)	(\$511.89)
Water Income	64,000	46,069.19	72.0%	0.00	5,313.71	0.00	5,313.71
Water Expenses	49,021	34,556.62	70.5%	46.09	4,116.21	2,406.60	6,568.90
Water Income - Expenses	\$14,979	11,512.57	76.9%	(\$46.09)	\$1,197.50	(\$2,406.60)	(\$1,255.19)
Recreational Income	20,161	7,675.48	38.1%	195.50	560.00	0.00	755.50
Recreational Expenses	20,563	11,746.91	57.1%	85.31	408.03	776.92	1,270.26
Recreational Income - Expenses	(\$402)	(4,071.43)	1012.8%	\$110.19	\$151.97	(\$776.92)	(\$514.76)
Road & Easement Income	0.00	24.07	NA	0.00	0.00	0.00	0.00
Road & Easement Expenses	16,038	5,306.25	33.1%	0.00	6.97	170.18	177.15
R&E Income - Expenses	(\$16,038)	(5,282.18)	32.9%	\$0.00	(\$6.97)	(\$170.18)	(\$177.15)
Fire Income	23,431	21,573.86	92.1%	0.00	6,989.08	0.00	6,989.08
Fire Expenses	23,431	14,156.44	60.4%	0.00	1,312.51	225.00	1,537.51
Fire Income - Expenses	\$0	7,417.42	NA	\$0.00	\$5,676.57	(\$225.00)	\$5,451.57
General Funds Account balances @ month end=	\$61,877		0.0%	(\$42.08)	\$69,967.61	\$11,671.57	\$81,597.10

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	03/31/95 TOTAL
Insurance	2059	\$458	457.79	100.0%				0.00
GM's fee	2117	5,443	1,733.00	31.8%			\$388.50	388.50
G&A share	2720	0	0.00	NA				0.00
Project Improvements	4169	30,000	1,000.00	3.3%				0.00
TOTALS =		\$35,901	\$3,190.79	8.9%	\$0.00	\$0.00	\$388.50	\$388.50

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	03/31/95 TOTAL
Parcel tax	9007	\$23,951	14,243.50	59.5%				\$0.00
Delinq. taxes	9008	0	0.00	NA				0.00
Redemption's	9009	0	65.87	NA				0.00
Surcharge	9031	540	300.00	55.6%		30.00		30.00
Interest	9377	350	355.96	101.7%				0.00
TOTALS =		\$24,841	\$14,965.33	60.2%	\$0.00	\$30.00	\$0.00	\$30.00

HARRIS FUND 429 SUMMARY

						COUNTY FUND 429	NET TOTAL FUND 429
Opening Harris Fund Balance	\$10,355	\$10,355.45				\$25,311.28	\$20,585.62
Harris Fund Income	24,841	14,905.33	60.0%	0.00	30.00	0.00	30.00
Harris Fund Expenses	35,901	2,413.79	6.7%	0.00	0.00	388.50	388.50
Harris Fund Income - Expenses	(11,060)	12,491.54	-112.9%	0.00	30.00	(388.50)	(358.50)
Account balances @ month's end =			NA	(\$42.08)	\$69,997.61	\$24,922.78	\$20,227.12

COMBINED ACCOUNTS EQUITY CHANGE

Total Income by Account	\$159,077	\$117,008.78	73.6%	\$195.50	\$13,188.37	\$289.84	13,673.71
Total Expenses Paid by Account	\$165,866	\$77,848.16	46.9%	\$182.25	\$6,400.73	\$4,102.34	10,685.32
CHANGE IN CASH EQUITY =	(\$6,789)	\$39,160.62	NA	\$13.25	\$6,787.64	(\$3,812.50)	\$2,988.39

GROSS DISTRICT CASH EQUITY @ CURRENT MONTH END \$106,591.96 INCLUDING ALL FUNDS

NOTE: The Harris Fund 429 balance shown is the net balance, after adjustments for income & expenses recorded in the 1st Interstate Bank depository, and the \$1635 year end (93-94) charge of undistributed administrative expenses. Fund 429 owes the gen. fund. \$1635+\$457.79 - \$90 = \$2,002.79

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF MARCH 1995**

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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	03/31/95 TOTAL
Secretary Wage	1003	\$2,700	1,523.06	56.4%				\$0.00
Rec'd'g Sect'y Wge	1005	1,200	207.69	17.3%				0.00
FICA	1404	230	132.40	57.6%	0.00	0.00	0.00	0.00
Work Comp. Ins.	1701	24	53.66	223.6%				0.00
Conferences	2049	750	654.00	87.2%				0.00
Insurance	2059	415	1,350.47	325.4%				0.00
GM's Fee	2117	4,343	3,602.00	82.9%			361.50	361.50
Pub. & Advertise.	2119	150	0.00	0.0%				0.00
Postage	2130	175	9.28	5.3%				0.00
Office Supplies	2133	875	127.79	14.6%	50.85			50.85
Copier Maintenance	2137	1,400	572.69	40.9%		549.00		549.00
County Fees	2352	6,500	249.50	3.8%				0.00
Mileage	2479	600	659.30	109.9%			85.50	85.50
Telephone	2534	600	401.02	66.8%		21.95	28.51	50.46
Gen. Expenses	2720	200	125.30	62.7%				0.00
Bld. Imp.	4048	500	0.00	0.0%				0.00
Equipment	4093	250	0.00	0.0%				0.00
TOTALS =		\$20,912	\$9,668.16	46.2%	\$50.85	\$570.95	\$475.51	\$1,097.31

20% of general G&A Costs = \$1,933.63 to be allocated as specified in Special Note, below.

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	03/31/95 TOTAL
Property Taxes	9001	\$23,900	21,780.32	91.1%			\$289.84	\$289.84
Prop. Tax, Unsec'd	9002	1,100	886.40	80.6%				0.00
Hoptr. St.	9280	444	135.66	30.6%				0.00
Interest/Int. Fnd. Trans.	9377	300	3,428.17	1142.7%		271.58		271.58
Copier Income	9772	900	554.37	61.6%		24.00		24.00
TOTALS =		\$26,644	\$26,784.92	100.5%	\$0.00	\$295.58	\$289.84	\$585.42

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 MARCH 1995**

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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	03/31/95 TOTAL
Secty Wages	1003	\$2,700	1,938.44	71.8%				\$0.00
Maint. Mgr. Wages	1028	11,000	7,355.90	66.9%			1,281.25	1,281.25
Extra Hire Wages	1073	1,000	70.00	7.0%				0.00
FICA	1404	1,125	716.44	63.7%	0.00	0.00	98.02	98.02
Benefits	1506	1,001	1,000.59	100.0%			102.33	102.33
Work. Comp. Ins.	1701	1,034	517.79	50.1%				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	127.00	25.4%		102.00		102.00
Bldg. Repair	2096	350	0.00	0.0%				0.00
Tests & chemicals	2115	2,500	933.37	37.3%		30.00		30.00
GM's Fee	2117	8,037	7,620.50	94.8%			850.00	850.00
Misc. Exp.	2121	900	775.96	86.2%				0.00
Refunds	2122	200	258.93	129.5%		99.83		99.83
Postage	2130	200	260.18	130.1%	46.09			46.09
Office supplies	2133	600	229.01	38.2%				0.00
Legal Notices	2221	200	44.55	22.3%				0.00
Contract Repairs	2325	3,200	6,016.70	188.0%		3,384.07		3,384.07
Travel	2479	675	825.00	122.2%			75.00	75.00
Telephone	2534	400	279.58	69.9%		33.25		33.25
Electricity	2535	4,200	4,137.46	98.5%		467.06		467.06
WPA 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
TOTALS =		\$49,021	\$34,556.62	70.5%	\$46.09	\$4,116.21	\$2,406.60	\$6,568.90

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	03/31/95 TOTAL
Service Billing	9025	\$64,000	44,748.24	69.9%				3,364.74
Receipts Collected	9025		41,943.37	NA		3,537.89		3,537.89
Accounts Receivable	9025		5,708.79	NA				5,723.79
Security Deposits	9025SD		1,200.00	NA		300.00		300.00
Misc. Income & Fees	9772		1,475.82	NA		1,475.82		1,475.82
Water Income totals =			\$44,619.19	NA	\$0.00	\$5,313.71	\$0.00	\$5,313.71

NOTES: 1. Accounts receivable for current month includes receivables balance at beginning of fiscal year.
2. Accounts receivable for "Fis. Year Totals" reflects this years service billings versus income received.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF MARCH 1995**

FISCAL
YEAR IS
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COMPLETE

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	03/31/95 TOTAL
Maint. Mgr. Wages	1028	\$500	131.25	26.3%			\$6.25	\$6.25
Janitorial Wages	1073	1,760	1,140.00	64.8%			120.00	120.00
FICA	1404	173	165.34	95.8%	0.00	0.00	35.67	35.67
Work. Comp. Ins.	1701	260	162.93	62.7%				0.00
Basketball	2041BA	246	0.00	0.0%				0.00
Bistro	2041BI	750	392.82	52.4%	33.00			33.00
Brunches	2041BR	150	0.00	0.0%				0.00
Community Dinners	2041CD	500	587.89	117.6%	39.29	209.07		248.36
Children's Programs	2041CP	150	240.72	160.5%				0.00
Labor Day BBQ	2041LD	800	340.35	42.5%				0.00
Tai Chi	2041TC	1,000	715.00	71.5%			340.00	340.00
Insurance	2059	1,314	1,314.10	100.0%				0.00
Repairs	2077	250	154.09	61.8%				0.00
Bldg. Maintenance	2096	150	250.26	166.8%				0.00
Ground Maintenance	2097	500	291.00	58.2%				0.00
GM's Fee	2117	4,089	2,357.00	57.6%			275.00	275.00
Publications	2119	200	0.00	0.0%				0.00
Misc. Expenses	2121	250	10.00	4.0%				0.00
Deposit Refunds	2122	2,000	1,643.75	82.2%		75.00		75.00
Postage & Off. Sup.	2133	150	52.51	35.0%	8.96			8.96
Refuse Removal	2259	321	258.00	80.4%				0.00
Building Supplies	2366	275	204.68	74.4%	4.06			4.06
Pay Telephone	2534	425	332.81	78.3%		42.59		42.59
Electricity for C. C.	2535	750	804.84	107.3%		81.37		81.37
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	108.16	14.4%				0.00
Equip. & Furnishings	4093	500	89.41	17.9%				0.00
Playground Imp.	4243	350	0.00	0.0%				0.00
TOTALS =		\$20,563	\$11,746.91	57.1%	\$85.31	\$408.03	\$776.92	\$1,270.26

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	03/31/95 TOTAL
Children's Programs	9248	\$200	276.50	138.3%				\$0.00
C.C. Rental	9255	5,000	2,015.00	40.3%		80.00		80.00
Refundable Deposits	9255RD	2,000	1,575.00	78.8%		75.00		75.00
Child's Room Rental	9255CR	500	0.00	0.0%				0.00
Bistro	9811BI	1,600	1,375.61	86.0%	175.50			175.50
Brunches	9811BR	400	0.00	0.0%				0.00
Community Dinners	9811CD	2,000	688.50	34.4%	10.00	270.00		280.00
Labor Day BBQ	9811LD	2,000	543.37	27.2%				0.00
Tai Chi	9811TC	1,500	1,181.50	78.8%		135.00		135.00
Res. Handbooks	9834	100	20.00	20.0%	10.00			10.00
CDB Grant	9900	4,861	0.00	0.0%				0.00
TOTALS =		\$20,161	\$7,675.48	38.1%	\$195.50	\$560.00	\$0.00	\$755.50

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF MARCH 1995**

FISCAL
YEAR IS
75.07%
COMPLETE

FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	03/31/95 TOTAL
Work. Comp. Ins.	1701	\$2,900	1,738.22	59.9%				\$0.00
Gen. & Vehicle Ins.	2059	4,023	4,308.63	107.1%				0.00
GM's Fee	2117	2,763	2,025.00	73.3%			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	6,084.59	44.3%		1,312.51		1,312.51
TOTALS =		\$23,431	\$14,156.44	60.4%	\$0.00	\$1,312.51	\$225.00	\$1,537.51

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	03/31/95 TOTAL
W. Marin Grant	9377	\$13,745	8,850.00	64.4%				\$0.00
Fire Station Fund	9761					6,989.08		6,989.08
MBVFA Donations	9763	9,686	5,734.78	59.2%				0.00
TOTALS =		\$23,431	\$14,584.78	62.2%	\$0.00	\$6,989.08	\$0.00	\$6,989.08

ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	03/31/95 TOTAL
Maint. Mgr.	1028	\$500	393.75	78.8%			\$18.75	\$18.75
Ultra Hire	1073	1,500	950.00	63.3%				0.00
FICA	1404	153	102.80	67.2%	0.00	0.00	1.43	1.43
Work Comp. Ins.	1701	170	0.00	0.0%				0.00
Insurance	2059	795	457.79	57.6%				0.00
Repairs	2077	3,750	780.41	20.8%		\$6.97		6.97
Gen. Maint.	2078	750	0.00	0.0%				0.00
GM's Fee	2117	3,420	2,621.50	76.7%			\$150.00	150.00
G&A Share	2720	0	0.00	NA				0.00
Road Const.	2741	5,000	0.00	0.0%				0.00
TOTALS =		\$16,038	\$5,306.25	33.1%	\$0.00	\$6.97	\$170.18	\$177.15

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	03/31/95 TOTAL
Miscellaneous income	9772	0		NA				\$0.00

First Nationwide Harris Fund Expenses & Income

Income			300.00					30.00
Expenses			1,457.79					0.00
Exp - Inc, Fund 429 owes Gen. Funds =			\$1,157.79					

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING
HELD ON APRIL 12, 1995**

Directors present: Dale Hopkins, President; Directors Nancy Wolf Lee, Erin Pinto, and Steve Shaffer. Director Peter Rudnick called to say he would be delayed in his arrival. He arrived at 7:26 pm.

- I. **Call to order.** President Hopkins called the meeting to order at 7:19 P.M., and then turned the meeting over to incoming President Lee. Director Shaffer becomes the 1st Vice President.
- II. **Review and consideration of Agenda.** Director Pinto requested that in the future, Special Meetings be limited to the consideration of the specific business that the special meeting was called for, and that regular items be considered during regular meetings only. The other Directors indicated their concurrence, and the GM said this would be the future policy. Director Shaffer then *moved* to approve the Agenda for the April 12, 1995 meeting, as submitted; second by Director Hopkins; ayes all.
- III. **Review and consideration of bills and expenses.** The GM distributed a revised Bills to be Paid Report, including those bills received between 3/23/95 and 4/12/95. Director Hopkins then *moved* to approve the bills submitted totaling \$2,143.31 in general fund expenditures, seconded by Director Pinto; ayes all.
- IV. **Public open time.** Bill Farkas and Judith Yamamoto were in the audience, but made no requests to be considered during the public open time.
- V. **Consideration of the General Managers performance, scope of services, and contract.** The General Manager briefly reviewed his reports on the GM's scope of services, time allocations and compensation. He reviewed the essential activities involved in managing the District's administration and general operations by dividing the activities into daily, weekly, monthly, quarterly, and annual categories. He noted that the daily and weekly activities generally deal with the normal business activities, community relations, correspondence and communications with residents, employees, vendors, contractors, and other governmental agencies. The monthly, quarterly, and annual activities general concern Board matters, mandated activities, and essential reports. In addition to the GM's activities, he reviewed the essential clerical activities which include assisting in some of the GM's activities, plus the majority of the water billing, correspondence, and some of the telephone communications.

The GM then reviewed a tabulation of the time allocations required to take care of the 18 primary essential activities indicating that on a minimum basis these activities consume approximately 1,450 hours. The GM then noted that minimum time allowances seldom are realistic, particularly in the public domain, as "Murphy's Law" is generally a constant factor. In addition, the prevailing attitude toward public action is seldom correct in understanding the limitations governing possible actions, and most frequently unfavorable in its basic perspective.

The GM reviewed a table analyzing the clerical time required for water billing, accounting, communications, and correspondence, plus assistance in general District communications and correspondence. Overall, the average clerical time required is approximately 47 hours per month.

The GM then reviewed a tabulation of nine recently advertized comparative clerical positions for California public agencies that averaged a basic hourly wage of \$14.91 to \$18.73 per hour, plus liberal employee benefits. He also reviewed a tabulation of 16 recently advertized general manager or similar

positions for California special districts and public agencies. These averaged an annual compensation range of \$22.76 to \$29.09 per hour plus liberal benefits. He then reviewed information from a 1993 report by the National Center of Nonprofit Boards entitled "Executive Compensation". This report showed a national average of \$47,730 annually, and \$52,500 for the western states. Nationwide, civic/social agencies average \$50,000.

Following the GM's comments, Director Shaffer indicated that he had called several of the California agencies listed in the table, and said he did not feel these were comparable as their budgets were generally much larger than the Districts. The GM agreed, but also indicated that most of the essential duties required, are the same regardless of budget considerations. President Lee volunteered that in her professional experience, the work for a small entity is frequently more challenging, because the manager in a small company has few if any employees to turn to for assistance. Whereas, the manager with a large budget can usually have all the assistance needed.

This was followed by a general discussion with all Board members having input. The general consensus was that the District could not afford the compensation rates indicated, even if they were the norm. The Directors each indicated their satisfaction with the performance of the GM, but expressed further concern that the District could not afford the costs indicated. This was followed by some discussion that it might be necessary to advertise the position again on a competitive basis. The GM generally concurred, but also stipulated that he was no longer willing to subsidize the District, and noted that his service has actually cost him money each year due to the high cost of living in the bay area.

The GM then related that the District's 1994-95 budget provides a total of \$36,495 for the services required including Hazels' retirement compensation, a recording secretary, and the General Manager. The 1993-94 budget allocated a total of \$42,820 for the secretary, general manager, and Henry Hyde. During the past two years, the GM has taken over these positions without additional compensation, and this has prevented him from having the free time to earn the other income that is normally open to him. However, the GM indicated his preference to continue at Muir Beach, if the compensation is more reasonable. He then indicated that his company, would consider offering the necessary personnel to provide the management and clerical services needed for an annual figure within the 1993-94 and 1994-95 range.

This was followed by a general discussion, with a consensus that the GM should present a proposal to the Board, for consideration during the next Board meeting.

- VI. **Minutes of the March 23, 1995 meeting.** Director ^{Hopkins}~~Pinto~~ indicated that the word ~~suck~~ in the third line of page 1 should be corrected to *stuck*. Also the word *and* should be placed between the names in the first line of Section IV-B, and the word *open* should be placed between "special meeting" in the fifth line of the second paragraph of Section VI-C. Director Hopkins then *moved* to approve the minutes as amended; seconded by Director Rudnick; ayes Hopkins, Pinto, and Rudnick. Directors Lee and Shaffer abstained as they were absent from the March 23, 1995 meeting.

The meeting was adjourned at 9:10 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 WOODS PARK COMMUNITY TREE POLICY

OVERVIEW

The October 1991 Oakland Hills fire and the recent Malibu fire and slides have caused many here to rethink how to make our own community a safer place. Along with the landslides, wind storms, fallen trees and broken power lines occurring each year, a perennial danger exists of major wildfire and earthquake that communities such as ours need to take far more seriously. The horrible Kobe earthquake of 1995 showed what havoc a level 7 quake can create if its epicenter is close by.

The Muir Woods Park Community is located at the urban/wildlands interface between the city of Mill Valley on the east and Mt. Tamalpais State Park on the west. About 350 homes make up the community in a rather heavily wooded area on the southern flanks of Mt. Tamalpais, although historically this ridge was primarily a grassland.

A review of potential hazards caused by the uncontrolled growth of trees and other vegetation has led to the development of a comprehensive plan by the Muir Woods Park Community Association. Proposed improvements will remove hazardous vegetation along community road and power corridors, resulting in far greater public safety in the event of high winds, heavy rains, earthquake or wildfire.

A one hundred foot corridor can be established for fire safety and safe passage along Panoramic Highway by clearing dangerous trees within fifty feet of the road centerline. After this is accomplished, the project will focus on improving the safety of the side streets used for neighborhood access by clearing hazardous vegetation within twenty-five feet of their centerline.

In spite of the seriousness of these threats to public safety, proposals to take action to remedy them are all too often met with excuses. Land owners cite sacrosanct "property rights" to avoid facing the need for tree work. Agencies almost always protest that they "have no money". But since lives depend upon this, we must find ways to cooperate and find innovative ways to accomplish this project.

CONTENTS

	Page
The Hazards of Living on Mt. Tam	2
Public Safety Mission Statement	3
Defining the Project	3
Identifying the Problem Trees	4
Agreement of Property Owners	4
Project Phases	5
Support of Community Plan	5

MUIR WOODS PARK COMMUNITY TREE POLICY

THE HAZARDS OF LIVING ON MT. TAM

Winter storms buffet the ridge with winds that can exceed hurricane force. Gusts known to exceed one hundred miles per hour hit the ridge in January 1995, when numerous pines, eucalyptus and cypress toppled in the community. Several homes were hit by falling trees. Trees are especially vulnerable to being blown down by high winds when the ground is saturated by heavy rains, often closing roads and tearing up power lines. Such events are direct threats to life and property, as well as cut off power, communications and possible escape in emergencies.

Winter storms here typically produce twice or three times the inches of rainfall per storm that San Francisco receives. This causes recurring mud slides and landslides, especially along road cuts. Over the past decade a warming of ocean temperatures in the Pacific has produced extended periods of El Nino weather, when winter storms from the tropics carry much more rainfall than the traditional winter storms coming out of the Gulf of Alaska. The California floods of 1995 suggest that we may have entered a new weather period, perhaps influenced by progressive global warming. Each winter Panoramic Highway is frequently closed to the West of us by slides and fallen trees, eliminating one of the two possible escape routes during an emergency. When slides or trees close the highway towards Four Corners the community can become completely cut off.

The long dry season we get in the region each year culminates in autumn with a period of tinder dry vegetation and hot easterly winds. This creates an annual threat of wildfire that could devastate the community. The Oakland Hills firestorm was the most devastating and expensive fire in the American history. The narrow roads crowded by vegetation that made it so dangerous are very similar to the conditions in our community. This has made us far more determined to initiate joint action by residents and public authorities to open effective fire breaks within our community. We need to establish far more dependable roadways through and within our neighborhoods for use during emergencies.

Earthquakes are an ever present threat here since the community sits less than three east of the San Andreas Fault, which caused a tremendous quake ninety years ago and could rupture again at any time. A major quake on the Hayward Fault, only thirteen miles to the East, also threatens our area. An earthquake measuring at least 7.0 on the Richter Scale is expected to occur on the Hayward Fault within the next three decades. Experts now place the probability of this variously between 67% and 90%. Quakes may cause even greater devastation if they occur either when the ground is saturated by heavy rains, uprooting trees and dislodging foundations, or during the extreme dry season, when fires could result from downed power lines or broken gas lines could sweep through the neighborhood.

MUIR WOODS PARK COMMUNITY TREE POLICY

PUBLIC SAFETY MISSION STATEMENT

The trees introduced in the Muir Woods Park neighborhood over the past sixty years pose numerous hazards from wind and rain storms, earthquakes and fires. The limited tree cutting in past road and power line maintenance has been inadequate to abate these substantial threats to public safety. The proposed project will substantially reduce obvious hazards along our road and utility corridors. What we as a community do with our trees will determine how well prepared we are for predictable emergencies and catastrophes, and how well we will survive them.

Our vision is to redefine community landscaping along our roads and rights-of-way in a manner that will help maintain roads that are essential escape routes during emergencies. To execute such a plan it will take the cooperation of the neighborhood, its property owners and the public agencies that are here to serve us.

We envision establishing the only through road in our community as a safe corridor for access or escape of residents, parkland visitors, and emergency vehicles in times of fire, high winds, quakes and other catastrophes. Appropriate tree removal will reduce our frequent power failures, as well as reduce the exceptional hazard of wind-driven fire caused by sparks or downed power lines in storms. To accomplish this goal, Panoramic Highway should become a hundred foot wide corridor free from hazardous trees. Similar improvements need to be made along our side streets, utility access corridors and designated community trails on public rights-of-ways.

DEFINING THE PROJECT

The following actions will make our community a far safer place for residents, visitors and emergency crews coming to our assistance.

1. Establish a corridor within fifty feet of the centerline of Panoramic Highway where trees identified as hazardous or inappropriate are removed and the urban/wildlands firebreak is improved.
2. Establish a zone twenty-five feet from the centerline of side streets providing residential access, where inappropriate or hazardous trees are likewise identified and removed.
3. Identify and remove trees along utility lines which grow beneath the lines, overhang them or otherwise jeopardize these by their size or proximity, or obstruct public pathways.
4. Limit trees on residential lots to a maximum height of seventy-five feet, either by elimination of inappropriate trees or by topping them so that they do not exceed that height even when expected regrowth occurs. Native redwood groves will be exempt.
5. Make specific recommendations to property owners for replanting vegetation which is appropriate in this region as well as relatively fire resistant for use along property lines as windbreaks, for privacy or to screen the sight and sounds of traffic.

MUIR WOODS PARK COMMUNITY TREE POLICY

IDENTIFYING THE PROBLEM TREES

State Park contractors are continuing to remove inappropriate trees and shrubs in the parklands along Panoramic Highway as planned in their Grasslands Restoration Project. The community now should attend to the residential areas. In a phased approach, each street and easement will be surveyed and the trees proposed for removal will be marked by representatives residing in the neighborhood.

Trees known to cause a particular hazard in these corridors are:

- Overgrown masses of trees crowding and overhanging Panoramic Highway.
- Trees planted directly under or close to utility lines that naturally grow to considerable height. Offending trees include most of the species planted in the community.
- Any tree of size directly above a road cut undermining its roots or footing.
- Trees so tall as to cause exceptional danger of toppled in high winds or prone to shedding large limbs that may block roads, hit buildings or cars, knock out power lines and possibly kill or injure hikers or residents. Limbs from eucalyptus are especially hazardous in this regard.
- Trees that spread vigorously but are characteristically so poorly rooted that they slump or fall as they get older. Acacias and bay trees are especially prone to such failures.
- Leaning trees or trees that have been cut so that their main growth remains on one side, leaving them out-of-balance and especially vulnerable to uprooting.
- Large trees with a known tendency to topple upon reaching maturity. Monterey pines grow rapidly but then uproot or snap off without warning at an age of only fifty or sixty years when their roots weaken.
- Trees that are exceptionally fire prone, such as cypresses originally planted as hedges but now overgrown and flammable at all seasons.

We endorse the California State Parks and Recreation designation of undesirable vegetation for this region. This list will be available to the owners of properties surveyed as well as to anyone upon request.

AGREEMENT OF PROPERTY OWNERS

Since this policy involves an unincorporated area it is not proposed to implement it by means of an ordinance. Instead, property owners with trees designated for removal will be approached by community representatives to explain the problem and the proposed solution. A release form will be provided them to solicit their agreement as it affects trees on or by their property. If the owner(s) signs the release, tree removal will proceed when the public agencies taking responsibility have crews available for the work. Trees will be cut and removed, not topped or groomed.

MUIR WOODS PARK COMMUNITY TREE POLICY

If an owner refuses to cooperate, they will be notified by certified letter specifying that a significant hazard to public safety has been identified on their property and that they can expect to assume full liability for related problems on public or adjacent properties caused by their refusing to mitigate that hazard. These letters will be kept by the MWPCA Corresponding Secretary to be used in the event future litigation results.

PROJECT PHASES

This is clearly a major undertaking, and so completion of the actual tree clearance will be paced by the amount of time and effort that can be devoted to it by local residents, PG&E, Marin County Public Works and other cooperating agencies. It is therefore necessary to proceed in phases.

- Phase I:** Clear the prescribed corridor along Panoramic Highway.
- Phase II:** Address in turn the clearance of residential side streets.
- Phase III:** Clear utility rights-of-way and easements designated as community trails.

SUPPORT OF COMMUNITY PLAN

The Muir Woods Park Community Association is requesting support in planning and implementing this vegetation management policy from **Firesafe Marin, Tamalpais State Park, Marin County Board of Supervisors, Marin County Public Works Department, Marin County Planning Department, Marin County Fire Department, Marin Municipal Water District, the City of Mill Valley, Pacific Gas & Electric Company, Pacific Bell Telephone and Viacom Cable Company.**

Additional copies of the Muir Woods Park Community Tree Policy are available from:

MUIR WOODS PARK COMMUNITY ASSOCIATION

40 Ridge Avenue
Mill Valley, CA 94941
(415) 383-9955

MUIR WOODS PARK COMMUNITY TREE POLICY SURVEY

[[[[[purpose for creating a vegetation management policy is to create a guideline for public agencies, utility companies and residents. These roads are our lifelines during emergencies; it is essential that they be usable. High winds recently toppled dozens of tree in our area, some blocking our side streets and Panoramic Hwy. As a result of these recent storms, we qualify for FEMA assistance with storm damage and debris removal on public rights of way. A vegetation management policy will help us get the assistance we need to make our community a safer place.

-- Please read the enclosed Tree Policy, then fill out and mail us this questionnaires by April 22 --

Do you think the **PUBLIC SAFETY MISSION STATEMENT** adequately reflects public sentiment in our community?

yes

no

What are your opinions about **PROJECT DEFINITION?**

Part 1: Establish a 100 ft. firebreak corridor along Panoramic Hwy where hazardous or inappropriate trees are trimmed or removed.

agree

disagree

Please comment: _____

Part 2: Establish a 25 ft. zone along side roads where hazardous trees are removed or trimmed

agree

disagree

Please comment: _____

Part 3: Identify and remove/trim trees along utility easements that present a danger to lines.

agree

disagree

Please comment: _____

Part 4: Limit trees other than Redwoods to a maximum height of 75 feet.

agree

disagree

Please comment: _____

Part 5: Make specific recommendations to property owners about fire resistant vegetation; native vegetation for windbreaks and privacy barriers.

agree

disagree

Please comment: _____

IDENTIFYING THE PROBLEM TREES

What is your opinion of the definition of vegetation known to cause a particular hazard in our community?

agree

disagree

Comments: _____

Please turn page -- more on reverse side

AGREEMENT OF PROPERTY OWNERS

What is your opinion about soliciting property owner participation?

agree disagree

Comments: _____

What is your opinion about the proposal for dealing with property owners who refuse to cooperate?

agree disagree

Comments: _____

PROJECT PHASES

Do you feel the priority established is appropriate (1: Panoramic; 2: Side Streets; 3: utility and trail easements)

yes no

GENERAL COMMENTS

Should our community have vegetation management guidelines? (tree policy)

yes no maybe don't care

If yes, do you think the proposed tree policy is acceptable?

yes no maybe

If you think we should have a policy, how do you think this policy could be improved?

more comprehensive less comprehensive

Please
comment: _____

Name _____ Address _____ Phone _____

Please return this questionnaire by April 22, 1995 so that we'll have it for the public forum on May 19.

**MUIR WOODS PARK COMMUNITY ASSN.
40 RIDGE AVE.
MILL VALLEY, CA 94941**

**TABLE OF CONTENTS
FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING ON
WEDNESDAY, MAY 24, 1995 AT 7:00 PM**

DESCRIPTION	PAGES
Agenda	1 - 2
Bills to be Paid Reports	3
Water Operations report	4 - 5
General Manager's Report	6 - 10
Budget Report for the month of April 1995	11 - 15
Draft Minutes for the 04/26/95 Meeting	16 - 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.

**AGENDA FOR MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON
WEDNESDAY, MAY 24, 1995. BEGINNING AT 7:00 PM
IN THE COMMUNITY CENTER, 19 SEACAPE DRIVE,
MUIR BEACH, CALIFORNIA**

Peter and Steve called. Steve out of town. Peter rearranged.
DIRECTORS: Nancy Wolf Lee, president; Dale Hopkins, Erin Pinto, Peter Rudnick, and Steven Shaffer, directors.

- I. Call the meeting to order.** *19:14*
- II. Review and consideration of the May 24, 1995 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. *Dale Erin. all.*
- III. Reconfirmation of Resolution 04-26-95:** This resolution requested the County board of Supervisors to consolidate the election of two directorships for the Muir Beach Community Services District with the November 1995 general election. *Erin, Dale All.*
- IV. Bills to be paid:** Consideration of the bills to be paid, received subsequent to the bills submitted for approval during the April 26, 1995 meeting. *Erin, Dale All.*
5,469.37 +
- 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.

- VI. **Fire Department:** The Fire Chief will report on the fire volunteer activities since the last regular meeting on April 26, 1995.

Erin comment MBVFA + Lynn Hoffman -

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

- VII. **General Manager's report.** The General Manager ("GM") will report on the following items.

- A. **Administration:** The GM will report on ongoing administrative activities, including:

1. Budget, reviewing the District's financial status, including a basic review of the monthly budget report, and the year to date income/expenses versus the budget.
2. Report on the District's T-bill accounts.
3. County Counsel fees to review management and clerical services contract.

Table

- B. **Recreation:** The GM will report on the planned recreational activities for the near future.

Erin 8/20 Sunday -

- C. **Roads and Easements:** The GM will report on recommended methods for road repair and maintenance, plus several key decisions that the Board will be requested to consider.

- D. **Water:** The GM will report on the following water activities.

1. General operations and maintenance.
2. Billing and fiscal considerations including a review of fiscal receipts, accounts receivable, and delinquent accounts status.
3. Vandalism and the possible need to take corrective measures.

- VIII. **Review Draft Minutes of the April 26, 1995 meeting.** *Dale, Erin All*

- IX. **Set date for the next Board meeting.** *June 28, 1995*

ADJOURNMENT OR CONTINUATION. *21:15*

*Sunset
Trini Gross @ Ent.
Add Bill F about
Hill & Ghismini*

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 04/26/95 THROUGH 05/15/95**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
HARRIS FUND EXPENSES, FUND 429				
ABC Consultants	2117	Management fee for May 1995	C	\$325.00
TOTAL HARRIS FUND EXPENSES. =				\$325.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

State Fund	1701	Workers' Compensation Ins. through 4/5/95	B	\$6.73
ABC Consultants	2117	Management fee for May 1995	C	\$750.00 666
ABC Consultants	2117	Clerical services for May 1995	C	\$100.00
ABC Consultants	2479	Travel April '95, 282 miles @ \$0.29	C	\$81.78
Pacific Bell	2534	Phone installation & billing for 707-648-1305	B	\$196.25
ABC Consultants	2534	Toll calls 3/21 - 4/21/95	C	\$4.71
TOTAL G&A EXPENSES =				\$1,139.47

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

ABC Consultants	2117	Management fee for May 1995	C	\$450.67
TOTAL R&E EXPENSES =				\$366.67

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maintenance Mgr.. wages through 5/20/95	C	\$888.11
Harvey Pearlman	1506	Hospital benefits, May 1995	C	\$102.33
State Fund	1701	Workers' Compensation Ins. through 4/5/95	B	\$123.19
County of Marin Health Services	2115	Coliform tests on 4.26.95	B	\$30.00
Paradise Pool Service	2115	Chlorine supplies 4/16/95	B	\$28.96
ABC Consultants	2117	Management fee for May 1995	C	\$400.00
ABC Consultants	2117	Clerical service for May 1995	C	\$750.00
CD-DATA	2121	CD ROM of Marin County Data & CSD Maps	B	\$159.80
Goodman Building Supply	2121	Miscellaneous. small supplies	B	\$78.09
Harvey Pearlman	2479	Travel allowance for May 1995	C	\$75.00
Pacific Bell	2534	Phone relay through 5/7/95	B	\$33.25
TOTAL WATER EXPENSES =				\$2,668.73

RECREATION EXPENSES, DIVISION CODE 9239

Juana Gonzales	1073	Janitorial wages through 5/20/95	C	\$193.77
State Fund	1701	Workers' Compensation Ins. through 4/5/95	B	\$40.00
ABC Consultants	2117	Clerical service for May 1995	C	\$50.00
ABC Consultants	2117	Management fee for May 1995	C	\$200.00
Pacific Bell	2534	Pay phone through 4/19/95	B	\$41.90
TOTAL RECREATION EXPENSES =				\$525.67

FIRE DIVISION EXPENSES, DIVISION CODE 9240

State Fund	1701	Workers Compensation Ins. through 4/5/95	B	\$586.62
ABC Consultants	2117	Management fee for May 1995	C	\$225.00
Transtech	4827	PTO cable repair	B	\$121.09
Dynamed	4827	Yellow Web Straps	B	\$97.70
TOTAL FIRE EXPENSES =				\$443.79

TOTAL HARRIS FUND EXPENSES = \$325.00
 TOTAL GENERAL FUND EXPENSES = \$5,144.33
TOTAL OF ALL EXPENSES = \$5,469.33

B = Paid through 1st Nationwide Bank; C = Paid through County funds; P= Paid through petty cash fund

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

MUIR BEACH COMMUNITY SERVICES DISTRICT

Nancy Wolf Lee, President

Donovan Macfarlane, General Manager

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
APRIL 15, 1995 THROUGH MAY 15, 1995**

WATER SYSTEM STANDARD OPERATIONS :

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 relieved the maintenance manager for one day, and 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 0.05 ppm.
3. The maintenance manager has cleared and trimmed debris around numerous water meters, and all fire hydrants. In addition, trees at the well site have been trimmed to minimize potential damage from falling broken limbs.

WATER PRODUCTION: Note: Meters were read on 03/23/95. Production is based on 31 days.

1.	Total volume of water produced	968,100	gallons
2.	Average daily production	31,229	gallons/day
3.	Maximum daily production	45,800	gallons
4.	Minimum daily production	14,700	gallons
4.	Volume of water billed by customer meters, total	781,772	gallons
5.	Average daily customer water use, per customer	170	gallons/day
6.	Estimated maintenance, fire, and leak water consumption.	85,000	gallons
7.	Unaccounted for water loss = 10.5% of production	102,000	gallons

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

1. Weekly meetings and phone conversations, as necessary, to assist Harvey in system management and maintenance operations. The GM relieved Harvey for one day, and Harvey attended a seminar for certification training.
2. The GM and the maintenance manager inspected the well site for overhead electrical service protection, expansion of the storage area, and general maintenance of the buildings. The exterior of the buildings is scheduled to have a new coat of water seal applied, and the roof of the well house is scheduled to be coated for water proofing.
3. The GM has initiated research for chlorine system improvements, electrical improvements, storage expansion, and modification of the slow close, slow open valving.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
APRIL 15, 1995 THROUGH MAY 15, 1995**

EMERGENCY ACTIVITIES:

The slow close/open valve system failed to operate properly, causing an estimated loss of approximately 25,000 gallons of water. This has been temporarily corrected; however, as mentioned above, more efficient systems are being researched.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing was \$4,339.24, plus \$100.02 in late payment and interest penalties. Water revenues collected totaled \$3,506.81. No new security deposits were collected. Accounts receivable were \$2,257.68 at the close of 4/24/95.

No 48 hour notices were sent, three 15 day notices were sent, and 5 thirty day notices were sent. All metered water services are in service. **Three 5 day disconnection notices were mailed (followup to the 15 day notices), with certificates of mailing, on 5/10/95.**

HARRIS PLAN REPORT UPDATE: At the time of this report, the redrafted report is in the final typing stages and is expected for proof reading in time to have the draft reports ready for presentation to the Board during the meeting. If possible, the draft copies will be delivered to the Board prior to the meeting night.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

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

TO: The Board of Directors
FROM: Donovan Macfarlane, General Manager
DATE: May 16, 1995
FOR: Board of Directors Meeting, on Wednesday, May 24, 1995

I. ADMINISTRATION: The following administrative activities are reviewed for the Board's general information, consideration, and where appropriate, action:

A. Budget reports: We have received the first increment of the second half of the property tax revenues, for the Harris Fund (\$10,457) and the General Fund (\$10,155.90). The total balance for these accounts at the end of April 1995 (with adjustments for inter-fund transfers) was \$23,566.21 for the County General fund and \$30,152.14 for the Harris Fund. There are some deviations from the budget allocations that have not previously been discussed as follows:

1. Gross water income and billing will be 5 to 10 percent below the budget projection. This is most likely the result of the very wet year, and the minimal use of water for irrigation purposes.
2. The Contract Repairs for water will be more than twice the budget allocation. This is partly offset by the insurance rebate for the Pacific Way bridge accident repairs. However, we have experienced more contract repairs than anticipated. At this time, it would seem that this budget item should be increased for the next fiscal year, and this will be discussed later in this report. It should be noted that even with the reduced income and increased contract repairs, the overall balance of income versus expense will be positive, leaving funds to provide for the additional repairs to be considered for next year.

B. T-Bills: The purchase of the 91-day T-bill in the amount of \$15,000 was completed on 4/20/95, and has an interest rate of 5.716%. Also, the roll over of the 91-day T-bill in the amount of \$10,000 has been processed, and the funds will be reinvested to mature on July 31, 1995. The interest rate is expected to be similar to the previous rate.

C. Contract with Associated Business & Community Consultants, Inc. The Board requested a review of this contract be made by the County Counsel, while under the impression that the County Counsel's service would be pro bono. When I took the contract to the County Counsel's office, I was informed that they now charge for this service, at the rate of \$75 per hour. Their estimated fees of two to three hours is beyond my approval limit. Therefore, the contract has not been reviewed by the County Counsel. Perhaps the Board has adequately reviewed the contract and no longer feels this expense is necessary.

- II. Recreation:** It is hoped that a dinner can be planned for the month of June, using the combined volunteer efforts of Directors Hopkins and Pinto, with assistance from Mia Monroe. Also, it is time to form a volunteer group to coordinate the annual Labor Day BBQ. It would be very helpful if a Director chaired this group.
- III. Roads & Easements:** The weather has prevented some of the actions planned in road and easement maintenance. However, clearing of the fire and pedestrian trail from Seacape opposite the community center, to the Seacape/Starbuck intersection should be completed by the time of the Board meeting. Several trees were marked for pruning, and some for removal, in the lower area of this easement as it comes down the hill from Starbuck to Seacape. The area around the view bench will be cleared and cleaned, which combined with the tree pruning and removal should restore the pleasure and view for this facility. The steep trail will also be cleaned, and plans for modifications to improve pedestrian safe use will be developed.

The resurvey of the maintenance needs for the roadways has been started, but not completed due to the inclement weather, and the use of time scheduled for this being consumed in solving the recent water problem (to be discussed below). The following needs have been determined, and will commence following discussion and Board approval.

- A. Personnel and equipment:** Forster Engineering has offered to furnish a 3-member crew, with hand tools, air compressor, jackhammer, vibrating plate tamper (compactor), flatbed dump truck, and a pickup for \$1,250 per day. If we furnish the 3rd person, their price is reduced by \$350. Our cost of the 3rd person would be approximately \$100 per day, including payroll and insurance costs. Of the 4 other firms contacted, 2 were not interested, 1 was approximately the same cost and 1 slightly greater, depending on comparable equipment. However, neither were willing for us to supply the 3rd person. I recommend that we retain Forster engineering for a maximum of 5 days, to give this a reasonable time and effort to be considered for more extensive use.
- B. Drainage:** Aside from normal aging, ground settlement, combined with wear and tear, the basic cause of our more severe road deterioration is improper and/or inadequate drainage. A secondary cause, exacerbated by the drainage problem is inadequate road base and shoulders. In some areas that are in dire need of improvement, repair without mitigating these substandard conditions will at best be a very temporary gain. Regrettably, there is no simple solution to this problem, and all solutions involve costs of varying magnitudes. Also, some of the solutions offer potentially adverse side effects, including but not limited to encouraging more parallel parking along the roadways. The principal methods for solving these problems include:
1. Where deemed best, the uphill shoulder should be excavated to a depth at least 6 inches below the road base, then covered with a geodesic earthfill cloth and backfilled to just above the road edge surface (to allow for settlement) with coarse washed rock. The cloth will substantially support and retain the rock while still permitting percolation. The coarse washed rock will permit the lateral flow of storm water, while serving as a protective shoulder for the road edge. To some degree this is what we did earlier in the fiscal year, without the protective cloth and with less total treatment. In some areas, where the original treatment has been effective and the road is in good repair, the addition of more washed gravel, as needed, will suffice.

2. In some locations, the elimination of the uphill swale will be the most effective and efficient treatment. In these areas, it is suggested that the shoulder area be filled with road base material, compacted, and seal coated so as to cause the drainage to flow laterally, and crosswise to the downhill natural drain side. This is probably the least expensive method of treatment, if used minimally and only in locations where the condition already exists as is. This method could be used more extensively, and quite effectively; however, to do so would require some careful engineering to avoid possible adverse side effects.
3. In several locations, the road base has so severely deteriorated that excavation of a section of the roadway is necessary. Sub-drainage of the road base and proper drainage of the uphill swale (using method 1) will also be necessary. In most of these areas, it will be necessary to place weep drains below the road base, geodesic cloth under the entire roadway area, placement of a good road base (at least 9 inches) and a new asphaltic concrete surface. At least two of these areas, and possibly three of these areas will also require the construction of a retaining wall, to assure a reasonable lifespan.
4. Another problem that requires attention is the correction of inadequate driveway drains, and improper driveway junctions with the roadway. This involves the additional factors of determining responsibility, and engineering the actual drain size. It also requires a treatment that is compatible with the general drainage method in use for the specific area, and may necessitate the use of grates, catch basins, and/or inverted siphons.

C. Roadway repairs: Three basic methods of roadway repairs are suggested, as follows:

1. Where the road surface merely exhibits signs of longitudinal cracks and minor cross sectional cracks, the simple sealing with liquefied asphalt and sand, or a sand /gravel mixture should provide adequate protection for two to three years. In some areas, such as in the easterly area of Sunset Way, the entire road surface should be sealed and a sand/gravel mixture added to the surface.
2. In areas where the roadway surface has substantially deteriorated, it will be necessary to at least remove the asphalt surface, add base rock, compact and resurface. In severe cases, it will be necessary to remove the base and replace it with a deeper base, use the geodesic cloth, and resurface with asphalt. Most often, these areas will also require drainage improvement and reconstruction of the roadway shoulders.
3. Some areas of variable length require the full cross section of the roadway to be reconstructed, as specified in item 3 under drainage above.

D. Decision to be made: Prior to expending any large sums of money, the board should consider the following conditions and make a policy decision for proper treatment.

1. Is the District responsible for maintaining the roads and easements?
2. Is the District responsible for maintaining the drainage swales, and if so does this

include jurisdiction over the parking areas that residents have installed that interfere with drainage?

3. Is the District responsible for the driveway culverts, their maintenance, and the drive connection into the roadway? If not, what authority does the District have to initiate corrective measures where these facilities are considered to contribute to the road and drainage problems?
4. The District roads are not adequate to support heavy construction equipment, and some of the damage has been caused by concrete and other heavy construction vehicles traveling on the inadequate roads. If the District is responsible for the roads, should the District restrict the use of the roads? Note: many communities have done this, and it does increase the cost of construction in the areas so controlled. A good example is that heavy vehicles (Tractors and trailers, concrete trucks, etc.) are prohibited from using Interstate 580 south of Oakland.

Submit Policy for

There are many other problems to be considered. However, the above 4 are possibly primary, and need to be decided prior to considering additional details. If the Board can reach a decision on the above factors, additional factors will be submitted for consideration during the June meeting.

IV. Water: In addition to the water operations report, and subsequent to the report being written, an event occurred that requires some consideration by the Board.

- A. On Monday, May 15, 1995 Harvey was attending the educational seminar in Redding and I checked the water facilities to assure their operation was in good order. Inspection of the upper tank water level gauge was at 3.7", which is just above minimum supply level, and essentially the tank showed as out of water. As I had been away from communication facilities for several hours, my first reaction was to seek information on evidence of a substantial leak or whether there had been extensive fire use. While doing this, I also initiated a phone tree effort to conserve water, and a search for assistance from the backup water maintenance personnel.

Judith Yamamoto assumed leadership in getting the phone tree operational, and Aran Collier became available to assist in searching out the cause of the problem. The well was manually activated, and no evidence of a failure for the slow open/close to operate was indicated. Aran went to check the upper tank to see if water was reaching the tank, and in a following route, I inspected the known weak pipe area beneath the Highway bridge. There was no evidence of a leak in this area, and no one had reported a leak. Considering the fact that we had pumped more than 32,000 gallons the previous night, the water gauge indicated that we had lost at least 80,000 gallons of water. This should have been visible unless it was leaking directly into a hidden runoff area.

The upper tank was receiving water, but as it requires at least 15 minutes to change the level by as little as 0.1 feet, there was no determinable increase in the water level. At this point, I instructed Aran to close off the valve feeding the lower tank from the upper tank, and to prepare for pumping from the lower tank to the upper tank using the emergency standby pump. In the meantime, I researched the distribution plans for areas of possible leaks where the leak might not be obvious.

By this time more than half an hour had passed, and we went to see if the pumping had changed the water level in the tank. When no evidence of an increase was indicated, Aran unlocked the access ladder and climbed to the tank top for a visual inspection of the amount of water flowing into the tank. When he reached the top of the tank, he discovered that the cable for the visual level gauge had been wrapped around the roof inspection hole cover. When he freed the cable, the level gauge indicated more than 14 feet of water in the tank, which was substantially confirmed by Aran's visual observation. To Aran's credit he had suggested earlier, that this might have occurred. Regrettably, I didn't think of vandalism considering the locked access ladder, and the difficulty of gaining access to the tank top.

- B. Vandalism:** Fortunately, this event caused only some minor wasted effort for slightly more than two hours, plus some embarrassment on my part for not seeking the simplest possibility first. However, this event does cause some concern that we should consider the matter of vandalism further, particularly in light of a society filled with malcontents willing to do reprehensible things in seeking revenge or fulfilling their need for excitement. The same effort could very easily have placed a contaminant in the water supply, and this thought causes rethinking a past occurrence.

If you will recall, last summer we had some water tests that inexplicably showed positive for coliforms. We retested several times, and each failing test assumed to be caused by faulty testing procedures. However, at the same time, holes in the ventilation screens for the lower tank were repaired. We assumed that the screens had deteriorated due to normal time and exposure to the elements. However, it is also possible that they were caused by vandalism, and a contaminant was thrown into the tank. Our increased chlorine treatment, including direct addition into both storage tanks would have abated the contaminant during the time that we performed the additional coliform testing.

The question is, should we consider taking steps to make vandalism more difficult. (Nothing will render vandalism totally impossible). A fairly inexpensive and cost effective method would be to have a concertina wire protective barrier placed over the ventilation screens. This would severely inhibit access to either the tank top, or the ventilation screens.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF APRIL 1995**

FISCAL
YEAR IS
83.29%
COMPLETE
COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

DESCRIPTION	1994-95 BUDGET	CURRENT FIS. YEAR TOTALS	CURRENT FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	04/30/95 TOTAL
Opening Balance as applicable 07/01/94	\$57,606	Balance on	04/01/95	(\$4.83)	\$69,997.61	\$11,671.57	\$81,664.35
General and Admin. Income	26,644	37,455.06	140.6%	0.00	312.61	10,357.53	10,670.14
General & Admin. Expenses	20,912	10,295.82	49.2%	11.52	38.09	578.05	627.66
G&A Income - Expenses	\$5,732	27,159.24	473.8%	(\$11.52)	\$274.52	\$9,779.48	\$10,042.48
Water Income	64,000	49,576.00	77.5%	0.00	3,506.81	0.00	3,506.81
Water Expenses	49,021	37,782.19	77.1%	57.17	1,227.89	1,940.51	3,225.57
Water Income - Expenses	\$14,979	11,793.81	78.7%	(\$57.17)	\$2,278.92	(\$1,940.51)	\$281.24
Recreational Income	20,161	8,102.03	40.2%	164.05	262.50	0.00	426.55
Recreational Expenses	20,563	13,237.78	64.4%	62.73	824.88	603.26	1,490.87
Recreational Income - Expenses	(\$402)	(5,135.75)	1277.5%	\$101.32	(\$562.38)	(\$603.26)	(\$1,064.32)
Road & Easement Income	0.00	24.07	NA	0.00	0.00	0.00	0.00
Road & Easement Expenses	16,038	5,602.83	34.9%	0.00	14.85	281.73	296.58
R&E Income - Expenses	(\$16,038)	(5,578.76)	34.8%	\$0.00	(\$14.85)	(\$281.73)	(\$296.58)
Fire Income	23,431	21,573.86	92.1%	0.00	0.00	0.00	0.00
Fire Expenses	23,431	16,499.34	70.4%	0.00	2,117.90	225.00	2,342.90
Fire Income - Expenses	\$0	5,074.52	NA	\$0.00	(\$2,117.90)	(\$225.00)	(\$2,342.90)
General Funds Account balances @ month end=	\$61,877		0.0%	\$27.80	\$69,855.92	\$18,400.55	\$88,284.27

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	04/30/95 TOTAL
Insurance	2059	\$458	457.79	100.0%				0.00
Att's fee	2117	5,443	2,083.00	38.3%			350.00	350.00
G&A share	2720	0	0.00	NA				0.00
Project Improvements	4169	30,000	1,500.00	5.0%		500.00		500.00
TOTALS =		\$35,901	\$4,040.79	11.3%	\$0.00	\$500.00	\$350.00	\$350.00

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	04/30/95 TOTAL
Parcel tax	9007	\$23,951	24,700.50	103.1%			\$10,457.00	\$10,457.00
Delinq. taxes	9008	0	0.00	NA				0.00
Redemption's	9009	0	65.87	NA				0.00
Surcharge	9031	540	330.00	61.1%		30.00		30.00
Interest	9377	350	643.98	184.0%			288.02	288.02
TOTALS =		\$24,841	\$25,740.35	103.6%	\$0.00	\$30.00	\$10,745.02	\$10,775.02

HARRIS FUND 429 SUMMARY

						COUNTY FUND 429	NET TOTAL FUND 429
Opening Harris Fund Balance on 07/01/94	\$10,355			Balance on	04/01/95	\$24,922.78	\$20,227.12
Harris Fund Income	24,841	14,905.33	60.0%	0.00	30.00	10,745.02	10,775.02
Harris Fund Expenses	35,901	2,413.79	6.7%	0.00	500.00	350.00	850.00
Harris Fund Income - Expenses	(11,060)	12,491.54	-112.9%	0.00	(470.00)	10,395.02	9,925.02
Account balances @ month's end =			NA	\$27.80	\$69,385.92	\$35,317.80	\$30,152.14

COMBINED ACCOUNTS EQUITY CHANGE

Total Income by Account	\$159,077	\$131,612.28	82.7%	\$164.05	\$4,111.92	\$21,102.55	25,378.52
Total Expenses Paid by Account	\$165,866	\$85,831.74	51.7%	\$131.42	\$4,693.91	\$3,415.10	8,240.43
CHANGE IN CASH EQUITY =	(\$6,789)	\$45,780.54	NA	\$32.63	(\$581.99)	\$17,687.45	\$17,138.09

GROSS DISTRICT CASH EQUITY @ CURRENT MONTH END **\$123,132.07 INCLUDING ALL FUNDS**

NOTE:
The net balance of the Harris Fund is shown under the "Net Total Fund 429", and includes the adjustments for income and expenses recorded in the 1st Interstate Bank depository, plus the \$1635 year end (93-94) charge for undistributed administrative expenses.
County Fund 429 balance owes the General Fund the difference of \$5,165.66

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF APRIL 1995**

FISCAL
YEAR IS
83.29%
COMPLETE

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	04/30/95 TOTAL
Secretary Wage	1003	\$2,700	1,523.06	56.4%				\$0.00
Rec'd'g Sect'y Wge	1005	1,200	207.69	17.3%				0.00
FICA	1404	230	132.40	57.6%	0.00	0.00	0.00	0.00
Work Comp. Ins.	1701	24	53.66	223.6%				0.00
Conferences	2049	750	654.00	87.2%				0.00
Insurance	2059	415	1,350.47	325.4%				0.00
GM's Fee	2117	4,343	3,852.00	83.7%			250.00	250.00
Pub. & Advertise.	2119	150	0.00	0.0%				0.00
Postage	2130	175	20.80	11.9%	11.52			11.52
Office Supplies	2133	875	127.79	14.6%				0.00
Copier Maintenance	2137	1,400	572.69	40.9%				0.00
County Fees	2352	6,500	499.00	7.7%			249.50	249.50
Mileage	2479	600	723.55	120.6%			64.25	64.25
Telephone	2534	600	453.41	75.6%		38.09	14.30	52.39
Gen. Expenses	2720	200	125.30	62.7%				0.00
Bld. Imp.	4048	500	0.00	0.0%				0.00
Equipment	4093	250	0.00	0.0%				0.00
TOTALS =		\$20,912	\$10,295.82	49.2%	\$11.52	\$38.09	\$578.05	\$627.66

20% of general G&A Costs = \$2,059.16 to be allocated as specified in Special Note, below.

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	04/30/95 TOTAL
Property Taxes	9001	\$23,900	31,936.22	133.6%			\$10,155.90	\$10,155.90
Prop. Tax, Unsec'd	9002	1,100	1,088.03	98.9%			201.63	201.63
Hoptr. St.	9280	444	135.66	30.6%				0.00
Interest/Int. Fnd. Trans.	9377	300	3,681.18	1227.1%		253.01		253.01
Copier Income	9772	900	613.97	68.2%		59.60		59.60
TOTALS =		\$26,644	\$37,455.06	140.6%	\$0.00	\$312.61	\$10,357.53	\$10,670.14

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 APRIL 1995**

FISCAL
YEAR IS
83.29%
COMPLETE

WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	04/30/95 TOTAL
Secty Wages	1003	\$2,700	1,938.44	71.8%				\$0.00
Maint. Mgr. Wages	1028	11,000	8,018.40	72.9%			662.50	662.50
Extra Hire Wages	1073	1,000	70.00	7.0%				0.00
FICA	1404	1,125	767.12	68.2%	0.00	0.00	50.68	50.68
Benefits	1506	1,001	1,102.92	110.2%			102.33	102.33
Work. Comp. Ins.	1701	1,034	517.79	50.1%				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	127.00	25.4%				0.00
Bldg. Repair	2096	350	0.00	0.0%				0.00
Tests & chemicals	2115	2,500	992.33	39.7%		58.96		58.96
GM's Fee	2117	8,037	8,670.50	107.9%			1,050.00	1,050.00
Misc. Exp.	2121	900	857.08	95.2%		81.12		81.12
Refunds	2122	200	258.93	129.5%				0.00
Postage	2130	200	295.38	147.7%	35.20			35.20
Office supplies	2133	600	250.98	41.8%	21.97			21.97
Legal Notices	2221	200	44.55	22.3%				0.00
Contract Repairs	2325	3,200	6,258.43	195.6%		241.73		241.73
Travel	2479	675	900.00	133.3%			75.00	75.00
Telephone	2534	400	312.83	78.2%		33.25		33.25
Electricity	2535	4,200	4,950.29	117.9%		812.83		812.83
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
TOTALS =		\$49,021	\$37,782.19	77.1%	\$57.17	\$1,227.89	\$1,940.51	\$3,225.57

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	04/30/95 TOTAL
Service Billing	9025	\$64,000	49,171.50	76.8%				4,423.26
Receipts Collected	9025		45,450.18	NA		3,506.81		3,506.81
Accounts Receivable	9025		6,625.24	NA				6,640.24
Security Deposits	9025SD		1,200.00	NA				0.00
Misc. Income & Fees	9772		1,475.82	NA				0.00
Water Income totals =			\$48,126.00	NA	\$0.00	\$3,506.81	\$0.00	\$3,506.81

- NOTES: 1. Accounts receivable for current month includes receivables balance at beginning of fiscal year.
2. Accounts receivable for "Fis. Year Totals" reflects this years service billings versus Income received.

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF APRIL 1995

FISCAL
YEAR IS
83.29%
COMPLETE

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	04/30/95 TOTAL
Maint. Mgr. Wages	1028	\$500	168.75	33.8%			\$37.50	\$37.50
Janitorial Wages	1073	1,760	1,320.00	75.0%			180.00	180.00
FICA	1404	173	201.10	116.2%	0.00	0.00	35.76	35.76
Work. Comp. Ins.	1701	260	162.93	62.7%				0.00
Basketball	2041BA	246	0.00	0.0%				0.00
Bistro	2041BI	750	452.35	60.3%	59.53			59.53
Brunches	2041BR	150	0.00	0.0%				0.00
Community Dinners	2041CD	500	587.89	117.6%				0.00
Children's Programs	2041CP	150	329.25	219.5%		88.53		88.53
Labor Day BBQ	2041LD	800	340.35	42.5%				0.00
Tai Chi	2041TC	1,000	715.00	71.5%				0.00
Insurance	2059	1,314	1,314.10	100.0%				0.00
Repairs	2077	250	154.09	61.6%				0.00
Bldg. Maintenance	2096	150	370.26	246.8%		120.00		120.00
Ground Maintenance	2097	500	541.00	108.2%			250.00	250.00
GM's Fee	2117	4,089	2,457.00	60.1%			100.00	100.00
Publications	2119	200	0.00	0.0%				0.00
Misc. Expenses	2121	250	10.00	4.0%				0.00
Deposit Refunds	2122	2,000	1,868.75	93.4%		225.00		225.00
Postage & Off. Sup.	2133	150	55.71	37.1%	3.20			3.20
Refuse Removal	2259	321	354.00	110.3%		96.00		96.00
Building Supplies	2366	275	204.68	74.4%				0.00
City Telephone	2534	425	374.71	88.2%		41.90		41.90
Electricity for C. C.	2535	750	1,058.29	141.1%		253.45		253.45
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	108.16	14.4%				0.00
Equip. & Furnishings	4093	500	89.41	17.9%				0.00
Playground Imp.	4243	350	0.00	0.0%				0.00
TOTALS =		\$20,563	\$13,237.78	64.4%	\$62.73	\$824.88	\$603.26	\$1,490.87

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	04/30/95 TOTAL
Children's Programs	9248	\$200	276.50	138.3%				\$0.00
C.C. Rental	9255	5,000	2,015.00	40.3%				0.00
Refundable Deposits	9255RD	2,000	1,575.00	78.8%				0.00
Child's Room Rental	9255CR	500	0.00	0.0%				0.00
Bistro	9811BI	1,600	1,539.66	96.2%	164.05			164.05
Brunches	9811BR	400	0.00	0.0%				0.00
Community Dinners	9811CD	2,000	951.00	47.5%		262.50		262.50
Labor Day BBQ	9811LD	2,000	643.37	27.2%				0.00
Tai Chi	9811TC	1,500	1,181.50	78.8%				0.00
Res. Handbooks	9834	100	20.00	20.0%				0.00
CDB Grant	9900	4,861	0.00	0.0%				0.00
TOTALS =		\$20,161	\$8,102.03	40.2%	\$164.05	\$252.50	\$0.00	\$426.55

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF APRIL 1995**

FISCAL
YEAR IS
83.29%
COMPLETE

FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	04/30/95 TOTAL
Work. Comp. Ins.	1701	\$2,900	1,738.22	59.9%				\$0.00
Gen. & Vehicle Ins.	2059	4,023	4,308.63	107.1%				0.00
GM's Fee	2117	2,763	2,250.00	81.4%			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	8,202.49	59.7%		2,117.90		2,117.90
TOTALS =		\$23,431	\$16,499.34	70.4%	\$0.00	\$2,117.90	\$225.00	\$2,342.90

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	04/30/95 TOTAL
W. Marin Grant	9377	\$13,745	8,850.00	64.4%				\$0.00
MBVFA Donations	9763	9,686	12,723.86	131.4%				0.00
TOTALS =		\$23,431	\$21,573.86	92.1%	\$0.00	\$0.00	\$0.00	\$0.00

ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	04/30/95 TOTAL
Maint. Mgr.	1028	\$500	381.25	76.3%			\$6.25	\$6.25
Extra Hire	1073	1,500	968.75	64.6%				0.00
FICA	1404	153	101.84	66.6%	0.00	0.00	0.48	0.48
Work Comp. Ins.	1701	170	1.43	0.8%				0.00
Insurance	2059	795	457.79	57.6%				0.00
Repairs	2077	3,750	773.44	20.6%				0.00
Gen. Maint.	2078	750	21.82	2.9%		\$14.85		14.85
GM's Fee	2117	3,420	2,746.50	80.3%			\$275.00	275.00
G&A Share	2720	0	150.00	NA				0.00
Road Const.	2741	5,000	0.00	0.0%				0.00
TOTALS =		\$16,038	\$5,602.83	34.9%	\$0.00	\$14.85	\$281.73	\$296.58

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	04/30/95 TOTAL
Miscellaneous income	9772	0		NA				\$0.00

OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON APRIL 26, 1995

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

- I. Call to order.** President Lee called the meeting to order at 7:13 P.M..
- II. Review and consideration of Agenda.** The GM requested that the adoption of Resolution 95-04-26 be added to the Agenda, on the basis that it would be reconfirmed and included in the next regular meeting Agenda. He explained that this is a resolution requesting that the County Board of Supervisors combine the Muir Beach Directors' election with the general election. He was unable to put this on tonight's Agenda, due to a mailing error that resulted in his not receiving the request from the Registrar of Voters office, until this past Monday.

Pinto

Director ~~Hopkins~~ mentioned that she had to leave at nine o'clock, and requested that review of the GM's contract be considered earlier in the meeting so she could participate. This was generally agreed to, and Director Shaffer then *moved* to approve the Agenda for the April 26, 1995 meeting, as amended, providing reconfirmation is listed in next month's agenda; second by Director Pinto; ayes all.

- III. Review and consideration of bills and expenses.** The GM distributed a revised Bills to be Paid Report, including the additional bills received between 4/19/95 and 4/26/95. He then requested that an addition be made in the amount of \$88.53, to reimburse Debra Dybsky for the children's Easter Party expenses. He received this information late this afternoon. Director Pinto then *moved* to approve the bills submitted totaling \$4,6,10.80 in general fund expenditures, including the added \$88.53, plus \$500 in Harris Fund expenditures for a total of \$5,110.80; seconded by Director Shaffer; ayes all.

- IV. Public open time.** Bill Farkas and Judith Yamamoto were in the audience, but made no requests to be considered during the public open time. *Leave out of time*

Director Hopkins reviewed the most recent meeting of the Highway One TAC, and related that the Coastal Commission *has approved* "Plan B" for the Big Lagoon area improvements. An EIR is still required, which will require a scoping meeting, and a public hearing. There is a *desire* for the GGNRA to be the lead agency, but this has not been confirmed. Actual construction is currently scheduled to commence in late 1999. *completed January.*

Co/Trans.

- V. Fire Department.** Chief Farkas reported that the State Park Service personnel had changed and that the new person in charge almost denied the permit for the annual BBQ. ~~It seems that there was some concern over possible disturbance of a spotted owl habitat.~~ However, after extensive effort on the part of the volunteers to overcome the objections, the permit was granted. There is a new requirement that the State must be paid 10% of the parking receipts, which is better than their original request for 10% of the total receipts. The Chief said he reported these problems to Supervisor Giacomini's office.

The GM noted that it had been very difficult to obtain the special insurance coverage this year. For the first time, it was necessary to get special permission from the Agency, due to the availability of alcoholic beverages and the band. In fact, had the band been a "Hard Rock" type, the coverage would have been denied. As it is, the fee increased from slightly more than \$200 last year, to almost \$500 this

year. The GM mentioned that the insurance for the annual Halloween Party will also be more expensive.

The Fire Chief then reviewed the traffic problems on Pacific Way. Last weekend he received a complaint from Nina Vincent expressing concern that the traffic was at a standstill, and fire trucks would be unable to have ready access. The Chief notified the County Sheriff, the County Fire Department, the GGNRA, and the GM. The Sheriff's department did not respond; however, the GGNRA Park patrol did ticket vehicles. Later, it seems that the sheriff's department instructed the Park Patrol not to do this.

The GM said he has telephoned the sheriff's office about the traffic problem twice in the past month, and previously in writing. Also, last year he wrote Supervisor Giacomini and requested that the parking fine be increased. Later, he was advised that the matter had been referred to the traffic court, and that the fine was to be increased to \$50. However, the signs have not been replaced, and the sheriff's department is not favorable toward having vehicles towed from the area.

The Board then suggested that the GM should write a formal complaint to the sheriff's office with a copy going to the supervisors' offices.

- VI. Consideration of Associated Business and Community Consultants, Inc. contract to provide management and clerical services.** The General Manager briefly reviewed the contract, indicating that the general context of the contract was substantially verbatim from the existing contract, with some changes to strengthen the independent contract relationship, and to provide for the revised services and fees. The primary changes are in "Attachment A" outlining the services to be performed, which have been expanded and are covered in more detail. He noted that the principal objective was to be certain that the operational needs of the District are provided for, and that this was stipulated versus specifying specific working time requirements, that would conflict with the independent contractor status.

A general discussion among the directors followed. While indicating that they were in accord, they felt more time was needed to consider the matter. Also, they indicated a desire to have the County counsel review the contract, particularly in consideration that there would be no charge to have the counsel do this. Director Shaffer then indicated that while he preferred a lesser dollar amount, he understood that the Board had requested early receipt of the contract, so they would have time to review it and act on it tonight. He said the contract had been delivered early, and that he was ready to act on it. Reluctantly, he said, his preference for a ~~lesser~~^{lower} fee would obviously be overruled; therefore, he *moved* to accept the contract, subject to review by the County counsel. The GM indicated that this was acceptable, and the motion was seconded by Director Pinto; ayes all.

Following this motion, Director Hopkins indicated the time was slightly after 9:00 p.m., and as mentioned earlier, she had to leave.

- VII. General Manager's report.** The GM reported that the District's finances were in good condition, and that in most areas expenses and income were within the budget parameters. He explained that where there were sizeable discrepancies, they were generally due to an error or change in the conditions considered in forming the original budget provision. For example, the greater income is the result of improved interest earnings, and the unforeseen refund of a part of the State's revenue appropriation.

The GM then mentioned that the 91-day T-bill will mature next month, and recommended that these funds be rolled over into another 91-day T-bill. Director Pinto asked if the GM were certain that this would be okay, considering the need to spend funds on easement repairs. The GM responded that he had reviewed the cash flow, particularly considering the tax revenue to be received prior to the end

of the fiscal year, and that there would be adequate funds to provide for the District's cash flow needs. He noted that the easement repairs would not be completed until after the new T-bill has matured, and that he would discuss this under roads and easements. With this there was a general concurrence of the board that the GM should take the steps necessary to roll the maturing T-bill into the next available 91-day period.

The GM then recommended that a new ad hoc committee be formed to consider the budgetary needs for fiscal 1995-96. Director Shaffer indicated that he was willing to head this committee, but requested that the GM be in attendance during the committee meetings, to provide technical assistance and material information. The GM confirmed that this was possible, and the Board thanked Director Shaffer for his willing participation.

The GM then briefly reviewed the fact that the new phone communication system, forwarding District calls to his Vallejo office, is in effect. He indicated that the system has been well received by residents experiencing immediate human contact and response to their needs. Several of the Directors concurred, having experienced the direct contact.

- A. **Recreation:** The GM reviewed his request for the Board's concurrence in removing several of the Monterey Pines located on the community center property. He indicated that these trees have all been flagged, and are generally small enough for Harvey to cut down. He emphasized that if Harvey has any doubts as his being able to safely fall the trees, he will refrain. This was followed by a general discussion, with all of the Directors favoring the tree removal for safety. Director Shaffer *moved* to authorize the GM to have as many trees on the community center property and easement cut down, as is safely possible through Harvey's efforts. Seconded by Director Pinto, ayes all.
- B. **Water:** The GM reviewed the water operational activities, noting that it had been necessary to repair a broken water service lateral, and there had been some problems with the slow close slow open valve controls at the well house. He also briefly reviewed the fiscal operations, indicating that water revenues are in accord with the budget projections for this time of year.

He then reviewed his inspection of the well site, and recommended that the overhead electrical lines to the wells, be placed underground. This year one of the trees on the creek bank fell, and almost took one of the services out. Further, his inspection of the well house revealed some electrical code violations that should be corrected. He suggested that the funds scheduled for relocation of the Cove Lane water line, be used to correct the electrical deficiencies, and that the Cove Lane project be deferred.

The Board had a general discussion, and came to a consensus that the Cove Lane project should be delayed, but that further review of the electrical problems should also be considered. Director Shaffer noted that Harris Funds could not be used for improvements not stipulated in the Harris report. Director Pinto indicated that it might be possible and more prudent to severely trim the trees at the well site, so as to minimize the potential of damage to the electrical lines. The GM said he would do further investigation, and report to the Board.

- C. **Road's & Easements:** The GM reported that the weather has continued to delay the maintenance operations for roads and easements. Further, the severe weather has exacerbated the needed repairs. It will be necessary to reinspect the roads and easements, to determine the additional repairs needed. He has attempted to resurvey the roads and easements, but each time

he schedules his inspections, bad weather has prevented completion.

He noted that the budget provides a total of \$9,500 for construction, maintenance and repairs. To date we have spent less than \$1,000. As soon as the weather permits, he will begin the needed repairs and maintenance, using contract crews and equipment on a daily basis. The District's personnel and equipment will be used as much as possible; however, most of the work is beyond the District's personnel and equipment capability.

The GM then recommended that next year's budget allocations be increased to take care of the additional damage done by this year's weather. For example, he reviewed the undermining of a portion of Pacific Way, opposite the Rodriguez property. This area will require extensive repair to correct the drainage problem, and restore the road base. Another location is on Sunset Way just east of Cove Lane, where the roadway is beginning to slide.

President Lee asked about the pedestrian easement from Seacape to Starbuck, and the GM responded that he has considered various treatments for this area, but that he feels there should be some consultation with the property owners. This was discussed, and a consensus was reached that a fire trail, suitable for pedestrian use, should be cleared and cut through the approximate center of the park easement. The GM said he would schedule this for next month.

VIII. Minutes of the April 12, 1995 meeting. Director Pinto indicated that her name in the first line of Section VI should be changed to Director Hopkins. There were no other changes requested, and Director Shaffer *moved* to approve the minutes as amended; seconded by Director Pinto; ayes all. Director Hopkins was absent.

IX. The next meeting is scheduled for 7:00 p.m. on Wednesday, May 24, 1995.

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 _____

Nancy Wolf Lee, Board President

Donovan Macfarlane, Secretary

**TABLE OF CONTENTS
FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING ON
WEDNESDAY, [REDACTED], 1995 AT 7:00 PM**

June 28,

DESCRIPTION	PAGES
Agenda	1 - 2
Bills to be Paid Reports	3
Water Operations report	4 - 5
Budget Report for the month of May 1995	6 - 10
General Manager's Report	11 - 15
Proposed Fiscal 1995-96 Budget	16 - 20
Draft Minutes for the 05/24/95 Meeting	21 - 22

**AGENDA FOR MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON
WEDNESDAY, JUNE 28, 1995. BEGINNING AT 7:00 PM
IN THE COMMUNITY CENTER, 19 SEACAPE DRIVE,
MUIR BEACH, CALIFORNIA**

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

- I. **Call the meeting to order.** *19:18*
- II. **Review and consideration of the June 28, 1995 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. *Dale, Peter and*
- III. **Bills to be paid:** Consideration of the bills to be paid, received subsequent to the bills submitted for approval during the June 24, 1995 meeting. *Dale, Peter as correcty Erin 10:00 AM - 400*
- 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. *Now election, posted notice today*

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.

Chair -

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 fire volunteer activities since the last regular meeting on May 24, 1995. *Fire truck out of commission for 1 week - Rec. to accept resignation -*

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

- VI. **General Manager's report.** The General Manager ("GM") will report on the following items.

- A. **Administration:** The GM will report on ongoing administrative activities, including:

1. Budget, reviewing the District's financial status, including a basic review of the monthly budget report, and the year to date income/expenses versus the budget.
2. Report on the District's T-bill accounts.
3. County Counsel fees to review management and clerical services contract.
4. F.E.M.A. We have received correspondence concerning the emergency fund grant in 1982, and a bill for non compliance with the grants terms.

- Erin Co. Council, Refer - agree.*
- B. **Recreation:** The GM will report on the planned recreational activities for the near future.

- Garden party on the 20th -*
- C. **Roads and Easements:** The GM will report on planned road repair and maintenance, several key decisions that the Board is be requested to consider, and the need to properly survey certain District easements.

- D. **Water:** The GM will report on the following water activities.

1. General operations and maintenance.
2. Billing and fiscal considerations including a review of fiscal receipts, accounts receivable, and delinquent accounts status.
3. Problems with the backup well, and recommendations for correction.

- E. **The Proposed 1995-96 budget:** The GM will report on the proposed budget for 1995-96 and recommend that the District adopt the proposed budget.

- Date, Erin Agree.*
- VII. **Review Draft Minutes of the May 24, 1995 meeting.**

- VIII. **Set date for the next Board meeting.**

ADJOURNMENT OR CONTINUATION.

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 05/24/95 THROUGH 06/21/95**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
HARRIS FUND EXPENSES, FUND 429				
ABC CONSULTANTS, INC.	2117	ADMINISTRATIVE FEE, JUNE 1995	C	\$300.00
TOTAL HARRIS FUND EXP. =				\$300.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

ABC CONSULTANTS, INC.	2117	ADMINISTRATIVE FEE, JUNE 1995	C	\$150.00
ABC CONSULTANTS, INC.	2117	CLERICAL FEES, JUNE 1995	C	91.67
ABC CONSULTANTS, INC.	2117	TRAVEL, 5/01 THROUGH 5/31/95, 229 MI. @ \$0	C	66.10
PACIFIC BELL	2534	VALLEJO RELAY PHONE THROUGH 5/20/95	B	28.44
PACIFIC BELL	2534	DIST. OFF. PHONE SERVICE THROUGH 6/11/9	B	63.18
TOTAL G&A EXPENSES =				\$399.39

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

SALAVADOR GONZALES	1073	EXTRA HIRE WAGES 5/21 THROUGH 6/3/95	C	\$269.13
ABC CONSULTANTS, INC.	2117	ADMINISTRATIVE FEE, JUNE 1995	C	500.00
ABC CONSULTANTS, INC.	2117	CLERICAL FEES, JUNE 1995	C	100.00
TOTAL R&E EXPENSES =				\$869.13

WATER DIVISION EXPENSES, DIVISION CODE 9238

HARVEY PEARLMAN	1028	MAINT. MGR. WAGES 5/21 THROUGH 6/17/95	C	\$968.85
HARVEY PEARLMAN	1028	EARNED VACATION PAY 1994	C	390.23
HARVEY PEARLMAN	1404	MAINT. MGR. BENEFITS, JUNE 1995	C	102.33
ABC CONSULTANTS, INC.	2117	ADMINISTRATIVE FEE, JUNE 1995	C	750.00
ABC CONSULTANTS, INC.	2117	CLERICAL FEES, JUNE 1995	C	850.00
HARVEY PEARLMAN	2479	ROUTINE TRAVEL ALLOWANCE	C	75.00
HARVEY PEARLMAN	2479	SPECIAL TRAVEL TO REDDING, 450 MI. @ \$0.2	C	130.50
MARIN COUNTY HEALTH LABORATORY	2115	WATER TESTS 5/26/95	B	30.00
FORSTER ENGINEERING	2121	4 - 20 MICRON HI FLOW FILTERS	B	81.51
ABC CONSULTANTS, INC.	2117	CLERICAL FEES, JUNE 1995	C	850.00
PACIFIC BELL	2534	WELL RELAY PHONE THROUGH 6/07/95	B	33.33
TOTAL WATER EXPENSES =				\$4,261.75

RECREATION EXPENSES, DIVISION CODE 9239

JUANA GONZALES	1073	JANITORIAL WAGES 5/21 THROUGH 6/17/95	C	\$129.18
EMIKO WANG	2041TC	TAI CHI INSTRUCTION FOR JUNE 1995	B	90.00
ABC CONSULTANTS, INC.	2117	ADMINISTRATIVE FEE, JUNE 1995	C	150.00
ABC CONSULTANTS, INC.	2117	CLERICAL FEES, JUNE 1995	C	50.00
PACIFIC BELL	2534	COM. CTR. PAY PHONE THROUGH 5/19/95	B	0.00
TOTAL RECREATION EXPENSES =				\$419.98

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC CONSULTANTS, INC.	2117	ADMINISTRATIVE FEE, JUNE 1995	C	\$225.00
ARAN COLLIER	4827	SAFETY FIRE BOOTS	B	179.00
TOTAL FIRE EXPENSES =				\$404.00

TOTAL HARRIS FUND EXPENSES = \$300.00
 TOTAL GENERAL FUND EXPENSES = 6,354.25
TOTAL OF ALL EXPENSES = \$6,654.25

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 _____.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Nancy Wolf Lee, President

Donovan Macfarlane, General Manager

MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
MAY 15, 1995 THROUGH JUNE 15, 1995

WATER SYSTEM STANDARD OPERATIONS :

1. Daily system check by the maintenance manager, including physical inspection of the storage tanks, chlorinator check, and completion of daily log entries. Once again, we experienced vandalism at the upper storage tank, with someone climbing to the top of the tank and tampering with the level gage.
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 0.05 ppm.
3. The pumping efficiency of Well #1 has declined to less than 40 gallons per minute, necessitating extended pumping hours to maintain reserve capacities under increased consumption rates. On June 13, 1995 we switched to Well #2 (recently cleaned), and pumping efficiency has improved to more than 50 gallons per minute. However, we have subsequently received reports of air bubbles in the water in the upper system area. Preliminary investigation indicates that there may be an air leak between the well point and the check valve serving this well, possibly permitting the water to flow back into the well when the well shuts down. The resulting air gap would then compress into the distribution line when the pump reactivates. Alternately, this well does not have flow regulator control valve (well #1 does), and the pump may be too strong for the well's flow capacity. Further investigation should give yield more data prior to the meeting night.

WATER PRODUCTION: Note: Meters were read on 05/23/95. Production is based on 30 days.

1.	Total volume of water produced	930,300	gallons
2.	Average daily production	31,010	gallons/day
3.	Maximum daily production occurred on April 23, 1995	37,400	gallons
4.	Minimum daily production occurred on May 4, 1995	20,800	gallons
4.	Volume of water billed by customer meters, total	737,827	gallons
5.	Average daily customer water use, per customer	166	gallons/day
6.	Estimated maintenance, fire, and leak water consumption.	50,000	gallons
7.	Unaccounted for water loss = 15.2 % of production	142,000	gallons

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

1. Weekly meetings and phone conversations, as necessary, to assist Harvey in system management and maintenance operations. As this is the time for developing the budget for next year, we have initiated discussions to review operational concerns and needs for fiscal 1995-96.
2. Harvey took the Class 1 water maintenance operator's examination on Tuesday, June 13, 1995. We expect the results to be forwarded to us within ninety days.

MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
MAY 15, 1995 THROUGH JUNE 15, 1995

EMERGENCY ACTIVITIES:

We experienced another lateral line leak on Sunset Way, which was timely repaired. There is some indication that we may have a new main line leak, and we initiated a preliminary procedural check in an attempt to determine its location, or to confirm the leak possibility. We isolated the lower tank, for approximately 6 hours (midnight to 6 AM) and there was no measurable loss of water. We also placed a pressure gage on the a fire hydrant in a suspected location, and isolated the appropriate main line section to check for a pressure loss. The test was negative. We further tested some ponds of free flowing surface water for traces of chlorine. These also were negative, indicating that the surface flow does not originate from our distribution system. Our unaccounted for water loss ratio has increased, which is a preliminary indication of a possible water main leak. However, the loss increase is slightly more than 1 gallon per minute, which is next to impossible accurately locate. Further, the increase in unaccounted for water loss may be a result of inaccurate records or estimates of maintenance, fire training, and the repaired leak water losses. At this time, our total unaccounted for water loss is approximately 3.3 gallons per minute, which is very minimal considering our more than six miles of pipe line.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing was \$3,880.78, plus \$35.55 in late payment and interest penalties. Water revenues collected totaled \$4364.47. New security deposits were collected totaled \$100. Accounts receivable were \$2,116.77 at the close of 5/29/95.

One 48 hour notice was sent, three 15 day notices were sent, and 3 thirty day notices were sent. All metered water services are in service. **One 48 hour disconnection notice was mailed (follow up to the 15 day notices), with certificates of mailing, on 6/15/95.**

THIS CONCLUDES THE WATER OPERATIONS REPORT.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF MAY 1995**

FISCAL
YEAR IS
91.78%
COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

DESCRIPTION	1994-95 BUDGET	CURRENT FIS. YEAR TOTALS	CURRENT FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	05/31/95 TOTAL
Opening Balance as applicable	\$57,606			\$17.80	\$69,385.92	\$18,400.55	\$87,804.27
General and Admin. Income	26,644	43,469.13	163.1%	0.00	53.00	5,961.07	6,014.07
General & Admin. Expenses	20,912	11,770.12	56.3%	64.40	257.41	1,152.49	1,474.30
G&A Income - Expenses	\$5,732	31,699.01	553.0%	(\$64.40)	(\$204.41)	\$4,808.58	\$4,539.77
Water Income	64,000	54,040.47	84.4%	60.00	4,404.47	0.00	4,464.47
Water Expenses	49,021	40,767.54	83.2%	12.78	918.57	2,054.00	2,985.35
Water Income - Expenses	\$14,979	13,272.93	88.6%	\$47.22	\$3,485.90	(\$2,054.00)	\$1,479.12
Recreational Income	20,161	8,835.18	43.8%	173.15	560.00	0.00	733.15
Recreational Expenses	20,563	14,206.48	69.1%	82.20	345.85	540.66	968.71
Recreational Income - Expenses	(\$402)	(5,371.30)	1336.1%	\$90.95	\$214.15	(\$540.66)	(\$235.58)
Road & Easement Income	0.00	24.07	NA	0.00	0.00	0.00	0.00
Road & Easement Expenses	16,038	6,121.23	38.2%	67.73	0.00	450.67	518.40
R&E Income - Expenses	(\$16,038)	(6,097.16)	38.0%	(\$67.73)	\$0.00	(\$450.67)	(\$518.40)
Fire Income	23,431	21,573.86	92.1%	0.00	0.00	0.00	0.00
Fire Expenses	23,431	17,746.82	75.7%	0.00	1,022.48	225.00	1,247.48
Fire Income - Expenses	\$0	3,827.04	NA	\$0.00	(\$1,022.48)	(\$225.00)	(\$1,247.48)
General Funds Account balances @ month end=	\$61,877		0.0%	\$23.84	\$71,859.08	\$19,938.80	\$91,821.72

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	05/31/95 TOTAL
Insurance	2059	\$458	457.79	100.0%				0.00
GM's fee	2117	5,443	2,408.00	44.2%			\$325.00	325.00
G&A share	2720	0	0.00	NA				0.00
Project Improvements	4169	30,000	1,500.00	5.0%				0.00
TOTALS =		\$35,901	\$4,365.79	12.2%	\$0.00	\$0.00	\$325.00	\$325.00

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	05/31/95 TOTAL
Parcel tax	9007	\$23,951	24,700.50	103.1%				\$0.00
Delinq. taxes	9008	0	0.00	NA				0.00
Redemption's	9009	0	65.87	NA				0.00
Surcharge	9031	540	360.00	66.7%		30.00		30.00
Interest	9377	350	643.98	184.0%				0.00
TOTALS =		\$24,841	\$25,770.35	103.7%	\$0.00	\$30.00	\$0.00	\$30.00

HARRIS FUND 429 SUMMARY

						COUNTY FUND 429	NET TOTAL FUND 429
Opening Harris Fund Balance	\$10,355	\$10,355.45		Balance on	05/01/95	\$35,317.80	\$30,152.14
Harris Fund Income	24,841	25,770.35	103.7%	0.00	30.00	0.00	30.00
Harris Fund Expenses	35,901	4,365.79	12.2%	0.00	0.00	325.00	325.00
Harris Fund Income - Expenses	(705)	31,760.01	-4507.8%	0.00	30.00	(325.00)	(295.00)
Account balances @ month's end =			NA	\$23.84	\$71,889.08	\$34,992.80	\$29,857.14

GROSS DISTRICT CASH EQUITY @ CURRENT MONTH END \$126,844.52 INCLUDING ALL FUNDS

NOTE:

The net balance of the Harris fund is shown under "Net total Fund 429", and includes the adjustments for income and expenses recorded in the 1st 1st Nationwide Bank depository, plus the 1993-94 year end adjustments for undistributed administrative expenses. The County fund 429 owes the General Fund the difference of \$5,135.66, plus the 1994-95 year end administrative adjustment.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF MAY 1995**

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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	05/31/95 TOTAL
Secretary Wage	1003	\$2,700	1,523.06	56.4%				\$0.00
Rec'd'g Sect'y Wge	1005	1,200	207.69	17.3%				0.00
FICA	1404	230	132.40	57.6%	0.00	0.00	0.00	0.00
Work Comp. Ins.	1701	24	60.39	251.6%		6.73		6.73
Conferences	2049	750	654.00	87.2%				0.00
Insurance	2059	415	1,350.47	325.4%				0.00
ABCC Admin. Fees	2117	4,343	4,618.00	106.3%			766.00	766.00
Pub. & Advertise.	2119	150	0.00	0.0%				0.00
Postage	2130	175	52.40	29.9%	31.60			31.60
Office Supplies	2133	875	160.59	18.4%	32.80			32.80
Copier Maintenance	2137	1,400	572.69	40.9%				0.00
County Fees	2352	6,500	799.00	12.3%			300.00	300.00
Mileage	2479	600	805.33	134.2%			81.78	81.78
Telephone	2534	600	708.80	118.1%		250.68	4.71	255.39
Gen. Expenses	2720	200	125.30	62.7%				0.00
Bld. Imp.	4048	500	0.00	0.0%				0.00
Equipment	4093	250	0.00	0.0%				0.00
TOTALS =		\$20,912	\$11,770.12	56.3%	\$64.40	\$257.41	\$1,152.49	\$1,474.30

20% of general G&A Costs = \$2,354.02 to be allocated as specified in Special Note, below.

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	05/31/95 TOTAL
Property Taxes	9001	\$23,900	37,897.29	158.6%			\$5,961.07	\$5,961.07
Prop. Tax, Unsec'd	9002	1,100	1,088.03	98.9%				0.00
Hoptr. St.	9280	444	135.66	30.6%				0.00
Interest/Int. Fnd. Trans.	9377	300	3,681.18	1227.1%				0.00
Copier Income	9772	900	666.97	74.1%		53.00		53.00
TOTALS =		\$26,644	\$43,469.13	163.1%	\$0.00	\$53.00	\$5,961.07	\$6,014.07

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 MAY 1995**

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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	05/31/95 TOTAL
Secty Wages	1003	\$2,700	1,938.44	71.8%				\$0.00
Maint. Mgr. Wages	1028	11,000	8,693.40	79.0%			675.00	675.00
Extra Hire Wages	1073	1,000	70.00	7.0%				0.00
FICA	1404	1,125	818.79	72.8%	0.00	0.00	51.67	51.67
Benefits	1506	1,001	1,205.25	120.4%			102.33	102.33
Work. Comp. Ins.	1701	1,034	640.98	62.0%		123.19		123.19
Annual Fee	2058	500	500.00	100.0%				0.00
Gen. Insurance	2059	949	949.22	100.0%				0.00
Repairs	2077	500	205.09	41.0%		78.09		78.09
Bldg. Repair	2096	350	0.00	0.0%				0.00
Tests & chemicals	2115	2,500	1,080.25	43.2%		87.92		87.92
ABCC Admin. Fees	2117	8,037	9,820.50	122.2%			1,150.00	1,150.00
Misc.. Exp..	2121	900	869.86	96.7%	12.78			12.78
Refunds	2122	200	258.93	129.5%				0.00
Postage	2130	200	295.38	147.7%				0.00
Office supplies	2133	600	410.78	68.5%		159.80		159.80
Legal Notices	2221	200	44.55	22.3%				0.00
Contract Repairs	2325	3,200	6,258.43	195.6%				0.00
Travel	2479	675	975.00	144.4%			75.00	75.00
Telephone	2534	400	346.08	86.5%		33.25		33.25
Electricity	2535	4,200	5,386.61	128.3%		436.32		436.32
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
TOTALS =		\$49,021	\$40,767.54	83.2%	\$12.78	\$918.57	\$2,054.00	\$2,985.35

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	05/31/95 TOTAL
Service Billing	9025	\$64,000	53,087.83	82.9%				3,916.33
Receipts Collected	9025		49,814.65	NA	60.00	4,304.47		4,364.47
Accounts Receivable	9025		6,177.10	NA				6,133.10
Security Deposits	9025SD		1,300.00	NA		100.00		100.00
Misc.. Income & Fees	9772		1,475.82	NA				0.00
Water Income totals =			\$52,590.47	NA	\$60.00	\$4,404.47	\$0.00	\$4,464.47

NOTES: 1. Accounts receivable for current month includes receivables balance at beginning of fiscal year.
2. Accounts receivable for "Fis. Year Totals" reflects this years service billings versus income received.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF MAY 1995**

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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	05/31/95 TOTAL
Maint. Mgr. Wages	1028	\$500	168.75	33.8%				\$0.00
Janitorial Wages	1073	1,760	1,440.00	81.8%			120.00	120.00
FICA	1404	173	221.75	128.2%	0.00	0.00	20.66	20.66
Work. Comp. Ins.	1701	260	202.93	78.1%		40.00		40.00
Basketball	2041BA	246	0.00	0.0%				0.00
Bistro	2041BI	750	503.37	67.1%	51.02			51.02
Brunches	2041BR	150	0.00	0.0%				0.00
Community Dinners	2041CD	500	601.40	120.3%	13.51			13.51
Children's Programs	2041CP	150	329.25	219.5%				0.00
Labor Day BBQ	2041LD	800	340.35	42.5%				0.00
Tai Chi	2041TC	1,000	913.00	91.3%		198.00		198.00
Insurance	2059	1,314	1,314.10	100.0%				0.00
Repairs	2077	250	154.09	61.6%				0.00
Bldg. Maintenance	2096	150	370.26	246.8%				0.00
Ground Maintenance	2097	500	691.00	138.2%			150.00	150.00
ABCC Admin. Fees	2117	4,089	2,707.00	66.2%			250.00	250.00
Publications	2119	200	0.00	0.0%				0.00
Misc. Expenses	2121	250	10.00	4.0%				0.00
Deposit Refunds	2122	2,000	1,868.75	93.4%				0.00
Postage & Off. Sup.	2133	150	55.71	37.1%				0.00
Refuse Removal	2259	321	354.00	110.3%				0.00
Building Supplies	2366	275	222.35	80.9%	17.67			17.67
Pay Telephone	2534	425	416.61	98.0%		41.90		41.90
Electricity for C. C.	2535	750	1,124.24	149.9%		65.95		65.95
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	108.16	14.4%				0.00
Equip. & Furnishings	4093	500	89.41	17.9%				0.00
Playground Imp.	4243	350	0.00	0.0%				0.00
TOTALS =		\$20,563	\$14,206.48	69.1%	\$82.20	\$345.85	\$540.66	\$968.71

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	05/31/95 TOTAL
Children's Programs	9248	\$200	276.50	138.3%				\$0.00
C.C. Rental	9255	5,000	2,140.00	42.8%		125.00		125.00
Refundable Deposits	9255RD	2,000	1,875.00	93.8%		300.00		300.00
Child's Room Rental	9255CR	500	0.00	0.0%				0.00
Bistro	9811BI	1,600	1,712.81	107.1%	173.15			173.15
Brunches	9811BR	400	0.00	0.0%				0.00
Community Dinners	9811CD	2,000	951.00	47.6%				0.00
Labor Day BBQ	9811LD	2,000	543.37	27.2%				0.00
Tai Chi	9811TC	1,500	1,316.50	87.8%		135.00		135.00
Res. Handbooks	9834	100	20.00	20.0%				0.00
CDB Grant	9900	4,861	0.00	0.0%				0.00
TOTALS =		\$20,161	\$8,835.18	43.8%	\$173.15	\$560.00	\$0.00	\$733.15

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF MAY 1995**

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FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	05/31/95 TOTAL
Work. Comp. Ins.	1701	\$2,900	2,324.84	80.2%		\$586.62		\$586.62
Gen. & Vehicle Ins.	2059	4,023	4,308.63	107.1%				0.00
ABCC Admin. Fees	2117	2,763	2,475.00	89.6%			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. Marin G. Exp.	4827	13,745	8,638.35	62.8%		435.86		435.86
TOTALS =		\$23,431	\$17,746.82	75.7%	\$0.00	\$1,022.48	\$225.00	\$1,247.48

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	05/31/95 TOTAL
W. Marin Grant	9377	\$13,745	8,850.00	64.4%				\$0.00
MBVFA Donations	9763	9,686	12,723.86	131.4%				0.00
TOTALS =		\$23,431	\$21,573.86	92.1%	\$0.00	\$0.00	\$0.00	\$0.00

ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	05/31/95 TOTAL
Maint. Mgr.	1028	\$500	400.00	80.0%				\$0.00
Extra Hire	1073	1,500	950.00	63.3%				0.00
FICA	1404	153	103.28	67.5%	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	780.41	20.8%				0.00
Gen. Maint.	2078	750	82.58	11.0%	67.73			67.73
ABCC Admin. Fees	2117	3,420	3,347.17	97.9%			\$450.67	450.67
G&A Share	2720	0	0.00	NA				0.00
Road Const.	2741	5,000	0.00	0.0%				0.00
TOTALS =		\$16,038	\$6,121.23	38.2%	\$67.73	\$0.00	\$450.67	\$518.40

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	05/31/95 TOTAL
Miscellaneous income	9772	0		NA				\$0.00

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

TO: The Board of Directors
FROM: Donovan Macfarlane, General Manager
DATE: June 23, 1995
FOR: Board of Directors Meeting, on Wednesday, June 28, 1995

I. ADMINISTRATION: The following administrative activities are reviewed for the Board's general information, consideration, and where appropriate, action:

A. Budget reports: We have received the final increment of the real property tax revenues, and after paying all expenses the District's total equity was \$126,844 at the end of May 1995. We did receive an unexpected bonus of \$5,711 in the form of a refund of a portion of the State's transfer appropriation to the schools. This was not expected until some time later in the year. Also, it should be noted that the Governor has requested that all surplus remaining in these funds be allocated to the special education fund. This action is being contested by the California Special District Association. There are some deviations from the budget allocations that have not previously been discussed as follows:

1. Gross water income from service is continuing to be less than the budget projection. It now appears that we will end the year with approximately \$10,000 less in service income than projected. At this time, there is no apparent reason for this other than reduced consumption resulting from the extreme wet year.
2. The electrical costs for producing water will exceed the budget projections by approximately 40%. The two prime factors causing this are increased electrical rates, and increased prime time pumping. The prime time pumping has been necessary due to the extended power failure and two severe leaks that caused low water reserves. In addition, the reduced efficiency of the main well and the problems of air injection with the backup well have required additional pumping hours to maintain a safe water reserve. Cleaning of the main well has been scheduled, but will not be completed until mid July.

B. T-Bills: The 91-day T-bill in the amount of \$15,000 will mature on 7/20/95. Automatic roll over requires notification no later than 6/30/95. **It is recommended that this bill be rolled over for an additional 91 days.**

C. Contract with Associated Business & Community Consultants, Inc. The Board deferred action on this until tonight's meeting, due to the absence of two Board members during the May meeting. As a reminder, the Board approved the contract but requested a review of this contract be made by the County Counsel, while under the impression that the County Counsel's service would be pro bono. When I took the contract to the County Counsel's office, I was informed that they now charge for this service, at the rate of \$75 per hour. Their estimated fees of two to four hours is beyond my approval limit. Therefore, the contract has not been reviewed by the County Counsel. Perhaps the Board has adequately reviewed the contract and no longer feels this expense is necessary.

D. **F.E.M.A.** We have received a "Notice of Non Compliance" from the Governor's Office of Emergency Services, along with a demand that we repay the \$18,125.00 for this 1982 project. I have been in contact with the Governor's office, and requested additional information in an effort to mitigate this by completing the necessary forms required to close the project. At this time, the State is not prone to permit this. However, I have indicated that the Statute of Limitations should be applicable, and that we will make no payment until we have researched the matter and pursued all possible remedies for a reasonable solution in compliance with the original intent of the fund's use. **While this will gain some time, I fear that without adequate documentation and reasonable conformance to the requirements of the original fund requests, the District will be held liable for the funds.** It should be noted that if these funds were not properly used in compliance with the original fund request requirements, there may be additional actions necessary to resolve the matter. Now that the State is involved, the matter will not simply go away, and we can expect more diligent pursuit of a resolution.

II. **Recreation:** There is nothing of significance to report for recreational events. The next dinner night is still planned for Sunday, August 20, 1994 with Directors Hopkins and Pinto having volunteered to prepare the food. Also, while community center rentals have been less than projected, rentals and rental interest has increased with several rentals already reserved into the next fiscal year. In fact we have one reservation for next December.

III. **Roads & Easements:** Once again, the weather has prevented some of the actions planned in road and easement maintenance. We had scheduled to commence repairs on Monday, June 19, 1995; however, the weekend rains prevented this. These activities have been rescheduled to begin after the forth of July holidays.

A. **Clearing of the fire and pedestrian trail from Seacape** opposite the community center, to the Seacape/Starbuck intersection was done without the benefit of having the boundaries properly surveyed. The clearing was located in what was thought to be the most central existing trail. Regrettably, it turned out that several of the homes on the easterly side of the easement are located on or near their rear building line, and some of our clearing encroached on the westerly properties. Appropriate barricades have been placed to protect these properties. I have located four property corners, with the assistance of concerned property owners, and have arranged to rent the necessary surveying equipment so I can properly locate the remaining property corners. Permanent reference markers will be placed to designate the District's boundaries, and the fire trail will be properly relocated. Due to the severe slope in some areas of the easement, it will be necessary to use switchbacks (within the easement area) or to place some gradient breaks to ease maintenance access. **It is strongly recommended that we do no further work on easements where the boundaries are not clearly defined, until we can have the right of way lines properly surveyed.** This intrusion onto private property could have been very arduous, if the property owners had not been reasonable and cooperative.

B. **Personnel and equipment:** Originally we had planned to use personnel and equipment from Forster Engineering. However, further consideration indicates that some experimentation with District personnel may achieve considerable savings with satisfactory results. Therefor, we will first make this effort to accomplish as much as possible, and revert to the contract assistance as a last resort.

- C. **Drainage:** The wood box drain carrying water from Sunset to Pacific Way is in poor condition and requires considerable repairs. Further, the stairs to the easement from Sunset require replacement. This has been considered and provided for in the budget for fiscal 1995-96. The remaining drainage maintenance work will be accomplished utilizing the methodology detailed in the GM's last report.
- D. **Decisions to be made:** The following information is repeated from the GM's last report, as no action and decisions were made during the last meeting due to the absence of two Board members. It is requested that the Board formerly make decisions on these few items, to begin the formation of the Roads and Easements Policy.

Prior to expending any large sums of money, the Board should consider the following conditions and make a policy decision for proper treatment.

1. Is the District responsible for maintaining the roads and easements?
2. Is the District responsible for maintaining the drainage swales, and if so does this include jurisdiction over the parking areas that residents have installed that interfere with drainage?
3. Is the District responsible for the driveway culverts, their maintenance, and the drive connection into the roadway? If not, what authority does the District have to initiate corrective measures where these facilities are considered to contribute to the road and drainage problems?
4. The District roads are not adequate to support heavy construction equipment, and some of the damage has been caused by concrete and other heavy construction vehicles traveling on the inadequate roads. If the District is responsible for the roads, should the District restrict the use of the roads? Note: many communities have done this, and it does increase the cost of construction in the areas so controlled. A good example is that heavy vehicles (Tractors and trailers, concrete trucks, etc.) are prohibited from using Interstate 580 south of Oakland.

There are many other problems to be considered. However, the above 4 are possibly primary, and need to be decided prior to considering additional details. If the Board can reach a decision on the above factors, additional factors will be submitted for consideration during the June meeting.

- IV. **Water:** In addition to the water operations report, we need to consider the problem of the wells and their declining efficiency. When the pumping rate of the main well declined to less than 40 gallons per minute, we switched over to the recently cleaned backup well. The result was to have considerable air in the water system, even though the well was pumping at a rate of more than 50 gallons per minute. The air problem was too severe to continue, and we changed back to the main well. We have made arrangements to have the main well cleaned, but it cannot be completed until mid July.

The problem with the backup well is that the 15 horsepower pump overwhelms the well's capacity. This can be corrected by placing a flow restriction control valve on the well (similar to the flow restriction on the main well). However, this is at best a paradoxical solution which

substantially defeats the efficiency of the pump. The cost of providing this control is approximately \$250 for the parts, plus several hundred dollars for the installation. It will most likely be necessary to use this well during the down time required for cleaning the main well. At that time, it is suggested that we notify all residents that we will be using this well for a limited period for maintenance purposes, and that air will be present in the water, but that the water is safe for potable use. Additional consideration of this problem will be offered in review of the proposed budget for fiscal 1995-96.

V. **Proposed budget for fiscal 1995-96:** The "Budget Committee" met on Wednesday, June 21, 1995 to consider the proposed budget needs for fiscal 1995-96. The attached proposed budget was generally approved as meeting the District's needs for the next fiscal year. General comments concerning the major factors of the budget follow:

A. **Income:** The special property tax assessment for the Harris Plan will not be continued into the next year. There is adequate money remaining to complete the easterly sunset to Pacific Way inter tie, and there will be adequate time for proper consideration of possible additional needs for capital improvements when the Harris Plan update is completed.

General fund income from tax revenues is projected to be approximately \$26,500 after the school fund transfer. No rebate of surplus funds is considered, due to the Governor's plans to send all surplus funds to special education. The District should end fiscal 1994-95 with an approximate general fund balance of \$89,000, for a combined total general funds available of \$115,500. The District should have a capital reserve of approximately \$60,000 at the end of each fiscal year, so as to have adequate operational funds to carry through until the December tax receipts are available. Therefor, approximately \$55,500 is available for general fund expenditures, or advances for essential water expenses. The design of the budget for fiscal 1995-96 uses this amount to offset the normal operating expenses plus other essential expenses outlined below.

B. **Expenses, Administration:** The administrative budget for fiscal 1995-96 has been adjusted to reflect the actual expenses during fiscal 1994-95 (approximately \$12,320). The administrative budget has been reduced from the 1994-95 budget of \$20,912 to just \$12,550. Several budget items have been deleted entirely, as a result of the new contract agreement with ABC Consultants.

C. **Water:** The general operational expenses have been adjusted to reflect the actual expenditures realized in fiscal 1994-95, and the useable income from water service reviews has been reduced to reflect the lower income. However, the overall expenses have been increased from the \$50,000 budgeted and realized in 1994-95 to a planned amount of \$73,380 for 1995-96. The difference between projected income of \$57,000 and the increased planned expenses is to be offset by a loan of approximately \$16,380 from the carry over general funds. The primary use of these additional funds is to be for a new well, its ancillary requirements, and a geological study to properly determine the best location for the new well.

Continued discussions with the State Water Resources Department indicates that they will be more than satisfied if we drill a new deep well, versus trying to seek water rights for a shallow well. Further, discussions with Marin County Environment Health indicate their support of a deep well, and as the permit issuing agency for the State (where

water rights are not concerned) they have indicated that they will expedite the issuance of a permit for a deep well.

Discussions with well drilling companies, and a geologist familiar with our area indicate that we have a good chance for an adequate producing well in the range of 100' to 200' in depth. The cost for a geological survey to recommend the best potential drilling location is estimated from a low of \$800 to as much as several thousand dollars. The budget provides \$2,000 for this purpose. The budget provides \$15,000 for the drilling of a new well, and its ancillary needs. This amount should provide adequate funds for two test wells if necessary.

Assuming the Board agrees with the recommendation for drilling of a deep well, and that the well is successful, it is also recommended that expenditures on the existing wells be limited to minimal amounts until the new well is on line. At that time, a study for the use of the existing wells as emergency back up wells should be considered.

- D. Recreation:** The income and expenses for recreation have been adjusted to essentially repeat those realized in fiscal 1994-95. Total expenses are budgeted to be \$37,341, but this includes \$20,000 for Community Block Grant Improvements and the revenue is provided by the Grant. Actual expenses are decreased from the 1994-95 budget of \$20,563 to \$17,341. It should be noted that program generated income is also reduced to reflect the actual experienced income ratios.
- E. Fire:** The income and expenses for the fire department are similar to the actual income and expenses realized in fiscal 1994-95.
- F. Roads and easements:** Many of the planned road and easement maintenance projects were not completed in fiscal 1994-95. The budget for fiscal 1995-96 includes the carry over funding not spent, plus additional funding for more improvements in 1995-96. This is reflected in the total budget allocation for Roads and Easements which is increased from the \$16,038 budgeted in 1994-95 to a total of \$23,988 for fiscal 1995-96.
- G. Year end:** If the incomes and expenses used in preparation of the proposed budget for fiscal 1995-96 are actually realized, the District will end the fiscal year with a remaining equity of approximately \$58,000. This should be adequate to provide for the District's operational needs to begin fiscal 1996-97. The proposed expenditures in excess of projected incomes are considered prudent investments in needed District maintenance and capital improvements such as the well. However, it is also recommended that during the next fiscal year, that the District develop and adopt a five year improvement plan for needed water system upgrades, road and pedestrian easement improvements, and essential repairs and maintenance for the community center.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
PROPOSED FISCAL 1995-96 BUDGET
DRAFT ONE**

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

DESCRIPTION	1994-95 BUDGET	ESTIMATED	PROPOSED 1995-96
		1994-95 YEAR END	
Opening Balance as applicable	\$57,606		\$89,045
General and Admin. Income	26,644	43,493.13	28,730
General & Admin. Expenses	20,912	12,318.20	12,550
G&A Income - Expenses	\$5,732	31,174.93	\$16,180
Water Income	64,000	57,990.47	57,000
Water Expenses	49,021	44,610.60	73,380
Water Income - Expenses	\$14,979	13,379.87	(\$16,380)
Recreational Income	20,161	8,985.18	30,375
Recreational Expenses	20,563	14,872.66	37,341
Recreational Income - Expenses	(\$402)	(5,887.48)	(\$6,966)
Road & Easement Income	0.00	24.07	0
Road & Easement Expenses	16,038	7,590.21	23,988
R&E Income - Expenses	(\$16,038)	(7,566.14)	(\$23,988)
Fire Income	23,431	21,573.86	18,450
Fire Expenses	23,431	18,150.82	18,450
Fire Income - Expenses	\$0	3,423.04	\$0
General Funds Account balances =	\$61,877		\$57,891

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95	1994-95	PROPOSED 1995-96
		BUDGET	YEAR END	
Insurance	2059	\$458	457.79	\$500
GM's fee	2117	5,443	2,708.00	4,500
G&A share	2720	0	0.00	0
Project Improvements	4169	30,000	1,500.00	21,760
TOTALS =		\$35,901	\$4,665.79	\$26,760

HARRIS FUND CAPITAL IMPROVEMENT INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95	1994-95	PROPOSED 1995-96
		BUDGET	YEAR END	
Parcel tax	9007	\$23,951	24,700.50	0
Delinq. taxes	9008	0	0.00	
Redemption's	9009	0	65.87	
Surcharge	9031	540	360.00	
Interest	9377	350	643.98	120
TOTALS =		\$24,841	\$25,770.35	\$120

HARRIS FUND 429 SUMMARY

Opening Harris Fund Balance	\$10,355	\$10,355.45	\$26,640
Harris Fund Income	24,841	25,770.35	120
Harris Fund Expenses	35,901	4,665.79	26,760
Harris Fund Income - Expenses	(705)	31,460.01	0

MUIR BEACH COMMUNITY SERVICES DISTRICT PROPOSED FISCAL 1995-96 BUDGET DRAFT ONE

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	1994-95 YEAR END	PROPOSED 1995-96
Secretary Wage	1003	\$2,700	1,523.06	DELETE
Recd'g Sect'y Wge	1005	1,200	207.69	DELETE
FICA	1404	230	132.40	DELETE
Work Comp. Ins.	1701	24	60.39	DELETE
Conferences	2049	750	654.00	1,000
Insurance	2059	415	1,350.47	1,500
ABCC Admin. Fees	2117	4,343	4,859.67	6,000
Pub. & Advertise.	2119	150	0.00	DELETE
Postage	2130	175	92.40	100
Office Supplies	2133	875	245.59	250
Copier Maintenance	2137	1,400	622.69	650
County Fees	2352	6,500	799.00	650
Mileage	2479	600	871.74	900
Telephone	2534	600	773.80	850
Gen. Expenses	2720	200	125.30	150
Bld. Imp.	4048	500	0.00	500
Equipment	4093	250	0.00	DELETE
TOTALS =		\$20,912	\$12,318.20	\$12,550

20% of general G&A Costs = \$2,463.64 to be allocated as specified in Special Note, below.

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	1994-95 YEAR END	PROPOSED 1995-96
Property Taxes	9001	\$23,900	37,897.29	26,500
Prop. Tax, Unsec'd	9002	1,100	1,088.03	N.A. <i>DELETE</i>
Hoptr. St.	9280	444	135.66	130 <i>DELETE</i>
Interest/Int. Fnd. Trans.	9377	300	3,681.18	1,400
Copier Income	9772	900	690.97	700
TOTALS =		\$26,644	\$43,493.13	\$28,730

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
PROPOSED FISCAL 1995-96 BUDGET
DRAFT ONE**

WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	1994-95 YEAR END	PROPOSED 1995-96
Secty Wages	1003	\$2,700	1,938.44	DELETE
Maint. Mgr. Wages	1028	11,000	9,955.90	11,000
Extra Hire Wages	1073	1,000	70.00	500
FICA	1404	1,125	915.43	880
Benefits	1506	1,001	1,307.58	1,400
Work. Comp. Ins.	1701	1,034	640.98	700
Annual Fee	2058	500	500.00	500
Gen. Insurance	2059	949	949.22	1,000
Repairs	2077	500	205.09	400
Bldg. Repair	2096	350	0.00	1,500
Tests & chemicals	2115	2,500	1,110.25	2,500
ABCC Admin. Fees	2117	8,037	11,420.50	18,800
Misc.. Exp..	2121	900	869.86	900
Refunds	2122	200	258.93	1,000
Postage	2130	200	295.38	350
Office supplies	2133	600	435.78	500
Legal Notices	2221	200	44.55	DELETE
Contract Repairs	2325	3,200	6,258.43	5,000
Travel	2479	675	1,180.50	700
Telephone	2534	400	377.53	400
Electricity	2535	4,200	5,876.25	6,000
G&A Share	2720	0	2,360.00	
Equipment	4093	750	0.00	350
Water Meters	4160	1,000	0.00	1,000
Water Supply Study	4162	2,000	0.00	2,000 For well site location
System Improvem'ts	4169	2,000	0.00	15,000 Includes new well
System Upgrades	4197	2,000	0.00	1,000
TOTALS =		\$49,021	\$46,970.60	\$73,380

WATER INCOME

NOTE: 1994-95 cash carry over = \$6,794

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	1994-95 YEAR END	PROPOSED 1995-96
Service Billing	9025	\$64,000	\$57,037.83	\$57,000
Receipts Collected	9025		53,764.65	57,000
Accounts Receivable	9025		6,177.10	6,177
Security Deposits	9025SD		2,100.00	1,000
Misc.. Income & Fees	9772		2,125.82	0
Water income totals =			\$57,990.47	\$58,000

NOTES:

1. Accounts receivable for current month includes receivables balance at beginning of fiscal year.
2. Accounts receivable for "Fis. Year Totals" reflects this years service billings versus income received.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
PROPOSED FISCAL 1995-96 BUDGET
DRAFT ONE**

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	1994-95 YEAR END	PROPOSED 1995-96
Maint. Mgr. Wages	1028	\$500	168.75	200
Janitorial Wages	1073	1,760	1,560.00	1,600
FICA	1404	173	230.93	122
Work. Comp. Ins.	1701	260	202.93	220
Basketball	2041BA	246	0.00	
Bistro	2041BI	750	549.37	600
Brunches	2041BR	150	0.00	DELETE
Community Dinners	2041CD	500	601.40	1,400
Children's Programs	2041CP	150	329.25	300
Labor Day BBQ	2041LD	800	340.35	450
Tai Chi	2041TC	1,000	913.00	1,080
Insurance	2059	1,314	1,314.10	1,400
Repairs	2077	250	154.09	250
Bldg. Maintenance	2096	150	370.26	300
Ground Maintenance	2097	500	691.00	600
ABCC Admin. Fees	2117	4,089	2,907.00	3,000
Publications	2119	200	50.00	100
Misc. Expenses	2121	250	10.00	100
Deposit Refunds	2122	2,000	1,868.75	2,000
Postage & Off. Sup.	2133	150	80.71	100
Refuse Removal	2259	321	354.00	384
Building Supplies	2366	275	222.35	275
Pay Telephone	2534	425	457.61	460
Electricity for C. C.	2535	750	1,199.24	1,200
G&A Share	2720	0	2,360.00	
CDBG Improvem'ts	4045	2,000	0.00	20,000
Bldg. Improvements	4048	750	108.16	750
Equip. & Furnishings	4093	500	189.41	200
Playground Imp.	4243	350	0.00	250
TOTALS =		\$20,563	\$17,232.66	\$37,341

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	1994-95 YEAR END	PROPOSED 1995-96
Children's Programs	9248	\$200	276.50	275
C.C. Rental	9255	5,000	2,140.00	2,500
Refundable Deposits	9255RD	2,000	1,875.00	2,000
Child's Room Rental	9255CR	500	0.00	DELETE
Bistro	9811BI	1,600	1,862.81	1,800
Brunches	9811BR	400	0.00	DELETE
Community Dinners	9811CD	2,000	951.00	1,600
Labor Day BBQ	9811LD	2,000	543.37	750
Tai Chi	9811TC	1,500	1,316.50	1,350
Bus. Handbooks	9834	100	20.00	100
CDB Grant	9900	4,861	0.00	20,000
TOTALS =		\$20,161	\$8,985.18	\$30,375

**MUIR BEACH COMMUNITY SERVICES DISTRICT
PROPOSED FISCAL 1995-96 BUDGET
DRAFT ONE**

FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	1994-95 YEAR END	PROPOSED 1995-96
Work. Comp. Ins.	1701	\$2,900	2,324.84	2,400
Gen. & Vehicle Ins.	2059	4,023	4,308.63	4,500
ABCC Admin. Fees	2117	2,763	2,700.00	2,700
G&A Share	2720	0	2,360.00	
Fire Station Fund	4048	0	0.00	
W. Marin G. Exp.	4827	13,745	8,817.35	8,850
TOTALS =		\$23,431	\$20,510.82	\$18,450

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	1994-95 YEAR END	PROPOSED 1995-96
W. Marin Grant	9377	\$13,745	8,850.00	8,850
MBVFA Donations	9763	9,686	12,723.86	9,600
TOTALS =		\$23,431	\$21,573.86	\$18,450


ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	1994-95 YEAR END	PROPOSED 1995-96
Maint. Mgr.	1028	\$500	525.00	1,500
Extra Hire	1073	1,500	1,400.00	6,000
FICA	1404	153	147.26	488
Work Comp. Ins.	1701	170	0.00	525
Insurance	2059	795	457.79	475
Repairs	2077	3,750	930.41	3,000
Gen. Maint.	2078	750	182.58	1,500
ABCC Admin. Fees	2117	3,420	3,947.17	3,000
G&A Share	2720	0	2,360.00	
Road Const.	2741	5,000	0.00	7,500
TOTALS =		\$16,038	\$7,590.21	\$23,988

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	1994-95 YEAR END	PROPOSED 1995-96
Miscellaneous income	9772	0		0

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON MAY 24, 1995**



Directors present: Nancy Wolf Lee, President; Directors: Dale Hopkins and Erin Pinto. Director Steve Shaffer called to say he is detained out of town. Director Peter Rudnick called to say he is detained at work.

- I. **Call to order.** President Lee called the meeting to order at 7:14 P.M..
- II. **Review and consideration of Agenda.** Director Hopkins *moved* to approve the May 24, 1995 Agenda after correcting the date of the minutes in Section VIII to April 26, 1995; seconded by Director Pinto; ayes all.
- III. **Reconfirmation of Resolution 04-26-95:** Director Pinto *moved* to reconfirm Resolution 04-26-95, requesting the Marin County Board of Supervisors to consolidate the District's election for two Directors with the County's general election; seconded by Director Hopkins; ayes all.
- IV. **Review and consideration of bills and expenses.** The GM distributed an update to the Bills to be Paid Report, and pointed out that it includes the April management fee for Associated Business and Community Consultants, Inc. which was inadvertently left out of last month's Bills to be Paid Report. After a brief discussion, Director Pinto *moved* to approve the Bills to Be Paid as submitted in the amount of \$325 in Harris Fund^s and \$5,144.33 in General Fund expenses listed on the 4/26 through 5/15/95 report, plus \$360 in Harris Fund and \$3,053.19 in General Fund expenses listed on the 5/16 through 5/23/95 Report; seconded by Director Hopkins; ayes all.
- V. **Public open time.** There were ^{no} comments from the audience.
- VI. **Fire Department.** Chief Farkas reported that the MBVFA members are fully prepared for the upcoming annual Bar B Que, and all are hoping that the weather will be good.

He then reported that the district will receive \$8,547 in West Marin emergency funds for the next fiscal year. This is similar to our allocation for the current fiscal year.

Following the Fire Chief's comments, Director Pinto *moved* to formerly commend the MBVFA volunteers, and Ms Lynn Hoffman, for their efforts in preparing for the annual Bar B Que; seconded by Director Hopkins, ayes all.

- VII. **The General Manager's Report:** The General Manager reported that he had visited the County Attorney's offices to seek their review of the Administrative Contract with Associated Business and Community Consultants, Inc.. However, he was informed that the District no longer enjoys ten hours of free consultation time. Since the implementation of the State's transfer of property tax revenues, the County has enforced their right to charge for all consulting services. The attorney's fees are a minimal \$75 per hour. However, their estimate to render an opinion on the contract was minimum of \$150 and possibly as much as \$300. As this exceeds the GM's \$100 expense authority, he has referred the matter back to the Board. The Board tabled the matter until the next Board meeting, due to the absence of two Board members.
- A. **Budget review:** The GM reviewed the Budget Report, noting that the District has now received the majority of its anticipated property tax revenues. The overall equity of the District is more than \$123,000 including more than \$30,000 in Harris improvement funds. The GM pointed out that this equity will decline gradually through the first part of fiscal 1995-96, until new tax revenues are received in December. However, the District is on a sound fiscal basis, and he sees no difficulty in meeting the basic District needs.

B. **Recreation:** The GM indicated that recreational activities are not progressing, due to a lack of volunteers. This was followed by a brief discussion, with Directors Pinto and Hopkins agreeing to take the lead for the next community dinner, which is now scheduled for Sunday August 20, 1995. The GM said he would try to contact Mia Monroe, to seek her assistance.

C. **Water:** The GM reviewed the water operational activities, and pointed out that we are continuing to have problems with the slow close/open valve system. Forster Pump and Engineering has submitted a proposal to replace the valve system with an electric soft start controller. Their proposal quotes a price of \$3,125 for system installation, removal of the existing system, and the corrective pipe work necessary. The Board felt this was an excessive cost, and deferred the matter for further evaluation.

This was followed by a brief discussion concerning the wells and water rights. The GM reported that he has had additional discussion with the State Water Control and Resources personnel, indicating that if we elect to drill a deep well, their approval is not necessary. He indicated that he will do additional research on this matter and report to the Board next month.

D. **Road's & Easements:** The GM reported that once again, the weather has continued to delay the maintenance operations for roads and easements. Work had been scheduled to begin, only to have the rains necessitate rescheduling.

He did mention that arrangements had been made to clear a fire trail in the approximate center of the Park easement from Seacape Drive to the Seacape/Ahab Drive intersection. This should be completed prior to the next board meeting.

VIII. **Minutes of the April 26, 1995 meeting.** Director Hopkins requested that the first sentence of the second paragraph of Section II be changed to read *"Director Pinto mentioned that because Dr. Hopkins had to leave at nine o'clock, the review of the GM's contract should be considered earlier in the meeting so Director Hopkins could participate."*

Director Pinto also requested that names of public attendees not be included in the minutes as a general inclusion. If public attendees request permission to be heard, then their names should be included as a part of their comments. She also requested that the first sentence in the second paragraph of Section IV be changed to read "the Coastal Commission *is preceding with* "Plan B" for the Big Lagoon..... Also, change the last part of this paragraph to read "There is a *question* for the GGNRA *or CalTrans* to be the lead agency, but this has not been confirmed. Actual construction is currently scheduled to *be completed in early* 1999."

It was also requested that the second sentence in the first paragraph of Section V be deleted, and the next to last sentence in Section VI, the word lessor be changed to *lower*. There were no further changes or amendments suggested for the minutes, and Director Hopkins *moved* to approve the April 26, 1995 minutes as amended; seconded by director Pinto; ayes all.

IX. The next meeting is scheduled for 7:00 p.m. on Wednesday, July 28, 1995.

The meeting was adjourned at 9:15 P.M.

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

Nancy Wolf Lee, Board President

Donovan Macfarlane, Secretary

**TABLE OF CONTENTS
FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING ON
WEDNESDAY, JULY 26, 1995 AT 7:00 PM**

DESCRIPTION	PAGES
Agenda	1 - 2
Bills to be Paid Reports	3
Water Operations report	4 - 5
Budget Report for the month of June 1995 & Fiscal Year Closing	6 - 10
General Manager's Report	11 - 15
Revised Fiscal 1995-96 Budget	16 - 20
Draft Minutes for the 05/24/95 Meeting	21 - 22
Draft Minutes of the 06/28/95 Meeting	23 - 25

**AGENDA FOR MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON
WEDNESDAY, JULY 26, 1995. BEGINNING AT 7:00 PM
IN THE COMMUNITY CENTER, 19 SEACAPE DRIVE,
MUIR BEACH, CALIFORNIA**

Dale arrivin @ 22:00

DIRECTORS: Nancy Wolf Lee, president; Dale Hopkins, Erin Pinto, Peter Rudnick, and Steven Shaffer, directors. *Steve not here.*

- I. Call the meeting to order.** *19:18*
- II. Review and consideration of the July 26, 1995 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. *Consider Traffic Pub, Erin,*
- III. Bills to be paid:** Consideration of the bills to be paid, received subsequent to the bills submitted for approval during the June 28, 1995 meeting. *Erin - Dale* ↑
- 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 Acting Fire Chief will report on the fire volunteer activities since the last regular meeting on June 28, 1995. *Vary for the record.*

Steve Invited

VI. **General Manager's report.** The General Manager ("GM") will report on the following items.

- A. **Traffic and parking problems:** A request from residents asks that the Board consider the traffic and parking problems that are becoming detrimental to the emergency response times, and present other concurrent detrimental conditions for the district and its residents. It is anticipated that there will be a delegation of residents to offer their comments to the Board. **This item is listed in a priority time position, in consideration of the residents.** There is a review of some of the problems and conditions along with actions in progress, included in the General Manager's report to the Board.

- B. **Administration:** The GM will report on ongoing administrative activities, including:

1. Budget, reviewing the District's financial status, including a basic review of the monthly budget report closing fiscal year 1994-95.
2. Report on the District's T-bill accounts. *Erin, Pet.*
3. County Counsel review of the management and clerical services contract.
4. F.E.M.A. We have received additional invoicing, some files have been located, and the use of County Counsel will be requested. *Sumeth Whah Erin Pet. \$600 = Work Bob Bank.*

- C. **Recreation:** The GM will report on the planned recreational activities for the near future.

- D. **Roads and Easements:** The GM will report the ongoing road repairs and maintenance, activities, including revised methodology, and the purchase of bulk materials.

- E. **Water:** The GM will report on the following water activities.

1. General operations and maintenance.
2. Billing and fiscal considerations including a review of fiscal receipts, accounts receivable, and delinquent accounts status.
3. Requests for proposals to drill a new deep well.

- F. **The Proposed 1995-96 budget:** The GM requests some revisions in the adopted budget, bases upon different information obtained from the actual fiscal year closing versus the projected year-end closing. *Dah; Erin. SM..*

VII. **Review Draft Minutes of the May 24, 1995 meeting.** Review of these minutes was deferred during the last meeting, for consideration during tonight's meeting.

VIII. **Review Draft Minutes of the June 28, 1995 meeting.**

IX. **Set date for the next Board meeting.** *August 30, 1995.*

ADJOURNMENT OR CONTINUATION.

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 06/28/95 THROUGH 07/19/95**

VENDER NAME	USE CODE	DESCRIPTION	FUND AMOUNT
HARRIS FUND EXPENSES, FUND 429			
SDRMA	2059	General Liability Insurance	B \$500.00
TOTAL HARRIS FUND EXP. =			\$500.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

SDRMA	2059	General Liability Insurance	B \$1,360.95
ABC Consultants, Inc.	2117	Administrative fees, July 1995	C 528.00
ABC Consultants, Inc.	2479	Routine travel, June 1995	C 23.78
AT&T Long Distance	2534	Long distance calls through 5/27/95	B 16.78
Pacific Bell	2534	707-648-1305 line through 6/20/95	B 32.70
TOTAL G&A EXPENSES =			\$1,962.21

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Harvey Pearlman	1028	Road & Easement maintenance	C \$80.74
State Fund	1701	Worker's Comp. Ins., 4/5 to 7/5/95	B 31.50
SDRMA	2059	General Liability Insurance	B 226.83
San Rafael Rock Quarry, Inc.	2077	Cold mix asphalt	B 96.63
Salvador Gonzalez	2077	Road & Easement maintenance labor	C 53.83
ABC Consultants, Inc.	2117	Administrative fees, July 1995	C 379.67
ABC Consultants, Inc.	2479	Routine travel, June 1995	C 47.56
Emiko Wang	2041TC	Tai Chi Instruction for July 1995	B 90.00
TOTAL R&E EXPENSES =			\$1,006.75

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Water maintenance operations	C \$1,015.95
State Fund	1701	Worker's Comp. Ins., 4/5 to 7/5/95	B 135.84
Marin County Environmental Health	2058	Annual water operations permit fee	B 500.00
SDRMA	2059	General Liability Insurance	B 996.20
ABC Consultants, Inc.	2117	Clerical fees, July 1995	C 850.00
ABC Consultants, Inc.	2117	Administrative fees, July 1995	C 804.00
Calif. Rural Water Assoc.	2121	Annual membership	B 175.00
Harvey Pearlman	2479	Medical Insurance, July 1995	C 75.00 102.33
Harvey Pearlman	2479	Routine travel, July 1995	C 75.00
ABC Consultants, Inc.	2479	Routine travel, June 1995	C 23.78
TOTAL WATER EXPENSES =			\$4,650.77 4678.40

RECREATION EXPENSES, DIVISION CODE 9239

Juana Gonzalez	1073	Janitorial service for July 1995	C \$129.18
State Fund	1701	Worker's Comp. Ins., 4/5 to 7/5/95	B 45.22
SDRMA	2059	General Liability Insurance	B 997.47
ABC Consultants, Inc.	2117	Administrative fees, July 1995	B 380.00
Carol Da Roza	2122	Partial security deposit refund	B 110.00
Zen Center Hospice	2122	Security deposit refund	B 75.00
Shoreline Disposal	2259	Refuse collection through 9/30/95	B 96.00
TOTAL RECREATION EXPENSES =			\$1,832.87

FIRE DIVISION EXPENSES, DIVISION CODE 9240

State Fund	1701	Worker's Comp. Ins., 4/5 to 7/5/95	B \$585.02
SDRMA	2059	Vehicle Liability Insurance	B 2,418.90
SDRMA	2059	General Liability Insurance	B 2,948.74
SDRMA	2059	Property Insurance	B 271.91
ABC Consultants, Inc.	2117	Administrative fees, July 1995	C 225.00
TOTAL FIRE EXPENSES =			\$6,449.57

TOTAL HARRIS FUND EXPENSES = \$500.00
TOTAL GENERAL FUND EXPENSES = ~~15,002.17~~ 15,929.50
TOTAL OF ALL EXPENSES = \$10,402.17 16,409.50

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 July 26, 1995

MUIR BEACH COMMUNITY SERVICES DISTRICT

Nancy Wolf Lee, President

Donovan Macfarlane, General Manager

MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
JUNE 16, 1995 THROUGH JULY 18, 1995

WATER SYSTEM STANDARD OPERATIONS :

1. Daily system check by the maintenance manager, including physical inspection of the storage tanks, chlorinator check, and completion of daily log entries. Harvey was on a leave of absence from June 26 through July 3, 1995. Gerry Pearlman generally relieved him during that time frame.
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 0.05 ppm.
3. Due to the air introduction problems experienced with well #2, we switched back to well #1. At this time well #1 is producing approximately 38 gallons per minute or 2,280 gallons per hour. This requires approximately 15.5 hours of pumping to replace our normal summer consumption of 35,000 gallons per day, and necessitates pumping during the peak cost electrical time frame. On weekends, when consumption rates increase, we have pumped as many as twenty hours in order to maintain basic fire reserves.

WATER PRODUCTION: Note: Meters were read on 06/23/95. Production is based on 31 days.

1.	Total volume of water produced	1,160,700	gallons
2.	Average daily production	37,420	gallons/day
3.	Maximum daily production occurred on June 7, 1995	51,300	gallons
4.	Minimum daily production occurred on Jun 16, 1995	23,700	gallons
4.	Volume of water billed by customer meters, total	949,295	gallons
5.	Average daily customer water use, per customer	217	gallons/day
6.	Estimated maintenance, fire, and leak water consumption.	60,000	gallons
7.	Unaccounted for water loss = 13.0 % of production	151,000	gallons

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

1. Weekly meetings and phone conversations, as necessary, to assist Harvey in system management and maintenance operations. During Harvey's leave of absence, I performed the normal operational procedural checks on June 28, and July 1, 1995.
2. During the July 4th weekend and immediate following days, I had several telephone conversations with the State Park Service, pertaining to the water line serving the Horse Coral. These conversations will be followed up by meetings with Park supervisory personnel.

MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
JUNE 16, 1995 THROUGH JULY 18, 1995

EMERGENCY ACTIVITIES:

We experienced a substantial service leak on Ahab Drive, which required several days to locate and repair. This particular line appears to have been repaired on more than one previous occasion, and incorporates pvc piping that does not meet current standards. If this line should break again, Harvey has been instructed to replace all of the substandard piping.

Due to a scheduled State Park Horse Coral event over the 4th of July weekend, it was necessary to unlock the State service meter. This meter has been locked while maintenance personnel have been trying to locate a severe water leak (5 gallons per minute). The Park Ranger was instructed to close this meter as often as possible, to conserve on water use. Following the holiday weekend, MBVFD volunteers excavated the area where they had installed a fire hydrant, but found no leak. The Park Service is still searching for the leak, and during the interim the meter has been shut off.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing was \$4,994.58, plus \$140.30 in late payment and interest penalties. Water revenues collected totaled \$5,204.88. New security deposits collected totaled \$200. The District has a total of \$2,700 in refundable water security deposits, in trust, at the close of the 1994-95 fiscal year. Accounts receivable were \$1,677.77 at the close of 6/25/95 which is a new low, indicating most accounts are current.

All but one metered residential meters are in service. No pending disconnection notices were sent.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JUNE 1995**

FISCAL
YEAR IS
100.00%
COMPLETE
FISCAL
YEAR IS
100.00%
COMPLETE

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JUNE 1995**

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS SUMMARY

DESCRIPTION	1994-95 BUDGET	CURRENT FIS. YEAR TOTALS	CURRENT FY % OF BUDGET	MONTH OF JUNE 1995			
				PETTY CASH	1ST BANK	COUNTY FUND 429	06/30/95 TOTAL
Opening Balance as applicable	\$57,606	Balance on 06/01/95 =		\$23.84	\$71,919.16	\$19,938.80	\$91,881.79
General and Admin. Income	26,644	47,988.98	180.1%	0.00	257.60	4,262.25	4,519.85
General & Admin. Expenses	20,912	12,148.60	58.1%	6.40	130.41	241.67	378.48
G&A Income - Expenses	\$5,732	35,840.38	625.3%	(\$6.40)	\$127.19	\$4,020.58	\$4,141.37
Water Income	64,000	58,593.19	91.6%	0.00	4,552.72	0.00	4,552.72
Water Expenses	49,021	44,788.20	91.4%	17.95	743.40	3,259.31	4,020.66
Water Income - Expenses	\$14,979	13,804.99	92.2%	(\$17.95)	\$3,809.32	(\$3,259.31)	\$532.06
Recreational Income	20,161	9,644.29	47.8%	166.61	642.50	0.00	809.11
Recreational Expenses	20,563	14,859.77	72.3%	76.70	247.41	329.18	653.29
Recreational Income - Expenses	(\$402)	(\$5,215.48)	1297.4%	\$89.91	\$395.09	(\$329.18)	\$155.82
Road & Easement Income	0.00	24.07	NA	0.00	0.00	0.00	0.00
Road & Easement Expenses	16,038	7,064.34	44.0%	0.00	0.00	943.12	943.12
R&E Income - Expenses	(\$16,038)	(\$7,040.27)	43.9%	\$0.00	\$0.00	(\$943.12)	(\$943.12)
Fire Income	23,431	22,784.22	97.2%	0.00	1,210.36	0.00	1,210.36
Fire Expenses	23,431	18,150.82	77.5%	0.00	179.00	225.00	404.00
Fire Income - Expenses	\$0	4,633.40	NA	\$0.00	\$1,031.36	(\$225.00)	\$806.36
General Funds Account balances @ month end =	\$61,877		0.0%	\$89.40	\$77,282.11	\$19,202.77	\$96,574.28

SUMMARY OF TOTAL GENERAL FUND EXPENSES AND INCOME

Total General Fund Income =	\$134,236	\$139,034.75	103.6%	\$166.61	\$6,663.18	\$4,262.25	\$11,092.04
Total General Fund Expenses =	129,965	97,011.74	74.6%	101.05	1,300.22	4,998.28	6,399.55
Total General Fund Income - Expenses =	\$4,271	\$42,023.01	983.9%	\$65.56	\$5,362.96	(\$736.03)	\$4,692.49

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	06/30/95 TOTAL
Insurance	2059	\$458	457.79	100.0%				0.00
GM's fee	2117	5,443	2,708.00	49.8%			\$300.00	300.00
G&A share	2720	0	0.00	NA				0.00
Project Improvements	4169	30,000	1,500.00	5.0%				0.00
TOTALS =		\$35,901	\$4,665.79	13.0%	\$0.00	\$0.00	\$300.00	\$300.00

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	06/30/95 TOTAL
Parcel tax	9007	\$23,951	24,700.50	103.1%				\$0.00
Delinq. taxes	9008	0	1,054.00	NA			1,054.00	1,054.00
Redemption's	9009	0	65.87	NA				0.00
Surcharge	9031	540	390.00	72.2%		30.00		30.00
Interest	9377	350	643.98	184.0%				0.00
TOTALS =		\$24,841	\$26,854.35	108.1%	\$0.00	\$30.00	\$1,054.00	\$1,084.00

HARRIS FUND 429 SUMMARY

						COUNTY FUND 429	NET TOTAL FUND 429
Opening Harris Fund Balance	\$10,355	\$10,355.45		Balance on 06/01/95		\$34,992.80	\$29,857.14
Harris Fund Income	24,841	26,854.35	108.1%	0.00	30.00	1,054.00	1,084.00
Harris Fund Expenses	35,901	4,665.79	13.0%	0.00	0.00	300.00	300.00
Harris Fund Income - Expenses	(705)	32,544.01	-4619.1%	0.00	30.00	754.00	784.00
Account balances @ month's end =			NA	\$89.40	\$77,312.11	\$35,746.80	\$30,641.14

GROSS DISTRICT CASH EQUITY @ CURRENT MONTH END = \$132,351.08 INCLUDING ALL FUNDS

NOTE:
The net balance of the Harris fund is shown under "Net total Fund 429", and includes the adjustments for income and expenses recorded in the 1st 1st Nationwide Bank depository, plus the 1993-94 year end adjustments for undistributed administrative expenses. The County fund 429 owes the General Fund the difference of \$5,135.66, plus the 1994-95 year end administrative adjustment.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JUNE 1995**

FISCAL
YEAR IS
100.00%
COMPLETE

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	06/30/95 TOTAL
Secretary Wage	1003	\$2,700	1,523.06	56.4%				\$0.00
Rec'd'g Sect'y Wge	1005	1,200	207.69	17.3%				0.00
FICA	1404	230	132.40	57.6%	0.00	0.00	0.00	0.00
Work Comp. Ins.	1701	24	60.39	251.6%				0.00
Conferences	2049	750	654.00	87.2%				0.00
Insurance	2059	415	1,350.47	325.4%				0.00
ABCC Admin. Fees	2117	4,343	4,859.67	111.9%			241.67	241.67
Pub. & Advertise.	2119	150	0.00	0.0%				0.00
Postage	2130	175	58.80	33.6%	6.40			6.40
Office Supplies	2133	875	160.59	18.4%				0.00
Copier Maintenance	2137	1,400	572.69	40.9%				0.00
County Fees	2352	6,500	799.00	12.3%				0.00
Mileage	2479	600	805.33	134.2%				0.00
Telephone	2534	600	839.21	139.9%		130.41		130.41
Gen. Expenses	2720	200	125.30	62.7%				0.00
Bld. Imp.	4048	500	0.00	0.0%				0.00
Equipment	4093	250	0.00	0.0%				0.00
TOTALS =		\$20,912	\$12,148.60	58.1%	\$6.40	\$130.41	\$241.67	\$378.48

20% of general G&A Costs = \$2,429.72 to be allocated as specified in Special Note, below.

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	06/30/95 TOTAL
Property Taxes	9001	\$23,900	42,159.54	176.4%			4,262.25	\$4,262.25
Prop. Tax, Unsec'd	9002	1,100	1,088.03	98.9%				0.00
Hoptr. St.	9280	444	135.66	30.6%				0.00
Interest/Int. Fnd. Trans.	9377	300	3,861.28	1287.1%		180.10		180.10
Copier Income	9772	900	744.47	82.7%		77.50		77.50
TOTALS =		\$26,644	\$47,988.98	180.1%	\$0.00	\$257.60	\$4,262.25	\$4,519.85

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.

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**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JUNE 1995**

FISCAL
YEAR IS
100.00%
COMPLETE

WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	06/30/95 TOTAL
Secty Wages	1003	\$2,700	1,938.44	71.8%				\$0.00
Maint. Mgr. Wages	1028	11,000	9,887.15	89.9%			1,193.75	1,193.75
Extra Hire Wages	1073	1,000	70.00	7.0%				0.00
FICA	1404	1,125	910.11	80.9%	0.00	0.00	91.32	91.32
Benefits	1506	1,001	1,307.58	130.6%			102.33	102.33
Work. Comp. Ins.	1701	1,034	640.98	62.0%				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	205.09	41.0%				0.00
Bldg. Repair	2096	350	0.00	0.0%				0.00
Tests & chemicals	2115	2,500	1,140.25	45.6%		60.00		60.00
ABCC Admin. Fees	2117	8,037	11,420.50	142.1%			1,600.00	1,600.00
Misc.. Exp..	2121	900	951.37	105.7%		81.51		81.51
Refunds	2122	200	258.93	129.5%				0.00
Postage	2130	200	308.73	154.4%	13.35			13.35
Office supplies	2133	600	415.38	69.2%	4.60			4.60
Legal Notices	2221	200	44.55	22.3%				0.00
Contract Repairs	2325	3,200	6,258.43	195.6%				0.00
Travel	2479	675	1,246.91	184.7%			271.91	271.91
Telephone	2534	400	411.66	102.9%		65.58		65.58
Electricity	2535	4,200	5,922.92	141.0%		536.31		536.31
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
TOTALS =		\$49,021	\$44,788.20	91.4%	\$17.95	\$743.40	\$3,259.31	\$4,020.66

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	06/30/95 TOTAL
Service Billing	9025	\$64,000	58,292.71	91.1%		\$5,204.88		5,204.88
Receipts Collected	9025		54,167.37	NA		4,352.72		4,352.72
Accounts Receivable	9025		7,029.26	NA				6,985.26
Security Deposits	9025SD		2,300.00	NA		200.00		200.00
Misc.. Income & Fees	9772		2,125.82	NA				0.00
Water Income totals =			\$58,593.19	NA	\$0.00	\$4,552.72	\$0.00	\$4,552.72

NOTES: 1. Accounts receivable for current month includes receivables balance at beginning of fiscal year.
2. Accounts receivable for "Fis. Year Totals" reflects this years service billings versus income received.

58,593.19
- 2,300

56,293.19

S&A - 2,430
Year end = +8375

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JUNE 1995**

FISCAL
YEAR IS
100.00%
COMPLETE

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	06/30/95 TOTAL
Maint. Mgr. Wages	1028	\$500	168.75	33.8%				\$0.00
Janitorial Wages	1073	1,760	1,560.00	88.6%			120.00	120.00
FICA	1404	173	230.93	133.5%	0.00	0.00	9.18	9.18
Work. Comp. Ins.	1701	260	202.93	78.1%				0.00
Basketball	2041BA	246	0.00	0.0%				0.00
Bistro	2041BI	750	560.07	74.7%	56.70			56.70
Brunches	2041BR	150	0.00	0.0%				0.00
Community Dinners	2041CD	500	601.40	120.3%				0.00
Children's Programs	2041CP	150	329.25	219.5%				0.00
Labor Day BBQ	2041LD	800	340.35	42.5%				0.00
Tai Chi	2041TC	1,000	913.00	91.3%				0.00
Insurance	2059	1,314	1,404.10	106.9%		90.00		90.00
Repairs	2077	250	154.09	61.6%				0.00
Bldg. Maintenance	2096	150	390.26	260.2%	20.00			20.00
Ground Maintenance	2097	500	691.00	138.2%				0.00
ABCC Admin. Fees	2117	4,089	2,907.00	71.1%			200.00	200.00
Publications	2119	200	0.00	0.0%				0.00
Misc. Expenses	2121	250	10.00	4.0%				0.00
Deposit Refunds	2122	2,000	1,868.75	93.4%				0.00
Postage & Off. Sup.	2133	150	55.71	37.1%				0.00
Refuse Removal	2259	321	354.00	110.3%				0.00
Building Supplies	2366	275	222.35	80.9%				0.00
Pay Telephone	2534	425	501.84	118.1%		85.23		85.23
Electricity for C. C.	2535	750	1,196.42	159.5%		72.18		72.18
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	108.16	14.4%				0.00
Equip. & Furnishings	4093	500	89.41	17.9%				0.00
Playground Imp.	4243	350	0.00	0.0%				0.00
TOTALS =		\$20,563	\$14,859.77	72.3%	\$76.70	\$247.41	\$329.18	\$653.29

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	06/30/95 TOTAL
Children's Programs	9248	\$200	276.50	138.3%				\$0.00
C.C. Rental	9255	5,000	2,430.00	48.6%		290.00		290.00
Refundable Deposits	9255RD	2,000	2,115.00	105.8%		240.00		240.00
Child's Room Rental	9255CR	500	0.00	0.0%				0.00
Bistro	9811BI	1,600	1,869.42	116.8%	156.61			156.61
Brunches	9811BR	400	0.00	0.0%				0.00
Community Dinners	9811CD	2,000	961.00	48.1%	10.00			10.00
Labor Day BBQ	9811LD	2,000	543.37	27.2%				0.00
Tai Chi	9811TC	1,500	1,429.00	95.3%		112.50		112.50
Res. Handbooks	9834	100	20.00	20.0%				0.00
CDB Grant	9900	4,861	0.00	0.0%				0.00
TOTALS =		\$20,161	\$9,644.29	47.8%	\$166.61	\$642.50	\$0.00	\$809.11

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JUNE 1995**

FISCAL
YEAR IS
100.00%
COMPLETE

FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUNO 428	06/30/95 TOTAL
Work. Comp. Ins.	1701	\$2,900	2,324.84	80.2%				\$0.00
Gen. & Vehicle Ins.	2059	4,023	4,308.63	107.1%				0.00
ABCC Admin. Fees	2117	2,763	2,700.00	97.7%			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	8,817.35	64.1%		179.00		179.00
TOTALS =		\$23,431	\$18,150.82	77.5%	\$0.00	\$179.00	\$225.00	\$404.00

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUNO 428	06/30/95 TOTAL
W. Marin Grant	9377	\$13,745	8,850.00	64.4%				\$0.00
MBVFA Donations	9763	9,686	13,934.22	143.9%		1,210.36		1,210.36
TOTALS =		\$23,431	\$22,784.22	97.2%	\$0.00	\$1,210.36	\$0.00	\$1,210.36

ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUNO 428	06/30/95 TOTAL
Maint. Mgr.	1028	\$500	468.75	93.8%			\$68.75	\$68.75
Extra Hire	1073	1,500	1,200.00	80.0%			250.00	250.00
FICA	1404	153	127.64	83.4%	0.00	0.00	24.37	24.37
Work Comp. Ins.	1701	170	0.00	0.0%				0.00
Insurance	2059	795	457.79	57.6%				0.00
Repairs	2077	3,750	780.41	20.8%				0.00
Gen. Maint.	2078	750	82.58	11.0%				0.00
ABCC Admin. Fees	2117	3,420	3,947.17	115.4%			600.00	600.00
G&A Share	2720	0	0.00	NA				0.00
Road Const.	2741	5,000	0.00	0.0%				0.00
TOTALS =		\$16,038	\$7,064.34	44.0%	\$0.00	\$0.00	\$943.12	\$943.12

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUNO 428	06/30/95 TOTAL
Miscellaneous income	9772	0		NA				\$0.00

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

TO: The Board of Directors
FROM: Donovan Macfarlane, General Manager
DATE: July 21, 1995
FOR: Board of Directors Meeting, on Wednesday, July 28, 1995

I. ADMINISTRATION: The following administrative activities are reviewed for the Board's general information, consideration, and where appropriate, action.

- A. Budget Report:** The June 1995 Budget Report presents the year-end closing for the 1994-95 fiscal year. The final month of the year yielded an additional \$4,262 in tax revenues that had not been expected. The increase was approximately split between an additional refund of the State's transfer to the school fund, and unanticipated delinquent tax receipts paid from the sale of foreclosed Muir Beach properties.

For the year, gross income was 3.6% more than budgeted income versus expenses of 25.4% less than budgeted expenses. However, most of the additional income was in tax revenues (80% above the budget). Expenses in all departments were below budget; G&A 58.1%; Water 91.4%; Recreation 72.3%, Roads & Easements 43.9%, and Fire 77.5%. Actual income compared to the budget was G&A 180.1%; Water 91.6%; Recreation 47.8%; and Fire 97.2%. Overall, the District's liquid cash equity increased from \$67,961 at the beginning of the fiscal year to \$132,351 at the end of the fiscal year. This will enable the District to accomplish several improvements during fiscal 1995-96, including but not limited to substantial road and easement maintenance, drilling of a new well, needed community center repairs, and purchase of essential maintenance equipment. **These improvements will be accomplished without asking residents for a tax increase, and while permitting the Harris Fund Special Assessment for water capital improvements to expire for at least the next year.**

- B. T-Bills:** Two of the District's T-Bills will mature in August, and cash flow analysis indicates they may be safely rolled over. The current 182 day bill, which is mostly Fire Station Reserve Funds is recommended to be placed into a 1-year T- Bill, to increase the total return. At the present time, it is anticipated that the Treasury will most likely reduce the reserve rate by at least one half point, and extending the note for the full year should save this decrease while increasing the yield as a result of the extended maturity date. There is no anticipation of a need for these funds during the next 12 months.

The 91-day T-Bill in the amount of \$15,000 is recommended for a rollover for another 91-days. The increased fiscal year-end cash balance, and the maturity of another 91-day T-Bill in October enables this rollover without compromising the District's cash flow. **The Board's concurrence for these rollovers is requested.**

- C. 1995-96 Budget:** The Board approved the 1995-96 Budget during their meeting on June 28, 1995. Since the meeting the final closing of the 1994-95 fiscal year indicates a substantial increase in the overall District General Fund Equity, as compared to the equity forecast for

preparation of the proposed budget (\$109,245 versus \$89,045). Further, subsequent to the Board's meeting and approval, several expense items have arisen that were not anticipated during preparation of the budget. Therefore, the adopted budget has been modified to reflect the increased equity balance, and to include increased expense allowances for the unanticipated expenses, as well as increasing expenses in some areas, after reviewing more recent available data indicated that they were originally underestimated. The revised budget is included in the meeting packet, and the changes have been noted for the Board's consideration. The increase expenditures versus additional income still maintain the District's sound fiscal condition. **The Board's review and approval of the amended 1995-96 budget is requested.**

- D. Contract with Associated Business and Community Consultants, Inc.:** This contract has been submitted to the County Counsel for review. At the time of this report, their reply has not been received; however, the reply is expected in time for review during the Board's meeting. It is interesting to note that last year I was informed that Alexis Mc Bride had resigned from the County and entered private practice. I have now been informed that this is not the situation, and that Alexis is still our County Council. Oddly, I have had several conversations with different County attorneys during the past year, and this is the first time that I have been told that Alexis is still our counsel.
- E. F.E.M.A.:** At this time there is nothing significant to report on this matter. We have received a duplicate of the original invoicing for repayment of the \$18,125 via a copy sent to Leba Wine. However, there has been no reply to my letter requesting copies of the State's file, and possible alternative solutions. I have written to the State to inform them that all correspondence concerning the matter should be directed to my attention.

At this time, I feel we should refer this matter to the County Counsel for their review. It may be necessary to obtain an injunction to prevent the State from attaching District assets (like the IRS, they can take action without the normal notices even if such action is not legal and can be reversed). Further, at this stage it would be wise to have the State deal through an attorney, as it will cause them to be more thoughtful in their actions. My most recent contact with the State did not indicate a balanced attitude on their part. There should be a reasonable solution to this problem, but at the current time the most prudent action is to have a legal counsel's advice and opinion. The revisions in the 1995-96 budget include \$1,500 as basic funding for the use of legal counsel.

As a further consideration in this matter, subsequent to tonight's meeting and concurrence of the Board, I recommend that all future consideration be treated as a pending legal matter, and conducted in closed sessions as permitted and advocated by the Brown Act. With the Board's concurrence, I will review this with County Council.

As a final comment, after some file searching I have finally located some basic information on the F.E.M.A. grant, including what appears to be a copy of the original application, three damage survey reports, and two sets of minutes with brief F.E.M.A. comments. The minutes indicate some bills paid in the name of F.E.M.A. repairs, and a scheduled conference with Paul Eliapoulos, the County Auditor. The purpose of the meeting was to gain documentation required to support the F.E.M.A. completion papers. There is also a reference by Hazel, that she had received copies of the F.E.M.A. report (no definition), and was waiting for additional information. Hazel's comment leads me to

believe it may be worthwhile to take the time to organize the three 50 gallon bags of Hazel's files. This should also be done in an effort to restore the historical files of the District (required by law). I estimate that this effort will require a minimum of thirty hours, and possibly as many as eighty hours of clerical time, plus some of my time, to complete the file organizing and search for F.E.M.A. documentation. Obviously, F.E.M.A. does not have copies of the bills paid in regard to this project, and it will be essential to have such documentation to even seriously discuss the possibility of closing the project as it should have been closed originally.

- II. FIRE:** I attended one Muir Beach Volunteer Fire Association meeting, and one meeting of the Fire Volunteers. The meetings were positive in establishing improved communication and cooperation. One of the concerns discussed is the need to increase the number of volunteers serving on the force. As it now stands, with a limit of 13 firefighters, the District is frequently without an adequate number of firefighters to effectively answer fire calls. The combined cost of worker's compensation and general liability insurance is approximately \$500 per fire fighter per year or \$6,500 per year for a full complement of 13.

It was suggested that we reduce the cost of worker's compensation insurance by calculating the cost on the basis of personnel answering emergency calls. It seems that another District uses this methodology. However, when I reviewed this with both the State Compensation Fund and SDRMA Worker's Compensation authorities, they said this was not correct. The annual premiums for volunteer fire fighters are based upon the number of active volunteers during the billing quarter, without regard to the number of calls answered. The premium automatically compensates for the lower response rate and availability of volunteers versus paid personnel. For example, the annual worker's compensation insurance cost for a \$30,000/year salaried fire fighter would be \$1,866/ year versus our cost of \$195.54 per year.

Another concern is the long term future of the Department and the Fire House facility. I explained that the District has tried to obtain grant funds to assist in building a fire station facility, from two different sources, but has not been successful. I also mentioned that I am currently researching other possible grant sources, for this and other District facilities.

There was also some concern about their liability coverage, and possible personal liability. I explained that the District's insurance through the SDRMA provides \$1,000,000 general liability coverage for their authorized fire fighting activities, and that they are also generally protected by the terms of personal immunity offered public personnel under the laws of the State of California, and the limitations of the "Good Samaritan" tort laws. However, I also pointed out that these protections may be rendered null and void in the event they act outside their legal authority.

To continue to improve communications and cooperation, it was generally agree that I would attend a quarterly business meeting of the MBVFD, and when appropriate also attend meetings of the Association. All in all, this is a very good beginning.

As a final note, Assistant Chief Rob Allen has agreed to serve as acting chief for an indefinite period. The members of the Department wish to take some time to observe the individual expressing interest in becoming the Fire Chief. They will hold an election in a seasonal manner.

III. RECREATION: The planned garden party dinner, on August 20, has been canceled due to a scheduling conflict with the volunteer chef's. Further consideration also indicated that the dinner might detract from the annual Labor Day BBQ. The chef's have volunteered to assist in the Labor Day BBQ efforts.

IV. WATER: In addition to the Water Operations Report, I have also mailed a "request for proposal to drill a deep well" to the seven well drillers serving Marin County. The request specified that their proposals be returned prior to the scheduled Board meeting, so they may be considered during the meeting. At this time none of the requests have been returned; however, it is anticipated that the information will be available for the meeting.

Also, the State Water Resources Board has been verbally informed that we are pursuing a deep well through Marin County authorization, and that the "Water Rights" application has been withdrawn.

V. ROAD MAINTENANCE: Considerable progress has been made on the roads maintenance activities, with most of the road surface sealing and sanding completed. Many of the road patching operations have also been completed.

The grading of Charlottes's Way commenced as this report is being written, and a verbal report on its completion will be offered during the meeting. The grader was also scheduled to be used in correcting some of the drainage swale problems. This use will be limited to those areas where use of the grader will be more cost effective and the result more efficient than hand labor.

Commercial accounts have been opened with San Rafael Rock Quarry, and Shamrock Materials, Inc. These accounts permit us to make bulk purchases of needed road maintenance materials, versus purchasing small quantities through the local hardware, building material, and Home Depot outlets. The savings is substantial, and will permit us to both increase and improve the maintenance efforts. An example of the savings is a decrease from \$5+ per gallon to less than \$2 per gallon for liquid asphalt materials. A similar savings is realized on asphalt mix and rock materials. For the large quantity items, such as washed rock, we have established a storage area near the well house.

Another savings has been realized by reevaluating the methodology used for the roadway repairs. After researching some maintenance manuals, and comparing our actual roadway use versus normal roadway use, a less complicated repair method is being tried. Essentially our traffic is very light density, slow speed, and has infrequent heavy vehicle use. This permits, road repair methods, (in most but not all locations) that would not withstand high traffic density, at moderate speeds and frequent heavy vehicle use. The cost savings will average about 50% in labor costs, while material costs will be approximately the same for either method. The life expectancy of the repair is estimated to be at least 80% of the life expectancy of a more extensive repair effort.

VI. Traffic and parking problems: With the improved weather, these problems have become increasingly hazardous on the weekends. Muir Woods is once again establishing numerical visitor records, which exceed 10,000 cars per day (more than the theoretical maximum traffic capability of the two lane roadways). Muir Beach residents are quite concerned, as is the fire

Department, about the community safety. Dry weather does increase the potential fire dangers, and traffic jams from either excessive traffic or roadways partially blocked by parked vehicles can result in catastrophic delays in emergency response time.

Residents have started placing "No Parking" notices on suspected non-resident vehicles, and there have been several unpleasant verbal confrontations. While the actions and concerns of the residents may be meritorious, these actions also place the residents in danger of an excessive reaction from the recipient vehicle owners.

I have contacted Supervisor Giacomini's office, the County road maintenance office, and Art Brooks, the County traffic engineer. More than two years past, the parking fines on Pacific Way were supposed to be increased to \$75, and the signs changed. Somehow this has fallen through the cracks, and the people contacted are trying to correct the situation as soon as possible.

I have also written the Sheriff's office, requesting their assistance. A written reply from Lt. Dan Payne, indicates that they have also requested assistance from Art Brooks. Further, contrary to a rumor that they instructed the Muir Woods Park Rangers not to ticket vehicles, he wrote, "To my knowledge, our department has never countermanded any parking citations issued by the Muir Woods rangers. To the contrary, many of these rangers have "peace officer" powers and routinely take enforcement action when needed. They also provide a valuable service to the Sheriff's Department by responding to our aid when needed." After receipt of this information, I contacted Marlene Finnly, the new Chief Ranger for Muir Woods, and requested that the Park Rangers assist us by ticketing illegally parked vehicles, as frequently as possible. Regrettably, Marin County does not authorize multiple citations for single parking offenses (it is my understanding that the City of LA does have this authority), and until such time as the parking fine is increased and posted, the \$25 is not much of a deterrent.

The problem of the County portion of Pacific Way, Shoreline Highway, and the Seacape County roadways is beyond our authority, except in seeking more stringent enforcement by the legal authorities. However, the private portion Pacific Way, and private roadways of Charlotte's Way, Cove Lane, and Sunset Way are not under the authority of the County Sheriff's office. These roadways are in effect private property, comparable to the parking lots of commercial stores, and not subject to the traffic regulations and enforcement of the regular city and county roads. At this time, there is no clear understanding of whom has authority, or what that authority might be. However, as a basic assumption it may be appropriate to consider the same authority exists for these roadways, as exists for the private roadways and parking areas of a gated or condominium community. The State traffic codes permit and specify standards for traffic signing in such areas, including "No Parking tow Away Zone", by private residents, or other parties having responsibility for these areas.

It is anticipated that a delegation of residents will be in attendance at the board meeting, to request the District's assistance in mitigating the traffic and parking problems. It is strongly suggested that the Directors consider their sympathies in this regard.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT.

MUIR BEACH COMMUNITY SERVICES DISTRICT REVISED BUDGET FOR FISCAL 1995-96

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

DESCRIPTION	ACTUAL 1994-95 EXPENSE	1995-96 BUDGET	CHANGE & EXPLANATION
Opening Balance at beginning of fiscal year	\$57,606	\$109,245	
General and Admin. Income	48,089	29,913	Changed to reflect departmental changes
General & Admin. Expenses	10,225	20,272	Changed to reflect departmental changes
G&A Income - Expenses	37,864	\$9,641	Changed to reflect departmental changes
Water Income	58,293	56,000	Changed to reflect departmental changes
Water Expenses	45,235	75,426	Changed to reflect departmental changes
Water Income - Expenses	13,058	(\$19,426)	Changed to reflect departmental changes
Recreational Income	9,644	30,375	Changed to reflect departmental changes
Recreational Expenses	14,860	38,600	Changed to reflect departmental changes
Recreational Income - Expenses	(5,215)	(\$8,225)	Changed to reflect departmental changes
Road & Easement Income	0	0	Changed to reflect departmental changes
Road & Easement Expenses	7,064	25,039	Changed to reflect departmental changes
R&E Income - Expenses	(7,064)	(\$25,039)	Changed to reflect departmental changes
Fire Income	22,784	18,450	Changed to reflect departmental changes
Fire Expenses	18,151	19,590	Changed to reflect departmental changes
Fire Income - Expenses	4,633	(\$1,140)	Changed to reflect departmental changes
General Funds budgeted yearend balances =	\$61,877	\$65,056	1994-95 is budgeted balance and not a summary of the actual income and expenses.

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 EXPENSE	1995-96 BUDGET	CHANGE & EXPLANATION
Insurance	2059	\$458	\$500	
ABCC Administrative fees	2117	2,708	2,000	Decreased \$1,900 to reflect reduced spending.
G&A % (94-95 incl'ds 93-94 loss cry fwd)	2720	7,565	713	
Project Improvements	4169	1,500	20,373	Reduced to match available funds
TOTALS =		\$12,231	\$23,586	

HARRIS FUND CAPITAL IMPROVEMENT INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 EXPENSE	1995-96 BUDGET	CHANGE & EXPLANATION
Surcharge (1994-95 includes tax income)	9031	\$26,210	\$360	
Interest	9377	644	120	
TOTALS =		\$26,854	\$480	

HARRIS FUND 429 SUMMARY

			CHANGE & EXPLANATION
Opening Harris Fund Balance	\$10,355	\$23,106	Adjusted to show the actual year end balance
Harris Fund Income	26,854	480	
Harris Fund Expenses	12,231	23,586	
Harris Fund Income - Expenses	\$24,978	0	

GENERAL & ADMINISTRATIVE EXPENSES

XPENSE DESCRIPTION	OBJECT CODE	1994-95 EXPENSE	1995-96 BUDGET	CHANGE & EXPLANATION
Conferences	2049	\$654	\$1,000	
Insurance	2059	1,350	1,361	
ABCC Administrative fees	2117	4,860	6,000	
Miscellaneous expenses	2121	125	150	Code # changed to agree with other depts.
General Election Expense	2129	NA	1,361	Changed to show allocation after billing receipt
Postage	2130	59	100	
Office Supplies	2133	161	250	
Copier Maintenance	2137	573	650	
County Fees	2352	799	5,300	Increased \$4,650 for independent audit fees
Mileage	2479	805	900	
Telephone	2534	839	1,200	Increased \$350 to reflect new phone experience
Legal fees & expenses	2713	0	1,500	Added to provide for F.E.M.A. legal expenses
Building Improvements	4048	0	500	
TOTALS =		\$10,225	\$20,272	

20% of general G&A Costs =

\$4,054

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 INCOME	1995-96 BUDGET	CHANGE & EXPLANATION
Property Tax Revenue	9001	\$43,383	\$26,700	All tax revenues included under on Code
Interest Income	9203	1,067	1,800	New Code for interest earnings only
Inter Fund Transfers	9377	2,894	713	Code reserved for inter fund transfers
Copier Income	9772	744	700	
TOTALS =		\$48,089	\$29,913	

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.

WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 EXPENSE	1995-96 BUDGET	CHANGE & EXPLANATION
Maint. Mgr. Wages	1028	9,887	11,000	
Extra Hire Wages	1073	70	500	
FICA	1404	910	880	
Benefits	1506	1,308	1,400	
Work. Comp. Ins.	1701	641	700	
Annual Fee	2058	500	500	
Gen. Insurance	2059	949	996	Changed to show allocation after billing receipt
Repairs	2077	205	400	
Bldg. Repair	2096	0	1,500	
Tests & chemicals	2115	1,140	2,500	
ABCC Administrative & clerical fees	2117	11,421	18,800	
Misc. Exp..	2121	951	900	
Refunds	2122	259	1,000	
Postage	2130	309	450	Increased \$100 for increased mailing costs
Office supplies	2133	415	750	Increased \$250 to replace form & envelop inventory
Contract Repairs	2325	6,258	5,000	
Travel	2479	1,247	1,250	Increased \$550 to reflect actual 94-95 expenses
Telephone	2534	412	400	
Electricity	2535	5,923	6,000	
G&A Share	2720	2,430		
Equipment	4093	0	1,500	Increased \$1,150 to purchase new equipm,ent
Water Meters	4160	0	1,000	
Water Supply Study	4162	0	2,000	
System Improvem'ts	4169	0	15,000	
System Upgrades	4197	0	1,000	
TOTALS =		\$45,235	\$75,426	

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 INCOME	1995-96 BUDGET	CHANGE & EXPLANATION
Service Billing	9025	58,293	\$56,000	Reduced \$1,000 transferred to 9772 below
Receipts Collected	9025	54,167	56,000	Reduced \$1,000 transferred to 9772 below
Accounts Receivable	9025	6,177	6,177	
Security Deposits	9025SD	2,300	1,000	
Late penalties & interest	9772	2,126	1,000	Changed to account for interest and penalties
Water income totals =		\$58,593	\$58,000	

NOTES:

1. Accounts receivable for current month includes receivables balance at beginning of fiscal year.
2. Accounts receivable for "Fis. Year Totals" reflects this years service billings versus income received.

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 EXPENSE	1995-96 BUDGET	CHANGE & EXPLANATION
Maint. Mgr. Wages	1028	\$169	\$200	
Janitorial Wages	1073	1,560	1,600	
FICA	1404	231	138	
Work. Comp. Ins.	1701	203	220	
Basketball	2041BA	0	246	Increased to show restricted funds available
Bistro	2041BI	560	600	
Community Dinners	2041CD	601	1,400	
Children's Programs	2041CP	329	300	
Labor Day BBQ	2041LD	340	450	
Tai Chi	2041TC	913	1,080	
Insurance	2059	1,404	997	Changed to show allocation after billing receipt
Repairs	2077	154	250	
Bldg. Maintenance	2096	390	500	Increased \$250 to provide additional floor maintenanc
Ground Maintenance	2097	691	600	Increased \$250 to reflect actual 94-95 expense
ABCC Administrative fees	2117	2,907	4,200	Increased \$1,200 to provide more management
Publications	2119	0	100	
Misc. Expenses	2121	10	100	
Deposit Refunds	2122	1,869	2,000	
Postage & Off. Sup.	2133	56	100	
Refuse Removal	2259	354	384	
Building Supplies	2366	222	275	
Pay Telephone	2534	502	460	
Electricity for C. C.	2535	1,196	1,200	
G&A Share	2720	0		
CDBG Improvem'ts	4045	0	20,000	
Bldg. Improvements	4048	108	750	
Equip. & Furnishings	4093	89	200	
Playground Imp.	4243	0	250	
TOTALS =		\$14,860	\$38,600	

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 INCOME	1995-96 BUDGET	CHANGE & EXPLANATION
Children's Programs	9248	277	275	
C.C. Rental	9255	2,430	2,500	
Refundable Deposits	9255RD	2,115	2,000	
Bistro	9811BI	1,869	1,800	
Community Dinners	9811CD	961	1,600	
Labor Day BBQ	9811LD	543	750	
Tai Chi	9811TC	1,429	1,350	
Res. Handbooks	9834	20	100	
CDB Grant	9900	0	20,000	
TOTALS =		\$9,644	\$30,375	

FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 EXPENSE	1995-96 BUDGET	CHANGE & EXPLANATION
Work. Comp. Ins.	1701	\$2,325	\$2,400	
Gen. & Vehicle Ins.	2059	4,309	5,640	Changed to show allocation after billing receipt
ABCC Administrative fees	2117	2,700	2,700	
G&A Share	2720	0		
Fire Station Fund	4048	0		
W. Marin G. Exp.	4827	8,817	8,850	
TOTALS =		\$18,151	\$19,590	

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 INCOME	1995-96 BUDGET	CHANGE & EXPLANATION
W. Marin Grant	9377	\$8,850	\$8,850	
MBVFA Donations	9763	13,934	9,600	
TOTALS =		\$22,784	\$18,450	

ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1994-95 EXPENSE	1995-96 BUDGET	CHANGE & EXPLANATION
Maint. Mgr.	1028	\$469	\$1,500	
Extra Hire	1073	1,200	6,000	
MICA	1404	128	488	
Work Comp. Ins.	1701	0	525	
Insurance	2059	458	227	
Repairs	2077	780	3,000	
Gen. Maint.	2078	83	1,500	
ABCC Administrative fees	2117	3,947	4,300	Increased \$1,300 to provide additional management
G&A Share	2720	0		
Road Const.	2741	0	7,500	
TOTALS =		\$7,064	\$25,039	

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1994-95 INCOME	1995-96 BUDGET
Miscellaneous income	9772		0

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON MAY 24, 1995**

Directors present: Nancy Wolf Lee, President; Directors: Dale Hopkins and Erin Pinto. Director Steve Shaffer called to say he is detained out of town. Director Peter Rudnick called to say he is detained at work.

- I. **Call to order.** President Lee called the meeting to order at 7:14 P.M..
- II. **Review and consideration of Agenda.** Director Hopkins *moved* to approve the May 24, 1995 Agenda after correcting the date of the minutes in Section VIII to April 26, 1995; seconded by Director Pinto; ayes all.
- III. **Reconfirmation of Resolution 04-26-95:** Director Pinto *moved* to reconfirm Resolution 04-26-95, requesting the Marin County Board of Supervisors to consolidate the District's election for two Directors with the County's general election; seconded by Director Hopkins; ayes all.
- IV. **Review and consideration of bills and expenses.** The GM distributed an update to the Bills to be Paid Report, and pointed out that it includes the April management fee for Associated Business and Community Consultants, Inc. which was inadvertently left out of last month's Bills to be Paid Report. After a brief discussion, Director Pinto *moved* to approve the Bills to Be Paid as submitted in the amount of \$325 in Harris fund and \$5,144.33 in general fund expenses listed on the 4/26 through 5/15/95 report, plus \$360 in Harris fund and \$3,053.19 in general fund expenses listed on the 5/16 through 5/23/95 Report; seconded by Director Hopkins; ayes all.
- V. **Public open time.** There were comments from the audience.
- VI. **Fire Department.** Chief Farkas reported that the MBVFA members are fully prepared for the upcoming annual Bar B Que, and all are hoping that the weather will be good.

He then reported that the district will receive \$8,547 in West Marin emergency funds for the next fiscal year. This is similar to our allocation for the current fiscal year.

Following the Fire Chief's comments, Director Pinto *moved* to formerly commend the MBVFA volunteers, and Ms Lynn Hoffman, for there efforts in preparing for the annual Bar B Que; seconded by Director Hopkins, ayes all.

- VII. **The General Manager's Report:** The General Manager reported that he had visited the County Attorney's offices to seek their review of the Administrative Contract with Associated Business and Community Consultants, Inc.. However, he was informed that the District no longer enjoys ten hours of free consultation time. Since the implementation of the State's transfer of property tax revenues, the County has enforced their right to charge for all consulting services. The attorney's fees are a minimal \$75 per hour. However, their estimate to render an opinion on the contract was minimum of \$150 and possibly as much as \$300. As this exceeds the GM's \$100 expense authority, he has referred the matter back to the Board. The Board tabled the matter until the next Board meeting, due to the absence of two Board members.
 - A. **Budget review:** The GM reviewed the Budget Report, noting that the District has now received the majority of its anticipated property tax revenues. The overall equity of the District is more than \$123,000 including more than \$30,000 in Harris improvement funds. The GM pointed out that this equity will decline gradually through the first part of fiscal 1995-96, until new tax revenues are received in December. However, the District is on a sound fiscal basis, and he sees no difficulty in meeting the basic District needs.

- B. Recreation:** The GM indicated that recreational activities are not progressing, due to a lack of volunteers. This was followed by a brief discussion, with directors Pinto and Hopkins agreeing to take the lead for the next community dinner, which is now scheduled for Sunday August 20, 1995. The GM said he would try to contact Mia Monroe, to seek her assistance.
- C. Water:** The GM reviewed the water operational activities, and pointed out that we are continuing to have problems with the slow close/open valve system. Forster Pump and Engineering has submitted a proposal to replace the valve system with an electric soft start controller. Their proposal quotes a price of \$3,125 for system installation, removal of the existing system, and the corrective pipe work necessary. The Board felt this was an excessive cost, and deferred the matter for further evaluation.

This was followed by a brief discussion concerning the wells and water rights. The GM reported that he has had additional discussion with the State Water Control and Resources personnel, indicating that if we elect to drill a deep well, their approval is not necessary. He indicated that he will do additional research on this matter and report to the Board next month.

- D. Road's & Easements:** The GM reported that once again, the weather has continued to delay the maintenance operations for roads and easements. Work had been scheduled to begin, only to have the rains necessitate rescheduling.

He did mention that arrangements had been made to clear a fire trail in the approximate center of the Park easement from Seacape Drive to the Seacape/Ahab Drive intersection. This should be completed prior to the next board meeting.

- VIII. Minutes of the April 26, 1995 meeting.** Director Hopkins requested that the first sentence of the second paragraph of Section II be changed to read *"Director Pinto mentioned that because Dr. Hopkins had to leave at nine o'clock, and the review of the GM's contract should be considered earlier in the meeting so Director Hopkins could participate."*

Director Pinto also requested that names of public attendees not be included in the minutes as a general inclusion. If public attendees request permission to be heard, then their names should be included as a part of their comments. She also requested that the first sentence in the second paragraph of Section IV be changed to read "the Coastal Commission is *proceeding with* "Plan B" for the Big Lagoon..... Also, change the last part of this paragraph to read "There is a *question* for the GGNRA or CalTrans to be the lead agency, but this has not been confirmed. Actual construction is currently scheduled to *be completed in early 1999.*"

It was also requested that the second sentence in the first paragraph of Section V be deleted, and the next to last sentence in Section VI, the word lessor be changed to *lower*. There were no further changes or amendments suggested for the minutes, and Director Hopkins *moved* to approve the April 26, 1995 minutes as amended; seconded by director Pinto; ayes all.

- IX.** The next meeting is scheduled for 7:00 p.m. on Wednesday, July 28, 1995.

The meeting was adjourned at 9:15 P.M.

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

Nancy Wolf Lee, Board President

Donovan Macfarlane, Secretary

Erin Dabe
Peter Hopkins

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON JUNE 28, 1995**

Directors present: Vice President Steve Shaffer; Directors: Dale Hopkins, Erin Pinto, and Peter Rudnick. President Nancy Wolf Lee, called to say she is detained at work.

- I. **Call to order.** Vice President Shaffer called the meeting to order at 7:18 P.M..
- II. **Review and consideration of Agenda:** Director Hopkins *moved* to approve the June 28, 1995 Agenda as published; seconded by Director Rudnick; ayes all.
- III. **Review and consideration of bills to be paid:** The GM distributed an update to the Bills to be Paid Report, listing the bills received between 6/22 and 6/28/95. There was a brief discussion, and a duplicate listing for ABC Consultants in the amount of \$850 under the Water Division was deleted. Also, the Pacific Bell billing under Recreation was corrected to be \$42.61. The corrected totals for the 5/24/ to 6/21/95 report are \$3,411.75 for Water, \$461.79 for Recreation, and total General Fund expenses of \$5,546.26. Director Hopkins *moved* to approve the Bills to Be Paid as corrected, in the amount of \$300 in Harris Fund expenses, and \$5,546.26 in general fund expenses listed on the 5/24 through 6/21/95 report, plus \$1,181.15 in general fund expenses listed on the 6/22 through 6/28/95 update report; seconded by Director Rudnick; ayes all, with Director Pinto abstaining in so far as approval of the payment to Aran Collier.
- IV. **Public open time.** There were no comments from the audience. The GM mentioned that a Notice for the November Election General Election, which includes the election of two directorships on the Board, had been posted on the Bulletin Boards and delivered to the local Star Boxes, this morning.
- V. **Fire Department.** Chief Farkas reported that the Fire Truck had been out of service for one week, while undergoing repairs. The Truck is now back in service.

He then surprised the Board by tendering his resignation, effective July 1, 1995. His reasons are personal, and he asked that additional detailed not be requested. All members of the Board expressed their regret, but reluctantly agreed to accept the resignation. During the interim period prior to the volunteers electing a new Chief, Assistant Chief Allen will serve as the acting Chief. In conclusion, the Board instructed the GM to prepare a letter of commendation to be given to Chief Farkas for his laudatory service during the past four years.

- VI. **The General Manager's Report:** The GM offered information on the following Administrative and Operational activities:
 - A. **Budget review:** The General Manager briefly discussed the Budget Report and indicated that the District had received an unexpected advance refund of \$5,711 from unused school transfer funds. Normally, this refund would not be received until later in the year. He also noted that the Governor has indicated that if there is a surplus such as this next year, he wants the funds to go to special education rather than being refunded to the original agencies.

The GM noted that the \$15,000 T-Bill is maturing next month and recommended that it be automatically reinvested in another 91-Day T-Bill. He quickly reviewed the projected cash flows, and indicated that the District would have adequate operational funds to permit this. The Board concurred.

- B. Contract with Associated Business and Community Consultants, Inc.:** The GM pointed out that the Board had requested this contract be reviewed by the County Counsel, under the belief that the review would be without cost. However, when presented to the counsel's office he was informed that there would be a charge of \$75 per hour for this service. As the estimated total cost was \$150 to \$300, it exceeded his authority to instigate the review. After some consideration, Director Pinto *moved* to have the county counsel review the contract, for the approximate maximum cost of \$300; seconded by Director Rudnick; ayes all.
- C. Correspondence from the State Office of Emergency Services:** The GM basically reviewed an Invoice from the State in the amount of \$18,125 as a refund of the F.E.M.A. grant in this amount issued in June 1982. He reported that he has talked with the State Administrator, and requested copies of their file information, while indicating that he will search for the District's records concerning this grant. He also, indicated to the State officer that he could not recommend payment until he became more familiar with the matter, had researched the Statute of Limitations, and pursued the possibility of satisfactorily completing the information necessary to negate the indicated non-compliance for which the invoice was issued. This was followed by a brief general discussion, with the Directors indicating they would assist in trying to obtain documents and information concerning the matter.
- D. Recreation:** There were no recreational events to report on. Following some discussion the proposed date for a garden dinner on August 20, 1995 was reconfirmed by Directors Pinto and Hopkins.
- E. Road's & Easements:** The GM reported that the fire trail and pedestrian easement from Seacape to the Starbuck/Seacape intersection had been cleared without a Survey. The clearing work followed followed what seemed to be the most central of the approximate existing trails. However, it was later discovered that part of the clearing encroached on two of the westerly lots toward the north end. He met with the concerned property owners, erected barricades to prevent access to the private property areas, and is making arrangements to rent the necessary surveying equipment so the correct property markers can be found. The property owners assisted in finding four of the existing corners, and he will be able to properly establish the right-of-way lines using these corners and the proper equipment. He emphasized that the District should not perform additional pedestrian easement maintenance until the correct boundaries are properly marked by a Land Surveyor, so as to avoid future problems. He noted that if it had not been for the property owners cooperation, this could have been a very unpleasant event.

He then mentioned that if the weather holds, commencement of the maintenance and repairs for the Sunset and Pacific Way roadways will begin next week. Inspection of the roadway confirms that the use of a grader will be necessary to perform the necessary maintenance on Charlotte's Way. The estimated total cost is approximately \$2,000. He said that this roadway has basically received minimal maintenance for the past four years, and now requires the addition of some road base along with regrading, and possibly compaction. He informed the Board that funds for this work are included in the fiscal 1995-96 budget, and the Board concurred with the scheduled work.

- F. Water:** The GM reviewed the water operational activities, and pointed out that we are continuing to have problems with the well, as it is now pumping at less than 40 gallons per minute. With the increased water consumption due to warm weather, we must pump longer hours to maintain the fire reserve. He recommends the drilling of a new deep well (150 to 200 feet) to replace the current main well; keeping the current main well as a back up facility, and abandoning the existing back up well (it is proving to be unusable). He has included \$15,000 for this work in the proposed 1995-96 budget. He believes that this would negate the water rights issue. A deep well is not subject to surface water rights, and permission to drill the deep well is under County jurisdiction. The County has indicated that they will approve the drilling, and in fact strongly supports this action.

- G. **Review of the proposed budget for fiscal 1995-96:** The Board had a general discussion concerning the proposed budget, with Director Shaffer reporting on the Budget Committee's review and recommendation that the proposed budget be adopted. In general, the budget follows the expenditures experienced in fiscal 1994-95, with unused funds carried over and added to the additional funding for the Roads and Easements maintenance budget, in the new fiscal year. Further, the water budget includes \$15,000 for completion of a new well, plus \$2,000 for hydrological surveys needed to properly locate the well. This will place the water department in a deficit, which will be loaned from the general fund reserve.

Overall, the proposed budget projects the current fiscal year to end with approximately \$89,000 in the general fund reserve. The new budget proposes to draw this reserve down to approximately \$58,000 by the end of fiscal 1995-96, using the draw down funds for the increased roads and easements maintenance, and construction of the new well. The budgets for Administration, Fire, and Recreation activities will approximate the actual amounts expended in fiscal 1994-95, with minor adjustments for known or anticipated service cost such as expected increases in utility costs. There was some concern that the draw down would be too great; however, the GM pointed out that this would be monitored during the fiscal year to be certain the District's financial security was not compromised. Director Hopkins *moved* to adopt the proposed budget for fiscal 1995-96, as submitted; seconded by Director Pinto; ayes all.

- VII. **Minutes of the May 24, 1995 meeting.** The absence of President Lee negated the review of these minutes, as the meeting was not attended by Directors Rudnick and Shaffer, and approval of the minutes would require the concurrence of the three directors present during the meeting.

- VIII. The next meeting is scheduled for 7:00 p.m. on Wednesday, July 26, 1995.

The meeting was adjourned at 9:54 P.M.

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

Nancy Wolf Lee, Board President

Donovan Macfarlane, Secretary

*Erin, Dale
Lm Shaffer*

*Copies to Board
7/26/95 M/S.*

Sunset Way is a private road. It is also the only road and therefore needs to be clear for emergency vehicles. We have noted your license number and will have you towed at your expense if we find your car parked here again. There is public parking provided down at the entrance to Muir Beach. Your future cooperation in this matter would be greatly appreciated.

Muir Beach Residents

Virginia Crowder 389-8884

Robert & Lynne Hofmann 383-1962

Lejko Kaufman 388-5018

Howey Perlman 388-0380

Ann Browning 383-2359

**TABLE OF CONTENTS
FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING ON
WEDNESDAY, AUGUST 30, 1995 AT 7:00 PM**

<u>DESCRIPTION</u>	<u>PAGES</u>
Agenda	1 - 2
Bills to be Paid Reports	3 - 4
Water Operations report	5 - 6
Budget Report for the month of July 1995	7 - 10
General Manager's Report	11 - 12
Draft Minutes for the 07/26/95 Meeting	13 - 16

**AGENDA FOR MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON
WEDNESDAY, AUGUST 30, 1995. BEGINNING AT 7:00 PM
IN THE COMMUNITY CENTER, 19 SEACAPE DRIVE,
MUIR BEACH, CALIFORNIA**

DIRECTORS: Nancy Wolf Lee, president; Dale Hopkins, Erin Pinto, Peter Rudnick, and Steven Shaffer, directors. *Peter come in Dale is absent.*

- I. Call the meeting to order.** *19:12*
- II. Review and consideration of the August 30, 1995 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, Erin, all.*
- III. Bills to be paid:** Consideration of the bills to be paid, received subsequent to the bills submitted for approval during the July 26, 1995 meeting. *Erin, Peter, 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. *Barbara Roban -*

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 Acting Fire Chief will report on the fire volunteer activities since the last regular meeting on June 28, 1995. *The Board cordially invites.*

VI. General Manager's report. The General Manager ("GM") will report on the following items.

A. Administration: The GM will report on ongoing administrative activities, including:

1. Budget, reviewing the District's financial status..
2. Report on the District's T-bill accounts.
3. County Counsel review of the management and clerical services contract.
4. F.E.M.A. We have received additional invoicing, some files have been located, and the use of County Counsel will be requested.

B. Recreation: The GM will report on the planned recreational activities for the near future.

C. Roads and Easements: The GM will report the ongoing road repairs and maintenance, activities, including revised methodology, and the purchase of bulk materials. Also consideration of policy for the review of construction plans that may affect the District's private roadways and easements. *Pricing on signs, and put up signs.*

D. Water: The GM will report on the following water activities.

1. General operations and maintenance.
2. Billing and fiscal considerations including a review of fiscal receipts, accounts receivable, and delinquent accounts status. *Harvey - Steve, Erin*
3. Requests for proposals to drill a new deep well.
4. The next Harris Plan project easterly intertie from Sunset to Pacific Ways.
5. Harvey's successful passing of the Grade 1 license exam, and recommended compensation adjustments.

VII. Review Draft Minutes of the July 26, 1995 meeting. *Erin, Peter*

VIII. Set date for the next Board meeting. *27th Steve abst.*

ADJOURNMENT OR CONTINUATION. *20:21*

S

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 07/26/95 THROUGH 08/23/95**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
HARRIS FUND EXPENSES, FUND 429				
ABC CONSULTANTS	2117	Administrative fee for August 1995	C	\$66.67
BROGAN & PATTERSON, Inc.	4169	Survey controls and topographic info for intertie	B	520.00
TOTAL HARRIS FUND EXP. =				\$586.67

ADMINISTRATION EXPENSES, DIVISION CODE 9236

ABC CONSULTANTS	2117	Administrative fee for August 1995	C	\$400.00
GOVERNING	2121	Annual subscription	B	29.95
CHRONICLE OF PHILANTHROPY	2121	Annual subscription	B	67.50
ABC CONSULTANTS	2479	Travel July 1995, 356 miles @ \$.30	C	106.80
PACIFIC BELL	2534	707-648-1305 through 7/20/95	B	2.25
PACIFIC BELL	2534	415-388-7804 Through 8/11/95	B	76.09
AT&T	2534	415-388-7804 Long distance through 7/10/95	B	5.15
TOTAL G&A EXPENSES =				\$687.74

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

HARVEY PEARLMAN	1028	Maint. Mgr. roadway work 7/16 through 8/12/95	C	\$652.63
HARVEY PEARLMAN	1073	Road maintenance labor, 7/16 through 8/12/95	C	180.85
SALVADOR GONZALES	1073	Road maintenance labor, 7/16 through 8/12/95	C	516.72
ALCAIA ADALBERTO	1073	Road maintenance labor, 7/16 through 8/12/95	C	1,011.91
JACKSON'S	2077	Road maintenance materials & tools	B	193.52
SHAMROCK MATERIALS, INC	2077	Road maintenance materials	B	144.52
GOODMANS	2078	Sealer & equipment	B	158.17
ABC CONSULTANTS	2117	Administrative fee for August 1995	C	750.00
HARVEY PEARLMAN	2479	Extra travel for asphalt cold mix & gravel, August '95	B	75.00
SAN RAFAEL ROCK QUARRY	2741	Cold Asphalt mix	B	200.09
SAN RAFAEL ROCK QUARRY	2741	Cold Asphalt mix	B	37.19
SAN RAFAEL ROCK QUARRY	2741	Cold Asphalt mix	B	238.50
TAM RENTALS	2741	Compactor rental	B	66.00
MARTIN BROS SUPPLY	2741	Gravel, road base, and tamping tools	B	1,169.48
SHAMROCK MATERIALS	2741	Geodesic cloth, grates & concrete	B	452.51
TOTAL R&E EXPENSES =				\$5,847.09

WATER DIVISION EXPENSES, DIVISION CODE 9238

HARVEY PEARLMAN	1028	Maint. Mgr. activities 7/16 through 8/12/95	C	\$915.03
HARVEY PEARLMAN	1404	Employee benefits for August 1995	C	102.33
MARIN COUNTY HEALTH LABORATORY	2115	Bacterial testing 7/28/95	B	30.00
PARADISE POOL SERVICE	2115	Chlorine supplies 7/14/94	B	28.96
ABC CONSULTANTS	2117	Clerical fees for August 1995	C	854.00
ABC CONSULTANTS	2117	Administrative fee for August 1995	C	800.00
FORSTER PUMP & ENGINEERING	2121	Galvanized end cap for repairs.	B	37.92
GOODMANS	2121	Misc. fittings for water line repairs.	B	29.32
BARBARA BURKE	2122	Partial security deposit refund	B	76.20
GOLDMAN, WASSERMAN & GROSSMAN	2122	Security deposit refund	B	100.00
MARK TOMKO	2122	Security deposit refund	B	100.00
OLGA FREY	2122	Security deposit refund	B	100.00
SAM CHESSER	2122	Partial security deposit refund	B	12.50
HARVEY PEARLMAN	2479	Routine travel, August 1995	C	75.00
PACIFIC BELL	2534	Well control relay phone through 8/7/95	B	34.31
PG&E	2535	Electricity through 7/18/95	B	761.68
PG&E	2535	Electricity through 8/16/95	B	794.42
TOTAL WATER EXPENSES =				\$4,851.67

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 07/26/95 THROUGH 08/23/95**

RECREATION EXPENSES, DIVISION CODE 9239

JUANA GONZALES	1073	Jamitorial labor, 7/16 through 8/12/95	C	\$129.18
EMIKO WANG	2041TC	Tai Chi Instruction July 1995	B	90.00
EMIKO WANG	2041TC	Tai Chi Instruction August 1995	B	90.00
SPECIAL DISTRICT RISK MANAGEMENT	2122	Special event insurance, paid from deposits	B	180.82
OVERSEAS DEVELOPMENT NETWORK	2122	Refund rental security deposit	B	75.00
MICK JAN PULVER	2122	Refund rental security deposit	B	75.00
ABC CONSULTANTS	2117	Administrative fee for August 1995	C	71.00
PACIFIC TELEPHONE	2534	Community Center pay phone through 7/19/95	B	41.98
PG&E	2535	Electricity through 7/18/95	B	78.91
PG&E	2535	Electricity through 8/16/95	B	65.77

TOTAL RECREATION EXPENSES = \$897.66

FIRE DIVISION EXPENSES, DIVISION CODE 9240

STATE FUND	1701	Worker's compensation insurance, audit adjustment	B	\$512.11
ABC CONSULTANTS	2117	Administrative fee for August 1995	C	225.00
G. PAOLENTTI CO. Inc.	4827	Fire truck pump repairs	B	1,926.19
GTE MOBILENET	4827	Mobile phone 60 day advance	B	68.31

TOTAL FIRE EXPENSES = \$2,731.61

TOTAL HARRIS FUND EXPENSES = \$586.67
TOTAL GENERAL FUND EXPENSES = 15,015.76
TOTAL OF ALL EXPENSES = \$15,602.43

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 30, 1995.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Nancy Wolf Lee, President

Donovan Macfarlane, General Manager

MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
JULY 19, 1995 THROUGH AUGUST 22, 1995

WATER SYSTEM STANDARD OPERATIONS:

1. Daily system check by the maintenance manager, including physical inspection of the storage tanks, chlorinator check, and completion of daily log entries. Harvey was on a leave of absence from August 7 through August 14, 1995. Aran Collier relieved him during that time frame.
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 coliform's, and chlorine residuals ranged from a high of 1 ppm to a low of 0.05 ppm.
3. Failure of the slow open/close valve resulted in a loss of overnight pumping (approximately 32,000), and lowered the upper tank level to approximately 12 feet. This was not resolved by operating the primary pump for 24 hours; therefore, a "Cloudy Water Alert" notice was delivered to all mail boxes and posted on the bulletin boards on August 2, 1995. The recently cleaned backup pump was then activated and used for three consecutive days. The water level was restored to more than 16 feet, and we returned to use the primary pump.

WATER PRODUCTION: Note: Meters were read on 07/23/95. Production is based on 30 days.

1.	Total volume of water produced	1,256,800	gallons
2.	Average daily production	37,420	gallons/day
3.	Maximum daily production occurred on July 9, 1995	54,600	gallons
4.	Minimum daily production occurred on July 11, 1995	29,400	gallons
4.	Volume of water billed by customer meters, total	1,032,873	gallons
5.	Average daily customer water use, per customer	248	gallons/day
6.	Estimated maintenance and fire consumption.	0	gallons
7.	Unaccounted for water loss = 17.8 % of production	223,927	gallons

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

1. Weekly meetings and phone conversations, as necessary, to assist Harvey in system management and maintenance operations. During Harvey's leave of absence, I monitored the storage tanks, and instructed Aran to increase the pumping time from 12 to 14 hours per day. **It should be noted that it has been necessary to run the pumps for extended time periods, and that the electrical service bills reflect this with billing charges being increased approximately 40 %.**
2. Following Harvey's return, we determined that the extended pumping hours of the main well were just barely maintaining water storage levels. Additional pumping hours is not cost effective (above electrical cost comment), and a new "Cloudy Water Alert" notice was delivered. The backup well will be used, as needed, to maintain fire reserves, until either the new well is in place or the main well has been cleaned.

MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
JULY 19, 1995 THROUGH AUGUST 22, 1995

3. Contact with Fische Well drilling indicates that the pressure cleaning of the main well will not be possible until some time in late September. It is possible that the test well will either be completed or in process by that time. Unless cleaning of the well can be scheduled prior to the construction of the new well, it is suggested that the well cleaning be delayed for further evaluation after the test well is completed.

EMERGENCY ACTIVITIES:

A main line water leak was repaired, prior to the meter readings, at the pressure regulating station on Highway One. Harvey was unable to estimate the volume of water lost, as a result of this leak.

During the week of August 12, 1995 the upper tank began to lose ground on a daily basis, and we again delivered a "Cloudy Water Alert," and activated the backup pump. It is now apparent that we have an unlocated water leak, of some severity, and we are just barely maintaining a balance of the water consumption and leak loss by continued use of the backup well. We have excavated one possible leak area, with a negative finding. We are continuing to survey all areas for any visible signs of a leak. The leak is estimated to exceed 30,000 gallons per day, which should be substantial enough to be visible; however, we have received no reports from residents, and have found no obvious signs other than the area excavated with negative results. On the evening of August 21, we isolated the upper and lower tanks to determine that the leak is most likely within the upper system (the recent Charlotte's Way intertie makes this less certain), and on August 22 began systematic area by area testing to try to locate the area of the leak. Hopefully, by the time of the meeting the leak will have been determined and repaired. **It should be noted that this is the third substantial distribution system leak within the past four months.** While it is too early to make conclusions, it does seem that our system is reaching an overall age that indicates a need to develop a long term plan for general repairs and replacements.

HARVEY'S SUCCESSFUL LICENSING: Harvey successfully passed the Grade 1 Water Treatment Operator's test, and has been licensed since June 1, 1995 (retroactive). It is recommended that Harvey's wage rate be increased from the current \$12.50, to \$13.50 per hour, effective the beginning of the fiscal year. This increase in wage was anticipated, and incorporated into the adopted fiscal 1995-96 budget.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing was \$5,602.21, plus \$68.72 in late payment and interest penalties. Water revenues collected totaled \$5,042.55. New security deposits collected totaled \$200. The District has a total of \$2,400 in refundable water security deposits, in trust, at the close of July. Accounts receivable were \$1,316.27 at the close of 7/25/95 which is a new low, indicating most accounts are current.

All but one metered residential meters are in service. No pending disconnection notices were sent.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JULY 1995**

FISCAL
YEAR IS
8.49%
COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

DESCRIPTION	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF JULY 1995			
				PETTY CASH	1ST BANK	COUNTY FUND 428	07/31/95 TOTAL
Opening Balance at beginning of fiscal year	\$109,245	Balances on 07/01/95 =		\$89.40	\$77,312.11	\$19,445.61	\$96,847.12
General and Admin. Income	29,913	402.03	1.34%	0.00	245.97	156.06	402.03
General & Admin. Expenses	20,272	2,229.04	11.00%	6.40	1,599.52	623.12	2,229.04
G&A Income - Expenses	\$9,641	(\$1,827.01)	-18.95%	(\$6.40)	(\$1,353.55)	(\$467.06)	(\$1,827.01)
Water Income	56,000	5,242.55	9.36%	0.00	5,242.55	0.00	5,242.55
Water Expenses	75,426	6,250.72	8.29%	345.41	3,088.76	2,816.55	6,250.72
Water Income - Expenses	(\$19,426)	(\$1,008.17)	N.A.	(\$345.41)	\$2,153.79	(\$2,816.55)	(\$1,008.17)
Recreational Income	30,375	1,341.15	4.42%	187.51	1,153.64	0.00	1,341.15
Recreational Expenses	38,600	2,331.94	6.04%	25.33	1,797.43	509.18	2,331.94
Recreational Income - Expenses	(\$6,225)	(\$990.79)	N.A.	\$162.18	(\$543.79)	(\$509.18)	(\$990.79)
Road & Easement Income	0	0.00	N.A.	0.00	0.00	0.00	0.00
Road & Easement Expenses	25,039	2,571.78	10.27%	253.46	1,579.37	738.95	2,571.78
R&E Income - Expenses	(\$25,039)	(\$2,571.78)	N.A.	(\$253.46)	(\$1,579.37)	(\$738.95)	(\$2,571.78)
Fire Income	18,450.00	0.00	0.00%	0.00	0.00	0.00	0.00
Fire Expenses	19,589.55	6,449.57	32.92%	0.00	6,224.57	225.00	6,449.57
Fire Income - Expenses	(\$1,139.55)	(\$6,449.57)	N.A.	\$0.00	(\$6,224.57)	(\$225.00)	(\$6,449.57)
General Funds budgeted yearend balances =	\$55,056	\$83,999.80	129.12%	(\$353.69)	\$59,664.62	\$14,688.87	\$83,999.80

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Total General Fund Income =	\$134,738	\$6,985.73	5.18%	\$187.51	\$6,642.16	\$156.06	\$6,985.73
Total General Fund Expenses =	178,927	19,833.05	11.08%	630.60	14,289.65	4,912.80	19,833.05
General Fund Income - Expenses =	(\$44,189)	(\$12,847.32)	N.A.	(\$443.09)	(\$7,647.49)	(\$4,756.74)	(\$12,847.32)

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	07/31/95 TOTAL
Insurance	2059	\$500	500.00	100.00%		\$500.00		\$500.00
ABCC Administrative fees	2117	2,000	0.00	0.00%				0.00
G&A % (94-95 incl'ds 93-94 loss cry fwd.)	2720	713	0.00	0.00%				
Project Improvements	4169	20,373	0.00	0.00%				0.00
TOTAL HARRIS FUND EXPENSES =		\$23,586	\$500.00	2.12%	\$0.00	\$500.00	\$0.00	\$500.00

HARRIS FUND CAPITAL IMPROVEMENT INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	07/31/95 TOTAL
Surcharge (1994-95 includes tax income)	9031	\$360	30.00	8.33%		\$30.00		\$30.00
Interest	9977	120	403.89	336.58%			403.89	403.89
TOTAL HARRIS FUND INCOME =		\$480	\$433.89	90.39%	\$0.00	\$30.00	\$403.89	\$433.89

SUMMARY OF HARRIS FUND INCOME AND EXPENSES

						COUNTY FUND 429	NET TOTAL FUND 429
Opening Harris Fund Balance	\$23,106	\$23,105.76	100.00%	Balance on 07/01/95 =		\$35,746.80	\$23,105.76
Harris Fund Income	480	433.89	90.39%	0.00	30.00	403.89	433.89
Harris Fund Expenses	23,586	500.00	2.12%	0.00	500.00	0.00	500.00
Harris Fund Income - Expenses	0	(66.11)	N.A.	0.00	(470.00)	403.89	(66.11)
Account balances at month's end =		\$23,039.65	N.A.	(\$353.69)	\$59,194.62	\$36,150.69	\$23,039.65

GROSS DISTRICT EQUITY AT CURRENT MONTH'S END = \$119,680.49

NOTE:

The net balance of the Harris fund 429 is shown under "Net total Fund 429", and includes the adjustments for income and expenses recorded in the 1st Nationwide Bank depository, plus the 1994-95 yearend adjustments for undistributed administrative expenses. The County Fund 429 owes the General Fund the difference between the County Fund 429 and the Net Total Fund 429 = \$13,111.04

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JULY 1995**

FISCAL
YEAR IS
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COMPLETE

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	07/31/95 TOTAL
Conferences	2049	\$1,000	0.00	0.00%				\$0.00
Insurance	2059	1,361	1,360.95	100.00%		1,360.95		1,360.95
ABCC Administrative fees	2117	6,000	528.00	8.80%			528.00	528.00
Miscellaneous expenses	2121	150	29.95	19.97%		29.95		29.95
General Election Expense	2129	1,361	0.00	0.00%				0.00
Postage	2130	100	6.40	6.40%	6.40			6.40
Office Supplies	2133	250	57.32	22.93%		57.32		57.32
Copier Maintenance	2137	650	27.71	4.26%		27.71		27.71
County Fees	2352	5,300	0.00	0.00%				0.00
Mileage	2479	900	95.12	10.57%			95.12	95.12
Telephone	2534	1,200	0.00	0.00%				0.00
Legal fees & expenses	2713	1,500	123.59	8.24%		123.59		123.59
Building Improvements	4048	500	0.00	0.00%				0.00
TOTAL ADMINISTRATIVE EXPENSES =		\$20,272	\$2,229.04	11.00%	\$6.40	\$1,599.52	\$623.12	\$2,229.04

20% of general G&A Costs = \$4,054

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	07/31/95 TOTAL
Property Tax Revenue	9001	\$26,700	156.06	0.58%			\$156.06	\$156.06
Interest Income	9203	1,800	245.97	13.67%		245.97		245.97
Inter Fund Transfers	9377	713	0.00	0.00%				0.00
Copier Income	9772	700	0.00	0.00%				0.00
TOTAL ADMINISTRATIVE INCOME =		\$29,913	\$402.03	1.34%	\$0.00	\$245.97	\$156.06	\$402.03

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 end of the fiscal year. The five operational departments include: (1) Harris Plann Capital Improvements; (2) Roads and Eas (3) Water operations; (4) Recreational; and (5) Fire.

ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	07/31/95 TOTAL
Maint. Mgr.	1028	\$1,500	143.75	9.58%			\$143.75	\$143.75
Extra Hire	1073	6,000	190.00	3.17%			190.00	190.00
FICA	1404	488	25.53	5.24%			25.53	25.53
Work Comp. Ins.	1701	525	31.50	6.00%		31.50		31.50
Insurance	2059	227	226.83	100.00%		226.83		226.83
Repairs	2077	3,000	1,542.46	51.42%	253.46	1,289.00		1,542.46
Gen. Maint.	2078	1,500	32.04	2.14%		32.04		32.04
ABCC Administrative fees	2117	4,300	379.67	8.83%			379.67	379.67
G&A Share	2720		0.00	N.A.				0.00
Road Const.	2741	7,500	0.00	0.00%				0.00
TOTAL EASEMENT EXPENSES =		\$25,039	\$2,571.78	10.27%	\$253.46	\$1,578.37	\$738.95	\$2,571.78

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	07/31/95 TOTAL
Miscellaneous income	9772	0						\$0.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JULY 1995**

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YEAR IS
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WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	07/31/95 TOTAL
Maint. Mgr. Wages	1028	11,000	868.75	7.90%			\$868.75	\$868.75
Extra Hire Wages	1073	500	0.00	0.00%				0.00
FICA	1404	880	66.47	7.56%			68.47	66.47
Benefits	1506	1,400	102.33	7.31%			102.33	102.33
Work. Comp. Ins.	1701	700	135.84	19.41%		135.84		135.84
Annual Fee	2058	500	500.00	100.00%		500.00		500.00
Gen. Insurance	2059	996	996.20	100.00%		996.20		996.20
Repairs	2077	400	0.00	0.00%				0.00
Bldg. Repair	2096	1,500	0.00	0.00%				0.00
Tests & chemicals	2115	2,500	57.92	2.32%		57.92		57.92
ABCC Administrative & clerical fees	2117	18,800	1,654.00	8.80%			1,654.00	1,654.00
Misc. Exp.	2121	900	240.04	26.67%	25.35	214.69		240.04
Refunds	2122	1,000	388.70	38.87%		388.70		388.70
Postage	2130	450	25.60	5.69%	25.60			25.60
Office supplies	2133	750	294.46	39.26%	294.46			294.46
Contract Repairs	2325	5,000	0.00	0.00%				0.00
Travel	2479	1,250	125.00	10.00%			125.00	125.00
Telephone	2534	400	33.73	8.43%		33.73		33.73
Electricity	2535	6,000	761.68	12.69%		761.68		761.68
G&A Share	2720		0.00	N.A.				0.00
Equipment	4093	1,500	0.00	0.00%				0.00
Water Meters	4160	1,000	0.00	0.00%				0.00
Water Supply Study	4162	2,000	0.00	0.00%				0.00
System improvem'ts	4169	15,000	0.00	0.00%				0.00
System Upgrades	4197	1,000	0.00	0.00%				0.00
TOTAL WATER EXPENSES =		\$75,426	\$6,250.72	8.29%	\$345.41	\$3,088.76	\$2,816.55	\$6,250.72

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	07/31/95 TOTAL
Service Billing	9025	\$56,000	5,602.21	10.00%		\$5,602.21		\$5,602.21
Late penalties & interest billed	9772	1,000	68.72	6.87%		68.72		68.72
Receipts Collected	9025	56,000	5,042.55	9.00%		5,042.55		5,042.55
Accounts Receivable	9025	6,177	6,987.20	113.12%				1,316.27
Security Deposits billed and collected	9025SD	1,000	200.00	20.00%		200.00		200.00
TOTAL WATER INCOME =		\$57,000	\$5,242.55	9.20%	\$0.00	\$5,242.55	\$0.00	\$5,242.55

NOTES:

1. Accounts receivable for current month indicates receivables just prior to the new month's invoicing.
2. Accounts receivable for "Fis. Year Totals" reflects this years service billings versus income received, and fiscal year beginning receivables.

FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	07/31/95 TOTAL
Work. Comp. Ins.	1701	\$2,400	585.02	24.38%		\$585.02		\$585.02
Gen. & Vehicle Ins.	2059	5,640	5,639.55	100.00%		5,639.55		5,639.55
ABCC Administrative fees	2117	2,700	225.00	8.33%			225.00	225.00
G&A Share	2720		0.00	N.A.				0.00
Fire Station Fund	4048		0.00	N.A.				0.00
W. Marin G. Exp.	4827	8,850	0.00	0.00%				0.00
TOTAL FIRE EXPENSES =		\$19,590	\$6,449.57	32.92%	\$0.00	\$6,224.57	\$225.00	\$6,449.57

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	07/31/95 TOTAL
W. Marin Grant	9377	\$8,850	0.00	0.00%				\$0.00
MBVFA Donations	9763	9,600	0.00	0.00%				0.00
TOTAL FIRE INCOME =		\$18,450	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JULY 1995**

FISCAL
YEAR IS
8.49%
COMPLETE

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	07/31/95 TOTAL
Maint. Mgr. Wages	1028	\$200	0.00	0.00%				\$0.00
Janitorial Wages	1073	1,600	120.00	7.50%			120.00	120.00
FICA	1404	138	9.18	6.67%			9.18	9.18
Work. Comp. Ins.	1701	220	45.22	20.55%		45.22		45.22
Basketball	2041BA	246	0.00	0.00%				0.00
Bistro	2041BI	600	25.33	4.22%	25.33			25.33
Community Dinners	2041CD	1,400	0.00	0.00%				0.00
Children's Programs	2041CP	300	0.00	0.00%				0.00
Labor Day BBQ	2041LD	450	0.00	0.00%				0.00
Tai Chi	2041TC	1,080	90.00	8.33%		90.00		90.00
Insurance	2059	997	997.47	100.00%		997.47		997.47
Repairs	2077	250	0.00	0.00%				0.00
Bldg. Maintenance	2096	500	0.00	0.00%				0.00
Ground Maintenance	2097	600	0.00	0.00%				0.00
ABCC Administrative fees	2117	4,200	380.00	9.05%			380.00	380.00
Publications	2119	100	0.00	0.00%				0.00
Misc. Expenses	2121	100	0.00	0.00%				0.00
Deposit Refunds	2122	2,000	440.82	22.04%		440.82		440.82
Postage & Off. Sup.	2133	100	0.00	0.00%				0.00
Refuse Removal	2259	384	96.00	25.00%		96.00		96.00
Building Supplies	2366	275	7.03	2.56%		7.03		7.03
Pay Telephone	2534	460	41.98	9.13%		41.98		41.98
Electricity for C. C.	2535	1,200	78.91	6.58%		78.91		78.91
G&A Share	2720		0.00	N.A.				0.00
CDBG Improvem'ts	4045	20,000	0.00	0.00%				0.00
Bldg. Improvements	4048	750	0.00	0.00%				0.00
Equip. & Furnishings	4093	200	0.00	0.00%				0.00
Playground Imp.	4243	250	0.00	0.00%				0.00
TOTAL RECREATION EXPENSES =		\$38,600	\$2,331.94	6.04%	\$25.33	\$1,797.43	\$509.18	\$2,331.94

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	07/31/95 TOTAL
Children's Programs	9248	275	0.00	0.00%				\$0.00
C.C. Rental	9255	2,500	710.00	28.40%		710.00		710.00
Refundable Deposits	9255RD	2,000	331.14	16.56%		331.14		331.14
Bistro	9811BI	1,800	187.51	10.42%	187.51			187.51
Community Dinners	9811CD	1,600	0.00	0.00%				0.00
Labor Day BBQ	9811LD	750	0.00	0.00%				0.00
Tai Chi	9811TC	1,350	112.50	8.33%		112.50		112.50
Res. Handbooks	9834	100	0.00	0.00%				0.00
CDB Grant	9900	20,000	0.00	0.00%				0.00
TOTAL RECREATION INCOME =		\$30,375	\$1,341.15	4.42%	\$187.51	\$1,153.64	\$0.00	\$1,341.15

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

TO: The Board of Directors
FROM: Donovan Macfarlane, General Manager
DATE: 8/25/95
FOR: Board of Directors Meeting, on Wednesday, August 30, 1995

- I. ADMINISTRATION:** The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.
- A. F.E.M.A.:** I met with the county counsel to review the information collected, and the communications with the State. The counsel will correspond with the State, stipulating that she represents the District and that no action should be taken without her opportunity to review and respond. Also, she will advise the presiding officer of the Board at the time of the Grant period of the seriousness of failure to respond to requests for information.
- B. Contract with Associated Business and Community Consultants:** The county counsel has reviewed this contract and approved it for content, without change.
- II. MONTHLY BUDGET REPORT:** The State budget has been adopted, and the adoption includes the transfer of any surplus appropriated funds to special education. The County Auditor's office has advised us that this will reduce our income by approximately \$9,000. However, this loss was anticipated and included in the 1995-96 income forecast.
- A.** Total expenditures versus income decreased the District's equity by more than \$12,000 during the month of July. However, this is normal, as the District's liability and property insurance bills are paid during this month, along with a quarterly worker's compensation insurance premium. The District's combined equity on July 31, 1995 was more than \$119,000, and is adequate for the District's cash flow needs.
- B.** One of the District's 90-day T-bills was rolled over for an equal period. However, the bill that was to be rolled over into a 12-month bill required additional paper work, in addition to that submitted. This bill matured, and will be replaced when the funds have been received from the treasury.
- III. FIRE:** The Fire Association has reimbursed the District for the Fire Department's liability, vehicle, and property insurance, and the General Manager's last quarter allocation. The Acting Fire Chief Rob Allen has submitted a meeting schedule for the remainder of this year.
- IV. RECREATION:** Due to a lack of volunteer assistance, scheduling conflicts, and time restrictions the Labor Day BBQ has been canceled.

V. WATER: In addition to the water operations report, the following items should be considered.

- A. The survey and topography for the easterly intertie from Sunset to Pacific Way has been completed. Plans and bid documents will now be prepared and requests for proposals submitted to the Contractors Board and known interested construction companies. It is hoped that this work will be completed prior to the beginning of the rain season.
- B. Negotiation for the geological survey to determine the best location for a test well should be completed and the actual survey in progress by the time of the meeting. Three contract proposals have been received for drilling the test well: The pricing is similar from all three firms, but will require further consideration after receiving the geologists recommendations, as there is some difference in the proposals depending on the location of the well and the recommended test hole methodology.
- C. Permit applications have been received from the County, and the combined fees will be less than \$250. Also, the county has agreed to assist in so far as researching their files for well drilling logs that may be of value in our geological research.

VI. ROADS AND EASEMENTS: Most of the roads maintenance has been completed, with the remaining areas including the addition of base rock on Juminth Whale, and the repair of approximately 140' of Sunset roadway just east of Cove Lane. This work has been delayed due to the annual vacations of our temporary labor, and the demands of their more permanent activities. However, the work should be completed prior to the rain season.

- A. The survey work (by District personnel) for proper location of the Park Easement between Seacape and Ahab Drives has been completed. We were able to locate all the necessary existing property corners, with the use of proper surveying equipment. The location of the northerly end of the easement is quite different than what has been used in the past, and proper location of the fire trail will require a little more effort than originally considered. However arrangements are being made to rent the appropriate equipment to minimize the cost, and it is hoped that the easement will be in good useable condition by the time of the Board meeting. This equipment will also assist in the completion of Juminth Whale.
- B. The completion of the survey for the easterly Sunset to Pacific Way entertie, also establishes the controls for reworking this easement. The actual work will be coordinated with the pipeline construction, so as to conserve on funds.
- C. Payment of the current bills for Roads and Easements, plus known pending expenditures indicates that we will have used approximately 50% of the budget allocation, by the time Sunset Way, Juminth Whale, and the upper Park are completed. This should permit the planning and completion of additional easement improvements during the current fiscal year. As time permits, more detailed plans will be prepared for suggested improvements.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT.

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON JULY 26, 1995**

Directors present: President Nancy Wolf Lee; Directors: Erin Pinto, and Peter Rudnick. Vice President Steve Shaffer was detained out of town. Director Hopkins arrived at approximately 8:00 P.M.

- I. Call to order.** President Lee called the meeting to order at 7:18 P.M..
- II. Review and consideration of Agenda:** Director Rudnick *moved* to approve the July 26, 1995 Agenda, after moving the consideration of traffic and parking to the beginning of the Agenda with the remaining Agenda to follow as published; seconded by Director Pinto; ayes all.
- III. Traffic and parking problems:** There were several residents in attendance and a general discussion concerning the problems of increasing traffic density on Pacific Way, and non resident parking along the District's private roadways commenced. The GM explained that the District has very limited authority to correct the problem. Several letters have been written to the Sheriff's office, the Supervisor's office, and the County Traffic Engineering Department requesting assistance, more substantial fines for illegal parking; and for increased ticketing of illegally parked vehicles on Pacific Way. Also, it was pointed out that the no parking signs are confusing and seem to permit parking on the weekends. The GM said the County requires traffic court approval prior to increasing the fines, and this has been requested.

In so far as the District's private roads, the County has no authority, and these roads are similar to private parking lots, condominium roadways, and private roadways within gated communities. Certain California laws do permit the posting of No Parking and Tow Away Zones, but the GM explained that it would be necessary for the District to have resident approval prior to doing anything such as this.

Arlene Robinson and Isis Schwartz discussed problems with illegal parking at the beach end of Cove Lane, and Arlene related the circumstances of an unpleasant confrontation with non residents when she requested that they not park in the area. This was followed by a general discussion and consideration of various possible methods for mitigating the illegal parking. In the end, the GM was instructed to prepare a notice of the general conditions discussed, including the various suggested corrective methods, and to include this as a general information notice with the water billing. A copy of this notice is attached as a part of these minutes.

- IV. Review and consideration of bills to be paid:** The GM distributed an update to the Bills to be Paid Report, listing the bills received between 7/19 and 7/26/95, and including new expenses totaling \$2,142.70. He also noted the need for a correction in the amount paid to Harvey Pearlman for Medical Insurance (original report). The amount shown is \$75, and the correct amount is \$102.33, changing the water expenses total to \$4,678.10, the General expenses total to \$15,929.50, and the total of all expenses is \$16,429.50. There was a brief discussion, and Director Pinto moved to approve the Bills to be Paid including general expenses of \$15,529.50 and \$2,142.70 totaling \$18,072.20, plus Harris Fund expenses of \$500.00.

V. **Public open time.** The public open time was devoted to the parking and traffic considerations, which when completed permitted the concerned residents to retire for the evening.

VI. **Fire Department.** The GM reported that he had attended a regular meeting of the fire volunteers, with Rob Allen serving as the acting fire chief. He noted that the meeting was very beneficial and that an agreement was reached to have a general administrative meeting of the volunteers every three months, with their other meetings devoted their training activities. The GM will attend the administrative meetings to give reports on the department's budget and administrative activities.

The GM also attended a meeting of the Volunteer Fire Association. There is a general spirit of enthusiasm and a willingness to support the District's Fire Department in every way possible. Various methods of fund raising and other areas of cooperation were discussed in a cordial manner.

President Lee requested that we invite members of the Association to attend a Board meeting, and that the Acting Fire Chief also attend the Board meeting.

VII. **The General Manager's Report:** The GM offered information on the following Administrative and Operational activities:

A. **Roads and Easements:** Bob Jacobs and Nina White requested that the District place some base rock in the rocked area of Juminth Whale. The GM suggested that this roadway might require grading and compaction with the addition of the road base. He estimated the total cost to be approximately \$600. Director Pinto *moved* to have the road base added, and if necessary to grade and compact it for a cost not to exceed \$600; seconded by Director Rudnick, ayes all. Bob Jacobs and Nina White thanked the Board for their consideration.

B. **Budget review:** The GM reviewed the budget report for the fiscal year 1994-95 closing, and noted that the receipt of more than \$4,000 in delinquent taxes, combined with lower expenses increased the District's projected general fund closing equity from the original 1995-96 budget forecasts of \$89,045 to \$96,574, plus \$7,565 owed to the general fund by the Harris Fund.

The GM then reviewed recommended changes in the adopted budget for fiscal 1995-96, including several expenditure increases to provide for an independent audit (if required), the provision of a legal fee reserve to cover anticipated legal fees for FEMA defense, and several smaller increases where further consideration indicated that the original budget provisions were too little. Following some general discussion, Director Hopkins *moved* to approve the amended 1995-96 budget, seconded by Director Pinto; ayes all.

C. **T-bills:** The GM noted that two of the District's \$10,000 ninety-day T-Bills will mature in August, and recommended that the general funds be rolled over into one ninety-day bill, and the combined general funds with fire station reserve be rolled over into a 12-month bill. He noted that there is a strong possibility that interest rates will be reduced again, and the 12-month bill will avoid the decrease. Director Pinto asked if it was necessary for the Board to approve this each time, and the GM replied that the Board should have the final control, and that a motion confirming the action was preferable. Director Pinto then *moved* to authorize the GM to roll the maturing T-bills over to the ninety-day and twelve-month bills as recommended; seconded by Director Rudnick; ayes all.

D.

D E. F.E.M.A.: The GM then reviewed the most recent information on the State's action to seek collection of these funds. He noted that he has found some reference information in two different sets of minutes, indicating possible expenditures under this grant, and an attempt to assemble the needed documentation for closing the account. The GM recommends that the county counsel be consulted to act in the District's behalf. The general consensus of the Board was that the GM should meet with the county counsel for this purpose.

E F. Contract with Associated Business and Community Consultants, Inc.: The GM reported that the County Counsel has been on vacation, and has not completed the review of this contract. Further action was deferred until the counsel's review has been completed.

F G. Recreation: There were no special events conducted since the last meeting, and there has been some difficulty in planning for the Labor Day BBQ. No other comments were made.

G H. Water: The GM noted that water consumption has increased with the dry summer months. Further, we have experienced two substantial leaks that resulted in a considerable loss of water. As a consequence, it has been necessary to increase the number of pumping hours to maintain fire reserves, and this has substantially increased the cost of electrical service. He pointed out that the main well production is continuing to decline, and that it may be necessary to use the backup well if fire reserves cannot be maintained.

The GM then reported that he had mailed "requests for proposals to drill a new well" to the seven well drilling firms listed in the Marin County phone book. So far he has had one reply, but he plans to follow up by phoning each driller to see if they plan to submit a proposal.

H I. Review of the draft minutes for the May 24, 1995 meeting: Director Pinto *moved* to approve these minutes, after changing the word *preceding* to *proceeding* in the second paragraph of Section VIII. ; seconded by Director Hopkins; Ayes Lee, Hopkins & Pinto, with Director Rudnick abstaining as he was not present for the meeting.

I J. Review of the draft minutes for the June 28, 1995 meeting: Director Pinto *moved* to approve these minutes as written; seconded by Director Hopkins; ayes Hopkins, Pinto and Rudnick, with President Lee abstaining as she was not present for the meeting.

VIII. There was brief discussion concerning the date of the next meeting. The GM requested that the meeting be held on the 5th Wednesday of the month, August 30, 1995 as he hopes to attend a Grant Writing Seminar that conflicts with the 4th Wednesday. The Directors agreed, and the next meeting is scheduled for 7:00 p.m. on Wednesday, August 30, 1995.

The meeting was adjourned at 10:18 P.M.

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

Nancy Wolf Lee, Board President

Donovan Macfarlane, Secretary

PARKING & TRAFFIC CONCERNS

The improved weather has once again attracted numerous visitors to our beautiful community, the neighboring park lands, and the beaches. Regrettably, this intensified use adversely effects our community's very limited parking facilities and narrow private roadways. The traffic congestion has severely hampered the timely response ability of our emergency and fire protection vehicles. The parking in no parking zones, and parking on private property, in addition to exacerbating the problems of emergency response, has also damaged roads, and resulted in several very difficult and potentially dangerous face to face confrontations.

During the Board of Directors meeting on Wednesday, July 26, 1995 the Directors listened to the comments of several concerned residents, and a report by the General Manager reviewing these problems. The District's authority is limited to construction and maintenance activities for our private roadways. During the emergency responses of the volunteer fire department, response personnel have limited authority to make access for the response vehicles and the emergency abatement activities.

The sheriff's office, GGNRA park police, the Highway Patrol, and the County Supervisor's offices have all been contacted for assistance and parking enforcement. Each of these offices, and the District have written to the County Public Works traffic department expressing their concern, and requested that the no parking signs on Pacific Way be corrected to "Tow Away" signs, and that the illegal parking fines be increased to \$75. These changes (originally requested two years ago) must be approved by the Traffic Court, and it is hoped that they will be approved and implemented before the end of summer.

THE DISTRICT'S PRIVATE ROADWAYS

The District's private roadways present a different problem, as public traffic law and enforcement is not applicable to these areas (except in answer to an emergency or in response to a crime). The District's authority is limited to construction and maintenance, and residents are limited to their **private property**. While the roadways are generally to be used for the ingress/egress of residents, the 30' right of ways are not specifically limited to the use of residents and their guests. Further, the determination of residents and their guests is a nebulous undertaking, with no one having any binding authority.

The management and control of private roadways, including enforcement, can be initiated under the various laws applicable to cooperative ownerships, condominium communities, and special districts. However, this is only possible when a community consensus is reached, and the proper authorization actions are legally completed. For the District, this would require an election measure.

Some of the suggested corrective and preventative measures offered by concerned residents, during the recent Board meeting include:

Asking residents to voluntarily close entry gates	Volunteers to man the entrance gates on weekends
Hiring security guards for weekend gate operation	Posting authorized "No Parking Tow Away" signs
Having a "Resident Sticker" & guest pass system	Installing electronic gates
Posting larger and more attractive "Private Roadway" entrance signs or monument signs	
Authorizing the District to install signs, and develop enforcing methodology including tow away.	

This is a controversial issue, and any action requires the willing participation of a majority of the residents. If you are interested or concerned about these conditions and have input or suggestions, whether for or against any action, please take a few moments to forward them to the General Manager's office.

Donovan

**TABLE OF CONTENTS
FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING ON
WEDNESDAY, SEPTEMBER 27, 1995 AT 7:00 PM**

<u>DESCRIPTION</u>	<u>PAGES</u>
Agenda	1 - 2
Bills to be Paid Report	3
Resolution 95-09-27.1	4
Water Operations report	5 - 6
Budget Report for the month of August 1995	7 - 10
General Manager's Report	11 - 13
Draft Minutes for the 08/30/95 Meeting	14 - 16
California Special District Association's "Legislative Report:	17

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY,
SEPTEMBER 27, 1995, AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

DIRECTORS: Nancy Wolf Lee, President; and Directors: Dale Hopkins, Erin Pinto, Steve Shaffer, and Peter Rudnick. *Steve & Peter come in after Agenda approval.*

- I. Call the meeting to order:** After calling the meeting to order, outgoing President Lee will turn the chair over to incoming President Shaffer. *9:09*
- II. Review and consideration of the September 27, 1995 Agenda.** Agenda items may be deleted, postponed, continued, or changed in scheduled sequence from the posted agenda so as to accommodate the needs of the Board and the public in attendance. However, no item can be added to the Agenda, for the purpose of having the Board make a decision, except as defined below under "Public Open Time".
Exempts moved - Erin, Dale, All.
- III. Bills to be paid.** The Board will consider for payment approval, all bills received and requesting payment subsequent to the bills submitted and approved for payment during the August 30, 1995 meeting.
Exempts moved to him Nancy, Dale, 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.

Chick
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:** Acting Fire Chief Allen will report on the fire activities since the last meeting on August 30, 1995.

Fire Training (John's Camp)

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

- VI. **General Manager's report:** The General Manager ("GM") will report on the following activities. Where applicable, the Board will be requested to take action by approval motions, and/or resolutions.

A. **Administrative activities:**

1. Budget report and review of the District's financial status, including the status of the Districts T-bill assets.
2. An update on the activities concerning the 1982 F.E.M.A. grant.
3. Resolution 95-09-27.1, wherein the District requests the Board of Supervisors to approve a five-year audit period for the District. **This resolution requires a unanimous vote of approval by the Board of Directors.**

B. **Recreation:** The GM will report on the planned recreational activities.

C. **Roads and easements:** The GM will report on the ongoing activities including road repairs, easement improvements, and other items specified below.

1. Sunset Way repairs at Cove Lane.
2. Park easement clearing and improvements (Seacape to Upper Starbuck), including the preservation of a scenic walk, and the need for additional pedestrian safety improvements.
3. The easterly pedestrian easement from Sunset Way to Pacific Way, its improvements combined with the Harris Plan intertie, relocation to the center of the easement right of way, and an existing fence encroachment by adjacent property owners.

D. **Water:** The GM will report on the following District water operations and activities.

1. General operations and maintenance.
2. Billing and fiscal considerations, including a review of fiscal receipts, accounts receivable, and delinquent account status.
3. The geological study for the proposed location of the new well.
4. The Harris Plan entertie from Sunset Way to Pacific Way.

E. **Review of the draft minutes for the August 30, 1995 Board of Directors meeting.**

F. **Set the date for the next Board meeting.**

Nancy; Ernie, Dale Johnston
Oct 26, 1995
ADJOURNMENT OR CONTINUATION

Wod. 29th

Dec. 6th

21:54

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 08/30/95 THROUGH 09/20/95**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
HARRIS FUND EXPENSES, FUND 429				
ABC CONSULTANTS	2117	ADMIN. SERVICES 9/95	C	\$66.67
TOTAL HARRIS FUND EXP. =				\$66.67

ADMINISTRATION EXPENSES, DIVISION CODE 9236

ABC CONSULTANTS	2117	ADMIN. SERVICES 9/95	C	\$400.00
ABC CONSULTANTS	2117	SORTING "HAZEL'S FILES", 18.5 HRS @ \$15.00	C	277.50
GOODMAN'S BLD. SUPPLY	2121	LOCKS AND NUMBERS FOR MAIL BOXES	P	18.81
MAIL BOXES INC.	2130	SHIPPING TONER & DRUM FOR RESTORATION	P	11.63
USPO	2130	POSTAGE STAMPS	P	6.40
ABC CONSULTANTS	2479	ROUTINE TRAVEL 8/95 86 MILES	C	25.80
AT&T	2534	(707)-648-1305 & (415) 648-7804 THRU 9/10/95	B	15.23
TOTAL G&A EXPENSES =				\$755.37

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

HARVEY PEARLMAN	1028	MAINT. MGR. WAGES 7/16 - 8/12/95	C	\$644.55
ALBERTO ALCAIA	1073	EXTRA HIRE WAGES 7/16 - 8/12/95	C	161.48
SALVADOR GONZALES	1073	EXTRA HIRE WAGES 7/16 - 8/12/95	C	183.01
ABC CONSULTANTS	2117	ADMIN. SERVICES 9/95	C	750.00
JACKSON'S	2077	TOOL AND EQUIPMENT REPAIRS	B	211.65
ABC CONSULTANTS	2078	SPECIFIC TRAVEL FOR EASEMENTS, 240 MILE	C	72.00
BENICIA BRIDGE	2078	TOLL FEES	P	2.00
BIG 4 RENTS	2078	DUMP TRUCK AND ROLLER RENTAL	B	459.05
HARVEY PEARLMAN	2078	TRAVEL FOR ROAD MATERIALS, SEPT '95	C	50.00
WESTERN ENG. SUPPLY COMPANY	2078	TRANSIT RENTAL FOR EASEMENT SURVEY	P	113.14
TOTAL R&E EXPENSES =				\$2,646.87

WATER DIVISION EXPENSES, DIVISION CODE 9238

HARVEY PEARLMAN	1028	MAINT. MGR. WAGES 7/16 - 8/12/95	C	\$1,021.87
HARVEY PEARLMAN	1404	MEDICAL INS. BENEFITS	C	102.33
MARIN COUNTY HEALTH LABORATORY	2115	COLIFORM TESTS 8/29/95	B	\$45.00
PARADISE POOL SERVICE	2115	CHLORINE AND FILTER RINSE SUPPLIES 8/95	B	\$65.37
ABC CONSULTANTS	2117	CLERICAL FEES, 9/95	C	854.00
ABC CONSULTANTS	2117	ADMIN FEES, 9/95	C	800.00
USPO	2130	POSTAGE STAMPS	P	12.80
MIDWEST LASER SPECIALISTS, INC.	2133	PRINT TONER AND DRUM REFURBISHING	B	211.00
FORSTER ENGINEERING	2325	LEAK EXCAVATION AND LABOR	B	232.00
FORSTER ENGINEERING	2325	PUMP INSPECTION	B	102.00
HARVEY PEARLMAN	2479	ROUTINE TRAVEL, SEPT. '95	C	75.00
PACIFIC BELL	2534	WELL RELAY PHONE THRU 9/7/95	B	\$33.31
TOTAL WATER EXPENSES =				\$3,554.68

RECREATION EXPENSES, DIVISION CODE 9239

HARVEY PEARLMAN	1028	MAINT. MGR. WAGES 7/16 - 8/12/95	C	\$7.27
JUANA GONZALES	1073	JANITORIAL WAGES 7/16 - 8/12/95	C	\$129.18
ABC CONSULTANTS	2117	ADMIN FEES 9/95	C	\$71.00
CHELA RICHHEIMER	2122	PARTIAL RENTAL DEPOSIT REFUND	B	\$140.00
DAVID M. SCHNEE	2122	RENTAL DEPOSIT REFUND	B	\$150.00
NANCY KNOX	2041BI	BISTRO PASTRIES	P	30.00
BELLS MARKET	2041BI	BISTRO SUPPLIES	P	7.02
USPO	2130	POSTAGE STAMPS	P	6.40
COSTCO	2366	PAPER TOWELS	P	20.36
TOTAL RECREATION EXPENSES =				\$561.23

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC CONSULTANTS	2117	ADMIN FEES, 9/95	C	\$225.00
TOTAL FIRE EXPENSES =				\$225.00

TOTAL HARRIS FUND EXPENSES = \$66.67
TOTAL GENERAL FUND EXPENSES = 7,743.15
TOTAL OF ALL EXPENSES = \$7,809.82

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 _____.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Steve Shaffer, President

Donovan Macfarlane, General Manager

RESOLUTION NO. 95-09-27.1

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REQUESTING THE MARIN COUNTY BOARD OF SUPERVISORS
APPROVE A FIVE-YEAR AUDIT PERIOD FOR THE DISTRICT**

WHEREAS, the Government Code of California, S 26909 (e) stipulates "A special district may, by unanimous request of the governing board of the special district, with unanimous approval of the board of supervisors, replace the annual special audit with a biennial audit covering a two-year period or, if the district's annual budget does not exceed an amount specified by the board of supervisors, and audit covering a five-year period"; and

WHEREAS, the Muir Beach Community Services District has been audited by the Marin County Auditor's office on a biennial period; and

WHEREAS, the Marin County Auditor's office can no longer economically perform the biennial audit for the District; and

WHEREAS, the District has been unable to retain an outside independent auditor to perform the biennial audit on an economic basis, due to the small gross budget of the District versus the complexity of an audit conforming to governmental audit requirements; and

WHEREAS, the District's Board of Directors receives, reviews and approves a detailed and comprehensive monthly budget report that includes all of the District's fiscal affairs for the previous month's and the year to date's income and expenses; and

WHEREAS, the District's gross annual budget does not exceed \$225,000 including all operational and capital expenses;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Muir Beach Community Services District call upon the Marin County Board of Supervisors, in accordance with the Laws of the State of California, to replace the District's biennial audit period with a five-year audit period.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the Muir Beach Community Services District Board of Directors held on Wednesday, September 27, 1995.

AYES:

NAYS:

ABSENT:

ABSTAIN:

MUIR BEACH COMMUNITY SERVICES DISTRICT

Steve Shaffer, President

ATTEST: _____
Donovan Macfarlane, General Manager

MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
AUGUST 23, 1995 THROUGH SEPTEMBER 20, 1995

WATER SYSTEM STANDARD OPERATIONS:

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 samples included one sample each for the upper and lower systems. Weekly chlorine residual samples were also taken. The bacteriological samples were free of coliform's, and chlorine residuals ranged from a high of 1 ppm to a low of 0.05 ppm.
3. As may be observed from the production table below, our peak and average volume of water pumped is substantially above our norm. Further, our unaccounted for water loss of 23.05% is the first loss above 20% in quite some time. Part of the production increase is the result of extensive metered use (the highest in the more than 12 months) including some severe leaks on the customer side of the meter.

However, it also appears that we have a leak in the distribution system. The upper tank has experienced leakage in excess of its norm, with the fluctuations in temperature causing severe contraction and expansion of the timbers. It is also possible that the peak production day of 81,200 gallons was partially caused by a failure of the upper tank control system to shut the pump down, resulting in at least part of the water being discharged through the safety overflow pipes. Mathematical analysis tends to nullify this, as peak metered consumption would exceed 47,500 gallons in 24 hours, leaving 33,700 gallons to increase the fire reserve. At the time, the upper tank water level had declined to less than 12 feet, and the 33,7000 gallons would have restored the tank to approximately 17 feet, which is consistent with the recorded tank levels. The possible leak will be discussed further, under emergency activities.

WATER PRODUCTION: Note: Meters were read on 08/23/95. Production is based on 31 days.

1.	Total volume of water produced	1,487,400	gallons
2.	Average daily production	47,981	gallons/day
3.	Maximum daily production occurred on 08/20/95	81,200	gallons
4.	Minimum daily production occurred on 08/04/95	29,400	gallons
4.	Volume of water billed by customer meters, total	1,144,583	gallons
5.	Average daily customer water use, per customer	253	gallons/day
6.	Estimated maintenance and fire consumption.	0	gallons
7.	Unaccounted for water loss = 23.05 % of production	342,817	gallons

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

1. Weekly meetings and phone conversations, as necessary, to assist Harvey in system management and maintenance operations.

MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
AUGUST 23, 1995 THROUGH SEPTEMBER 20, 1995

EMERGENCY ACTIVITIES:

1. As noted above, the production log indicates that we may have leak in the distribution system. We have inspected the entire system for visual signs of a leak, and in one area of Sunset and Pacific Ways where there was evidence of excessive water seepage, we did excavate to inspect the pipeline. However, no leak was found. We also, systematically isolated portions of the system, including separate operation of the storage tanks, to monitor excessive pressure losses, but found no significant indication of a main line leak. This procedure did emphasize the need to install additional control valves to increase the ability to isolate portions of the system during maintenance checks, and emergency conditions. This need will be further addressed in the Harris Plan update.
2. Due to the high rate of consumption, it has been necessary to send a standing notice to all residents, that use of the backup well (that yields air in the water) will be required from time to time, so as to properly maintain fire water storage reserves. While we will try to minimize this use, maintenance of the fire reserve must take president as long as the weather exacerbates fire prone conditions, and resident consumption exceeds the main well capacity.
3. The 23.05% unaccounted for water loss seems significant, particularly when considering our substantially lower loss rate during the past year. However, the difficulty in locating the leak may be more clearly understood by a more detailed analysis of the current situation. The 23.05% loss factor equals 11,060 gallons of the average 47,981 gallons of daily production. This is significant until translated into just 461 gallons per hour, or 7.68 gallons per minute which is less than a garden hose emits under 45 psi of pressure. This volume would be easily noticeable in a single visible location, but would be easily absorbed by underground fractures.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing for the 07/23/95 to 08/23/95 period was \$6,479.48, plus \$109.84 in late payment and interest penalties. Water revenues collected for the period totaled \$5,579.56. No new security deposits were collected, and the deposit trust fund remains at \$2,400. The accounts receivable were \$1,347.34 at the close of 8/25/95 which is a very slight increase from the previous period.

All but one metered residential meters are in service. Six fifteen day disconnection notices were delivered to delinquent accounts.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF AUGUST 1995**

FY IS
16.99%
COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

DESCRIPTION	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF AUGUST 1995			
				PETTY CASH	1ST BANK	COUNTY FUND 428	08/31/95 TOTAL
Opening Balance at beginning of fiscal year	\$109,245	Balances on 07/01/95 =		(\$353.69)	\$69,194.62	\$14,688.87	\$83,529.80
General and Admin. Income	29,913	512.96	1.71%	24.00	78.61	8.32	110.93
General & Admin. Expenses	20,272	2,985.42	14.73%	36.84	212.74	506.80	756.38
G&A Income - Expenses	\$8,641	(\$2,472.48)	-25.64%	(\$12.84)	(\$134.13)	(\$498.48)	(\$645.45)
Water Income	56,000	10,636.93	18.99%	132.14	5,262.24	0.00	5,394.38
Water Expenses	75,426	9,945.56	13.19%	12.80	935.69	2,746.36	3,694.85
Water Income - Expenses	(\$19,426)	\$691.37	N.A.	\$119.34	\$4,326.55	(\$2,746.36)	\$1,899.54
Recreational Income	30,375	2,362.98	7.78%	229.01	792.82	0.00	1,021.83
Recreational Expenses	38,600	2,943.45	7.63%	63.78	347.55	200.18	611.51
Recreational Income - Expenses	(\$8,225)	(\$580.47)	N.A.	\$165.23	\$445.27	(\$200.18)	\$410.32
Road & Easement Income	0	0.00	N.A.	0.00	0.00	0.00	0.00
Road & Easement Expenses	25,039	8,327.00	33.26%	115.14	2,452.96	3,187.12	5,755.22
R&E Income - Expenses	(\$25,039)	(\$8,327.00)	N.A.	(\$115.14)	(\$2,452.96)	(\$3,187.12)	(\$5,755.22)
Fire Income	18,450.00	5,504.60	29.84%	0.00	5,504.60	0.00	5,504.60
Fire Expenses	19,589.55	9,181.18	46.87%	0.00	2,506.61	225.00	2,731.61
Fire Income - Expenses	(\$1,139.55)	(\$3,676.58)	N.A.	\$0.00	\$2,997.99	(\$225.00)	\$2,772.99
General Funds budgeted yearend balances =	\$65,056	\$82,011.97	126.06%	(\$197.10)	\$74,377.34	\$7,831.73	\$82,011.97

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Total General Fund Income =	\$134,738	\$19,017.47	14.11%	\$385.15	\$11,638.27	\$8.32	\$6,527.14
Total General Fund Expenses =	178,927	33,382.62	18.66%	228.56	6,455.55	6,865.46	10,817.96
General Fund Income - Expenses =	(\$44,189)	(\$14,365.15)	N.A.	\$156.59	\$5,182.72	(\$6,857.14)	(\$4,290.82)

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	08/31/95 TOTAL
Insurance	2059	\$500	500.00	100.00%				\$0.00
ABCC Administrative fees	2117	2,000	66.67	3.33%			66.67	66.67
G&A % (94-95 incl'ds 93-94 loss cry fwd)	2720	713	0.00	0.00%				0.00
Project Improvements	4169	20,373	520.00	2.55%		520.00		520.00
TOTAL HARRIS FUND EXPENSES =		\$23,588	\$1,086.67	4.61%	\$0.00	\$520.00	\$66.67	\$586.67

HARRIS FUND CAPITAL IMPROVEMENT INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	08/31/95 TOTAL
Surcharge	9031	\$360	323.50	89.86%		\$30.00	\$263.50	\$293.50
Interest	9377	120	403.69	336.58%				0.00
TOTAL HARRIS FUND INCOME =		\$480	\$727.39	151.54%	\$0.00	\$30.00	\$263.50	\$293.50

SUMMARY OF HARRIS FUND INCOME AND EXPENSES

						COUNTY FUND 429	NET TOTAL FUND 429
Opening Harris Fund Balance	\$23,106	\$23,105.76	100.00%	Balance on 08/01/95 =		\$36,150.69	\$23,039.65
Harris Fund Income	480	727.39	151.54%	0.00	30.00	263.50	293.50
Harris Fund Expenses	23,586	1,086.67	4.61%	0.00	520.00	66.67	586.67
Harris Fund Income - Expenses	0	(359.28)	N.A.	0.00	(490.00)	196.83	(293.17)
Account balances at month's end =		\$22,746.48	N.A.	(\$197.10)	\$73,887.34	\$36,347.52	\$22,748.48

GROSS DISTRICT EQUITY AT CURRENT MONTH'S END = \$117,869.49

NOTE:

The net balance of the Harris fund 429 is shown under "Net total Fund 429", and includes the adjustments for income and expenses recorded in the 1st Nationwide Bank depository, plus the 1994-95 yearend adjustments for undistributed administrative expenses. The County Fund 429 owes the General Fund the difference between the County Fund 429 and the Net Total Fund 429 = \$13,601.04

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF AUGUST 1995**

FY IS
16.99%
COMPLETE

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	08/31/95 TOTAL
Conferences	2049	\$1,000	0.00	0.00%				\$0.00
Insurance	2059	1,361	1,360.95	100.00%				0.00
ABCC Administrative fees	2117	6,000	928.00	15.47%			400.00	400.00
Miscellaneous expenses	2121	150	116.26	77.51%	18.81	67.50		86.31
General Election Expense	2129	1,361	0.00	0.00%				0.00
Postage	2130	100	24.43	24.43%	18.03			18.03
Office Supplies	2133	250	57.32	22.93%				0.00
Copier Maintenance	2137	650	27.71	4.26%				0.00
County Fees	2352	5,300	0.00	0.00%				0.00
Mileage	2479	900	201.92	22.44%			106.80	106.80
Telephone	2534	1,200	145.24	12.10%		145.24		145.24
Legal fees & expenses	2713	1,500	123.59	8.24%				0.00
Building Improvements	4048	500	0.00	0.00%				0.00
TOTAL ADMINISTRATIVE EXPENSES =		\$20,272	\$2,985.42	14.73%	\$36.84	\$212.74	\$506.80	\$756.38

20% of general G&A Costs = \$4,054

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	08/31/95 TOTAL
Property Tax Revenue	9001	\$26,700	164.38	0.62%			\$8.32	\$8.32
Interest income	9203	1,800	276.58	15.37%		30.61		30.61
Inter Fund Transfers	9377	713	0.00	0.00%				0.00
Copier income	9772	700	72.00	10.29%	24.00	48.00		72.00
TOTAL ADMINISTRATIVE INCOME =		\$29,913	\$512.96	1.71%	\$24.00	\$78.61	\$8.32	\$110.93

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 end of the fiscal year. The five operational departments include: (1) Harris Plann Capital Improvements; (2) Roads and Easer (3) Water operations; (4) Recreational; and (5) Fire.

ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	08/31/95 TOTAL
Maint. Mgr.	1028	\$1,500	750.00	50.00%			\$606.25	\$606.25
Extra Hire	1073	6,000	1,778.00	29.63%			1,588.00	1,588.00
FICA	1404	488	193.40	39.67%	0.00	0.00	167.87	167.87
Work Comp. Ins.	1701	525	31.50	6.00%				0.00
Insurance	2059	227	226.83	100.00%				0.00
Repairs	2077	3,000	1,542.46	51.42%				0.00
Gen. Maint.	2078	1,500	441.38	29.43%	115.14	219.20	75.00	409.34
ABCC Administrative fees	2117	4,300	1,129.67	26.27%			750.00	750.00
G&A Share	2720		0.00	N.A.				0.00
Road Const.	2741	7,500	2,233.76	29.78%		2,233.76		2,233.76
TOTAL EASEMENT EXPENSES =		\$25,039	\$8,327.00	33.26%	\$115.14	\$2,452.96	\$3,187.12	\$5,755.22

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	08/31/95 TOTAL
Miscellaneous income	9772	0						\$0.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF AUGUST 1995**

FY IS
16.99%
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WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	08/31/95 TOTAL
Maint. Mgr. Wages	1028	11,000	1,718.75	15.63%			\$850.00	\$850.00
Extra Hire Wages	1073	500	0.00	0.00%				0.00
FICA	1404	880	131.49	14.95%	0.00	0.00	65.03	65.03
Benefits	1506	1,400	204.66	14.62%			102.33	102.33
Work. Comp. Ins.	1701	700	147.23	21.03%		11.39		11.39
Annual Fee	2058	500	500.00	100.00%				0.00
Gen. Insurance	2059	996	996.20	100.00%				0.00
Repairs	2077	400	0.00	0.00%				0.00
Bldg. Repair	2096	1,500	0.00	0.00%				0.00
Tests & chemicals	2115	2,500	87.92	3.52%		30.00		30.00
ABCC Administrative & clerical fees	2117	18,800	3,308.00	17.60%			1,654.00	1,654.00
Misc. Exp.	2121	900	305.61	33.96%		65.57		65.57
Refunds	2122	1,000	388.70	38.87%				0.00
Postage	2130	450	38.40	8.53%	12.80			12.80
Office supplies	2133	750	294.46	39.26%				0.00
Contract Repairs	2325	5,000	0.00	0.00%				0.00
Travel	2479	1,250	200.00	16.00%			75.00	75.00
Telephone	2534	400	68.04	17.01%		34.31		34.31
Electricity	2535	6,000	1,556.10	25.94%		794.42		794.42
G&A Share	2720		0.00	N.A.				0.00
Equipment	4093	1,500	0.00	0.00%				0.00
Water Meters	4160	1,000	0.00	0.00%				0.00
Water Supply Study	4162	2,000	0.00	0.00%				0.00
System Improvem'ts	4169	15,000	0.00	0.00%				0.00
System Upgrades	4197	1,000	0.00	0.00%				0.00
TOTAL WATER EXPENSES =		\$75,426	\$9,945.56	13.19%	\$12.80	\$935.69	\$2,746.36	\$3,694.85

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	08/31/95 TOTAL
Service Billing	9025	\$56,000	12,081.69	21.57%		\$6,479.48		\$6,479.48
Late penalties & interest billed	9772	1,000	178.60	17.86%		109.88		109.88
Receipts Collected	9025	56,000	10,436.93	18.64%	132.14	5,262.24		5,394.38
Accounts Receivable	9025	6,177	12,260.29	198.48%		1,347.34		
Security Deposits billed and collected	9025SD	1,000	200.00	20.00%				0.00
TOTAL WATER INCOME =		\$57,000	\$10,636.93	18.66%	\$132.14	\$5,262.24	\$0.00	\$5,394.38

NOTES:

1. Accounts receivable for current month indicates receivables just prior to the new month's invoicing.
2. Accounts receivable for "Fis. Year Totals" reflects this years service billings versus income received, and fiscal year beginning receivables.

FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	08/31/95 TOTAL
Work. Comp. Ins.	1701	\$2,400	1,097.13	45.71%		\$512.11		\$512.11
Gen. & Vehicle Ins.	2059	5,640	5,639.55	100.00%				0.00
ABCC Administrative fees	2117	2,700	450.00	16.67%			225.00	225.00
G&A Share	2720		0.00	N.A.				0.00
Fire Station Fund	4048		0.00	N.A.				0.00
W. Marin G. Exp.	4827	8,850	1,994.50	22.54%		1,994.50		1,994.50
TOTAL FIRE EXPENSES =		\$19,590	\$9,181.18	46.87%	\$0.00	\$2,506.61	\$225.00	\$2,731.61

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	08/31/95 TOTAL
W. Marin Grant	9377	\$8,850	0.00	0.00%				\$0.00
MBVFA Donations	9763	9,600	5,504.60	57.34%		5,504.60		5,504.60
TOTAL FIRE INCOME =		\$18,450	\$0.00	0.00%	\$0.00	\$5,504.60	\$0.00	\$5,504.60

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF AUGUST 1995**

FY IS
16.99%
COMPLETE

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	08/31/95 TOTAL
Maint. Mgr. Wages	1028	\$200	0.00	0.00%				\$0.00
Janitorial Wages	1073	1,600	240.00	15.00%			120.00	120.00
FICA	1404	138	18.36	13.33%	0.00	0.00	9.18	9.18
Work. Comp. Ins.	1701	220	45.22	20.55%				0.00
Basketball	2041BA	246	0.00	0.00%				0.00
Bistro	2041BI	600	62.35	10.39%	37.02			37.02
Community Dinners	2041CD	1,400	0.00	0.00%				0.00
Children's Programs	2041CP	300	0.00	0.00%				0.00
Labor Day BBQ	2041LD	450	0.00	0.00%				0.00
Tai Chi	2041TC	1,080	180.00	16.67%		90.00		90.00
Insurance	2059	997	997.47	100.00%				0.00
Repairs	2077	250	0.00	0.00%				0.00
Bldg. Maintenance	2096	500	0.00	0.00%				0.00
Ground Maintenance	2097	600	0.00	0.00%				0.00
ABCC Administrative fees	2117	4,200	451.00	10.74%			71.00	71.00
Publications	2119	100	0.00	0.00%				0.00
Misc. Expenses	2121	100	0.00	0.00%				0.00
Deposit Refunds	2122	2,000	590.82	29.54%		150.00		150.00
Postage & Off. Sup.	2133	100	6.40	6.40%	6.40			6.40
Refuse Removal	2259	384	96.00	25.00%				0.00
Building Supplies	2366	275	27.39	9.96%	20.36			20.36
Pay Telephone	2534	460	83.76	18.21%		41.78		41.78
Electricity for C. C.	2535	1,200	144.68	12.06%		65.77		65.77
G&A Share	2720		0.00	N.A.				0.00
CDBG Improvem'ts	4045	20,000	0.00	0.00%				0.00
Bldg. Improvements	4048	750	0.00	0.00%				0.00
Equip. & Furnishings	4093	200	0.00	0.00%				0.00
Playground Imp.	4243	250	0.00	0.00%				0.00
TOTAL RECREATION EXPENSES =		\$38,600	\$2,943.45	7.63%	\$63.78	\$347.55	\$200.18	\$611.51

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	08/31/95 TOTAL
Children's Programs	9248	275	0.00	0.00%				\$0.00
C.C. Rental	9255	2,500	1,050.00	42.00%		340.00		340.00
Refundable Deposits	9255RD	2,000	671.46	33.57%		340.32		340.32
Bistro	9811BI	1,800	416.52	23.14%	229.01			229.01
Community Dinners	9811CD	1,600	0.00	0.00%				0.00
Labor Day BBQ	9811LD	750	0.00	0.00%				0.00
Tai Chi	9811TC	1,350	225.00	16.67%		112.50		112.50
Res. Handbooks	9834	100	0.00	0.00%				0.00
CDB Grant	9900	20,000	0.00	0.00%				0.00
TOTAL RECREATION INCOME =		\$30,375	\$2,362.98	7.78%	\$229.01	\$792.82	\$0.00	\$1,021.83

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

TO: The Board of Directors
FROM: Donovan Macfarlane, General Manager
DATE: September 22, 1995
FOR: Board of Directors meeting on Wednesday,

I. ADMINISTRATION: The following administrative activities are reviewed for the Board's general information, consideration, and when applicable, appropriate action.

- A. F.E.M.A.:** We have received a copy of the State's file on this, as a result of the County counsel's request. Also, the preliminary sorting of Hazel's files by decade has been completed, and the applicable files are being searched for pertinent billing information. A meeting with the counsel will be held to review the results of the search of Hazel's files, and the review of the State's files.
- B. RESOLUTION 95-09-27.1:** This resolution requests the County Board of Supervisors to approve a five-year audit period for the District, and sets a \$225,000 gross annual budget figure as the controlling factor. The District's 1995-96 budget allows for total expenditures of approximately \$134,000. The \$225,000 figure should provide for the District's budgets well into the next century. The purpose of this request is to decrease the District's independent audit costs.
Nancy Ermi All.
- C. CSDA NEWS:** A copy of Ralph Heim's report on State Legislative actions is included in the Board packet. This particular report is important for it includes information on the recommendations of the "California Constitution Revision Commission" that were recently submitted to the Legislature. Among their recommendations is one that will **abolish independent special districts**. For several years, the efforts of an uniformed but powerful group of legislators have favored this action. It seems that this group feels that special districts are detrimental to their desired form of big government, for there are several reports that indicate special districts are the most responsive and efficient form of government in California.

Also included in Mr. Heim's report are the details of the State's budget trailer bills that effectively remove funds from the local districts, followed by an alert that Orange County is seeking the transfer of special district tax revenues (Orange County Districts) to aid in overcoming the county's bankruptcy. He notes that if this occurs, it is a small move to have Los Angeles County follow suit, with other counties to follow.

II. BUDGET REPORT: During the month of August, the District's combined equity declined from \$119,680 to \$117,869, a loss of \$1,811. This decline is expected at this time of year, and is actually less the original cash flow's projected loss for this date. Revenues will continue to be less than expenditures, until the first tax receipts are received in December. Further, the District's combined equity will diminish substantially (approximately \$21,000) when the Harris project is completed, plus an additional \$15,000 when the new well is placed on line. However, this was adequately provided for in the adopted budget, and the District is within the budget parameters set by the 1995-96 budget.

III. RECREATION: There are no new recreational activities planned through the month of October. The Fire Association's Halloween Dance is scheduled, and it did not seem appropriate to have an event that would possibly conflict with the dance.

- A. **HALLOWEEN DANCE:** It should be noted that the Fire Association's sponsorship of the Halloween Dance constitutes a change from the previous year's sponsorship. The dance is open to all Muir Beach Residents and their friends; however, the dance also can be considered as an event to raise funds for the Association. While the prime objective of the Association is to support the Fire Department, it is essential that the Association and the District maintain an arm's length relationship. Use of District facilities, and particularly the Community Center, which may be rented to other non-profit entities that may or may not also contribute to the support of the District (rental fees can be construed as support of the District) could be interpreted as preferential treatment. At least, the Board should consider this and make a policy decision concerning rental charges, special event insurance, and other pertinent factors.
- B. **BAR BE QUE AREA:** During the past years we have made the Bar Be Que area available to residents, and friends of the District on a non fee basis. Recently we have had some inquiries about rental use of the facilities, by outside agencies. Rental of this area, specifically with the intent of the rental income being initially used to improve the facilities has some merit. Actually, the comprehensive development of a master plan for this area would be desirable.

Ermi. — Map of the Area —

Also, there may be a possibility for the District to increase its income by sponsoring events in addition to the Fire Association's BBQ, or offering to have food and beverage services available when the State Park is hosting horse events. This was discussed during my recent meeting with the State Park officials. **It is advisable to form an ad hoc committee, chaired by a board member, to consider this matter further, and if appropriate to develop recommended fees and activities.**

IV. ROADS AND EASEMENTS: The major repairs for the roadways have been completed with the resurfacing of the Sunset Way just east of Cove Lane. A few small patches and some surface sealing remains to be done. At this time, the major effort is to be concentrated on making certain that all existing culverts are cleaned for free flow, prior to the beginning of the rain season. This should be completed prior to the October Board meeting. The remaining activities to be done include:

- A. Completion of the fire trail and pedestrian easement from Seacape Drive to the Seacape/Starbuck intersection. The most difficult clearing of this was accomplished through the kind efforts of Director Rudnick and Green Gulch Farms considerate efforts, loan, and operation of the farm equipment. The final work can be done by hand equipment, and will progress as expediently as possible. The landscaping encroachment into a substantial part of the district's land area, has been clarified with the property owner, and should be abated within a reasonable time frame. Additional improvements in this easement are needed at the lower end where the existing grade is too steep to permit easy pedestrian use unless some switchbacks or gradient brakes are installed. Also, considerable improvement of the pedestrian path upward from Seacape Drive is necessary to meet safety codes for pedestrian use. These improvements will be considered after the completion of the culvert cleaning, and analysis of the funds remaining for improvements can be determined.

D'm directed

B. The pedestrian and utility easement to be used for the easterly Sunset Way to Pacific Way water line intertie, has a fence encroachment that conflicts with the work to be done. This easement is just 10 feet wide, and at one point, the fence enters the easement almost to the easement center line. As it is intended to renovate this easement for improved pedestrian use, in conjunction with the waterline work, it is essential that all work be located within the proper boundaries of the easement.

V. **WATER:** I met with Steve Korbay of Klienfelder & Associates, Wednesday, September 20, 1995 and the geological survey of the District's possible well sites began. At the time of this report, there is no additional information; however, during the meeting I emphasized that the report should be completed in time for presentation to the Board during the September meeting, if possible.

VI. **HARRIS PLAN:** I am still gathering price information for the possibility of the District's personnel performing the work needed for the easterly Sunset Way to Pacific Way intertie. Also, this work cannot be done by the District personnel until the essential cleaning of the drainage culverts has been completed. At this time, the project is scheduled to begin in mid to late October, and be completed by the November Board meeting. If the final analysis indicates it will be more prudent to put the project out for bid, the work will not commence until some time next year.

THIS COMPLETES THE GENERAL MANAGER'S REPORT.

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, AUGUST 30, 1995**

Directors present: President Nancy Wolf Lee; Directors: Erin Pinto and Steve Shaffer. Director Peter Rudnick arrived approximately ten minutes after the meeting was called to order. Director Hopkins had previously indicated she could not attend.

- I. **Call to order.** President Lee called the meeting to order at 7:12 P.M..
- II. **Review and consideration of the Wednesday, August 30, 1995 Agenda:** Director Shaffer *moved* to approve the Agenda, as submitted; seconded by Director Pinto; ayes all.
- III. **Review and consideration of bills to be paid:** The GM distributed an update to the Bills to be Paid Report, listing the bills received between 8/23 and 8/30/95, and including new expenses totaling \$260.10. There was a brief discussion, and Director Pinto moved to approve the Bills to be Paid including general expenses of \$15,015.76 and \$260.10 totaling \$15,225.86, plus Harris Fund expenses of \$586.67; seconded by Director Rudnick; ayes all.
- IV. **Public open time.** Barbara Rohan asked if the District had determined any current information concerning possible loss of water pressure at the westerly end of Sunset Way. The GM reported that Harvey had run tests during the day and last night. Last night's readings were 75 psi, versus yesterday's readings of 65 psi. He noted that this was still above the normal 45 psi standard for residential water systems.

Ms Rohan indicated that the pressure at her residence was much less, and that at times there was no water available for her guest house on the upper level of her property. She requested a new water meter to serve her property from the Charlotte's Way side, instead of Sunset Way. The GM indicated that if this was to be a relocation of the existing meter and not a new second meter, the cost would be approximately \$500, versus the more than \$5,000 for a new second meter. Ms Rohan agreed to pay this cost, and requested timely service. The GM indicated that the District's work should be completed within two weeks. Ms Rohan agreed that this would be timely, and the Board concurred with the actions to relocate the meter.

- V. **Fire Department.** President Lee reported that Acting Chief Allen had phoned her to say he had delivered a report to the GM, and that he would not be at the meeting. The Board then requested that the GM cordially invite the Acting Chief to the next meeting, along with representatives from the Fire Association.

President Lee then asked if the county counsel had reviewed the existing letter of agreement with the Association. The GM replied that this had not been completed yet, but that he had a meeting scheduled with the counsel, concerning other matters, and that he would refer the letter for review at that time.

VI. The General Manager's Report: The GM offered information on the following Administrative and Operational activities:

- A. Budget review:** The GM reviewed the budget report for July, and indicated that the District's finances are within the budget parameters for this time of year. He reported that the State budget, as adopted would negate the refund of transferred property taxes as occurred last year. This year any surplus will be allocated to special education.
- B. T-bills:** The GM reported that the roll over of the six month T-Bill to a 12 month issue had not been accomplished due to a procedural matter. He said that when the funds have been received by our bank, he will take the necessary steps to have them placed into a 12 month T-Bill. He has not received confirmation of the 91-day roll over.
- C. Contract with ABC Consultants:** The county counsel has reviewed the contract with ABC Consultants, Inc. , and approved it for content without change. The Board has previously approved the contract subject to the counsels review and it is now ready for signature.
- D. F.E.M.A.:** The GM reported that his meeting with the county counsel was effective, and that the counsel has written the State to inform them that the counsel is representing our interests, and to request a complete copy of their file. The counsel concurs that the board should do no more at this time, pending further research into possible satisfactory solutions to closing the files, such as supplying the necessary documentation of qualifying expenditures.
- E. Recreation:** The GM informed the Board that the Labor Day BBQ had been canceled due to a lack of volunteer assistance. At this time there are no other special recreational events planned for the near term.
- F. Water:** The GM briefly reviewed the water operations report and stated that it has been necessary to return to use of the backup well in order to maintain a proper level of fire water reserves. There is some indication that we have a substantial leak in the system, but visual and methodical investigation has not uncovered a leak or isolated an area where a leak may exist. The consumption rates are very high, but somewhat inconsistent, rendering the fluctuations in total pumping volume ineffective in determining if there is a substantial loss of water as a result of a leak, or just a short term increase in consumption. A careful watch will be maintained to see if more meaningful data can be obtained.

The GM reported that Harvey had passed the Water Grade 1 license exam, and recommended a pay increase of \$1.00 per hour. Following a brief discussion, with the GM indicating that this increase had been provided for in the new budget, Director Shaffer *moved* to increase Harvey's wage rate by \$1.00; seconded by Director Pinto; ayes all.

The GM then displayed the maps of survey for the proposed intertie from Sunset Way to Pacific Way, and pointed out that the existing easement is improperly located at the Sunset end. He said this would have to be corrected when the water line is installed. He also stated that he is studying the possibility of doing the work using District personnel. A 4" inch water line is not a major endeavor, and it would be good experience Harvey.

The GM then reviewed his efforts to get proposals from qualified geologists to complete a study for the location of the new well. He reported that he hopes to have this study completed in time for the next Board meeting.

G. Review of the draft minutes for the July 26, 1995 meeting: Director Pinto noted that Section VII-D is blank, and that all sections subsequent to C should be changed by one level. With that correction, she then *moved* to approve the minutes; seconded by Director Rudnick; ayes all.

VII. There was brief discussion concerning the date of the next meeting, and the regular scheduled forth Wednesday, September 27, 1995 was agreed to.

The meeting was adjourned at 8:21 P.M.

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

Nancy Wolf Lee, Board President

Donovan Macfarlane, Secretary

In the Capitol

By RALPH HEIM, LEGISLATIVE ADVOCATE



Ralph Heim

Commission Votes to Abolish Special Districts

The California Constitution Revision Commission recently voted to recommend to the Governor and Legislature a proposal for local government reform that would abolish all special districts.

The Commission endorsed the so-called "multi-agency charter" concept, wherein the county would be governed by an 11-member board, and identified communities would be governed by city councils with planning and land use powers. The proposal also suggests that municipal services within the unincorporated area of the county will be provided by the county. In areas where a higher level of service is needed, or a specialized service is required, the county would create "subsidiary" districts to provide and finance the service.

As adopted by the Commission, the "multi-agency charter" process is commenced when a majority of the cities representing a majority of the population and the county decide to begin the process, and develop a new governmental structure for the county. In collaboration with all

the other governmental agencies, a new charter is placed before the voters.

Presumably, special districts would be included with "all the other governmental agencies" cited above relative to the form the new structure will take but, given the Commission's recommendation of the "multi-agency charter," which states: ALL OF THE INDEPENDENT AND DEPENDENT SPECIAL DISTRICTS NO LONGER EXIST (emphasis added), why bother?

There are many steps remaining before the Commission's "multi-agency charter" may become a reality. First, the Legislature must approve the concept and, second, the voters must vote to adopt a local government structure void of special districts. While this proposal is not expected to be considered by the Legislature until next year, it is not too early to begin discussing the proposal's shortcomings with your legislators. Additionally, the Commission is expected to hold public hearings during the Fall, also a good opportunity for special districts to respond to this outrageous proposal.

In conclusion, the Commission's recommendation relative to the abolishment of special districts should not be taken lightly. Clearly, this is the most significant wake-up call special districts have had in many years and, if we collectively fail to respond in a comprehensive manner, we may contribute to the writing of the final chapter on special district governance.

State Budget Adopted

At 3:23 a.m., Wednesday, August 2, the Assembly finally passed the State's 1995-96 Budget, which was passed by the Senate some days earlier. Unlike the Senate that passed the budget and all of its trailer bills, the Assembly defeated numerous trailer bills, including the measure

which contained several provisions relating to local agencies, primarily counties.

While the Budget did not contain a property tax shift as in previous years, the educational funding trailer bill does contain a provision that will impact all local agencies in the future. The provision relates to basic aid school districts, and their revenue cap under the Proposition 98 formula. Legislation passed in 1994 stated that when basic aid school districts reach the revenue limit under Proposition 98, property tax revenues over that limit that have been shifted to the schools from local agencies will be returned to those local agencies based on the proportional amount each agency shifted.

The education funding trailer bill repealed this 1994 provision, and will now allow basic aid school districts to retain property tax revenues over their limits which must be allocated to special education programs. At this writing, only the schools in Mono and Marin have reached their revenue limits, but others are expected to follow in the coming months. Had the 1994 legislation not been repealed by the education funding trailer bill, local agencies in Marin County would have received \$9.5 million in property tax revenues previously shifted to schools.

With the Assembly's rejection of specific trailer bills, including the local government measure, it is clear that the Legislature will revisit a number of Budget-related issues when the summer recess ends August 21. Additionally, with the Governor's expansion of the second Extraordinary Special Session to include state-mandated programs relief for counties, the Legislature is expected to consider 50 or more newly introduced Special Session bills on this subject.

CSDA will monitor all newly introduced legislation to provide state mandate relief to counties to ensure that said relief is not at the

expense of special districts. One such bill, AB 49xx by Assembly Member Granlund, proposes to require cities and special districts to pay a portion of each LAFCO's "net expenditure" budgets. CSDA opposes this measure, as it would further erode special districts' property tax base.

The Legislature will also consider legislation specific to the Orange and Los Angeles Counties fiscal crises. At this writing, there are persistent indications that an element of the Orange County relief package will include shifting revenues from special districts to the County. Should Orange County win the right to shift special districts' property tax revenues to assist with their fiscal problems, it would not take much creativity for Los Angeles and other counties to attempt to raid special districts' revenues for the same purpose. The final four weeks of this year's Session will be most challenging, given the potential for raiding special districts' revenues.

Legislation Update

Assembly Bill 188 (Machado) - Benefit Assessments: As recently amended, AB 188 would require that property zoned for either agricultural or timber production, which contain multiple parcels with no more than one dwelling unit, be treated as one parcel for parcel tax or benefit assessment purposes. AB 188 is pending in the Senate Committee on Appropriations.

Assembly Bill 236 (Granlund) - Public Officials: The Governor recently signed AB 236, which would provide that any employee of a local agency (except counties) must resign his/her employment prior to being sworn into office for the agency he/she is employed. If the employee does not resign, his/her employment is automatically terminated upon being sworn into office. CSDA supported this legislation.

**TABLE OF CONTENTS
FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING ON
WEDNESDAY, OCTOBER 25, 1995 AT 7:00 PM**

DESCRIPTION	PAGES
Agenda	1 - 2
Bills to be Paid Report	3
Water Operations Report	4 - 5
Budget Report for the month of September 1995	6 - 9
General Manager's Report	10 - 11
Draft Minutes for the 09/27/95 Meeting	12 - 13

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY,
OCTOBER 25, 1995, AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

DIRECTORS: Steve Shaffer, President; and Directors: Dale Hopkins, Nancy Wolf, Lee Erin Pinto, and Peter Rudnick. *Dale*
Erin previously stated she could not

- I. **Call the meeting to order.** *19:10*
- II. **Review and consideration of the October 25, 1995 Agenda.** Agenda items may be deleted, postponed, continued, or changed in scheduled sequence from the posted agenda so as to accommodate the needs of the Board and the public in attendance. However, no item can be added to the Agenda, for the purpose of having the Board make a decision, except as defined below under "Public Open Time".
Easements: P.C. Nancy; Dale.
- III. **Bills to be paid.** The Board will consider for payment approval, all bills received and requesting payment subsequent to the bills submitted and approved for payment during the September 27, 1995 meeting.
Nancy, Dale. 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.

Scott Nichols: Trous and fire danger.

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.

Trous - from Monica's horse

Trainer worker's comp

Wendelman resigned Asst. Norton

- V. **Fire Department:** Elected Fire Chief Michael Moore and the elected Assistant Fire Chief/Secretary Robert Allen will attend the meeting. The Board will take action to confirm their election. Following the Board's confirmation, the new Fire Chief will submit the Department's monthly report to the Board.

- VI. **Emergency/Disaster Committee:** Consideration of a general information meeting for the community. *Nancy needs sheets, Dale? Fire station, refill - Posters; Inventory - 11/11/1 @ 11 AM.*

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

- VII. **General Manager's report:** The General Manager ("GM") will report on the following activities. Where applicable, the Board will be requested to take action by approval motions, and/or resolutions.

A. **Administrative activities:**

1. Budget report and review of the District's financial status.
2. An update on the activities concerning the 1982 F.E.M.A. grant.

B. **Recreation:** The GM will report on the planned recreational activities.

Bill Steve. 25th

C. **Roads and easements:** The GM will report on the ongoing activities including road repairs, easement improvements, and other items specified below.

1. Drainage preparations for the next rain season, and a discussion of general drainage problems, including standing water in the drainage swales. *See what County finds.*
2. Culvert design, cleaning, and maintenance problems. *Attempt fix or we will.*

D. **Water:** The GM will report on the following District water operations and activities.

1. General operations and maintenance.
2. Billing and fiscal considerations, including a review of fiscal receipts, accounts receivable, and delinquent account status.
3. The geological study for the proposed location of the new well

E. **Review of the draft minutes for the September 27, 1995 Board of Directors meeting.**

Nancy; Dale - all.

F. **Set the date for the next Board meeting.** The Board set the date of the next Board meeting during their September meeting. The next Board meeting is scheduled for December 6, 1995.

ADJOURNMENT OR CONTINUATION

8:30

Talk to Brent Smith

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 09/27/95 THROUGH 10/20/95**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
HARRIS FUND EXPENSES, FUND 429				
ABC Consultants	2117	Administrative Fees, 10/95	C	\$66.67

TOTAL HARRIS FUND EXP. = \$66.67

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Costco	2049	Coffee and meeting supplies	P	8.18
ABC Consultants	2117	Administrative Fees, 10/95	C	400.00
U. S. Post Office	2130	Postage and mailing expenses	P	9.61
Designer Checks	2133	Checks for 1st Nationwide Account	P	64.95
ABC Consultants	2479	Routine travel 9/95; 196 miles @ \$0.30	C	58.80

TOTAL G&A EXPENSES = \$541.54

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Harvey Pearlman	1028	Roadway maintenance, 9/23 - 10/06/95	C	254.32
Alberto Gonzales	1073	Roadway maintenance, 9/23 - 10/06/95	C	139.95
Gerry Pearlman	1073	Roadway maintenance, 9/23 - 10/06/95	C	86.12
Jose Alcala	1073	Roadway maintenance, 9/23 - 10/06/95	C	159.75
The Home Depot	2077	Roadway & easement maintenance supplies	B	56.52
Goodman Building Supply	2078	Roadway & easement maintenance supplies	B	23.80
Martin Bros. Supply	2078	Base rock for roads	B	90.61
ABC Consultants	2117	Administrative Fees, 10/95	C	750.00
San Rafael Rock Quarry, Inc.	2741	Asphaltic concrete	B	283.54

TOTAL R&E EXPENSES = \$1,844.61

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Water system maintenance, 9/23 - 10/06/95	C	494.11
Harvey Pearlman	1404	Medical benefits, 10/95	C	102.33
Marin County Health Laboratory	2115	Water analysis, 9/26/95	B	30.00
Paradise Pool Service	2115	Chlorine Supplies	B	28.96
ABC Consultants	2117	Administrative Fees, 10/95	C	804.00
ABC Consultants	2117	Clerical fees, 10/95	C	850.00
Forster Pump & Engineering	2121	6 Cartridge Filters	B	122.37
Goodman Building Supply	2121	Miscellaneous pipe fittings and supplies	B	26.61
Western Water Products, Inc.	2121	8 Cartridge filters	B	79.83
U. S. Post Office	2130	Postage and Mailing Expenses	P	32.00
Harvey Pearlman	2479	Routine travel 10/95	C	75.00

TOTAL WATER EXPENSES = \$2,645.21

RECREATION EXPENSES, DIVISION CODE 9239

Harvey Pearlman	1028	Grounds maintenance, 9/23 - 10/06/95	C	\$159.86
Gerry Pearlman	1073	Grounds maintenance, 9/23 - 10/06/95	C	\$96.89
Emiko Wang	2041TC	Tai Chi Instruction fee for 9/95	B	90.00
ABC Consultants	2117	Administrative Fees, 10/95	C	71.00
U. S. Post Office	2133	Postage and Mailing Expenses	P	12.80
Pacific Bell	2534	Community Center Pay Phone thru 9/19/95	B	41.85
Shoreline Disposal	2259	Garbage disposal through 12/31/95	B	96.00
Bells Market	2041BI	Bistro supplies	P	6.53
Costco	2041BI	Bistro supplies	P	14.58
Nancy Knox	2041BI	Bistro Pastries	P	7.50
Save Mart	2366	Building Supplies, dish soap	P	4.49

TOTAL RECREATION EXPENSES = \$601.50

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants	2117	Administrative Fees, 10/95	C	\$225.00
GTE Mobilnet	4827	Cellular phone thru 12/31/95	B	74.96

TOTAL FIRE EXPENSES = \$299.96

TOTAL HARRIS FUND EXPENSES = \$66.67
TOTAL GENERAL FUND EXPENSES = 5,932.82
TOTAL OF ALL EXPENSES = \$5,999.49

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 _____.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Steve Shaffer, President

Donovan Macfarlane, General Manager

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, SEPTEMBER 27, 1995**

Directors present: President Nancy Wolf Lee; Directors: Dale Hopkins, and Erin Pinto. Directors Peter Rudnick and Steve Shaffer arrived just after the Agenda was approved.

- I. **Call to order.** Outgoing President Lee called the meeting to order at 7:09 P.M.
- II. **Review and consideration of the September 27, 1995 Agenda:** As there were several residents in attendance, and indicating that they wished to discuss Roads and Easements, the GM suggested that this item be changed in order to follow the consideration of the Bills to be Paid. Director Pinto *moved* to approve the Agenda, modified to entertain Roads and Easements after consideration of the Bills to be Paid; seconded by Director Hopkins; ayes all.
- III. **Transfer of Presidency:** As Director Shaffer was now present, outgoing President Lee turned the chair over to incoming President Shaffer.
- IV. **Review and consideration of bills to be paid:** The GM distributed an update to the Bills to be Paid Report, listing the bills received between 9/20 and 9/27/95, and including new general fund expenses totaling \$1,388.69. There was a brief discussion, and Director Lee *moved* to approve the Bills to be Paid including general expenses of \$7,743.15 and \$1,388.69 totaling \$9,131.84, and Harris Fund expenses of \$66.67; seconded by Director Hopkins; ayes all.
- V. **Roads and Easements:** Representatives of the residents on the Starbuck Drive extension requested the District's assistance in repairing the potholes in the roadway surface, and to improve the drainage at the lower end. The GM indicated that the maintenance crew has scheduled to do these repairs some time within the next 30 days, including the placing of asphalt patches and/or base rock where applicable. Also, if necessary, the drainage area will be improved with larger stone that will not be washed out by the velocity of storm waters. The resident representatives offered their appreciation for the District's planned actions, and their assistance in placing the materials.

Property owners adjacent to the District's Park Property located between Seacape and Starbuck Drives requested additional time to relocate their landscaping that encroaches into the Park area. They are negotiating with other owners for possible alternative solutions to preserve their views and privacy. The Board instructed the GM to write a letter granting an additional 90 days from today's date, with a possible extensions in three month increments not to exceed a total of one year, providing the negotiations are proceeding in good faith. They also instructed the GM to temporarily locate the fire trail and pedestrian path within the District's property but outside the landscaped area, until such time as the negotiations are completed or deemed terminated.

- VI. **Public open time.** The GM reported that he had received a request from Ross Herbertson, of Slide Ranch, to have an interview meeting inviting the candidates for the West Marin County Supervisor's seat, so the residents could meet and get a basic knowledge of the candidates. The GM reported that the Supervisor's election is in March, and that the candidates' registration doesn't close until the end of December. A brief discussion was entertained, and the Board instructed the GM to plan such a meeting after the candidates' registration is closed, and he has contacted the candidates to see if they are interested in participating in such meeting.
- VII. **Fire Department.** Acting Chief Allen was unable to attend the meeting due to illness. Ellen Metler and Michael Moore were in attendance to represent the Fire Association. They basically reviewed the Association's concerns, including the need to develop additional volunteers for the Fire Department. The GM noted that it might be possible to have more members if the active members included under the workers' compensation insurance were accounted for on a monthly basis. It was agreed to consider this during the next Fire Department business meeting.

VIII. The General Manager's Report: The GM offered information on the following Administrative and Operational activities:

- A. **Budget review:** The GM reviewed the budget report for August, and indicated that the District's gross cash equity declined by \$1,811 in August. He noted that this is normal for this time of year.
- B. **F.E.M.A.:** The GM reported that the preliminary sorting of Hazel's files has been completed, and that the next step is to review the years subsequent to the grant application for records that pertain to F.E.M.A. He also reported that he has received copies of the State's files, and has made a preliminary review of them, but has not had a subsequent meeting with the County council for further discussion.
- C. **Resolution 95-09-27.1:** The GM recommended that this resolution requesting the County Supervisors to authorize five year audit periods for the District, be adopted. Director Lee *moved* to approve Resolution 95-09-27.1 as submitted, and to forward the resolution to the Board of Supervisors for their action; seconded by Director Pinto; ayes all.
- D. **Recreation:** The GM informed the Board that the Fire Association had voted to cancel the Halloween Party this year. This was followed by a brief discussion, including the possibility of someone else conducting the party. The GM was instructed to post a notice that the dance was canceled and to see if anyone else could be encouraged to conduct the party. The GM noted that volunteers were hard to come by, pointing out that the Labor Day BBQ had been canceled due to a lack of volunteers, three community dinners have been canceled for the same reason, and coordination time is very limited.

The GM recommended that an ad hoc committee, chaired by a Board member, be formed to consider the uses of the District's picnic area, improvements, and possible rentals of the area similar to rental of the Community Center. Director Pinto volunteered to Chair such an ad hoc committee, and requested a copy of the map of the area.

- E. **Water:** The GM reported that he had met with geologist Steve Korbay, on September 20, 1995. Mr. Korbay has made his initial site investigation, but has not completed his data and background research necessary to make a recommendation for the test well location. His preliminary indication is that the upper and lower tank areas have potential.

He then reported that he is still researching price and procedure considerations for the feasibility of the District's personnel installing the easterly Sunset to Pacific Way enterie. All indications are that this will be appropriate, and that construction will begin before the year's end, weather permitting.

- IX. **Review of the draft minutes for the August 30, 1995 meeting:** Director Lee *moved* to approve the August 30, 1995 minutes as submitted; seconded by Director Pinto; Ayes: Lee, Pinto, Shaffer and Rudnick. Director Hopkins abstained as she did not attend the meeting.
- X. There was brief discussion concerning the date of the next meeting, and the regular scheduled forth Wednesday, October 25, 1995 was agreed to. A discussion for the November meeting date was also considered due to the regular meeting night's juxtaposition with the Thanksgiving holiday. It was decided to change the November meeting date to December 6, 1995.

The meeting was adjourned at 9:54 P.M.

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

Steven S. Shaffer, Board President

Donovan Macfarlane, Secretary

MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
SEPTEMBER 20, 1995 THROUGH OCTOBER 19, 1995

WATER SYSTEM STANDARD OPERATIONS:

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 samples included one sample each for the upper and lower systems. Weekly chlorine residual samples were also taken. The bacteriological samples were free of coliform's, and chlorine residuals ranged from a high of one ppm to a low of 0.05 ppm.
3. In general, water production and consumption has returned to normal. Average daily metered consumption per meter has declined to 231 gallons versus 253 gallons during August. This is an important factor, for the lower consumption has enabled us to use the main well as the source of supply, and maintain adequate fire reserves.

Regrettably, the unaccounted for water loss is still above the average for the past year; however, it declined from 23.05% to 21.01%. This small decrease may be the result of more accurate records of water use during maintenance and service operations. Installation of a new meter on Charlotte's Way required draining the main pipeline (approximately 2,000 gallons), and replacement of a meter on Lagoon Drive resulted in a main line break consuming approximately 3,000 gallons. We continue to search for evidence of main line leakage, but have found no signs of a concentrated leak.

TABULATION OF WATER PRODUCTION FACTORS: Note: Meters were read on 09/22/95 and mathematically adjusted to 09/23/95. Production is based on 30 days.

1.	Total volume of water produced	1,279,500	gallons
2.	Average daily production	42,650	gallons/day
3.	Maximum daily production occurred on 09/11/95	67,200	gallons
4.	Minimum daily production occurred on 09/08/95	12,400	gallons
4.	Volume of water billed by customer meters, total	1,005,631	gallons
5.	Average daily customer water use, per customer	231	gallons/day
6.	Estimated maintenance and fire consumption.	5,000	gallons
7.	Unaccounted for water loss = 21.01 % of production	268,869	gallons

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

1. Weekly meetings and phone conversations, as necessary, to assist Harvey in system management and maintenance operations.

MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
SEPTEMBER 20, 1995 THROUGH OCTOBER 19, 1995

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing for the 08/23/95 to 09/23/95 period was \$5,744.38, and \$192.53 in late payment and interest penalties. Water revenues collected for the period totaled \$5,061.44. No new security deposits were collected, and the deposit trust fund remains at \$2,400. The accounts receivable was \$3,302.28 at the close of 9/26/95 which is a \$1,854.94 increase from the previous period. This substantial increase resulted in several disconnection notices, which yielded payments to avoid the disconnection.

One residential meter remains disconnected and out of service. One 48-hour disconnection notice was delivered, five fifteen day disconnection notices were delivered, and nine "Pay by September 23, 1995" notices were delivered to delinquent accounts.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF SEPTEMBER 1995**

FY IS
25.21%
COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

DESCRIPTION	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF SEPTEMBER 1995			
				PETTY CASH	1ST BANK	COUNTY FUND 428	09/30/95 TOTAL
Opening Balance at beginning of fiscal year	\$109,245	Balances on 09/01/95 =		(\$197.10)	\$73,887.34	\$7,831.73	\$81,521.97
General and Admin. Income	29,913	517.50	1.73%	0.00	0.00	4.54	4.54
General & Admin. Expenses	20,272	3,905.73	19.27%	82.74	134.27	703.30	920.31
G&A Income - Expenses	\$9,641	(\$3,388.23)	-35.14%	(\$82.74)	(\$134.27)	(\$698.76)	(\$915.77)
Water Income	56,000	15,798.37	28.21%	100.00	5,061.44	0.00	5,161.44
Water Expenses	75,426	14,738.14	19.54%	32.00	1,396.83	3,363.74	4,792.57
Water Income - Expenses	(\$19,426)	\$1,060.23	N.A.	\$68.00	\$3,664.61	(\$3,363.74)	\$368.87
Recreational Income	30,375	3,166.38	10.42%	142.67	660.73	0.00	803.40
Recreational Expenses	38,600	3,900.97	10.11%	45.90	484.84	426.78	957.52
Recreational Income - Expenses	(\$8,225)	(\$734.59)	N.A.	\$96.77	\$175.89	(\$426.78)	(\$154.12)
Road & Easement Income	0	0.00	N.A.	0.00	0.00	0.00	0.00
Road & Easement Expenses	25,039	11,603.56	46.34%	0.00	1,047.36	2,229.20	3,276.56
R&E Income - Expenses	(\$25,039)	(\$11,603.56)	N.A.	\$0.00	(\$1,047.36)	(\$2,229.20)	(\$3,276.56)
Fire Income	18,450.00	5,504.60	29.84%	0.00	0.00	0.00	0.00
Fire Expenses	19,589.55	9,181.18	46.87%	0.00	0.00	225.00	0.00
Fire Income - Expenses	(\$1,139.55)	(\$3,676.58)	N.A.	\$0.00	\$0.00	(\$225.00)	\$0.00
General Funds budgeted year-end balances =	\$65,056		N.A.	(\$115.07)	\$76,546.21	\$888.25	\$77,544.39

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Total General Fund income =	\$134,738	\$24,986.85	18.54%	\$242.67	\$5,722.17	\$4.54	\$5,969.38
Total General Fund Expenses =	178,927	43,329.58	24.22%	160.64	3,063.30	6,948.02	9,946.96
General Fund Income - Expenses =	(\$44,189)	(\$18,342.73)	N.A.	\$82.03	\$2,658.87	(\$6,943.48)	(\$3,977.58)

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	09/30/95 TOTAL
Insurance	2059	\$500	500.00	100.00%				\$0.00
ABCC Administrative fees	2117	2,000	133.34	6.67%			66.67	66.67
G&A % (94-95 incl'ds 93-94 loss cry fwd.)	2720	713	0.00	0.00%				
Project Improvements	4169	20,373	520.00	2.55%				0.00
TOTAL HARRIS FUND EXPENSES =		\$23,586	\$1,153.34	4.89%	\$0.00	\$0.00	\$66.67	\$66.67

HARRIS FUND CAPITAL IMPROVEMENT INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	09/30/95 TOTAL
Surcharge (1994-95 includes tax income)	9031	\$360	353.50	98.19%		\$30.00		\$30.00
Interest	9377	120	403.89	336.58%				0.00
TOTAL HARRIS FUND INCOME =		\$480	\$757.39	157.79%	\$0.00	\$30.00	\$0.00	\$30.00

SUMMARY OF HARRIS FUND INCOME AND EXPENSES

						COUNTY FUND 429	NET TOTAL FUND 429
Opening Harris Fund Balance	\$23,106	\$23,105.76	100.00%	Balance on 09/01/95 =		\$36,347.52	\$22,746.46
Harris Fund Income	480	757.39	157.79%	0.00	30.00	0.00	30.00
Harris Fund Expenses	23,586	1,153.34	4.89%	0.00	0.00	66.67	66.67
Harris Fund Income - Expenses	0	(395.95)	N.A.	0.00	30.00	(66.67)	(36.67)
Account balances at month's end =		\$22,709.81	N.A.	(\$115.07)	\$76,576.21	\$38,280.85	\$22,709.79

GROSS DISTRICT EQUITY AT CURRENT MONTH'S END = \$113,630.24

NOTE:

The net balance of the Harris fund 429 is shown under "Net total Fund 429", and includes the adjustments for income and expenses recorded in the 1st Nationwide Bank depository, plus the 1994-95 year-end adjustments for undistributed administrative expenses. The County Fund 429 owes the General Fund the difference between the County Fund 429 and the Net Total Fund 429 = **\$13,571.06**

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF SEPTEMBER 1995**

FY IS
25.21%
COMPLETE

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	09/30/95 TOTAL
Conferences	2049	\$1,000	0.00	0.00%				\$0.00
Insurance	2059	1,361	1,360.95	100.00%				0.00
ABCC Administrative fees	2117	6,000	1,605.50	26.76%			677.50	677.50
Miscellaneous expenses	2121	150	124.44	82.96%	8.18			8.18
General Election Expense	2129	1,361	0.00	0.00%				0.00
Postage	2130	100	34.04	34.04%	9.61			9.61
Office Supplies	2133	250	163.43	65.37%	64.95	41.16		106.11
Copier Maintenance	2137	650	27.71	4.26%				0.00
County Fees	2352	5,300	0.00	0.00%				0.00
Mileage	2479	900	227.72	25.30%			25.80	25.80
Telephone	2534	1,200	238.35	19.86%		93.11		93.11
Legal fees & expenses	2713	1,500	123.59	8.24%				0.00
Building Improvements	4048	500	0.00	0.00%				0.00
TOTAL ADMINISTRATIVE EXPENSES =		\$20,272	\$3,905.73	19.27%	\$82.74	\$134.27	\$703.30	\$920.31

20% of general G&A Costs = \$4,054

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	09/30/95 TOTAL
Property Tax Revenue	9001	\$26,700	168.92	0.63%			\$4.54	\$4.54
Interest Income	9203	1,800	276.58	15.37%				0.00
Inter Fund Transfers	9377	713	0.00	0.00%				0.00
Copier Income	9772	700	72.00	10.29%				0.00
TOTAL ADMINISTRATIVE INCOME =		\$29,913	\$517.50	1.73%	\$0.00	\$0.00	\$4.54	\$4.54

SPECIAL NOTE:

Information 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 end of the fiscal year. The five operational departments include: (1) Harris Plan Capital Improvements; (2) Roads and Easements; (3) Water operations; (4) Recreational; and (5) Fire.

ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	09/30/95 TOTAL
Maint. Mgr.	1028	\$1,500	1,620.75	108.05%			\$870.75	\$870.75
Extra Hire	1073	6,000	2,168.00	36.13%			390.00	390.00
FICA	1404	488	289.85	59.46%			96.45	96.45
Work Comp. Ins.	1701	525	31.50	6.00%				0.00
Insurance	2059	227	226.83	100.00%				0.00
Repairs	2077	3,000	1,754.11	58.47%		211.65		211.65
Gen. Maint.	2078	1,500	490.67	32.71%		49.29		49.29
ABCC Administrative fees	2117	4,300	1,879.67	43.71%			750.00	750.00
Travel	2479	NA	122.00	N.A.			122.00	122.00
G&A Share	2720		0.00	N.A.				0.00
Road Const.	2741	7,500	3,020.18	40.27%		786.42		786.42
TOTAL EASEMENT EXPENSES =		\$25,039	\$11,603.56	46.34%	\$0.00	\$1,047.36	\$2,229.20	\$3,276.56

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	09/30/95 TOTAL
Miscellaneous income	9772	0						\$0.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF SEPTEMBER 1995**

FY IS
25.21%
COMPLETE

WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	09/30/95 TOTAL
Maint. Mgr. Wages	1028	11,000	3,142.25	28.57%			\$1,423.50	\$1,423.50
Extra Hire Wages	1073	500	0.00	0.00%				0.00
FICA	1404	880	240.41	27.33%			108.91	108.91
Benefits	1506	1,400	306.99	21.93%			102.33	102.33
Work. Comp. Ins.	1701	700	147.23	21.03%				0.00
Annual Fee	2058	500	500.00	100.00%				0.00
Gen. Insurance	2059	996	996.20	100.00%				0.00
Repairs	2077	400	0.00	0.00%				0.00
Bldg. Repair	2096	1,500	0.00	0.00%				0.00
Tests & chemicals	2115	2,500	198.29	7.93%		110.37		110.37
ABCC Administrative & clerical fees	2117	18,800	4,962.00	26.39%			1,654.00	1,654.00
Misc. Exp.	2121	900	305.61	33.96%				0.00
Refunds	2122	1,000	388.70	38.87%				0.00
Postage	2130	450	70.40	15.64%	32.00			32.00
Office supplies	2133	750	574.48	76.60%		280.02		280.02
Contract Repairs	2325	5,000	334.00	6.68%		334.00		334.00
Travel	2479	1,250	275.00	22.00%			75.00	75.00
Telephone	2534	400	101.35	25.34%		33.31		33.31
Electricity	2535	6,000	2,195.23	36.59%		639.13		639.13
G&A Share	2720		0.00	N.A.				0.00
Equipment	4093	1,500	0.00	0.00%				0.00
Water Meters	4160	1,000	0.00	0.00%				0.00
Water Supply Study	4162	2,000	0.00	0.00%				0.00
System Improvem'ts	4169	15,000	0.00	0.00%				0.00
System Upgrades	4197	1,000	0.00	0.00%				0.00
TOTAL WATER EXPENSES =		\$75,426	\$14,738.14	19.54%	\$32.00	\$1,396.83	\$3,363.74	\$4,792.57

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	09/30/95 TOTAL
Service Billing	9025	\$56,000	17,826.07	31.83%		\$5,744.33		\$5,744.33
Late penalties & interest billed	9772	1,000	371.13	37.11%		192.53		192.58
Receipts Collected	9025	56,000	15,598.37	27.85%	100.00	5,061.44		5,161.44
Accounts Receivable	9025	6,177	3,915.10	63.33%		3,302.28		
Security Deposits billed and collected	9025SD	1,000	200.00	20.00%				0.00
TOTAL WATER INCOME =		\$57,000	\$15,798.37	27.72%	\$100.00	\$5,061.44	\$0.00	\$5,161.44

NOTES:

1. Accounts receivable for current month indicates receivables just prior to the new month's invoicing.
2. Accounts receivable for "Fis. Year Totals" reflects this years service billings versus income received, and fiscal year beginning receivables.

FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	09/30/95 TOTAL
Work. Comp. Ins.	1701	\$2,400	1,097.13	45.71%				\$0.00
Gen. & Vehicle Ins.	2059	5,640	5,639.55	100.00%				0.00
ABCC Administrative fees	2117	2,700	675.00	25.00%			225.00	225.00
G&A Share	2720		0.00	N.A.				0.00
Fire Station Fund	4048		0.00	N.A.				0.00
W. Marin G. Exp.	4827	8,850	1,994.50	22.54%				0.00
TOTAL FIRE EXPENSES =		\$19,590	\$9,406.18	48.02%	\$0.00	\$0.00	\$225.00	\$225.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF SEPTEMBER 1995**

FY IS
25.21%
COMPLETE

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	09/30/95 TOTAL
W. Marin Grant	9377	\$8,850	0.00	0.00%				\$0.00
MBVFA Donations	9763	9,600	5,504.60	57.34%				0.00
TOTAL FIRE INCOME =		\$18,450	\$5,504.60	29.84%	\$0.00	\$0.00	\$0.00	\$0.00

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	09/30/95 TOTAL
Maint. Mgr. Wages	1028	\$200	40.50	20.25%			\$40.50	\$40.50
Janitorial Wages	1073	1,600	420.00	26.25%			180.00	180.00
FICA	1404	138	43.64	31.69%			25.28	25.28
Work. Comp. ins.	1701	220	45.22	20.55%				0.00
Basketball	2041BA	246	0.00	0.00%				0.00
Bistro	2041BI	600	90.96	15.16%	28.61			28.61
Community Dinners	2041CD	1,400	0.00	0.00%				0.00
Children's Programs	2041CP	300	0.00	0.00%				0.00
Labor Day BBQ	2041LD	450	0.00	0.00%				0.00
Tai Chi	2041TC	1,080	180.00	16.67%				0.00
Insurance	2059	997	997.47	100.00%				0.00
Repairs	2077	250	0.00	0.00%				0.00
Bldg. Maintenance	2096	500	110.00	22.00%			110.00	110.00
Ground Maintenance	2097	600	0.00	0.00%				0.00
ABCC Administrative fees	2117	4,200	522.00	12.43%			71.00	71.00
Publications	2119	100	0.00	0.00%				0.00
Misc. Expenses	2121	100	0.00	0.00%				0.00
Deposit Refunds	2122	2,000	965.82	48.29%		375.00		375.00
Postage & Off. Sup.	2133	100	30.44	30.44%	12.80	11.24		24.04
Refuse Removal	2259	384	96.00	25.00%				0.00
Building Supplies	2366	275	31.88	11.59%	4.49			4.49
Pay Telephone	2534	460	83.76	18.21%				0.00
Electricity for C. C.	2535	1,200	243.28	20.27%		98.60		98.60
G&A Share	2720		0.00	N.A.				0.00
CDBG improvem'ts	4045	20,000	0.00	0.00%				0.00
Bldg. Improvements	4048	750	0.00	0.00%				0.00
Equip. & Furnishings	4093	200	0.00	0.00%				0.00
Playground imp.	4243	250	0.00	0.00%				0.00
TOTAL RECREATION EXPENSES =		\$38,600	\$3,900.97	10.11%	\$45.90	\$484.84	\$426.78	\$957.52

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	09/30/95 TOTAL
Children's Programs	9248	275	0.00	0.00%				\$0.00
C.C. Rental	9255	2,500	1,520.00	60.80%		470.00		470.00
Refundable Deposits	9255RD	2,000	862.19	43.11%		190.73		190.73
Bistro	9811BI	1,800	553.19	30.73%	136.67			136.67
Community Dinners	9811CD	1,600	0.00	0.00%				0.00
Labor Day BBQ	9811LD	750	0.00	0.00%				0.00
Tai Chi	9811TC	1,350	225.00	16.67%				0.00
Res. Handbooks	9834	100	6.00	6.00%	6.00			6.00
CDB Grant	9900	20,000	0.00	0.00%				0.00
TOTAL RECREATION INCOME =		\$30,375	\$3,166.38	10.42%	\$142.67	\$660.73	\$0.00	\$803.40

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

TO: The Board of Directors
FROM: Donovan Macfarlane, General Manager
DATE: October 20, 1995
FOR: Board of Directors Meeting, on Wednesday, October 25, 1995

- I. ADMINISTRATION:** The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.
- A. F.E.M.A.:** There has been no further action on this, as completion of the file research has been delayed.
- B. MONTHLY BUDGET REPORT:** The State legislature adopted Senate Bill 203, which permits the return of a part of surplus property tax transfers to be returned to the cities, counties and special districts that the taxes were appropriated from. The County Auditor's office has advised me that the MBCSD should receive approximately \$4,564 (approximately 50% of the transfer) as their share of the anticipated refund to Marin County agencies.
- C.** Total expenditures versus income decreased the District's equity by approximately \$4,100 during the month of September. The District's combined equity on September 30, 1995 was more than \$113,000, and is adequate for the District's cash flow needs. Review of the operational department and administrative expenditures indicates that all are well within their applicable total budget parameters for this time of year.
- II. FIRE:** The Fire Department had a business meeting on Wednesday, October 11, 1995 that I attended, and delivered a fiscal report on their operations to date. The Agenda for this meeting also included the election of the Department's operating officers. An open election was duly held, with Michael Moore being elected to the position of Fire Chief, and Rob Allen being elected to the combined positions of Assistant Fire Chief and Secretary. These elected officers will be in attendance for this Board meeting, and **it is required that the Board confirm the election of these officers.** In the unlikely event that the Board does not concur with the election, then the Board must call for a new election.
- III. Emergency/Disaster Committee:** The recent West Marin fires have alerted residents to the fact that dangers do exist in West Marin. The Committee feels this is an opportune time to have an emergency/disaster informational meeting for the community. Ellen Mettler and I are currently planning such a meeting, for either a Saturday morning or Wednesday evening during the month of November.
- IV. RECREATION:** The forthcoming holiday season tends to negate the need for community dinners; however, a circular will be distributed to see if there is interest in having a New Years eve community dinner and party. The circular will also seek interest in improving the basketball court area at the cull d sac end of Starbuck Drive. We have a carry over of dedicated funds for this purpose, and should be able to delineate a half court and free throw circle. In addition, there has been interest in developing a measured and designated walk/jog trail, and I am researching this as an item of community interest and health.

V. **WATER:** At the time of this report, geologist Steve Korbay was still out of town, and I have not received his letter recommending the location for the test well. My last communication with him indicated that he feels the upper areas have considerable promise, which was generally substantiated by the well log records that I researched in the County records. His letter of recommendations should be received by the time of the Board meeting.

VI. **ROADS AND EASEMENTS:** The major road repairs have been completed. We are now concentrating on cleaning culverts, and correcting drainage problems prior to the anticipated rain season. There are several areas of standing water on Sunset Way, where the drainage swales are being checked in hope that the gradient can be modified to alleviate the problem.

A problem exists in most of the driveway connections to the roadway, and the use of inadequate sized culverts under the drive junction. In some cases there is an indication that the culverts have collapsed and cannot be properly cleaned. Few if any of the culverts have protective grates at the entrance and discharge points. This permits larger sized debris to enter and clog the culverts to an extent that normal cleaning methods are not satisfactory. The cost of grating ranges from \$35 to \$100 per opening, depending on the particular condition and need. The cost of installing the grates, in the form of a box culvert is approximately the same amount. Each situation varies, and is generally the result of improper design and consideration during the original residence construction. In past discussions with the County Attorney, correction of this problem should be performed by the property owner. However, the District should establish minimum standards for culvert sizes and entrance\exit grating.

VII. **Environmental Health:** We have received complaints from residents concerned with possible health dangers from the standing water in the District's drainage swales. Some of these areas are feed by natural springs. However, on occasions when we had the water tested while searching for evidence of distribution system leaks, the test results indicated the possibility of concentrated waste water effluents.

Considering the location and the shallow depth of the District's water mains beneath these waters, the District has a potential fiduciary responsibility to determine if a health hazard does in fact exist, and if so to take the actions necessary to protect the general District interest. Conversations with the County Environmental Health Department confirm their knowledge of the problem, and that they are performing a preliminary investigation to determine if a potential health hazard does exist. It seems that this problem is common among most of the residential areas in West Marin, and the County's small staff (three field agents) is overwhelmed. The County is concerned as they are responsible for seeking conformance with the Clean Water and Safe Drinking Water Acts. There is also some concern that areas of Redwood Creek, the Lagoon, and the Beach are adversely affected by polluted storm and ground waters flowing into these areas.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT.

Donovan

**TABLE OF CONTENTS
FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING ON
WEDNESDAY, DECEMBER 6, 1995 AT 7:00 PM**

DESCRIPTION	PAGES
Agenda	1 - 3
Bills to be Paid Report	4
General Manager's Report	5 - 7
Budget Report for the month of September 1995	8 - 11
Water Operations Report for 10/19 through 11/19/95	12 - 13
Water Operations Report for 11/20 through 12/01/95	14 - 15
Draft Minutes for the 10/25/95 Meeting	16 - 18

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY,
DECEMBER 6, 1995, AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

DIRECTORS: Directors: Dale Hopkins, Nancy Wolf Lee, and Peter Rudnick. The seat for elected Director Erin Pinto, and the seat vacated by Steve Shaffer are vacant until filled by Director Pinto taking the oath of office, and the vacated seat being filled by Board appointment of a new director.

I. Call the meeting to order. Due to the vacated seat of the President, Vice President Lee will call the meeting to order and preside over the meeting until the former president has been duly appointed to fill the vacant seat on the Board. *7:17*

II. Oath of Office: Officially, the term of office for directors Pinto and Shaffer ended on December 1, 1995. Prior to reelected Director Pinto taking office, the oath of office must be administered. Following Director Pinto's taking the oath of office, the Board should appoint volunteer Steve Shaffer to fill the vacant seat until the next November general election. Once appointed, the oath of office can be administered and the newly appointed Director can participate in the official actions of the Board, including assuming the uncompleted term of his presidency.

Dale: Pinto: All.

III. Review and consideration of the December 6, 1995 Agenda. Agenda items may be deleted, postponed, continued, or changed in scheduled sequence from the posted agenda so as to accommodate the needs of the Board and the public in attendance. However, no item can be added to the Agenda, for the purpose of having the Board make a decision, except as defined below under "Public Open Time".

Lee, Erin all

IV. Bills to be paid. The Board will consider for payment approval, all bills received and requesting payment subsequent to the bills submitted and approved for payment during the October 25, 1995 meeting.

Lee, Erin — All

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.

- VI. **Fire Department:** Fire Chief Michael Moore will attend the meeting, and advise the Board of any important events concerning the Department. However, as the Department has a previously scheduled meeting that conflicts with tonight's Board meeting, the Chief will attend the Fire meeting, in preference to Board meeting, providing there is no critical Fire information to deliver to the Board.
- Earthquake valves for propane tanks?*
- VII. **Emergency/Disaster Committee:** Due to the conflicting scheduled fire Department meeting, Ellen Mettler will not be available to attend the Board meeting. The GM will report the results of the volunteer organizational meeting for this committee.

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

- VIII. **General Manager's report:** The General Manager ("GM") will report on the following activities. Where applicable, the Board will be requested to take action by approval motions, and/or resolutions.

A. Administrative activities:

1. Director Hopkins has verbally tendered her resignation from the Board, due to her pending residence relocation to the Berkeley area. The Board will dully consider acceptance of her resignation, and the need to solicit parties interested in being appointed to fill the vacant seat, until the next November general election.
2. Budget report and review of the District's financial status.

- B. Fire:** The GM will introduce recommendations for implementing fire prevention activities pertaining to the District's properties, easements and roadways.

- C. Recreation:** The GM will report on the planned recreational activities.

- D. Water:** The GM will report on the following District water operations and activities.

1. General operations and maintenance.
2. Billing and fiscal considerations, including a review of fiscal receipts, accounts receivable, and delinquent account status.
3. The status of the test well.
4. A recommendation to delay and possibly redesign the scheduled Harris Plan project.

E. Review of the draft minutes for the October 2, 1995 Board of Directors meeting.

F. Set the date for the next Board meeting. The Board normally does not conduct a meeting during the later part of December, and the next regular meeting date should be confirmed. Tentatively, the next regular meeting is scheduled for the forth Wednesday of January which is OK Wednesday, January 24, 1996. *Date as amended, Lu, D.H.*

ADJOURNMENT OR CONTINUATION *Con. Strain*

Con. Strain *negotiable except* _____ *think has to be passed*
Lu, D.H.

MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 10/26/95 THROUGH 11/21/95

ADMINISTRATIVE EXPENSES

VENDER NAME	CODE	DESCRIPTION	FUND	AMOUNT
ABC CONSULTANTS	2117	MANAGEMENT FEE, 11/95	C	650.00
CAL. SPECIAL DISTRICT ASSOCIATION	2049	ANNUAL MEMBERSHIP FEE	B	221.00
COSTCO	2133	COPIER PAPER	P	32.16
ABC CONSULTANTS	2479	ROUTINE TRAVEL 10/95, 387 miles @ \$0.30	C	116.10
AT&T	2534	707-648-1305, THROUGH 10/27/95	B	14.23
PACIFIC BELL	2534	707-648-1305, THROUGH 10/20/95	B	11.61

TOTAL G&A EXPENSES = \$1,045.10

ROADS & EASEMENT EXPENSES

HARVEY PEARLMAN	1028	MAINTENANCE WAGES 10/22-11/04/95	C	72.66
ALBERTO ALCALA	1073	EXTRA HIRE WAGES 10/22-11/04/95	C	75.36
JOSE ALCALA	1073	EXTRA HIRE WAGES 11/5-11/18/95	C	376.78
ALBERTO ALCALA	1073	EXTRA HIRE WAGES 11/5-11/18/95	C	75.36
GOODMAN BUILDING SUPPLY	2078	FIBER EMULSION	B	20.68
MARTIN BROS. SUPPLY	2078	20' - 3" STRIP MATERIAL	B	12.66
SAN RAFAEL ROCK QUARRY	2078	AGGREGATE	B	18.15
ABC CONSULTANTS	2117	MANAGEMENT FEE, 11/95	C	300.00

TOTAL R&E EXPENSES = \$951.64

WATER DIVISION EXPENSES

HARVEY PEARLMAN	1028	MAINTENANCE WAGES 11/5-11/18/95	C	348.79
HARVEY PEARLMAN	1028	MAINTENANCE WAGES 10/22-11/04/95	C	537.71
HARVEY PEARLMAN	1404	MEDICAL BENEFITS, 11/95	C	102.33
MARIN COUNTY HEALTH DEPARTMENT	2115	MONTHLY WATER TESTS, 10/25/95	B	30.00
MARIN COUNTY HEALTH DEPARTMENT	2115	REPLACE CHECK #1299 FOR SEPT. TESTS	B	10.00
ABC CONSULTANTS	2117	CLERICAL FEES, 11/95	C	850.00
ABC CONSULTANTS	2117	MANAGEMENT FEE, 11/95	C	804.00
GOODMAN BUILDING SUPPLY	2121	MISC. WATER FITTINGS & SUPPLIES	B	47.32
HOME DEPOT	2121	5 GALLONS WATER SEAL	B	51.12
WESTERN WATER PRODUCTS	2121	TAX ON WATER FILTERS	B	12.52
U. S. POST OFFICE	2130	STAMPS AND MAILING EXPENSES	P	38.40
HARVEY PEARLMAN	2479	ROUTINE TRAVEL, 11/95	C	75.00
KLINFELDER & ASSOCIATES	4182	WATER STUDY, PARTIAL FEE	B	672.50

TOTAL WATER EXPENSES = \$3,579.69

RECREATION EXPENSES

HARVEY PEARLMAN	1028	MAINTENANCE WAGES 10/22-11/04/95	C	65.40
HARVEY PEARLMAN	1028	MAINTENANCE WAGES 11/5-11/18/95	C	87.20
JUANA GONZALES	1073	JANITORIAL WAGES 10/22-11/04/95	C	64.59
JUANA GONZALES	1073	JANITORIAL WAGES 11/5-11/18/95	C	64.59
NANCY KNOX	2041BI	BISTRO PASTRIES	P	\$12.00
BELL'S MARKET	2041BI	BISTRO SUPPLIES	P	\$5.47
COSTCO	2041BI	COFFEE	P	32.56
BARBARA HERWITZ	2041CP	CHILDREN'S HALLOWEEN PARTY	B	84.99
EMIKO WANG	2041TC	TAI CHI INSTRUCTION, 11/95	B	72.00
GOODMAN BUILDING SUPPLY	2096	REPLACE MAIN LIGHT DIMMER SWITCH	B	75.06
SALVADOR GONZALES	2097	GROUND MAINTENANCE 10/95	C	64.59
ABC CONSULTANTS	2117	MANAGEMENT FEE, 11/95	C	337.67
CARLYN NARY	2122	REFUND SECURITY DEPOSIT	B	75.00
DYNAMIC WALKING	2122	REFUND SECURITY DEPOSIT	B	150.00
SPECIAL DISTRICT RISK MANAGEMENT	2122	SPECIAL EVENT INSURANCE	B	347.19
HOME DEPOT	2366	MISC. ITEMS FOR BUILDING MAINTENANCE	B	6.51
COSTCO	2366	TOWELS AND TOILET PAPER	P	28.51
SHOPPER'S ADVANTAGE	2366	BUILDING SUPPLIES	P	115.34
PACIFIC BELL	2534	415-383-9969 THROUGH 10/19/95	B	41.85
MCPAIL FUEL COMPANY	2535	PROPANE GAS SUPPLIES	B	148.73

TOTAL RECREATION EXPENSES = \$1,879.24

FIRE DIVISION EXPENSES

ABC CONSULTANTS	2117	ADMIN FEES, 11/95	C	\$225.00
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TOTAL FIRE EXPENSES = \$225.00

TOTAL GENERAL FUND EXPENSES = \$7,680.67

B = Paid through 1st Nationwide Bank
 C = Paid through County Funds
 P = Paid with Petty Cash Funds.

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors during their meeting on December 6, 1995.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Steven Shaffer, 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: 12/02/95
FOR: Board of Directors Meeting, on Wednesday, December 6, 1995

I. ADMINISTRATION: The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.

A. Board of Directors: Director Hopkins has notified the District that she is moving her place of residence to the Berkeley area, and will no longer be able to serve as a member of the Board. As a result, the following actions are required:

1. The Board should accept Director Hopkins resignation, effective just prior to the close of tonight's meeting.
2. The Board has sixty days to appoint a new member to fill the vacant Board seat. This requires the Board to seek out prospective candidates, and to appoint a new member to fill the vacancy during the regular January meeting. It is suggested that a notice of the vacancy be distributed, with a request for volunteers. The new member, after appointment, would serve until the next November general election. In the event the Board fails to appoint a new member to fill the vacancy, the right of appointment moves to the Board of Supervisors.

B. Monthly Budget Report: During the month of October, the District's gross equity increased by more than \$7,000, which is unusual for this time of year. The increase is a result of combined income from interest earnings of the Harris Fund, receipt of the West Marin Fire Funds, interest earnings from Treasury Bills, and a small increase in water revenues.

During the month of November, the gross equity declined, but as the County's budget report is not available in time for this report, the actual decline cannot be precisely determined. It was necessary to transfer \$5,000 from the Harris Funds (from the more than \$13,000 owed to the General Fund by the Harris Fund) to the General Fund in order to met payroll obligations. Anticipated tax revenues to be collected in December will be adequate to cover payroll needs into late February or March of 1996, when additional tax revenues should increase the General Fund balance.

II. FIRE: The recent disastrous fire in West Marin emphasizes the need to implement fire prevention methods, whenever possible. It is well known that the numerous Monterey pines, growing throughout the District, increases the potential of minor fires to spread rapidly into a major fire. While the District has limited responsibility concerning private property, it does have full responsibility over District owned property and District maintained easements. In this regard the following recommendations are offered:

A. Community Center: All trees within 30 feet of the building structure should be removed, and all shrubbery within the 30 feet prevention zone should be trimmed to a height of no more than 3 feet. Further, all shrubbery within the prevention zone should be comprised of

minimum fire risk plants. Trees that cannot be safely removed by District personnel, due to their height and size, should be removed by a qualified tree service.

Trees and shrubs outside the prevention zone should be thinned out wherever possible, and replaced with fire resistant trees and plants when applicable. Grounds maintenance should systematically remove fire risk debris, and replace bare areas with low fire risk native ground covers.

Implementation of the above steps, in a timely manner, including the provision of the necessary funding is emphasized to establish the District as a role model for private residents to follow.

- B. District Park Land, Roadways and Easements:** These areas are more difficult to control, as in many situations the existing trees serve as quasi protective barriers for the adjacent residents, and may also be considered as having aesthetic or other intrinsic value. However, the following comments and recommendations are offered:

Trees are an important factor in the preservation of air quality. Studies by the national forestry service indicate that the planting of 4 trees at the time of a child's birth, will essentially offset the anticipated air pollution that the new person will affect during the persons lifetime. Further, it is estimated that a tree living for 50 years will contribute services worth almost \$200,000 within its lifetime, when its air restoration, energy saving, wind protection, and other contributing qualities are considered. Obviously, these considerations negate a return to the barren hillsides that once predominated this area.

However, it should be noted that the majority of trees within the District are Monterey pines, approaching the end of their effective life span. Therefore, it is suggested that an informational program be developed for distribution within the community, encouraging the timely replacement of existing trees with more appropriate fire resistant native trees.

- C. Overhead electrical power lines** are possibly the District's greatest fire hazard. As the cost of placing these lines underground is considerable, it is not likely that the electrical service company will voluntarily initiate this action. However, the maintenance of overhead lines is considerable, and the liability of being the cause of a disastrous fire is not negligible, if the "Act of God" defense is not applicable. Therefore, a community safety campaign including continual correspondence to the electrical company noticing them of the potential danger and their responsibility will improve the possibility of their taking action. Whereas, continued community silence and apathy toward the matter will assure no action.
- D. Pedestrian Easements:** With the exception of the District's Park land, the pedestrian easements offer little opportunity for the District to implement effective fire prevention policies. In general, the pedestrian easements are too narrow to become an effective fire break, even if they were fully cleared. Systematic maintenance of these easements, including planned long term access improvements, combined with the timely removal/replacement of detrimental shrubs and trees is recommended. This will be considered during the completion of the Roads and Easements Policy Manual.

- III. RECREATION:** At this time, a community dinner is scheduled for January 17, 1995. Debra Kamradt has volunteered to assist by preparing the entree, and Geraldine Reichert has offered to

present a musical program. Geraldine is well recognized for her singing talent and is currently performing in a successful San Francisco opera performance. She also believes that she will be able to solicit the participation of a well recognized violinist with his Stradivarius violin. All in all the program promises to be one of the district's big events of the year.

IV. WATER: In addition to the water operations report, the following items should be considered.

- A. New Test Well:** A survey of the upper storage tank site has been ordered and should be completed by the time of the meeting. This survey, which includes the as built location of the storage tank, is necessary to determine the proposed well location so as to obtain the drilling permit. Fisch Well drilling, with the cooperation of Forster Engineering has been selected to do the drilling. When the test well results are determined, final design of the well and equipment will be completed, with Forster Engineering ready to complete the project. Completion is anticipated prior to the end of the year.
- B. Harris Plan Project:** Work on the easterly Sunset to Pacific Way intertie has been delayed do to the possibility of a redesign resulting in considerable cost savings. The intertie was originally designed to eliminate the easterly Sunset Way dead end water line, by extending the line to a connection to the Pacific Way main line. This route was selected as being less expensive and essentially maintenance free, as compared to a direct tie in to the water main on Shoreline Highway, which would require a pressure regulating system to avoid problems during the well pumping supply periods. Relocation of the primary well, to the upper tank site should negate the need for the pressure regulating station. This will enable a direct tie in to the Shoreline main, considerably reducing the length of pipeline required and ease the construction difficulty. As the potential cost savings is significant, the original project has been placed on hold until completion of the test well and a final evaluation is made.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF OCTOBER 1995**

FY IS
33.70%
COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

DESCRIPTION	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF OCTOBER 1995			
				PETTY CASH	1ST BANK	COUNTY FUND 428	10/31/95 TOTAL
Opening Balance at beginning of fiscal year	\$109,245	Balances on 10/01/95 =		(\$115.07)	\$76,685.57	\$888.25	\$77,458.75
General and Admin. Income	29,913	771.16	2.58%	0.00	253.66	0.00	253.66
General & Admin. Expenses	20,272	4,793.67	23.65%	32.16	396.98	458.80	887.94
G&A Income - Expenses	\$9,641	(\$4,022.51)	-41.72%	(\$32.16)	(\$143.32)	(\$458.80)	(\$634.28)
Water Income	56,000	23,216.40	41.46%	60.00	7,358.03	0.00	7,418.03
Water Expenses	75,426	18,763.90	24.88%	38.40	1,160.52	2,826.84	4,025.76
Water Income - Expenses	(\$19,426)	\$4,452.50	N.A.	\$21.60	\$6,197.51	(\$2,826.84)	\$3,392.27
Recreational Income	30,375	4,023.88	13.25%	162.50	695.00	0.00	857.50
Recreational Expenses	38,600	5,326.42	13.80%	193.88	766.57	465.00	1,425.45
Recreational Income - Expenses	(\$8,225)	(\$1,302.54)	N.A.	(\$31.38)	(\$71.57)	(\$465.00)	(\$567.95)
Road & Easement Income	0	0.00	N.A.	0.00	0.00	0.00	0.00
Road & Easement Expenses	25,039	14,621.27	58.39%	0.00	1,161.07	1,856.64	3,017.71
R&E Income - Expenses	(\$25,039)	(\$14,621.27)	N.A.	\$0.00	(\$1,161.07)	(\$1,856.64)	(\$3,017.71)
Fire Income	18,450.00	14,051.60	76.16%	0.00	0.00	8,547.00	8,547.00
Fire Expenses	19,589.55	9,481.14	48.40%	0.00	74.96	225.00	299.96
Fire Income - Expenses	(\$1,139.55)	\$4,570.46	N.A.	\$0.00	(\$74.96)	\$8,322.00	\$8,247.04
General Funds budgeted year-end balances =	\$65,056	Gen. funds on 10/31/95 =		(\$157.01)	\$81,432.16	\$3,602.97	\$84,878.12

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Total General Fund Income =	\$134,738	\$42,063.04	31.22%	\$222.50	\$8,306.69	\$8,547.00	\$17,076.19
Total General Fund Expenses =	178,927	52,986.40	29.61%	264.44	3,560.10	5,832.28	9,658.82
General Fund Income - Expenses =	(\$44,189)	(\$10,923.36)	N.A.	(\$41.94)	\$4,746.59	\$2,714.72	\$7,419.37

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	10/31/95 TOTAL
Insurance	2059	\$500	500.00	100.00%				\$0.00
ABCC Administrative fees	2117	2,000	200.01	10.00%			66.67	66.67
G&A % (94-95 incl'ds 93-94 loss cry fwd)	2720	713	0.00	0.00%				
Project improvements	4169	20,373	520.00	2.55%				0.00
TOTAL HARRIS FUND EXPENSES =		\$23,586	\$1,220.01	5.17%	\$0.00	\$0.00	\$66.67	\$66.67

HARRIS FUND CAPITAL IMPROVEMENT INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	10/31/95 TOTAL
Surcharge (1994-95 includes tax income)	9031	\$360	359.50	99.86%				\$0.00
Interest	9377	120	1,026.03	855.03%			622.14	622.14
TOTAL HARRIS FUND INCOME =		\$480	\$1,379.53	287.40%	\$0.00	\$0.00	\$622.14	\$622.14

SUMMARY OF HARRIS FUND INCOME AND EXPENSES

						COUNTY FUND 429	NET TOTAL FUND 429
Opening Harris Fund Balance	\$23,106	\$23,105.76	100.00%	Balance on 10/01/95		\$36,280.85	\$22,709.79
Harris Fund Income	480	1,379.53	287.40%	0.00	0.00	622.14	622.14
Harris Fund Expenses	23,586	1,220.01	5.17%	0.00	0.00	66.67	66.67
Harris Fund Income - Expenses	0	159.52	N.A.	0.00	0.00	555.47	555.47
Account balances at month's end =		\$23,265.28	N.A.	(\$157.01)	\$81,432.16	\$36,836.32	\$23,265.26

GROSS DISTRICT EQUITY AT CURRENT MONTH'S END = \$121,714.44

NOTE:

The net balance of the Harris fund 429 is shown under "Net total Fund 429", and includes the adjustments for income and expenses recorded in the 1st Nationwide Bank depository, plus the 1994-95 year-end adjustments for undistributed administrative expenses. The County Fund 429 owes the General Fund the difference between the County Fund 429 and the Net Total Fund 429 = \$13,571.06

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF OCTOBER 1995**

FY IS
33.70%
COMPLETE

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	10/31/95 TOTAL
Conferences	2049	\$1,000	221.00	22.10%		\$221.00		\$221.00
Insurance	2059	1,361	1,360.95	100.00%				0.00
ABCC Administrative fees	2117	6,000	2,005.50	33.43%			400.00	400.00
Miscellaneous expenses	2121	150	124.44	82.96%				0.00
General Election Expense	2129	1,361	0.00	0.00%				0.00
Postage	2130	100	34.04	34.04%				0.00
Office Supplies	2133	250	195.59	78.24%	32.16			32.16
Copier Maintenance	2137	650	94.74	14.58%		67.03		67.03
County Fees	2352	5,300	0.00	0.00%				0.00
Mileage	2479	900	286.52	31.84%			58.80	58.80
Telephone	2534	1,200	347.30	28.94%		108.95		108.95
Legal fees & expenses	2713	1,500	123.59	8.24%				0.00
Building Improvements	4048	500	0.00	0.00%				0.00
TOTAL ADMINISTRATIVE EXPENSES =		\$20,272	\$4,793.67	23.65%	\$32.16	\$396.98	\$458.80	\$887.94

20% of general G&A Costs = \$4,054

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	10/31/95 TOTAL
Property Tax Revenue	9001	\$26,700	168.92	0.63%				\$0.00
Interest Income	9203	1,800	530.24	29.46%		253.66		253.66
Inter Fund Transfers	9377	713	0.00	0.00%				0.00
Copier Income	9772	700	72.00	10.29%				0.00
TOTAL ADMINISTRATIVE INCOME =		\$29,913	\$771.16	2.58%	\$0.00	\$253.66	\$0.00	\$253.66

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 end of the fiscal year. The five operational departments include: (1) Harris Plan Capital Improvements; (2) Roads and Easements; (3) Water operations; (4) Recreational; and (5) Fire.

ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	10/31/95 TOTAL
Maint. Mgr.	1028	\$1,500	1,998.75	133.25%			\$378.00	\$378.00
Extra Hire	1073	6,000	2,818.00	46.97%			650.00	650.00
FICA	1404	488	368.49	75.59%			78.64	78.64
Work Compensation, Insurance,	1701	525	31.50	6.00%				0.00
Insurance	2059	227	226.83	100.00%				0.00
Repairs	2077	3,000	1,810.63	60.35%		56.52		56.52
Gen. Maint.	2078	1,500	605.63	40.38%		114.96		114.96
ABCC Administrative fees	2117	4,300	2,629.67	61.16%			750.00	750.00
G&A Share	2720		122.00	N.A.				0.00
Road Const.	2741	7,500	3,223.35	42.98%		989.59		989.59
TOTAL EASEMENT EXPENSES =		\$25,039	\$13,834.85	55.25%	\$0.00	\$1,161.07	\$1,856.64	\$3,017.71

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	10/31/95 TOTAL
Miscellaneous Income	9772	0						\$0.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF OCTOBER 1995**

FY IS
33.70%
COMPLETE

WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	10/31/95 TOTAL
Maint. Mgr. Wages	1028	11,000	2,643.50	24.03%			\$924.75	\$924.75
Extra Hire Wages	1073	500	1,423.50	284.70%				0.00
FICA	1404	880	202.25	22.99%			70.76	70.76
Benefits	1506	1,400	415.90	29.71%			102.33	102.33
Work. Compensation Insurance	1701	700	249.56	35.65%				0.00
Annual Fee	2058	500	500.00	100.00%				0.00
Gen. Insurance	2059	996	996.20	100.00%				0.00
Repairs	2077	400	0.00	0.00%				0.00
Bldg. Repair	2096	1,500	0.00	0.00%				0.00
Tests & chemicals	2115	2,500	176.88	7.08%		88.96		88.96
ABCC Administrative & clerical fees	2117	18,800	5,072.37	26.98%			1,654.00	1,654.00
Misc. Exp.	2121	900	2,292.96	254.77%		333.35		333.35
Refunds	2122	1,000	388.70	38.87%				0.00
Postage	2130	450	76.80	17.07%	38.40			38.40
Office supplies	2139	750	326.46	43.53%				0.00
Contract Repairs	2325	5,000	280.02	5.60%				0.00
Travel	2479	1,250	609.00	48.72%			75.00	75.00
Telephone	2534	400	176.35	44.09%		33.31		33.31
Electricity	2535	6,000	2,294.31	38.24%		704.90		704.90
G&A Share	2720		639.13	N.A.				0.00
Equipment	4093	1,500	0.00	0.00%				0.00
Water Meters	4160	1,000	0.00	0.00%				0.00
Water Supply Study	4162	2,000	0.00	0.00%				0.00
System Improvements	4169	15,000	0.00	0.00%				0.00
System Upgrades	4197	1,000	0.00	0.00%				0.00
TOTAL WATER EXPENSES =		\$75,426	\$18,763.90	24.88%	\$38.40	\$1,160.52	\$2,826.84	\$4,025.76

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	10/31/95 TOTAL
Service Billing	9025	\$56,000	18,177.93	32.46%		\$6,096.24		\$6,096.24
Late penalties & interest billed	9772	1,000	6,032.34	603.23%		109.36		109.36
Receipts Collected	9025	56,000	17,897.49	31.96%	60.00	7,208.03		7,268.03
Accounts Receivable	9025	6,177	7,629.05	123.51%				
Security Deposits billed and collected	9025SD	1,000	350.00	35.00%		150.00		150.00
TOTAL WATER INCOME =		\$57,000	\$18,247.49	32.01%	\$60.00	\$7,358.03	\$0.00	\$7,418.03

NOTES:

1. Accounts receivable for current month indicates receivables just prior to the new month's invoicing.
2. Accounts receivable for "Fis. Year Totals" reflects this years service billings versus income received, and fiscal year beginning receivables.

FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	10/31/95 TOTAL
Work. Compensation Insurance	1701	\$2,400	1,097.13	45.71%				\$0.00
Gen. & Vehicle Insurance	2059	5,640	5,639.55	100.00%				0.00
ABCC Administrative fees	2117	2,700	675.00	25.00%			225.00	225.00
G&A Share	2720		225.00	N.A.				0.00
Fire Station Fund	4048		0.00	N.A.				0.00
W. Marin G. Exp.	4827	8,850	2,069.46	23.38%		74.96		74.96
TOTAL FIRE EXPENSES =		\$19,590	\$9,706.14	49.55%	\$0.00	\$74.96	\$225.00	\$299.96

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	10/31/95 TOTAL
W. Marin Grant	9377	\$8,850	8,547.00	96.58%			\$8,547.00	\$8,547.00
MBVFA Donations	9763	9,600	5,504.60	57.34%				0.00
TOTAL FIRE INCOME =		\$18,450	\$14,051.60	76.16%	\$0.00	\$0.00	\$8,547.00	\$8,547.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF OCTOBER 1995**

FY IS
33.70%
COMPLETE

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	10/31/95 TOTAL
Maint. Mgr. Wages	1028	\$200	216.00	108.00%			\$216.00	\$216.00
Janitorial Wages	1073	1,600	340.50	21.28%			60.00	60.00
FICA	1404	138	226.36	164.39%			28.00	28.00
Work. Compensation Insurance	1701	220	70.50	32.05%				0.00
Basketball	2041BA	246	0.00	0.00%				0.00
Bistro	2041BI	600	112.38	18.73%	50.03			50.03
Community Dinners	2041CD	1,400	28.61	2.04%				0.00
Children's Programs	2041CP	300	0.00	0.00%				0.00
Labor Day BBQ	2041LD	450	0.00	0.00%				0.00
Tai Chi	2041TC	1,080	360.00	33.33%		160.00		180.00
Insurance	2059	997	997.47	100.00%				0.00
Repairs	2077	250	0.00	0.00%				0.00
Bldg. Maintenance	2096	500	0.00	0.00%				0.00
Ground Maintenance	2097	600	200.00	33.33%			90.00	90.00
ABCC Administrative fees	2117	4,200	522.00	12.43%			71.00	71.00
Publications	2119	100	71.00	71.00%				0.00
Misc. Expenses	2121	100	0.00	0.00%				0.00
Deposit Refunds	2122	2,000	938.01	46.90%		347.19		347.19
Postage & Off. Sup.	2133	100	381.40	381.40%				0.00
Refuse Removal	2259	384	216.04	56.26%		96.00		96.00
Building Supplies	2366	275	171.24	62.27%	143.85			143.85
Pay Telephone	2534	460	171.95	37.38%		83.70		83.70
Electricity for Community Center	2535	1,200	204.36	17.03%		59.68		59.68
G&A Share	2720		98.60	N.A.				0.00
CDBG improvements	4045	20,000	0.00	0.00%				0.00
Bldg. Improvements	4048	750	0.00	0.00%				0.00
Equip. & Furnishings	4093	200	0.00	0.00%				0.00
Playground imp.	4243	250	0.00	0.00%				0.00
TOTAL RECREATION EXPENSES =		\$38,600	\$5,326.42	13.80%	\$193.88	\$766.57	\$465.00	\$1,425.45

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	10/31/95 TOTAL
Children's Programs	9248	275	0.00	0.00%				\$0.00
Community Center, Rental	9255	2,500	1,370.00	54.60%		320.00		320.00
Refundable Deposits	9255RD	2,000	1,291.46	64.57%		150.00		150.00
Bistro	9811BI	1,800	758.75	42.15%	151.50			151.50
Community Dinners	9811CD	1,600	136.67	8.54%				0.00
Labor Day BBQ	9811LD	750	0.00	0.00%				0.00
Tai Chi	9811TC	1,350	450.00	33.33%		225.00		225.00
Res. Handbooks	9834	100	11.00	11.00%	11.00			11.00
Community Development Block Grant	9900	20,000	6.00	0.03%				0.00
TOTAL RECREATION INCOME =		\$30,375	\$4,023.88	13.25%	\$162.50	\$695.00	\$0.00	\$857.50

MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
OCTOBER 19, 1995 THROUGH NOVEMBER 19, 1995

WATER SYSTEM STANDARD OPERATIONS:

1. Daily system check by the maintenance manager, including physical inspection of the storage tanks, chlorinator check, and completion of daily log entries.
2. Weekly monitoring of distribution system chlorine levels to assure an adequate residual level to prevent bacterial growth. It was necessary to directly add a small quantity of chlorine to the upper and lower storage tanks; however, this was determined to be the result iron content variables rather than bacterial factors. Maintaining very low chlorine residuals (0.1 to 0.05 ppm), so as to avoid excessive chlorine taste and odor, occasionally results in iron precipitate action overcoming the chlorine residuals.
3. Weekly flushing of the lower tank sand filter system, and cleaning of the lower system cartridge filters. These filters remove colloidal iron precipitate, and on occasion require more cleaning than normal indicating a temporary increase in iron content, confirming the above comments.
4. Monthly bacteriological samples included one sample each for the upper and lower systems. taken. The bacteriological samples were free of coliform's.
3. Average daily metered consumption per meter actually increased from 231 gallons in September to 234 gallons in October, indicating the extended clear weather and continued landscape irrigation. The small increase in consumption continues to enable us to use the main well as the source of supply, and maintain adequate fire reserves. However, there were a few days when it was necessary to activate the backup well (see maximum production day of 62,500 gallons).

The unaccounted for water loss declined to 17.65% of production. No repairs have been implemented to indicate a reason for this water loss improvement. Most likely, the milder weather has reduced the seepage from the two storage tanks

TABULATION OF WATER PRODUCTION FACTORS: Note: Meters were read on 10/23/95 . Production is based on 30 days.

1.	Total volume of water produced	1,203,700	gallons
2.	Average daily production	41,423	gallons/day
3.	Maximum daily production occurred on 10/23/95	62,500	gallons
4.	Minimum daily production occurred on 11/07/95	32,800	gallons
4.	Volume of water billed by customer meters, total	1,023,417	gallons
5.	Average daily customer water use, per customer	234	gallons/day
6.	Estimated maintenance and fire consumption.	2,100	gallons
7.	Unaccounted for water loss = 17.65% of production	219,283	gallons

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
OCTOBER 19, 1995 THROUGH NOVEMBER 19, 1995**

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

1. Weekly meetings and phone conversations, as necessary, to assist Harvey in system management and maintenance operations. During this time frame, Harvey was on leave for a brief period, with Aran Collier and the GM filling in during the absence.
2. There were no emergency repairs implemented during this time frame.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing for the 10/23/95 to 10/23/95 period was \$5,998.54, plus \$109.36 in late payment and interest penalties. Water revenues collected for the period totaled \$7,268.03, plus \$150 in security deposits. The accounts receivable was \$2,109.66 at the close of 10/25/95 which is a \$1,192.62 decrease from the previous period.

One residential meter remains disconnected and out of service.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
NOVEMBER 20, 1995 THROUGH DECEMBER 1, 1995

WATER SYSTEM STANDARD OPERATIONS:

1. Daily system check by the maintenance manager, including physical inspection of the storage tanks, chlorinator check, and completion of daily log entries.
2. Weekly monitoring of distribution system chlorine levels to assure an adequate residual level to prevent bacterial growth. Chlorine residuals were maintained between 0.10 and 0.05 ppm.
3. Weekly flushing of the lower tank sand filter system, and cleaning of the lower system cartridge filters. There were no indications of above normal iron precipitate.
4. Monthly bacteriological samples included one sample each for the upper and lower systems. taken. The bacteriological samples were free of coliform's.
3. Average daily metered consumption per meter has declined to 204 gallons versus 234 gallons in October and 253 gallons during August. The lower consumption continues to enable us to use the main well as the source of supply, and maintain adequate fire reserves. However, the average daily production of 35,600 gallons does require extended pumping hours, resulting in increased electrical costs. The current main well pumping rate is approximately 40 gallons per minute, and requires an average daily pumping time of approximately 15 hours.

The unaccounted for water loss has declined to 16.52% of production. No repairs have been implemented to indicate a reason for this water loss improvement, further indicating that the mild weather reduces the storage tank seepage.

TABULATION OF WATER PRODUCTION FACTORS: Note: Meters were read on 10/23/95 .
Production is based on 30 days.

1.	Total volume of water produced	1,068,000	gallons
2.	Average daily production	35,600	gallons/day
3.	Maximum daily production occurred on 10/23/95	46,600	gallons
4.	Minimum daily production occurred on 11/07/95	20,000	gallons
4.	Volume of water billed by customer meters, total	894,480	gallons
5.	Average daily customer water use, per customer	204	gallons/day
6.	Estimated maintenance and fire consumption.	2,100	gallons
7.	Unaccounted for water loss = 16.52% of production	173,520	gallons

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
NOVEMBER 20, 1995 THROUGH DECEMBER 1, 1995**

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

1. Weekly meetings and phone conversations, as necessary, to assist Harvey in system management and maintenance operations. During this time frame, Harvey was on emergency leave for a brief period, with Aran Collier and the GM filling in during the absence.
2. There were no emergency repairs implemented during this time frame.
3. The survey of the upper water tank site, and the as built location of the storage tank has been authorized. When the sketch of survey is received, the application for the well drilling permit will be completed, and the permit obtained. Fisch Well Drilling is prepared to drill the test well, within two after the permit has been obtained.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing for the 10/23/95 to 11/23/95 period was \$4,974.23, plus \$191.93 in late payment and interest penalties. Water revenues collected for the period totaled \$5,061.44. No new security deposits were collected. The accounts receivable was \$1,362.07 at the close of 11/29/95 which is a \$747.59 decrease from the previous period.

One residential meter remains disconnected and out of service. .

THIS CONCLUDES THE WATER OPERATIONS REPORT.

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, OCTOBER 25, 1995**

Directors present: President Steve Shaffer ; Directors: Dale Hopkins, Nancy Wolf Lee, and Peter Rudnick. Director Pinto had previously called to say she could not attend the meeting.

- I. Call to order.** President Shaffer called the meeting to order at 7:10 P.M.
- II. Review and consideration of the October 25, 1995 Agenda:** Several residents were in attendance, desiring the Board's consideration of matters concerning the District's Park Lands between Seacape and Starbuck Drive. The GM indicated that this I might be considered under Roads and Easements, and suggested that Agenda item VII-C be opened for discussion following the review of the Bills to be Paid. Director Lee *moved* to approve the Agenda, including the rescheduling of item VII-C to follow the Bills to be Paid; seconded by Director Hopkins, ayes all.
- III. Review and consideration of bills to be paid:** The GM distributed an update to the Bills to be Paid Report, listing the bills received between 10/20/95 and 10/25/95, including general fund expenses totaling \$2,231.18. There was a brief discussion, and Director Lee *moved* to approve the Bills to be Paid including general expenses of \$5,932.82 and \$2,231.18 totaling \$8,164.00, and Harris Fund expenses of \$66.67; seconded by Director Hopkins; ayes all.
- IV. Roads and Easements:** Several residents from the Seacape area requested the Board consider the permit application for a second story addition to the existing dwelling at 54 Seacape Drive, and its affect on the scenic views from the District's Park Land. These residents indicated their opposition to the structural addition, as it adversely affects the scenic ocean views of several Starbuck Drive residences. The GM noted that historically, the Board has not taken a position on zoning matters, as it is not under their authority. Further, the GM noted that in this situation consideration of the view would also include preservation of the scenic valley views to the East of the Park Lands, as well as the views of the ocean. President Shaffer then stated that his experience on the Board, spanning several years and more than one election verifies that previous Boards have not taken a position relative to zoning matters. A basic general discussion followed, with the final consensus that the Board should continue to abstain from taking a position on zoning matters that do not affect the health and safety of the community.
- V. Public open time.** The Seacape area residents indicated a desire to discuss tree maintenance and fire dangers. The GM suggested that this be considered during the Fire Department's discussion..
- VI. Fire Department.** The GM reported that his attendance to the last business meeting of the Fire department had been successful in improving communications. During that meeting, the volunteers elected Michael Moore to the position of Fire Chief, and reelected Robert Allen as Assistant Fire Chief. The GM noted that the Board is required to confirm these elections, and recommended the Board's approval. Director Lee *moved* to approve the election of the new Fire Chief Michael Moore, and the Assistant Fire Chief Robert Allen; seconded by Director Hopkins, ayes all.

Following the new Fire Chief's confirmation, Chief Moore reported to the board on general matters of the Fire Department, including training and recertification efforts. The Chief noted that next weekend is scheduled for the annual checking and refilling of fire extinguishers for District residents. This has been a popular program in the past, and he hopes to be able to continue it in the future.

He then discussed the need to have additional personnel, particularly in training, as the small force of 12 members does not provide for consistent daily department availability. The GM confirmed these comments, and indicated that ideally the force would include at least 21 members, rotating their availability so no individual was over committed. The amount of time dedicated to training and fire education places considerable demand on the volunteers, but is essential to maintain a qualified group. At this time, the problem is the cost of liability and worker's compensation insurance, which is approximately \$600 per volunteer per year. The GM indicated that he is consulting with the insurance companies to see if there are alternatives for coverage, when fewer people are actually active, and some are in training.

At this point, the Seacape residents' comments concerning trees and fire safety were entertained. The GM noted the District's policy to remove potentially hazardous trees (such as Monterey Pine and Eucalyptus) that are on District property or within the District's easements, when and if they can be removed by District personnel, or if there is money available. However, he also noted that these efforts were generally limited to the smaller trees that are clear of power lines, and other structures. During a general discussion, the various opinions concerning trees, ranging from preserving every tree to removing every tree was emphasized. The GM pointed out that the majority of trees in the District are Monterey Pines, which generally have an expected life span of 50 to 75 years. Most of the trees within the District are approaching the end of their life expectancy, and this increases their potential to become hazardous. A general discussion followed, including a suggested tree replacement program encouraged by the State Forestry Service, but no consensus was reached.

VII. Emergency/Disaster Committee: Ellen Mettler reported that she has scheduled a community volunteer meeting on Saturday, November 11, 1995 at 11:00 am, in hopes of gaining volunteers for this committee. She Briefly indicated that she has a copy of a detailed plan, gained from another district, and she hopes to be able to implement an adaptation suitable for Muir Beach, with the assistance of volunteers. Bistro volunteers, Judith Yamamoto and Nancy Knox, have agreed to have a special Saturday Bistro to assist in attracting volunteers. The Board commended the efforts put forth by Ellen, Judith, and Nancy.

VIII. The General Manager's Report: The GM offered information on the following Administrative and Operational activities:

- A. Budget review:** The GM reviewed the budget report for October, indicating that the District's gross cash equity declined approximately \$4,000 during the month. However, this is normal for this time of year, and the District's fiscal position is still strong.
- B. F.E.M.A.:** The GM reported that there is no news concerning this problem, and that he does not expect any pressing requirements until some time next year.
- C. Recreation:** The GM Noted that no activities are currently planned through the remainder of the calendar year. He is reviewing the possibility of having a New Year's Eve dinner party. He also discussed the funds available for improving the basketball area, located in the Starbuck cull de sac. With some volunteers, he feels the basket and backboard can be realigned to provide for a full half court. President Shaffer offered to contribute \$25 to the effort, if he existing funds are not adequate to complete the project

- D. **Water:** The GM reported that he had distributed copies of the geologist report to Board members. He then briefly reviewed the report and the recommendations that the test well be drilled on the upper storage tank site, or in the upper end of the District's Park Lands near the intersection of Starbuck and Seacape Drives. The GM also noted that the geological report was essentially negative concerning the prospects of a deep well located on the existing well site. This was followed by a general discussion, and the Board suggested that the GM proceed with the necessary steps to drill a test well on the upper storage tank property. The GM said he would arrange for a survey of the property, prepare the documents for the well permit, and then schedule the well drilling.

The GM then briefly reviewed the water operations report, indicating that we are currently operating the main well for extended hours, due to its declining efficiency. This is resulting in increased electrical costs, but is preferable to using the backup well, with its air injection problems.

- IX. **Review of the draft minutes for the September 27, 1995 meeting:** Director Lee *moved* to approve the September 27, 1995 minutes as submitted; seconded by Director Hopkins; Ayes all.

- X. The next Board meeting, set during the September for December 6, 1995 was reconfirmed.

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 _____

Steven S. Shaffer, Board President

Donovan Macfarlane, Secretary