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AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY, JANUARY 24, 1996 AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

DIRECTORS:

President Steve Shaffer; Directors: Nancy Wolf Lee, Erin Pinto, and Peter Rudnick. One directorship is vacant and open for appointment.

- I. Call the meeting to order. 2:10
- II. Review and consideration of the January 24, 1996 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".

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 December 6, 1995 meeting.
 IV. PUBLIC OPEN TIME: California State Law prohibits Board action on any item, within its jurisdiction,

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.

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g:15 6:35

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: As previously authorized by the Board, the Fire Chief has the option to attend the Board meetings on a quarterly basis, unless his attendance is required for a Board decision. There is no special requirement for this meeting, and the Fire Chief's attendance is optional.
- VI. Emergency/Disaster Committee: A report will be presented by the Committee Chairperson, Ellen Mettler, concerning the progress of this committee. Has a core group. - 5 mumbers.

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.

Administrative activities: A.

- 1. Budget report and review of the District's financial status.
- 2. Possible volunteers to be considered for appointment to the vacant seat on the Board.
- В. **Recreation:** The GM will report on the planned recreational activities.
- Roads & Easements: The GM will report on storm damage repairs.

9:15 Top 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 drilling of the test wells, and recommend future actions.

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Review of the draft minutes for the December 6, 1995 Board of Directors meeting.

Confirm the date for the next Board meeting. The next regular Board meeting is scheduled F. for Wednesday, February 27, 1996.

ADJOURNMENT OR CONTINUATION

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 12/07/95 THROUGH 01/13/96

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ABC CONSULTANTS, INC	2117	LOUIS COME OF DELECT DELECT FACE AND		30.00
		CHLORINE SUPPLIES PURCHASED 12/20/95 CLERICAL FEES 12/95	В	26.96
	2117		C	850.00
	2121	PAPER TOWELS	P	804.00
COSTCO				9.00
HOME DEPOT	2121 2130	MISCELLANEOUS SMALL WATER MAINT, SUPPLIES	B	53.4
JS POST OFFICE		POSTAGE STAMPS & MAILING EXPENSES		60.80
FORSTER PUMP & ENGINEERING	2325	REPAIR & REPLACE RUSTED VALVES @ UPPER TANK	В	257.9
HARVEY PEARLMAN	2479	TRAVEL ALLOWANCE DECEMBER 1995	C	75.00
PACIFIC BELL	2534 2535	WELL RELAY PHONE THROUGH 12/7/95	В	33.3
PACIFIC GAS & ELECTRIC	2535	WELL ELECTRIC THROUGH 12/14 WELL ELECTRIC THROUGH 01/02096	В	808.10
PACIFIC GAS & ELECTRIC				993.67
HOME DEPOT DAMARK	4093 4093	DC TO AC POWER CONVERTER	B	127.50 75.00
		TOTAL WATER EXPENSES =		\$4,309.27
Juma RECF	REATIO	N EXPENSES, DIVISION CODE 9239		120
BELLS MARKET	2041BI	BISTRO SUPPLIES	P	\$16.0
NANCY KNOX	2041BI	BISTRO PASTRIES	P	\$29.00
BIG FIVE SPORTING GOODS	2041CP	NEW TEATHERBALL FOR PLAYGROUND	Р	17.3
HOME DEPOT	2077	MISC. COMMUNITY CENTER REPAIRS	В	69.2
ABC CONSULTANTS, INC	2117	ADMINISTRATIVE FEES 12/95	С	337.6
AMY E. STEWART	2122	RENTAL SECURITY DEPOSIT REFUND	В	150,00
DANIEL CRESSMAN	2122	RENTAL SECURITY DEPOSIT REFUND	В	75.00
COSTCO	2366	PAPER TOWELS	Р	10,6
KATHY SWARD	2366	LARGE RED & WHITE CHECKER TABLE CLOTH	Р	17.5
PACIFIC BELL	2534	COMMUNITY CENTER PAY PHONE THROUGH 12/19/95	В	41.8
PACIFIC GAS & ELECTRIC	2535	COMMUNITY CENTER ELECTRIC THROUGH 12/14/85	В	61.2
HDME DEPOT	4093	ELECTRIC BLOWER/VACUUM & CORD	В	63.2
COSTCO	4093	VACUUM CLEANER	P	107.2
		TOTAL RECREATION EXPENSES =		\$1,016.16
FIRE	DIVISIO	N EXPENSES, DIVISION CODE 9240		
ABC CONSULTANTS, INC	2117	ADMINISTRATIVE FEES 12/95	С	225.00
GTE MOBILNET	4827	EMERGENCY MOBILE PHONE SERVICE	В	125,00
B = Paid through 1st Nationwide Bank C = Paid through County funds P = Paid with Petty Cash Funds		TOTAL FIRE EXPENSES = TOTAL GENERAL FUND EXPENSES =		\$350.00 10,584.48
Approved for payment by the Muir Beach Com	nmunity S	Services District Board of Directors		
MUIR	BEACH	COMMUNITY SERVICES DISTRICT		-

Donovan Macfarlane, General Manager

Steven S. Shaffer, President

MUIR BEACH COMMUNITY SERVICES DISTRICT GENERAL MANAGER'S REPORT

TO:

The Board of Directors

FROM:

Donovan Macfarlane, General Manager

DATE:

January 19, 1996

FOR:

Board of Directors Meeting, on Wednesday, January 26, 1996

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

A. Appointed Board of Directors: Information from the Registrar of Voters office has informed me that, under California election laws, the appointment of Director Shaffer is classified as filling the remaining term of the four year seat that was open for election during the November 1995 general election. Under this ruling, Director Shaffer's term of office will last until November 1999.

An appointment to fill the seat vacated by former Director Hopkins will be for the remaining term of that position, which is until November 1997. At the time of this report, there have no volunteers answering the "Notice of Vacancy"; however, I have discussed the possibility of appointment with at least two parties, and suggested that they contact one or more of the Directors for additional information. It is possible that one of these individuals will be in attendance for the Board meeting, and open for appointment.

- B. MONTHLY BUDGET REPORT: The meeting packet contains the budget reports for the months of November and December 1995, as there was no meeting in December to review the November report.
 - 1. November report: The overall district equity improved by just over \$2,000 in November. At first glance it appears that the equity improved by more than \$7,000, when considering general fund income of \$13,811.62 versus expenses of \$6,615.64. However, \$5,000 of the income is an intra fund transfer from the Harris fund to the general fund, that reduced the general fund balance (interest earning) contained in the Harris fund from \$13,571.06 to \$8,571.06. This transfer was necessary to offset District payroll expenses paid through the County payroll department, until the real property tax receipts are credited to our account.
 - 2. December report: We received real property tax receipts in the amount of \$15,157.29, which includes \$14,279.27 in current property taxes, and \$878.02 in various delinquent and unsecured taxes.

The receipt of the property tax revenues has increased the current cash equity of the District by \$4,646, for a total of \$128,506 at the close of December. No additional tax revenues will be received until late May 1996; therefore, it is anticipated that the District's cash equity will decline over the next fiscal quarter, as expenses exceed revenues. The budget provides for this decline, and barring unforseen emergency expenses the District's fiscal status is sound.

3. General expenses: Review of the general departmental expenses indicate that they are mostly within the budget parameters for this time of the fiscal year. There is some spending above the budget, for maintenance manager activities under recreation and roads. However, the recreational overage is minor, and the roads overage is the result of the unusual storm damage. In both situations, the overall departmental budgets include adequate funding to provide for the overage.

The most severe expense overage is in the water department's electrical expenses, which at the end of December were 75.17% of the budget provision, versus 50.41% completion of the fiscal year. This excess is primarily due to the reduced efficiency in use of the main well, which requires extended pumping time that exceeded the minimum rate hours. This has been exacerbated by extended power outages, and some system failures that have required around the clock pumping to restore our fire reserves. It is currently estimated that the water departments electrical cost will be over budget by \$1,500 to \$2,000 at year end.

- 4. General income: Fortunately, it currently appears that our gross revenues will exceed the budget projections, as follows:
 - a. Improved interest rates have increased interest earnings, particularly in the Harris Fund, where interest is now 855% of the budget projection. Part of these earnings are general funds.
 - b. Water revenues are currently on course to yield \$1,500 to \$2,000 more than the budget, offsetting the higher electrical cost.
 - c. Rental of the community center has already exceeded the budget provision (when known January rental revenues are included). Regrettably, the other recreational revenues are considerably less than projected, but this shortage is substantially offset by decreased expenses in these areas.
 - d. Secured property tax revenues, based on the December receipts of \$14,279.27 (55% of total to be received) will be \$25,962.09. Adjusting this to include the miscellaneous tax revenues will yield total income of approximately \$27,000 and just above the budget.
- II. RECREATION: The January community dinner was canceled, and rescheduled for March 6, 1996. The original entertainment program for the dinner was partly canceled due to one of the entertainers having the flue. After conferring with other participants, it was felt that rescheduling was appropriate and would avoid conflicts with other holidays.
- III. ROADS AND EASEMENTS: The December wind and rain storm caused some damage to our roadways, and fell several trees, requiring some emergency measures as follows:
 - A. Cove Lane: A slide threatened the Cove Lane roadway. At the time, the prevailing weather reports projected continued heavy rainfall, within several days, and emergency repairs were deemed essential to prevent potentially severe damage to the roadway and possible daming of the primary drainage ditch adjacent to the roadway.

To contain the slide and prevent further damage, a retaining wall was constructed in the slide area, and drainage directional guides were placed with concrete to divert future storm water overflows into the drainage ditch prior to reaching the slide area. Also, a driveway culvert substantially blocked with debris, was force cleaned with a fire pressure hose, and the drainage swale on the uphill side of Sunset Way was deepened.

It should be noted that the repairs were facilitated by the assistance of David Schwartz and Ted Marshall. Further, during the storm these individuals performed needed emergency actions by covering the slide area with plastic film, and in clearing drainage blockage that contributed to the problem.

B. Tree damage: Tree damage occurred on Sunset Way and Cove Lane, contributing to and/or causing the power outages during the storm. On Sunset Way, a fallen tree blocked vehicle passage as well as downing power lines. On Cove Lane, broken branches shorted power lines. The downed tree was partially cleared by adjacent residents, to permit vehicle passage. The downed trees on Sunset Way were from private property, and the responsible property owners hired tree companies to clear the damage.

The District offered to remove the useable firewood from the Sunset area, provided the wood was cut into manageable lengths and weights. Much of this wood will require use of a log splitter to be converted into useable firewood, and the rental of a log splitter will be arranged when there is available labor to do the splitting. Weekly rental of a splitter adequate for the task is \$270, and it is estimated that the labor cost will be less than \$1,000. We currently estimate that the district will obtain more than 10 cords of wood, valued at more than \$2,000. During a normal winter season, the community center uses approximately 3 or 4 cords of wood for heat during rental and District events.

- C. Easement stairs and box culvert: Some additional damage was done to the pedestrian stairs going down from Sunset Way; however, as these stairs were in poor condition and scheduled for replacement it is difficult to say the additional damage resulted in any additional costs to the District. The same is true for the Box culvert, as this had previously been found to be substantially dry rotted, and scheduled for repairs.
- D. Park land and pedestrian path: The severe rains damaged the pedestrian path recently cleared in the Seacape to Starbuck park lands, and in the steep areas the pathway is not useable. Regrettably, some of the cleared steep areas were eroded as the stabilizing vegetation had just started to regrow. This pedestrian path was scheduled for additional improvements, including the construction of entrance stairs at Seacape/Starbuck intersection, improved safety conditions at the Seacape entrance, and improved safety in the steeper grade areas. Most of the scheduled improvements are in the areas where storm damage occurred, and completion of the improvements will abate the storm damage. Regrettably, the cost of the emergency repairs on Cove Lane consumed a substantial portion of the funds intended for the pedestrian easement repairs and improvements, and there may not be adequate funds to complete the work. Work will proceed as quickly as feasible, and as funds permit.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT.

MUIR BEACH COMMUNITY SERVICES DISTRICT WATER DEPARTMENT OPERATIONS REPORT DECEMBER 1, 1995 THROUGH JANUARY 16, 1996

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 continued at 204 gallons per day, while gross water production declined from 1.2 million gallons to just 0.991 million gallons. The lower gross figure is primarily the result of an improvement from 17.65% to 9.04% in our unaccounted for water loss. As there were no leaks repaired during the month, this decline is attributed to reduced water loss from leaks in the upper tank. During times of cool weather, the upper tank seepage loss from wall joint expansion and contraction is minimized.

TABULATION OF WATER PRODUCTION FACTORS: Note: Meters were read on 12/23/95: Production is based on 30 days.

	ottor to babba on 50 days.	i	······································
1.	Total volume of water produced	991,600	gallons
2.	Average daily production	33,053	gallons/day
3.	Maximum daily production occurred on 12/17/95	62,200	gallons
4.	Minimum daily production occurred on 12/08, 12, 13 & 14/95. Extended power outage during this time.	0	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.	7,500	gallons
7.	Unaccounted for water loss = 9.04% of production	89,620	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 DECEMBER 1, 1995 THROUGH JANUARY 16, 1996

- 2. During the drilling of the first test hole for a new well at the upper tank site, several severely rusted small galvanized valves were found. When operated, one of the valves collapsed, and it was necessary to replace the valves and piping. This required equipment that Harvey does not have, and it was necessary to have the work done by Forster's emergency crew.
- 3. Harvey experienced problems with the slow close/open valve at the pump house, and was unable to restore it to proper operation. Forster Engineering was called for assistance, and after some time, it was determined that the main check valve was operating improperly. This valve was partially disassembled, cleaned, and restored to normal operation. Forster recommends that the valve either be replaced, or refurbished in the near future.

TEST WELLS:

- 1. The first test well hole was drilled on the upper storage tank site, following the recommendations of geologist Steve Korbey. At approximately 60 feet of depth, a small quantity of water was found, and the drilling continued. The geologist's original recommendation was to drill to approximately 300 to 350 feet. However, at a depth of approximately 200 feet, the coring samples were indicating no additional water flow, and a change of soil character to a more consistent melange. At approximately 260 feet, the drilling was discontinued when the core samples indicated a solid melange character, which is known to be unsatisfactory for a successful well.
- 2. A second test well hole was drilled at the lower storage tank site. This was decided after a meeting with the well driller and the geologist determined that the upper Park Area at the Starbuck and Seacape intersection was too close to the original test hole. Also, the lower elevation of this site (300 ft. M.S.L. versus 420 ft. M.S.L.) and a more easterly location from the shoreline might offer a significant geological change.

A small flow of water was reached at approximately 100 feet, and the core samples indicated a continued mix of sandstone and melange. Drilling was continued to a depth of approximately 300 feet, where the core samples again turned to solid melange. While there was a flow of water, its capacity was estimated at less than 5 gallons per minute, which is inadequate for our needs.

The two test holes do not give a total profile of the hillside area's geology; however, there is very indication that additional drilling in the hillside area will be different from what we have found. Also, most of the other possible locations are negated by inadequate separation from existing waste water systems. Further study of the existing well and pump house site is being performed, and a verbal report will be offered to the Board during the January meeting.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing for the 11/23/95 to 12/23/95 period was \$4,469.99, plus \$86.57 in late payment and interest penalties. Water revenues collected for the period totaled \$4,213.79. No new security deposits were collected. The accounts receivable were \$1,739.73 at the close of 01/04/95 which is \$369.93 less than the previous period.

One residential meter remains disconnected and out of service. .

THIS CONCLUDES THE WATER OPERATIONS REPORT.

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FY IS 41.92% COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

				MONTH OF NOVEMBER 1995			
	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	11/30/95
DESCRIPTION	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Opening Balance at beginning of fiscal year	\$109,245	Balances on 11	/01/95 =	(\$157.01)	\$81,382.16	\$3,602.97	\$84,828.12
General and Admin. Income	29,913	6,302.87	21.07%	0.00	531.71	5,000.00	5,531.71
General & Admin. Expenses	20,272	5,574.00	27.50%	0.00	14.23	766.10	780.33
G&A Income - Expenses	\$9,641	\$728.87	7.56%	\$0.00	\$517.48	\$4,233.90	\$4,751.38
Waler Income	56,000	29,889.74	53.37%	100.00	6,573.34	0.00	6,673.34
Water Expenses	75,426	22,246.44	29.49%	122.45	838.46	2,521.64	3,482.55
Water Income - Expenses	(\$19,426)	\$7,643.30	N.A.	(\$22,45)	\$5,734.88	(\$2,521.64)	\$3,190.79
Recreational Income	30,375	5,630.45	18.54%	230.45	1,376.12	0.00	1,606.57
Recreational Expenses	38,600	6,588.66	17.07%	45.04	612.29	604.91	1,262.24
Recreational Income - Expenses	(\$8,225)	(\$958,21)	N.A.	\$185.41	\$763.83	(\$604.91)	\$344.33
Road & Easement Income	0	0.00	N.A.	0.00	0.00	0.00	0.00
Road & Easement Expenses	25,039	15,486.79	61.85%	0.00	51.49	814.03	865.52
R&E income - Expenses	(\$25,039)	(\$15,486.79)	N.A.	\$0.00	(\$51.49)	(\$814.03)	(\$865,52)
Fire Income	18,450.00	14,051.60	76.16%	0.00	0.00	0.00	0.00
Fire Expenses	19,589.55	9,706.14	49.55%	0.00	0.00	225.00	225.00
Fire income - Expenses	(\$1,139.55)	\$4,345.46	N.A.	\$0.00	\$0.00	(\$225.00)	(\$225,00)
General Funds budgeted year-end balancea =	\$65,056	Month end bala	nces =	\$5.9 5	\$88,346.86	\$3,671.29	\$92,024.10

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Total General Fund Income = Total General Fund Expenses = General Fund Income - Expenses =

\$134,738	\$55,874.66	41.47%	\$330.45	\$8,481.17	\$5,000.00	\$13,811.62
178,927	59,602.04	33.31%	167.49	1,516.47	4,931.68	6,615.64
(\$44,189)	(\$3,727.38)	N.A.	\$162,96	\$6,964.70	\$68.32	\$7,195.98

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE	OBJECT	1995 -9 6	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	11/30/95
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
insurance	2059	\$500	500.00	100.00%				\$0.00
ABCC Administralive fees	2117	2,000	200.01	10.00%				0,00
G&A % (94-95 incl'ds 93-94 loss cry fwd.	2720	713	0.00	0.00%				
Project Improvements	4169	20,373	520,00	2.55%				0.00
TOTAL HARRIS FUND EXPENSES =		\$23,586	\$1,220.01	5.17%	\$0.00	\$0.00	\$0.00	\$0.00

HARRIS FUND CAPITAL IMPROVEMENT INCOME

		.,						
INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	11/30/95
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Surcharge (1994-95 includes tax Income)	9031	\$360	353.50	98.19%				\$0.00
Interest	9377	120	1,026.03	855.03%				0.00
TOTAL HARRIS FUND INCOME =		\$480	\$1,379,53	287.40%	\$0.00	\$0.00	\$0.00	\$0.00

SUMMARY OF HARRIS FUND INCOME AND EXPENSES

						COUNTY	NEITOTAL
						FUND 429	FUND 429
Opening Harris Fund Balance	\$23,106	\$23,105.76	100.00%	Balance on	11/01/95	\$31,836.32	\$23,265.26
Harris Fund Income	480	1,379.53	287.40%	0.00	0.00	0.00	0.00
Harris Fund Expenses	23,586	1,220.01	5.17%	0.00	0.00	0.00	0.00
Harris Fund Income - Expenses	0	159.52	N.A.	0.00	0.00	0.00	0.00
Account balances at month's end =		\$23,265,28	N.A.	\$5,95	\$88,346.86	\$31,836,32	\$23,265,26

GROSS DISTRICT EQUITY AT CURRENT MONTH'S END =

\$123,860.42

NOTE:

The net balance of the Harris fund 429 is shown under "Nat total Fund 429", and includes the adjustments for income and expenses recorded in the st Nationwide Bank depository, plus the 1994-95 year-end adjustments for undistributed administrative expenses. The County Fund 429 owes the Beneral Fund the difference between the County Fund 429 and the Net Total Fund 429 = \$8,571.06

FY IS 41.92% COMPLETE

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST Bank	COUNTY FUND 428	11/30/95 TOTAL
Conferences	2049	\$1,000	221.00	22.10%				\$0.00
Insurance	2059	1,361	1,360.95	100.00%				0.00
ABCC Administrative fees	2117	6,000	2,655.50	44.26%			650.00	650.00
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%				0.00
Copier Maintenance	2137	650	94.74	14.58%			-	0.00
County Fees	2352	5,300	0.00	0.00%				0.00
Mileage	2479	900	402.62	44.74%			116.10	116.10
Telephone	2534	1,200	361.53	30.13%		14.23		14.23
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	\$5,574.00	27.50%	\$0.00	\$14.23	\$766.10	\$78 0.33

20% of general G&A Costs =

\$4,054

GENERAL & ADMINISTRATIVE INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	CDUNTY	11/30/95
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Property Tax Revenue	9001	\$26,700	168.92	0.63%				\$0.00
interest income	9203	1,800	991,45	55.08%		461.21		461.21
Inter Fund Transfers	9377	713	5,000.00	701.26%			5,000.00	5,000.00
Copier income	9772	700	142.50	20.36%		70.50		70,50
TOTAL ADMINISTRATIVE INCOME =		\$29,913	\$6,302.87	21.07%	\$0.00	\$531.71	\$5,000.00	\$5,531.71

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) Waler 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	11/30/95 TOTAL
Maint. Mgr.	1028	\$1,500	2,066.25	137.75%			\$67.50	\$67.50
Extra Hire	1073	6,000	3,228.00	53.80%			410.00	410.00
FICA	1404	488	405.02	83.08%			36.53	36.53
Work Compensation. Insurance.	1701	525	31.50	6.00%				0.00
insurance	2059	227	226.83	100.00%		ĺ		0.00
Repairs	2077	3,000	1,810.63	60.35%				0.00
Gen. Maint.	2078	1,500	657.12	43.81%		51.49		51.49
ABCC Administrative fees	2117	4,300	2,929.67	68.13%			300.00	300,00
Travei	2479	N.A.	122.00	N.A.				
G&A Share	2720		0.00	N.A.				0.00
Road Const.	2741	7,500	4,009.77	53.48%				0.00
TOTAL EASEMENT EXPENSES =		\$25,039	\$15,486.79	61.85%	\$0.00	\$51.49	\$814.03	\$865.52

ROADS & EASEMENTS INCOME

INCOME	OBJECT	1995- 9 6	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	11/30/95
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Misceilaneous income	9772	0				1		\$0.00

FY IS 41.92% COMPLETE

WATER EXPENSES

EXPENSE	OBJECT	1995 -9 6	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	11/30/95
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Maint, Mgr. Wages	1028	11,000	4,708.25	42.80%			\$641.25	\$641.25
Extra Hire Wages	1073	500	0.00	0.00%				0.00
FICA	1404	880	360.22	40.95%			49.06	49.06
Benefits	1506	1,400	511,65	36.55%			102.33	102.33
Work. Compensation Insurance	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	342.25	13.69%		55.00		55.00
ABCC Administrative & clerical fees	2117	18,800	8,270.00	43.99%			1,654.00	1,654.00
Misc., Exp.,	2121	900	758.92	84.32%	9.00	110.96		119.96
Refunds	2122	1,000	388.70	38.87%				0.00
Postage	2130	450	147.20	32.71%	38.40			38.40
Office supplies	2133	750	574.48	76.60%				0.00
Contract Repairs	2325	5,000	334.00	6.68%				0.00
Travel	2479	1,250	425.00	34.00%			75.00	75.00
Telephone	2534	400	134.66	33.67%			_	0.00
Electricity	2535	6,000	2,900.13	48.34%				0.00
G&A Share	2720		0.00	N.A.				0.00
Equipment	4093	1,500	75.05	5.00%	75.05			75.05
Water Meters	4160	1,000	0.00	0.00%				0.00
Water Supply Study	4162	2,000	672.50	33.63%		672.50		672.50
∋ystem improvements	4169	15,000	0.00	0.00%				0.00
∋ystem Upgrades	4197	1,000	0.00	0.00%				0.00
TOTAL WATER EXPENSES	= 1	\$75,426	\$22,246,44	29.49%	\$122.45	\$838.46	\$2,521.64	\$3,482.55

WATER INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	11/30/95
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Service Billing	9025	\$56,000	28,896.54	51.60%		\$4,974.23		\$4,974.23
Late penalties & interest billed	9772	1,000	672.42	67.24%		191.93		191.93
Receipts Collected	9025	56,000	29,289.74	52.30%	100.00	6,323.34		6,423.34
Accounts Receivable	9025	6,177	1,595.49	25.83%				
Security Deposits billed and collected	9025SD	1,000	600.00	60.00%		250.00		250.00
TOTAL WATER INCOME :	=	\$57,000	\$29,889.74	52.44%	\$100.00	\$6,573.34	\$0.00	\$6,673.34

NOTES

- 1. Accounts receivable for current month indicales 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	11/30/95 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	1,125.00	41.67%			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	2,069.46	23.38%				0.00
TOTAL FIRE EXPENSES:	=	\$19.590	\$9.931.14	50,70%	\$0.00	\$0.00	\$225.00	\$225.00

FIRE INCOME

NCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	11/30/95 TOTAL
W. Marin Grant	9377	\$8,850	8,547.00	96.58%				\$0.00
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	\$0.00	\$0.00

FY IS 41.92% COMPLETE

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY	11/30/95
	1028	\$200	344.25	172.13%	CASH	DANK	FUND 428	TOTAL
Maint, Mgr. Wages	1073	1,600	460.50	28.78%			\$128.25 120.00	\$128.25
Janitorial Wages FICA	1404	1,000	245.35	178.18%				120.00
Work, Compensation Insurance	1701	220	70.50	32.05%			18,99	18.99 0.00
	2041BA	246	0.00	0.00%				
Basketball	2041BA	600	142.47	23.75%	30.09		-	0.00
Bistro Community Dinners	2041CD	1,400	28.61	23.75%	30.09			30.09
	2041CD	300		28.33%		84.99		0.00
Chiidren's Programs		450	84.99 0.00	0.00%		64.99		84.99
Labor Day BBQ	2041LD	1,080	432.00	40.00%		72.00	-	0.00
Tal Chi	2041TC					/2.00		72.00
Insurance	2059	997	997.47	100,00%				0.00
Repairs	2077	250	0.00	0.00% 15.01%		75.00		0.00
Bidg. Maintenance	2096	500	75.06			75.06	+	75.06
Ground Maintenance	2097	600	200.00	33.33%			407.47	0.00
ABCC Administrative fees	2117	4,200	859.67	20.47%			337.67	337.67
Publications	2119	100	71.00	71.00%				0.00
Misc. Expenses	2121	100	0.00	0.00%				0.00
Deposit Refunds	2122	2,000	1,163.01	58.15%		225.00		225.00
Postage & Off. Sup.	2133	100	381.40	381.40%				0.00
Refuse Removal	2259	384	216.04	56.26%				0.00
Building Supplies	2366	275	192.70	70.07%	14.95	6.51		21.46
Pay Telephone	2534	460	. 171.95	37.38%				0.00
Electricity for Community Center	2535	1,200	353.09	29.42%		148.73		148.73
B&A Share	2720		98.60	N.A.				0.00
DDBG Improvements	4045	20,000	0.00	0.00%				0.00
Bidg, Improvements	4048	750	0.00	0.00%	i			0.00
Equip. & Furnishings	4093	200	00,0	0.00%				0.00
Playground Imp.	4243	250	0.00	0.00%				0.00
TOTAL RECREATION EXPENSES	=	\$38,600	\$6,588.66	17.07%	\$45.04	\$612,29	\$604.91	\$1,262.24

RECREATIONAL INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	11/30/95
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Children's Programs	9248	275	0.00	0.00%				\$0.00
Community Center, Rental	9255	2,500	1,925.00	77.00%		555.00		555.00
Refundable Deposits	9255RD	2,000	1,997.58	99.88%		706.12		706.12
Bistro	9811BI	1,800	1,012.20	56.23%	228.45	25.00		253.45
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	540.00	40.00%		90.00		90.00
Res. Handbooks	9834	100	13.00	13.00%	2.00			2.00
Community Development Block Grant	9900	20,000	6.00	0.03%	·	·		0.00
TOTAL RECREATION INCOME =		\$30,375	\$5,630.45	18.54%	\$230.45	\$1,376.12	\$0 .00	\$1,606.57

FY IS 50.41% COMPLETE

COLINTY

METTOTAL

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

			[MONTH OF DE	CEMBER 1995	
	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	12/31/95
DESCRIPTION	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Opening Balance at beginning of fiscal year	\$109,245	Balances on 12	2/01/95 =	\$5.95	\$88,346.86	\$3,671.29	\$92,024.10
General and Admin. Income	29,913	21,566.97	72.10%	3.00	103.81	15,157.29	15,264.10
General & Admin. Expenses	20,272	6,688.47	32.99%	14.98	136.29	963.20	1,114.47
G&A Income - Expenses	\$9,641	\$14,878.50	N.A.	(\$11.99)	(\$32.48)	\$14,194.09	\$14,149.63
Water Income	56,000	34,103.53	60.90%	100.00	4,113.79	0.00	4,213,79
Water Expenses	75,426	29,237.35	38.76%	22.40	4,425.07	2,543.43	6,990.90
Water Income - Expenses	(\$19,426)	\$4,866.18	N.A.	\$77.60	(\$311.28)	(\$2,543.43)	(\$2,777.11)
Recreational Income	30,375	5,812.15	19.13%	106.70	75.00	0.00	181.70
Recreational Expenses	38,600	8,188.79	21.21%	167.72	900.97	531.44	1,600.13
Recreational Income - Expenses	(\$8,225)	(\$2,376.64)	N,A.	(\$61.02)	(\$825.97)	(\$531.44)	(\$1,418.43)
Road & Easement Income		0.00	N.A.	0.00	0.00	0.00	0.00
Road & Easement Expenses	25,039	17,217.52	68.76%	22.00	1,408.73	300.00	1,730.73
R&E Income - Expenses	(\$25,039)	(\$17,217.52)	N.A.	(\$22.00)	(\$1,408.73)	(\$300.00)	(\$1,730.73)
Fire Income	18,450	14,051.60	76.16%	0.00	0.00	0.00	0.00
Fire Expenses	19,590	13,283.47	67.81%	0.00	3,352.33	225.00	3,577.33
Fire Income - Expenses	(1,140)	\$768.13	N.A.	\$0.00	(\$3,352.33)	(\$225.00)	(\$3,577.33)
General Funds budgeted year-end balances =	\$85,056	Month end bala	inces =	(\$11.45)	\$82,416.07	\$14,265.51	\$96,670.13

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Total General Fund Income =	\$134,738	\$75,534.25	56.06%	\$209.70	\$4,292.60	\$15,157.29	\$19,659.59
Total General Fund Expenses =	178,927	74,615.60	41.70%	227.10	10,223.39	4,563.07	15,013.56
General Fund Income - Expenses =	(\$44,189)	\$918.65	N.A.	(\$17.40)	(\$5,930.79)	\$10,594.22	\$4,846.03

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	12/31/95
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Insurance	2059	\$500	500.00	100.00%				\$0.00
ABCC Administrative fees	2117	2,000	200.01	10.00%				0.00
G&A % (94-95 incl'ds 93-94 loss cry fwd.	2720	713	0.00	0.00%				
Project Improvements	4169	20,373	520.00	2.55%				0.00
TOTAL HARRIS FUND EXPENSES =		\$23,566	\$1,220.01	5.17%	\$0.00	\$0.00	\$0.00	\$0.00

HARRIS FUND CAPITAL IMPROVEMENT INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	12/31/95
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Surcharge (1994-95 includes tax income	9031	\$360	353.50	98.19%				\$0.00
Interest	9377	120	1,026.03	855.03%				0.00
TOTAL HARRIS FUND INCOME =		\$480	\$1,379.53	287.40%	\$0.00	\$0.00	\$0.00	\$0.00

SUMMARY OF HARRIS FUND INCOME AND EXPENSES

						COUNTY	NEI IUIAL
<u> </u>						FUND 429	FUND 429
Opening Harris Fund Balance	\$23,106	\$23,105.76	100.00%	Balance on	12/01/95	\$31,836.32	\$23,265.28
Harris Fund Income	480	1,379.53	287.40%	0.00	0.00	0.00	0.00
Harris Fund Expenses	23,586	1,220.01	5.17%	0.00	0,00	0.00	0.00
Harris Fund Income - Expensea	0	159.52	N.A.	0.00	0.00	0.00	0.00
Account balances at month's end =		\$23,265.28	N.A.	(\$11.45)	\$82,416.07	\$81,838.32	\$23,285.26

GROSS DISTRICT EQUITY AT CURRENT MONTH'S END =

\$128,506.45

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 = \$8,571.06

FY IS 50.41% COMPLETE

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST Bank	COUNTY FUND 428	12/31/95 TOTAL
Conferences	2049	\$1,000	235.98	23.60%	\$14.98			\$14.98
Insurance	2059	1,361	1,360.95	100.00%				0.00
ABCC Administrative fees	2117	6,000	3,305.50	55.09%			650.00	650.00
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%				0.00
Copier Maintenance	2137	650	94.74	14.58%				0.00
County Fees	2352	5,300	240.00	4.53%			240.00	240.00
Mileage	2479	900	475.82	52.87%			73.20	73.20
Telephone	2534	1,200	497.82	41.49%		136.29		136.29
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	\$6,688.47	32.99%	\$14.96	\$136.29	\$963.20	\$1,114.47

20% of general G&A Costs =

\$4,054

GENERAL & ADMINISTRATIVE INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	12/31/95
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Property Tax Revenue	9001	\$26,700	15,326.21	57.40%			\$15,157.29	\$15,157.29
Interest Income	9203	1,800	1,037.26	57.63%		45.81		45.81
Inter Fund Transfers	9377	713	5,000.00	701.26%		·		0.00
Copier Income	9772	700	203.50	29.07%	3.00	58.00		61.00
TOTAL ADMINISTRATIVE INCOM	E=	\$29,913	\$21,566.97	72.10%	\$3.00	\$103.81	\$15,157.29	\$15,264.10

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 Easement (3) Water operations; (4) Recreational; and (5) Fire.

ROADS & EASEMENTS EXPENSES

EXPENSE	OBJECT	1995-96	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY	1ST	COUNTY	12/31/95
DESCRIPTION	CODE	BUDGET			CASH	BANK	FUND 428	TOTAL
Maint. Mgr.	1028	\$1,500	2,066.25	137.75%				\$0.00
Extra Hire	1073	6,000	3,228.00	53.80%				0.00
FICA	1404	488	405.02	83.08%				0.00
Work Compensation, Insurance,	1701	525	31.50	6.00%				0.00
Insurance	2059	227	226.83	100.00%				0.00
Repairs	2077	3,000	1,810.83	60.35%				0.00
Gen. Maint.	2078	1,500	679.12	45.27%	22.00	Í		22.00
ABCC Administrative fees	2117	4,300	3,229.67	75.11%			300.00	300.00
Travel	2479	N.A.	0.00	N.A.				0.00
G&A Share	2720		0.00	N.A.		·		0.00
Road Const.	2741	7,500	5,418.50	72.25%		1,408.73		1,408.73
TOTAL EASEMENT EXPENSES =		\$25,039	\$17,095.52	68.27%	\$22.00	\$1,408.73	\$300.00	\$1,730.73

ROADS & EASEMENTS INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	12/31/95
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Miscellaneous income	9772	0						\$0.00

FY IS 50.41% COMPLETE

WATER EXPENSES

EXPENSE	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	12/31/95
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 429	TOTAL
Maint. Mgr. Wages	1028	11,000	5,369.75	48.82%			\$661.50	\$661.50
Extra Hire Wages	1073	500	0.00	0.00%				0.00
FICA	1404	880	410.83	46.70%			50.60	50.60
Benefits	1506	1,400	613.98	43.86%			102,33	102.33
Work. Compensation Insurance	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	739.71	29.59%		397.46		397.46
ABCC Administrative & clerical fees	2117	18,800	9,924.00	52.79%			1,654.00	1,654.00
Misc., Exp.,	2121	900	812.35	90.26%		53.43		53.43
Refunds	2122	1,000	388.70	38.87%				0.00
Postage	2130	450	169.60	37.69%	22.40	ł		22.40
Office supplies	2133	750	574.48	76.60%				0.00
Contract Repairs	2325	5,000	334.00	6.68%				0.00
Travel	2479	1,250	500.00	40.00%		÷	75.00	75.00
Telephone	2534	400	201.32	50.33%		66,66		66.66
Electricity	2535	6,000	4,510.02	75.17%		1,609.89		1,609.89
G&A Share	2720		0.00	N.A.				0.00
Equipment	4093	1,500	202.68	13.51%		127.63		127.63
Water Meters	4160	1,000	0.00	0.00%				0.00
Water Supply Study	4162	2,000	1,492.50	74.63%		820.00		820.00
System Improvements	4169	15,000	1,350.00	9.00%		1,350.00		1,350.00
System Upgrades	4197	1,000	0.00	0.00%				0.00
TOTAL WATER EXPENSES =		\$75,426	\$29,237.35	38.76%	\$22.40	\$4,425.07	\$2,543.43	\$6,990.90

WATER INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1 S T	COUNTY	12/31/95
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Service Billing	9025	\$56,000	33,366.53	59.58%		\$4,469.99		\$4,469.99
Late penalties & interest billed	9772	1,000	758.99	75.90%		86.57		86.57
Receipts Collected	9025	56,000	33,503.53	59.83%	100.00	4,113.79		4,213.79
Accounts Receivable	9025	6,177	1,938.26	N.A.	\$1,739.73 ON (CLOSE OF 01/04	4/95 BUSINESS	DAY
Security Deposits billed and collected	9025SD	1,000	600,00	60,00%				0.00
TOTAL WATER INCOME =	\$57,000	\$34,103.53	59.83%	\$100.00	\$4,113.79	\$0.00	\$4,213.79	

FIRE EXPENSES

EXPENSE	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	12/31/95
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 429	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	1,350.00	50.00%			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	5,421.79	61.26%		3,352.33		3,352.33
TOTAL FIRE EXPENSES =		\$19,590	\$13,508.47	68.96%	\$0.00	\$3,352.33	\$225,00	\$3,577.33

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY Cash	1ST BANK	COUNTY FUND 428	12/31/95 TOTAL
W. Marin Grant	9377	\$8,850	8,547.00	96.58%			_	\$0.00
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	\$0.00	\$0.00

FY IS 50.41% COMPLETE

RECREATIONAL EXPENSES

EXPENSE	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	12/31/95
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Maint. Mgr. Wages	1028	\$200	384.75	192.38%				\$0.00
Janitorial Wages	1073	1,600	780.00	48.75%			180.00	180.00
FICA	1404	138	104.40	75.82%			13.77	13.77
Work. Compensation Insurance	1701	220	45.22	20.55%				0.00
Basketbali	2041BA	246	0.00	0.00%				0.00
Bistro	2041BI	600	186.06	31.01%	14.98			14.98
Community Dinners	2041CD	1,400	0.00	0.00%				0.00
Children's Programs	2041CP	300	102,30	34.10%	17.31			17.31
Labor Day BBQ	2041LD	450	0.00	0.00%				0.00
Tai Chi	2041TC	1,080	432.00	40.00%				0.00
Insurance	2059	997	997.47	100.00%				0.00
Repairs	2077	250	123.67	49.47%		123.67		123.67
Bldg. Maintenance	2096	500	185.06	37.01%				0.00
Ground Maintenance	2097	600	90.00	15.00%				0.00
ABCC Administrative fees	2117	4,200	1,268.34	30.20%			337.67	337.67
Publications	2119	100	0,00	0.00%				0.00
Misc. Expenses	2121	100	0.00	0.00%				0.00
Deposit Refunds	2122	2,000	2,063.01	103.15%		525.00		525.00
Postage & Off. Sup.	2133	100	30.44	30.44%				0.00
Refuse Removal	2259	384	192.00	50.00%				0.00
Building Supplies	2368	275	225.38	81.96%	28.19			<u>28.</u> 19
Pay Telephone	2534	460	209.31	45.50%		41.85		41.85
Electricity for Community Center	2535	1,200	608.71	50.73%		157.02		157.02
G&A Share	2720		0.00	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	160.67	80.34%	107.24	53.43		160.67
Playground imp.	4243	250	0.00	0.00%				0.00
TOTAL RECREATION EXPENSES	=	\$38,600	\$8,188.79	21.21%	\$167.72	\$900.97	\$531.44	\$1,600.13

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	12/31/95 TOTAL
Children's Programs	9248	275	0.00	0.00%			Ĩ	\$0.00
Community Center, Rental	9255	2,500	2,470.00	98.80%		75.00		75.00
Refundable Deposits	9255RD	2,000	1,718.31	85.92%				0.00
Bistro	9811Bi	1,800	1,062.84	59.05%	104.70			104.70
Community Dinners	9811CD	1,600	0.00	0.00%				0.00
Labor Day BBQ	9811LD	750	0.00	0.00%				0.00
Tai Chi	9811 <u>T</u> C	1,350	540.00	40.00%				0.00
Res. Handbooks	9834	100	21.00	21.00%	2.00			2.00
Community Development Block Grant	9900	20,000	0.00	0.00%				0.00
TOTAL RECREATION INCOME =		\$30 ,375	\$5,812.15	19.13%	\$106.70	\$75.00	\$0.00	\$181.70

OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGULAR MEETING HELD ON WEDNESDAY, DECEMBER 6, 1995

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

Peter Rudnick.

- I. Call to order. Acting President Lee called the meeting to order at 7:17 P.M.
- II. Oath of Office: The General Manager administered the Oath of Office to elected Director Pinto, and Director Pinto then joined the Board to continue the meeting.
- III. Appointment to fill the vacant Directors seat: Director Hopkins noted that former Director Shaffer had volunteered to fill the vacant seat, and nominated Steven S. Shaffer for appointment to the Board and to complete the remaining term of the presidency. When no other nominations or volunteers were presented, Mr. Shaffer's nomination was seconded by Director Rudnick; ayes all. The General Manager administered the Oath of Office. Director Shaffer joined the Board, and assumed the president's chair.
- IV. Review and consideration of the December 6, 1995 Agenda: There was a brief discussion concerning the Agenda, and Director Lee moved to approve the Agenda as submitted; seconded by Director Pinto; ayes all.
- V. 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 11/22/95 and 12/06/95, including general fund expenses totaling \$7,175.17. There was a brief discussion, and Director Lee *moved* to approve the Bills to be Paid including general expenses of \$7,680.67 and \$7,175.17 totaling \$14,855.84; seconded by Director Pinto; ayes all.
- VI. Public open time: There were no requests from the public for consideration.
- VII. Fire Department: A fire Department training meeting had previously been scheduled, and the Fire Chief's attendance was required at that meeting in preference to the Board meeting. It was offered that due to the demanding time requirements of the Department, that in general, the Chief could submit the Departments monthly report to the General Manager for presentation to the Board, and the Chief's attendance to the Board meetings could be minimized to quarterly attendance, or during specific times when the Chief's participation was essential for a Board action.

This was followed by a general discussion, and a question arose as to whether earthquake valves were required for the installation of propane tanks. The General Manager was requested to investigate this, and report to the Board at the next meeting.

VIII. Emergency/Disaster Committee: The GM reported that the Saturday Bistro to solicit volunteers for this committee had been successful. Ellen now has several volunteers to assist in completing the development of the procedures, and is currently working on perfecting the "phone tree". She will report to the Board during the next meeting.

- - A. Director Hopkins resignation: The GM reported that Director Hopkins has tendered her resignation from the Board, due to her pending move to Mill Valley. He recommended that the Board accept her resignation, effective at the close of the current meeting. The Board concurred but tabled the formal procedure until later in the meeting.
 - **B.** Budget considerations: The GM noted that the District's gross equity increased by approximately \$7,000 in October. This is contrary for this time of year, as property tax income will not be posted until early December. However, a combination of interest earnings on the Harris funds and receipt of the West Marin funds accounted for the gain.

During the month of November, the gross equity declined and it was necessary to transfer \$5,000 from the Harris fund account to the general account. The Harris fund contained \$13,571.06 of general fund deposits (so as to earn interest), which is reduced by the \$5,000 transfer. The GM noted that the District's gross equity remains above \$120,000 which is adequate for the District's general needs.

- C. F.E.M.A.: The GM reported that there has been no new information or activity concerning this.
- **D.** Recreation: The GM discussed plans for a community dinner night in January, with entertainment by opera singer Geraldine Reicher (currently performing with the San Francisco opera), a pianist, and a violinist. The current plan is schedule the evening of Wednesday, January 17, 1995. However, this is subject to further confirmation.
- **E.** Fire: The GM recommended that the District set an example for residents by instigating fire prevention methods on District property, including:
 - 1. Removal or severe pruning of all fire prone trees located within thirty feet of the community center building.
 - 2. Replanting of all shrubbery within the 30' prevention area, with low fire risk plants.
 - 3. Trees and shrubs outside the prevention area should be thinned out when possible, and replaced with fire resistant trees and plants where applicable.

This was followed by a general discussion, and the Board requested that the trees falling within the 30' prevention zone be flagged so they could consider the matter more thoroughly.

- 4. A discussion of the overhead electric power lines located along Pacific and Sunset Ways was discussed. The GM recommended that residents write P.G.&E requesting that these lines be placed underground. This was followed by a general discussion, and the GM was instructed to notify P.G.&E of the Districts concerns.
- F. Water: The GM reviewed the monthly water reports, and then discussed the status of the forthcoming drilling of test hoes for a new supply well. He noted that the survey of the upper tank site had been completed, and that the well driller is scheduled to begin drilling on the upper tank site later this month.

- G. Harris Plan Project: The GM noted that a successful well drilling located at the upper tank site will revise the requirements for the easterly Sunset Way inter-tie, and recommended that this project be delayed until the results of the test drilling is known. Revisions of the project, resulting from a successful well, will permit a direct tie in to the Shoreline Highway main line, versus the inter-tie to Pacific Way. The original design was made to eliminate the need for a pressure regulating station, by avoiding the Shoreline Highway main that carries the current well supply water to the upper tank. A new well supply at the upper tank would eliminate this requirement, permit the Shoreline tie in, and save several thousand dollars in construction costs. The Board concurred with the GM's recommendation to delay construction, pending the drilling results.
- X. Review of the draft minutes for the October 25, 1995 meeting: The minutes were reviewed, and two typographical errors were found. Director Hopkins *moved* to approve the October 25, 1995 minutes as submitted, after correcting the two typographical errors; seconded by Director Lee; Ayes all.
- XI. The next Board meeting was set to be held on January 24, 1996.
- XII. Director Pinto then *moved* to regretfully accept the resignation of Director Hopkins, and to thank her for her devotion of time and assistance during her tenure on the board. Seconded by Director Lee, ayes all. The GM was instructed to solicit volunteers for the board to consider nominating to fill the vacancy.

The meeting was adjourned at 9:15 P.M.

These minutes were approved by the Muir	e approved by the Muir Beach Community Services District Board of Directors,
during their meeting on	
Steven S. Shaffer, 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, FEBRUARY 28 1996 AT 7:00 PM

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AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY, FEBRUARY 28, 1996 AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

DIRECTORS:

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

Nominee Deborah Kamradt to be appointed to fill the open directorship.

- I. Call the meeting to order. 7://
- II. Oath of Office: The President shall administer the Oath of Office to director nominee Deborah Kamradt. Upon pledging the Oath of Office, Director Kamradt will join the Board for the scheduled meeting.
- III. Review and consideration of the February 28, 1996 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".
- 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 January 24, 1996 meeting.
- V. PUBLIC OPEN TIME: California State Law prohibits Board action on any item, within its jurisdiction, that has not been listed on the lawfully posted Agenda unless: 1) upon a determination by a majority of the Board that an emergency situation exists; 2) upon a determination by a two-thirds majority of the Board (or by no less than three members, if less than the entire Board is present) that the need to take action arose subsequent to the Agenda being posted; or 3) the item was posted for a prior Board meeting, occurring not more than five (5) days prior to the date action is taken on the item, and at the subject prior meeting, the item was continued to the meeting at which action is being taken. Other items will generally be received as information, or referred to staff for further consideration prior to the next scheduled meeting of the board. As a matter of procedure, the Board may limit individual presentations to no more than five minutes. Individual presentations should involve non repetitive items, and non-repetitive supporting information.

Call Lovi Brand .

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: At this time, there is no indication of unusual events concerning the MBVFD activities. The GM will report any information referred to him by the Fire Chief.

VII. Emergency/Disaster Committee: A report will be presented by the Committee Chairperson, Ellen Mettler, concerning the progress of 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. Monthly budget overview.
- 2. Departmental budget analysis.
- **B.** Recreation: The GM will report on the planned recreational activities.
- C. Roads & Easements: The GM will report road and easement activities. Correspondence has been received concerning Juminth Whale. It is anticipated that concerned residents will attend the meeting and request formal Board action to assume the maintenance activities for the roadway and drainage facilities, with appropriate funding arrangements.
- **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. Review of the Twenty Year Capital Improvements Plan, recommending its adoption and implementation of the Plan's conclusions and recommendations.
 - 4. A review of the general election schedule and alternatives open to the Board, including a resolution to consolidate a District election with the general election, if required.

E. Review of the draft minutes for the January 24, 1995 Board of Directors meeting.

F. Confirm the date for the next Board meeting. The next regular Board meeting is scheduled for Wednesday, March 27, 1996.

Prior to adjournment, outgoing President Shaffer should turn the chair over to incomeing President Pinto, and the newly seated President should adjourn or continue the meeting.

ADJOURNMENT OR CONTINUATION

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 01/25/96 THROUGH 02/21/96

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
HARRIS FUND EXPENSES, FUND 429				
ABC CONSULTANTS	2117	Completion of Twenty Year Plan	C429	1,000.0
		TOTAL HARRIS FUND EXP. =		\$1,000.00
ADMINISTRATION EXPENSES, DIVISIO	N CODE 92	36		
ABC Consultants	2117	Admin. Fees for February 1996	СТ	650.0
Marin County Central Collections	2352	Nov. 1995 election fees	С	100.0
Marin County Attomey's Office	2352	Legal Fees, FEMA consultations	С	75.0
ABC Consultants	2479	Travel 01.01/96 to 01/31/96, 329 miles @ \$0.31/n		101.9
Pacific Bell	2534	707-648-1305 through1/20/96 TOTAL G&A EXPENSES =	В	17.0 \$944.0
ROADS & EASEMENT EXPENSES, DIVI	SION CODE	= 9237		
Harvey Pearlman	1028	Maintenance Manager wages, January 1996	C]	196,1
Juan Rios	1073	Labor for Cove Lane repairs	Ĉ	64.5
Harley Pearlman	1073	Removing debris from easements, January 1996	C	35.0
Carlos Martinez	1073	Labor for Cove Lane repairs	С	236.8
Schwartz & Associates	2077	Dump truck rental, Cove Lane repairs	В	66.2
Home Depot	2077	Hardware for Cove Lane repairs	В	4.7
ABC Consultants	2117	Admin. Fees for February 1996 TOTAL R&E EXPENSES =	C	437.6
				\$1,041.2
WATER DIVISION EXPENSES, DIVISION Harvey Pearlman	1028		С	806.5
Harvey Pearlman	1028	Maintenance Manager wages, 1720/90 - 2/10/90 Maintenance Manager wages, January 1996	č	1,291.2
Harvey Pearlman	1404	Health insurance, February 1996	Ö	102.3
Sensus Technologies, Inc.	2077	Temporary cover for flow meter housing	В	141,1
Forster Pump & Engineering	2077	Claval valve repair kit	В	124,4
Marin County Health Laboatory	2115	Bacterial Tests, 12/29/95 & 1/30/96	В	60.0
Paradise Pool Service	2115	Chlorine supplies, 1/10/96	В	32.1
ABC Consultants	2117	Admin. Fees for February 1996	С	850.0
ABC Consultants	2117	Clencal fees, February 1996	c	804.0
Goodman Building Supply	2121	Gate valve lock, misc. parts	В	13.5
Pascal Druzgala Forster Pump & engineering	2122 2325	Partial refund of water security deposit Adjust slow close slow open valves, & 3 gate.	B	73.7 170.0
Aran Collier	2325	Fill in for Harvey & leak repair assisstance	C	468.0
Harvey Pearlman	2479	Travel allowance, February 1996	č	75.0
Pacific Bell	2534	Tank to well relay phone line through 1/7/96	В	33.6
		TOTAL WATER EXPENSES =		\$5,045.8
RECREATION EXPENSES, DIVISION CO		The state of the s		
Juana Gonzales	1073	Janitonal wages, 1/28/96 to 2/10/96	C	64.5
Juana Gonzales ABC Consultants	1073 2117	Janitorial wages, January 1996 Admin. Fees for February 1996	č	129.1 200.0
Special District Risk Management	2122	Special event insurance, from deposit trust fund	В	246.5
Shoreline Disposal	2259	Garbage removal 1/01/96 through 3/31/96	В	96.0
Pacific Bell	2534	415-383-9969 through 1/19/96	В	42.1
		TOTAL RECREATION EXPENSES =		\$778.4
FIRE DIVISION EXPENSES, DIVISION C	ODE 9240			
ABC Consultants	2117	Admin. Fees for February 1996	C	225.0
Williams Communications	4827	3 Monitor Pagers, with chargers	В	1,459.7
B = Paid thru 1 Nationwide Bank		TOTAL FIRE EXPENSES =		\$1,684.7
C = Paid thru County depository		TOTAL HARRIS FUND EXPENSES =		\$1,000.0
P = Paid thru Petty Cash Funds		TOTAL GENERAL FUND EXPENSES =		9,494.3
_ . _		TOTAL OF ALL EXPENSES =		\$10,494.30
,, , , ,		ir Beach Community Services District Board of Dire	ectors, o	<u>n</u>
MUIR BEACH COMMUNITY SERVICES I	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:

February 23, 1996

FOR:

Board of Directors Meeting, on Wednesday, February 28, 1996

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

- A. MONTHLY BUDGET OVERVIEW The meeting packet contains the budget report for the month ending January 31, 1996. The District's overall cash equity declined by approximately \$3,000 during January, and is expected to decline substantially before the close of February when invoices for the test wells, and repairs to the main well are received. The test well expenses were included in the budget, and the provision for repairs should be adequate for the well repair. The equity decline is normal for this time of year.
- **B. DEPARTMENTAL BUDGET ANALYSIS:** A review by department, for income and expenditures to date, as compared the budget provisions follows, based on the fiscal year being 58.9% completed.
 - 1. Administration: Deducting the intra fund transfer of \$5,000 from income indicates the real income to date of \$17,409 is 58.2 % of the budget. Property tax revenue is within a few dollars of projected income. Interest earnings are 12% greater, but will end the year on target as the earnings base declines during the next three months. The copier income is below the budget, but may increase as preprogramed cards are used.

Administrative expenses are generally in line with the budget, with minor variations that will tend to level out as the year progresses.

- 2. Fire: The income and expenses for the Fire Department are in line with the budget provisions and forecasts for this time of year. No substantial deviations are anticipated at this time.
- 3. Recreation: The income of \$6,567 is 63.3% of budgeted income (after deducting the independent \$20,000 C.D.B.G. funds), and is better than expected. Community center rental income is already 108% of the budget, and the Bistro income is good. Community dinner income will begin with the March 6 dinner, and a dinner is current being planned for the 3rd week of April.

Recreation expenses are generally within parameters. Labor and repair expenses have slightly exceeded the budget, but the original provisions were considered as the minimum possible allowances. Overall the \$9,138 in expenses is just 49.1% of the budget (after deducting the independent \$20,000 C.D.B.G. funds). Deposit refunds are 110% of the budget, but these are refunds of security deposit trust funds, and not an out of pocket expense to the District. A prime factor in the increase in use of deposits to purchase the special event insurance.

- 4. Roads and Easements: No income was projected under Roads and Easements. Expenses have consumed 79.6% of the budget provisions. Invoices paid in February, and completion of the rebuilding of the stairs going down from Sunset Way to Pacific Way from the community center will most likely require the remaining balance in the budget.
- that it would exceed the budget by approximately \$2,000. However, if the unusually wet season continues it is possible that the gross revenue will fall below the budget projection by approximately \$1,500. Monthly income must average \$4,235 through June to equal the budget projection. The January billing of \$3,956, if continued, will result in approximately a \$1,000 shortfall.

Gross expenses were 45% of the budget at the end of January, are below the parameters, but known and anticipated expenses in February and March appear will possibly exceed parameters. If no other extensive repairs are required, in addition to those now in progress, it is currently projected that the water budget will end the year with a small negative balance (less than \$2,000). While this is not a savored result, it is not an unusual occurrence.

II. RECREATION: The first announcement for the scheduled March 6, 1996 community dinner was circulated on Sunday, February 18, 1996. So far, the response has been very good, and the dinner is more than 1/3 reserved.

A second community dinner has been scheduled for Wednesday, April 17, 1996. This dinner will have a seafood menu, and an informative presentation on recommended trees and plantings for the Muir Beach area and community.

III. ROADS AND EASEMENTS: The heavy rains have increased the expense in maintaining basic drainage quality. Harvey has patrolled the general area during and after storms, to locate areas needing additional cleaning. In several areas, it has been necessary for him to clean culverts while the storm was in progress.

The storms have also increased the primary job demands on our part time labor force, rendering them basically non-available to the District. This has delayed action on some of the more labor intensive activities, including reconstruction of the stairs on the Sunset to Pacific Way easement. At this time, we have the materials, but have not been able to reserve the labor assistance needed. It should also be noted that the increased water maintenance needs has taken precedence over the easement repairs.

IV. WATER: The increasing maintenance problems, and possible collapse of the main well casing has been presented in the Water Operations Report. In addition, preliminary copies of the "Twenty Year Capital Improvements Plan" (TYCIP) were previously submitted to you.

The increasing problems and well failure merely emphasize the age of the water distribution system in general, and the need for capital improvements as presented in more detail in the TYCIP.

While reading the preliminary TYCIP, you have undoubtably noticed numerous typographical and grammatical errors. We have just received the correction copy from the English context editor, which is resplendent with red markings on each page. We apologize for the errors, but felt that the earliest possible submission of a preliminary report to the Board was of prime importance, and temporarily bypassed the English editor. We agree with the English editor's belief that the data, meaning, conclusions, and recommendations in the report essentially, if not grammatically, present the conditions and needs of the District's water system. The Editor's corrections will be appropriately assimilated in the final report, and submitted to the Board prior to the regular March meeting.

The primary purpose for submitting a preliminary report, is to stimulate Board input for the final report. It is hoped that each Director has had the opportunity to review the report, and will have relevant thoughts to be considered for inclusion in the final report.

- V. General election time table: A County election in June has been scheduled (Tuesday June 4, 1996), and should the District desire to submit a special assessment tax measure for voter approval, it will be less expensive (election costs) if the vote is consolidated with the scheduled June election. The time schedule for the June election is very tight, and requires that we submit a resolution for the measure and requesting consolidation with the County election, to the County Supervisors, via the Registrar of Voter's office by March 8, 1996. There are alternatives to this, as outlined below:
 - A. Independent election in July. The District has the authority to call for an independent election, and any election permitting certification of the election results prior to July 31, 1996 will qualify for implementation in the 1996-97 fiscal year. The disadvantage of this choice is that it is substantially more expensive (election costs), and provides little more than thirty days additional time.
 - B. November general election: The District may join in the general election of November 1996, and have a measure take effect in fiscal 1997-98. On a previous occasion the District did this, and elected to continue a monthly surcharge until the tax measure became effective. The District does not have a surcharge in effect at this time. However, it has the option to establish a surcharge that could be replaced or discontinued by vote during the November election.

The prime advantage of this alternative is that it removes the time pressure from decision making, and allows time for a more reasonable presentation to the public. If this schedule is selected, along with the intent to implement a monthly surcharge, the fiscal results are essentially the same as having a successful election in June.

The prime disadvantage of this alternative is that the gross income from a monthly surcharge, will be slightly less than that from a comparable tax measure. The tax measure would be based on 169 residential tax units and 1 commercial unit; whereas the surcharge would be applicable to just 143 residential units and 1 commercial unit. Proper money management to increase interest earnings will partially offset this, as the surcharge will yield a more time receipt of the funds.

There is some possible thought that supports a tax measure in preference to a surcharge, based on different income tax treatment. However, the IRS has ruled that a tax for capital improvements is not deductible as a tax expense, but should be treated as a part of the capital cost of the property. Under this premiss, the surcharge has the advantage of being a possible business expense for home based businesses, and/or being paid by tenants in rental property.

C. Resolutions: To prepare for the possibility that the Board may prefer to place a measure on the June election ballot, a typical resolution No. 96-02-01 is attached. The resolution leaves the dollar value of the proposed assessment blank, for the Board's decision on this value. If the Board decides to be included in the June election, the resolution must be adopted, and submitted to the Registrar of Voters office prior to March 8, 1966.

After some consideration, I recommend that the Board adopt the November election alternative, to be followed by implementing the plan of action recommended in the "Twenty Year Capital Improvements Plan".

THIS CONCLUDES THE GENERAL MANAGER'S REPORT.

(1) Emi - Sits up a mothy V/Protestal

Nancy. Depart 2nd

(2) Peter - ru. #1 80 about w/E/R Defra. 2nd

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mo mon than #1,000 subject to me capt only

(3) Paf, nothin for committee.

MUIR BEACH COMMUNITY SERVICES DISTRICT WATER DEPARTMENT OPERATIONS REPORT JANUARY 1, 1996 THROUGH FEBRUARY 21, 1996

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. The heavy rainfall during the past month has substantially reduced the water consumption rates. The reduced fresh well water, with its higher chlorine content, reaching the High Zone storage tank has been indicated by a decline in the residual chlorine levels in the stored water. Additional chlorine has been added, directly to the High and Low Zone storage tanks, to maintain the chlorine residuals between the desired 0.10 and 0.05 ppm.
- 3. Weekly flushing of the lower tank sand filter system, and cleaning of the lower system cartridge filters. The heavy rains have flooded the pressure regulating station (PRS) and cartridge filter revetment on Highway One, preventing normal cleaning and maintenance operations. The filters and PRS are water tight, and not subject to surface water contamination. There is no health hazard, but there is a reduction in the ability to filter colloidal precipitate from this area of the distribution system. This may have contributed to resident complaints of cloudy water in the area.
- 4. Monthly bacteriological samples included one sample each for the upper and lower systems. taken. The bacteriological samples were free of coliform's.
- 5. The well house flow meter failed, and the daily records of water production have not been available in February. The operational section of the meter has been removed and forwarded to the factory for rebuilding. Purchase of a new meter was considered, but the more than \$1,000 cost for the operational section was not justifiable. The lack of production records, during sixty to ninety days required for repairs and transit, is an inconvenience but does not effect water quality.

TABULATION OF WATER PRODUCTION FACTORS: Note: Meters were read on 01/23/96. Production is based on the 31 day period between 12/23/95 and 01/23/96

1.	Total volume of water produced	923,800	gallons
2.	Average daily production	29,800	gallons/day
3.	Maximum daily production. Problems with the control valves extended pumping hours to restore fire reserves	79,100	gallons
4.	Minimum daily production. Failure of the control valves caused well pump inactivation.	0	gallons
4.	Volume of water billed by customer meters, total	722,868	gallons
5.	Average daily customer water use, per customer	160	gallons/day
6.	Estimated maintenance and fire consumption.	15,000	gallons
7.	Unaccounted for water loss = 20.1% of production.	89,620	gallons

MUIR BEACH COMMUNITY SERVICES DISTRICT WATER DEPARTMENT OPERATIONS REPORT JANUARY 1, 1996 THROUGH FEBRUARY 21, 1996

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.
- 2. We continue to have problems with the slow close/open valves at the pump house. On more than one occasion, the slow close valve failed to properly close and a substantial loss of water resulted. The increase in unaccounted for water loss from 10+% previously to the current 20+% is most likely the result of these failures. A representative from the factory was called in to make a detailed inspection and offer maintenance instructions. We are currently waiting for pricing information for an annual maintenance agreement with the factory representatives.
- 3. During the cleaning and inspection of the slow close/open valves, the main check valve, the main gate valve, and the flow meter, we discovered an abundance of gravel in the piping and valves. This indicates the probable failure of the main well screen. However, due to a combination of inadequate tools, equipment, and weather we have been unable to complete the necessary steps to inspect the well itself. This work has been scheduled, with the assistance of Forster Pump and Engineering, as soon as soil conditions permit equipment access. During the interim, we closed operation of the main well, and are using the backup well as our water supply source. This well continues to introduce air into the system, and we have scheduled the relocation of the flow reducer to abate this problem.
- 4. Until the main well pump is removed to permit inspection and servicing, no final course of action can be recommended. Assuming that the well can be repaired, by placing a new casing inside the existing larger casing, this will be the least costlyoption. However, this determination is subject to remaining available depth, and the condition of the original well casing.
- 5. The problems recently experienced do emphasize several needs for system improvements, and the purchase of adequate tools and equipment to perform proper maintenance. In general, the tools owned by the District are inadequate and/or incomplete to meet the maintenance demands. It should not be necessary to make major purchases, but we do need industrial standard ½ and 3/4 inch socket wrenches and accessories, combination wrenches, a powerful portable electrical drill, and some safety supplies. Currently, the District's tools and equipment do not comply with Cal OSHA standards. We have funds in the budget for equipment purchase, and price comparisons are being collected to initiate the necessary purchases.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing for the 12/23/95 to 01/23/96 period was \$3,956.65. Due to late delivery of the December invoices, the late date for penalties was extended to 02/01/96, and no penalties were assessed during January. Water revenues collected for the period totaled \$5,200.77. One new security deposit was collected, and one security deposit returned.

One residential meter remains disconnected and out of service.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

RESOLUTION NO. 96-02-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT PROPOSING AN ELECTION BE HELD IN ITS JURISDICTION; AND REQUESTING THE MARIN COUNTY BOARD OF SUPERVISORS TO CONSOLIDATE WITH THE GENERAL ELECTION IN MARCH OF 1996.

WHEREAS, the Board of Directors of the Muir Beach Community Services District concurs with the conclusions and recommendations of the Muir Beach Community Services District Water System Twenty Year Capital Improvements Report; and

WHEREAS, said governing body adopted the said Twenty Year Capital Improvements Plan during their regular meeting on February 28, 1996; and

WHEREAS, said governing body finds that it lacks the fiscal means to fund the implementation of the improvements recommended by the said Twenty Year Capital Improvements Plan; and

WHEREAS, it is the determination of said governing body that a measure should be submitted to the voters of the District pursuant to provisions of the Government Code of the State of California; and

WHEREAS, said measure must be approved by at least two-thirds (2/3) of the voters voting thereon.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Muir Beach Community Services District calls for an Election to be held on Tuesday, June 4, 1966, at which Election the issue to be presented to the voters shall be:

Shall the Ordinance of the Board of Directors of the Muir Beach Community Services District imposing a special tax annually until November 30, 2000 for the purpose of improving the water system, as specified in the District's underlying Resolution adopting the Twenty Year Capital Improvements Plan, in amounts not to exceed those specified below be confirmed and the appropriations limit of the District be increased by an amount equal to the proceeds of said tax for a period of four (4) years?

1.	\$ per parcel on commercially zoned and improved property	/ ;
2.	\$ per separate habitable structure, as determined by the Uni Marin County Tax Assessment Roll, on parcels containing residential imp	
3.	\$ per parcel on all other parcels. For the purpose of this tax, parcels (lots) under common ownership and containing no more than structure shall be considered and taxed as a single parcel	_

BE IT FURTHER RESOLVED that Rebuttal shall be received to ballot arguments.

BE IT FURTHER RESOLVED that the Marin County Board of Supervisors is requested to consolidate the Election with the General Election in June of 1996.

PASSED, APPROVED AND ADOPTED during the regular meeting of the Muir Beach Community Services District Board of Directors on February 28, 1996.

AYES:	
NAYS:	
ABSENT:	
ABSTAIN:	
	Steven Shaffer, President of the Board
ATTEST:	
ATTEST.	
Donovan Macfarlane. Secretary to the Board	

MUIR BEACH COMMUNITY SERVICES DISTRICT UNAUDITED MONTHLY BUDGET REPORT FOR THE MONTH OF JANUARY 1996 SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

FY IS 58.90% COMPLETE

GENERAL FUND ACCOUNTS, SUMMARY

			ĺ	MONTH OF JANUARY 1996			
	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	01/31/96
DESCRIPTION	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Opening Balance at beginning of fiscal year	\$109,245	Balances on 01	/01/96 =	(\$11.45)	\$82,446.22	\$14,265.51	\$96,700.28
General and Admin. Income	29,913	22,409.46	74.92%	0.00	238.23	604.26	842.49
General & Admin. Expenses	20,272	7,713.49	38.05%	0.83	166.79	857.40	1,025.02
G&A Income - Expenses	\$9,641	\$14,695.97	152.43%	(\$0.83)	\$71.44	(\$253.14)	(\$182.53)
Water Income	56,000	39,370.46	70.30%	155.00	5,211.93	0.00	5,266.93
Water Expenses	75,426	34,002.92	45.08%	78.76	1,760.41	2,926.40	4,765.57
Water Income - Expenses	(\$19,426)	\$5,367.54	N.A.	\$76.24	\$3,451.52	(\$2,926.40)	\$501,36
Recreational Income	30,375	6,567.39	21.62%	167.33	587.91	0.00	755.24
Recreational Expenses	38,600	9,138.21	23.67%	55.21	585.03	329.18	949.42
Recreational Income - Expenses	(\$8,225)	(\$2,570.82)	N.A.	\$112.12	\$22.88	(\$329.18)	(\$194.18)
Road & Easement Income	0	0.00	N.A.	0.00	0.00	0.00	0.00
Road & Easement Expenses	25,039	20,042.20	80.04%	0.00	2,153.13	671.55	2,824.68
R&E income - Expenses	(\$25,039)	(\$20,042.20)	N.A.	\$0.00	(\$2,153.13)	(\$671.55)	(\$2,824.68)
Fire Income	18,450	14,051.60	76.16%	0.00	0.00	0.00	0,00
Fire Expenses	19,590	14,099.91	71.98%	0.00	591.44	225.00	816.44
Fire Income - Expenses	(1,140)	(\$48.31)	N.A.	\$0.00	(\$591.44)	(\$225.00)	(\$816.44)
General Funds budgeted year-end balances =	\$65,056	Month end bala	Inces =	\$176.08	\$83,247.49	\$9,860.24	\$93,183.81

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Total General Fund Income =
Total General Fund Expenses =
General Fund Income - Expenses =

(\$44,189)	(\$2,597.82)	N.A.	\$187.53	\$801.27	(\$4,405.27)	(\$3,516.47)
178,927	84,996.73	47.50%	134.80	5,236.80	5,009.53	10,381.13
\$134,738	\$82,398.91	61.15%	\$322.33	\$6,038.07	\$604.26	\$6,864.66

MHARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	01/31 /9 6 TOTAL
Insurance	2059	\$500	500.00	100.00%				\$0.00
ABCC Administrative fees	2117	2,000	200.01	10.00%				0.00
G&A % (94-95 incl'ds 93-94 ioss 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	\$0.00	\$0.00

HARRIS FUND CAPITAL IMPROVEMENT INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	01/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Surcharge (1994-95 includes tax income	9031	\$360	443.50	123.19%		\$90.00		\$90.00
Interest	9377	120	1,371.70	1143.08%			345.67	345.67
TOTAL HARRIS FUND INCOME =		\$480	\$1,815.20	378.17%	\$0.00	\$90.00	\$345.67	\$435.67

SUMMARY OF HARRIS FUND INCOME AND EXPENSES

						COUNTY	NET TOTAL
						FUND 429	FUND 429
Opening Harris Fund Balance	\$23,106	\$23,105.76	100.00%	Balance on	01/01/96	\$31,836.32	\$23,265.26
Harris Fund Income	480	1,815.20	378.17%	0.00	90.00	345,67	435.67
Harris Fund Expenses	23,586	1,220.01	5.17%	0.00	0.00	0.00	0.00
Harris Fund Income - Expenses	0	595.19	N.A.	0.00	90.00	345. 6 7	435.67
Account balances at month's end =		\$23,700.95	N.A.	\$176.08	\$83,337.49	\$32,181.99	\$23,700.93

GROSS DISTRICT EQUITY AT CURRENT MONTH'S END =

\$125,555,80

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 — Ist Nationwide Bank depository, plus the 1994-95 year-end adjustments for undistributed administrative expenses. The County Fund 429 owes the — S8,481.06

FY IS 58.90% COMPLETE

—GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	01/31/96 TOTAL
Conferences	2049	\$1,000	238.81	23.68%	\$0.83		T	\$0.83
Insurance	2059	1,381	1,360.95	100.00%				0.00
ABCC Administrative fees	2117	6,000	3,955.50	65.93%			650.00	650.00
Miscellaneous expenses	2121	150	124.44	82.96%				0.00
General Election Expense	2129	1,381	0,00	0.00%				0,00
Postage	2130	100	34.04	34.04%				0.00
Office Supplies	2133	250	195.59	78.24%				0.00
Copier Maintenance	2137	650	148.19	22.80%		53.45		53.45
County Fees	2352	5,300	340.00	6.42%			100.00	100.00
Mileage	2479	900	583.22	64.80%			107.40	107.40
Telephone	2534	1,200	611.16	50.93%		113.34		113,34
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	\$7,713.49	38.05%	\$0.83	\$166.79	\$857.40	\$1,025.02

20% of general G&A Costs =

\$4,054

GENERAL & ADMINISTRATIVE INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1\$T	COUNTY	01/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Property Tax Revenue	9001	\$26,700	15,930.47	59.66%			\$604.26	\$604.26
Interest Income	9203	1,800	1,275.49	70.86%		238,23		238.23
Inter Fund Transfers	9377	713	5,000.00	701.26%		'		0.00
Copier income	9772	700	203.50	29.07%				0.00
TOTAL ADMINISTRATIVE INCOME	=	\$29,913	\$22,409.46	74.92%	\$0.00	\$238.23	\$604.26	\$842.49

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 Easemen (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 426	01/31/96 TOTAL
Maint. Mgr.	1028	\$1,500	2,248.50	149.90%			\$182.25	\$182.25
Extra Hire	1073	6,000	3,263.00	54.38%			35.00	35.00
FICA	1404	488	421.65	86.49%			16.63	16.63
Work Compensation, Insurance.	1701	525	56.59	10.78%		25.09		25.09
Insurance	2059	227	226.83	100.00%				0,00
Repairs	2077	3,000	3,938.67	131.29%		2,128.04		2,128.04
Gen. Maint.	2078	1,500	679.12	45.27%				0.00
ABCC Administrative fees	2117	4,300	3,867.34	85.29%		_	437.67	437.67
Travel	2479	N.A.	0.00	N.A.				0.00
G&A Share	2720		0.00	N.A.				0.00
Road Const.	2741	7,500	5,418.50	72.25%		·		0.00
TOTAL EASEMENT EXPENSES =		\$25,039	\$19,920.20	79.56%	\$0.00	\$2,153,13	\$671.55	\$2,824.68

ROADS & EASEMENTS INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	01/31/96
DESCRIPTION	CODE	BUDGET	<u>TOTALS</u>	BUDGET	CASH	BANK	FUND 428	TOTAL
Miscellaneous income	9772	0						\$0.00

FY IS 58.90% COMPLETE

WATER EXPENSES

EXPENSE	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	01/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Maint, Mgr. Wages	1028	11,000	6,387.00	58.06%			\$1,017.25	\$1,017.25
Extra Hire Wages	1073	500	0.00	0.00%				0.00
FICA	1404	880	488.65	55.54%			77.82	77.82
Benefits	1506	1,400	716.31	51.17%			102.33	102.33
Work, Compensation Insurance	1701	700	198.94	28.42%		51.71		51.71
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	768.67	30.75%		28.96		28.96
ABCC Administrative & clerical fees	2117	18,800	11,578.00	61.59%			1,654.00	1,654.00
Misc., Exp.,	2121	900	837.54	93.06%	25.19			25.19
Refunds	2122	1,000	462.44	46.24%		73.74		73.74
Postage	2130	450	214.40	47.64%	44.80			44.80
Office supplies	2133	750	583.25	77.77%	8.77			8.77
Contract Repairs	2325	5,000	591.95	11.84%		257.95		257.95
Travel	2479	1,250	575.00	46.00%			75.00	75.00
Telephone	2534	400	201.32	50.33%				0.00
Electricity	2535	6,000	5,858.07	97.83%		1,348.05		1,348.05
G&A Share	2720		0.00	N.A.				0.00
Equipment	4093	1,500	202.68	13.51%				0.00
Water Meters	4160	1,000	0,00	0.00%				0.00
Water Supply Study	4162	2,000	1,492.50	74.63%				0.00
System Improvements	4169	15,000	1,350.00	9.00%				0.00
System Upgrades	4197	1,000	0.00	0.00%				0.00
TOTAL WATER EXPENSES:	=	\$75,426	\$34,002.92	45.08%	\$78.76	\$1,760.41	\$2,926.40	\$4,765.57

WATER INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	01/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Service Billing	9025	\$56,000	37,323.18	66.65%		\$3,956.65		\$3,956.65
Late penalties & interest billed	9772	1,000	758.99	75.90%				0.00
Receipts Collected	9025	56,000	38,704.30	69.11%	155.00	5,045.77		5,200.77
Accounts Receivable	9025	6,177	694.14	11.24%	\$2,810	.49 on close of	1/23/96 busines	s day
Security Deposits billed and collected	9025S O	1,000	700.00	70.00%		100.00		100.00
Miscellaneous water income	9772	0	6 6.16	N.A.		66.16		66.16
TOTAL WATER INCOME =		\$56,000	\$38,770.46	69.23%	\$155.00	\$5,211,93	\$5,266,93	

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	01/31/96 TOTAL
Work. Compensation Insurance	1701	\$2,400	1,688.57	70.36%	-	\$591.44		\$591.44
Gen. & Vehicle Insurance	2059	5,640	5,639.55	100.00%			İ	0.00
ABCC Administrative fees	2117	2,700	1,575.00	58.33%			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	5,421.79	61.26%				0.00
TOTAL FIRE EXPENSES	=	\$19,590	\$14,324.91	73.13%	\$0.00	\$591.44	\$225.00	\$816.44

FIRE INCOME

	NCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	01/31/96 TOTAL
[W. Marin Grant	9377	\$8,850	8,547.00	96.58%				\$0.00
	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	\$0.00	\$0.00

FY IS 58.90% COMPLETE

ERECREATIONAL EXPENSES

EXPENSE	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	01/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Maint. Mgr. Wages	1028	\$200	384.75	192.38%				\$0.00
Janitorial Wages	1073	1,600	900.00	56.25%			120.00	120.00
FICA	1404	138	113.58	82.49%			9.18	9.18
Work. Compensation Insurance	1701	220	192.81	87.64%		147.59		147.59
Basketball	2041BA	246	0.00	0.00%				0.00
Bistro	2041BI	600	241.27	40.21%	55.21			55.21
Community Dinners	2041CD	1,400	0.00	0.00%				0.00
Children's Programs	2041CP	300	102.30	34.10%				0.00
Labor Day BBQ	2041LD	450	0.00	0.00%				0.00
Tai Chi	2041TC	1,080	432.00	40.00%				0.00
Insurance	2059	997	997.47	100.00%				0.00
Repairs	2077	250	257.34	102.94%		133.67		133.67
Bldg. Maintenance	2096	500	185.06	37.01%				0.00
Ground Maintenance	2097	600	90.00	15.00%			Ï	0.00
ABCC Administrative fees	2117	4,200	1,468.34	34.96%			200.00	200.00
Publications	2119	100	0.00	0.00%				0.00
Misc. Expenses	2121	100	19.23	19.23%		19.23		19.23
Deposit Refunds	2122	2,000	2,213.01	110.65%		150.00		150.00
Postage & Off. Sup.	2133	100	30,44	30.44%				0.00
Refuse Removal	2259	384	192.00	50.00%				0.00
Building Supplies	2366	275	225.38	81.96%				0.00
Pay Telephone	2534	460	251.19	54.61%		41.88		41.88
Electricity for Community Center	2535	1,200	681.37	56.78%		72.66		72.66
G&A Share	2720		0.00	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	160.67	80.34%				0,00
Playground Imp.	4243	250	0.00	0.00%				0.00
TOTAL RECREATION EXPENSES :		\$38,600	\$9,138.21	23.67%	\$55.21	\$565.03	\$329.18	\$949.42

RECREATIONAL INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	01/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Children's Programs	9248	275	0.00	0.00%				\$0.00
Community Center, Rental	9255	2,500	2,712.50	108.50%		242.50		242.50
Refundable Deposits	9255RD	2,000	1,858.72	92.94%		140.41		140.41
Bistro	9811BI	1,800	1,227.17	68.18%	164.33			164.33
Community Dinners	9811CD	1,600	0.00	0.00%				0.00
Children's Programs	9811CP	0	205.00	N.A.		205.00		205.00
Labor Day BBQ	9811LD	750	0.00	0.00%				0.00
Tai Chi	9811TC	1,350	542.00	40.15%				0.00
Res. Handbooks	9834	100	22.00	22.00%	3.00			3.00
Community Development Block Grant	9900	20,000	0.00	0.00%		ï		0.00
TOTAL RECREATION INCOME :		\$30,375	\$6,567.39	21.62%	\$167.33	\$587.91	\$0.00	\$755.24

OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGULAR MEETING HELD ON WEDNESDAY, JANUARY 24, 1996

Directors present:

President Steve Shaffer; Directors: Nancy Wolf Lee, and Erin Pinto. One directorship is vacant. Director Rudnick arrived and joined the meeting at 7:18.

- I. Call to order. President Shaffer called the meeting to order at 7:10 P.M.
- II. Review and consideration of the January 24, 1995 Agenda: There was a brief discussion concerning the Agenda, and Director Pinto *moved* to approve the Agenda as submitted; seconded by Director Lee; ayes all. Director Rudnick joined the meeting immediately following this action.
- 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 01/15/96 and 01/24/96 including general fund expenses totaling \$5,192.66. There was a brief discussion, and Director Pinto asked about Harvey Pearlman's and Juana Gonzales' wages not being included in either of the reports. The GM stated that this was an error that would be corrected in next month's report. Director Pinto then *moved* to approve the Bills to be Paid including general expenses of \$10,564.45 and \$5,192.66 totaling \$15,757.11, and that the missing payroll totals would be included in the next meeting's report; seconded by Director Lee; ayes all.
- IV. Public open time: Deborah and Jim Kamradt were in the audience, and were introduced to the Board by the GM. The GM explained that he had discussed the vacant Board seat with Mrs. Kamradt, and the possibility of her volunteering to be appointed to the Board. Director Lee, said she also had discussed this with Mrs. Kamradt. This was followed by an interactive discussion, with each Board and Mrs. Kamradt participating. Mrs. Kamradt indicated that she and her husband were in route to another engagement. President Shaffer asked, when she would be able to join the Board, if appointed? Mrs. Kamradt responded that she would be able to participate in the meeting following her appointment. The Board thanked Mrs. Kamradt and her husband for their community interest, and said they would further discuss this later in the evening after the regular business was completed.

Prior to Mr. and Mrs. Kamradt's departure, the GM explained that he had been corrected by the Registrar of Voters, and informed that the term of the appointed office would be for the remainder of the specific director's seat term of office. The appointment of Director Shaffer during the December meeting, fills the seat that was open for election in November, hence Director Shaffer's term will end on December 1, 1999. The seat being considered by Mrs. Kamradt will end December 1, 1997.

There were no other requests for consideration from the public.

- V. Fire Department: The GM reminded the Board that during the last meeting they had agreed that it would not be necessary for the Fire Chief to attend every Board meeting, and that the Chief could relay the general department reports through the GM. The GM reported that no there was no information to report, other than the scheduled BBQ planning dinner,
- VI. Emergency/Disaster Committee: Chairperson Ellen Mettler reported that she now has a core group of volunteers. They have met to discuss the formation of a "phone tree", and other methods for providing community disaster warnings and assistance. The County Fire Department, assisted by the MBVFD volunteers, are the prime responsible agency during such emergencies and natural disasters. She has

drafted "model disaster guidelines", and will circulate them for review by the GM and her committee prior to submitting them to the Board for review and possible adoption.

VII. General Manager's report. The GM began his report by explaining that the Director's meeting packets included budget reports for the months ending November 30 and December 31, 1995. The district has received its first increment of property tax revenues, and had a combined total cash equity of \$128,056 at the end of December 1995.

The general expenses are within the budget parameters, except for the electrical costs for well operation. On 12/31/95 these costs were 75.2% of the budget allocation versus the year being 50.4% complete. He noted that this is due to the reduced efficiency in the well, and anticipates that the electrical costs will exceed the budget by approximately \$1,500. However, current water revenues indicate that they will be greater than projected, and offset the additional electrical costs.

- VIII. Consideration of appointment to fill the vacant Directors office: At this point, the Board temporarily adjourned for a brief coffee break, and then reconvened to discuss Deborah Kamradt's offer to fill the vacant board seat. There was a brief discussion, and Director Lee moved to appoint Deborah Kamradt, to the District Board of Directors to complete the term of office for the seat vacated by former Director Hopkins. Mrs. Kamradt is a property owner residing at 31 Starbuck Drive, and a registered voter in the Muir Beach Community Services District. The term of office for the appointment, ends on December 1, 1996. The motion was seconded by Director Pinto; ayes all. The GM was instructed to inform Mrs. Kamradt of their decision, and extend their appreciation for her community spirit in becoming a member of the Board of Directors.
- IX. Completion of the GM's report: The GM reported that the community dinner originally scheduled for January 17, 1996 had been rescheduled for Wednesday, March 6, 1996. He noted that Mrs. Kamradt had volunteered to be the primary chef to prepare the entree. The dinner menu will be an Italian motif, and there will be entertainment.
 - A. Roads and Easements: The GM reported that the landslide on Cove Lane had required construction of a retaining wall. He preceded to complete this on an emergency basis, as at the time additional storms were forecast. Failure to contain this slide could have resulted in damming the primary drainage ravine located beneath the slide area, with potential severe flood damage to the residences at the lower end of Cove Lane, in addition to additional damage to Cove Lane. The GM indicated that the total cost of repairs will be between \$3,500 and \$4,000.

The GM then reported that in an effort to expedite the clearing the fallen trees on Sunset Way and the community center pedestrian easement, he offered to have District labor move the suitable firewood resulting from tree removal on the private property, providing it is cut into manageable pieces. He justified this as fulfilling the District need for firewood for the community center, at less cost than purchasing firewood.

Director Pinto expressed some concern that debris is still blocking the drainage swale, and that this is causing some problems for homes on the downhill side of the area. The GM was instructed to inspect the area, and to take appropriate actions to have the drainage swale restored as much as possible.

The GM also noted that the stairs for the pedestrian easement, leading down from Sunset Way, are scheduled for reconstruction as soon as Harvey can gain labor assistance.

B. Water: The GM reported that the two test wells drilled in exploration of a new well, had not been successful. He indicated that at this time it does not appear that we will find an appropriate site, located within the primary District service area, for another test hole. He is investigating alternative sites and possibilities, but will need additional time. Also, the current weather has stopped any possible drilling in the near term, as the rainfall has exceeded the County's limitations for draw down testing.

The GM recommended that we precede with the cleaning of the primary well, to improve its operating efficiency while we pursue the possible alternatives for a new well. The GM also suggested that we should begin discussions with the GGNRA, as to the possibility of leasing and/or exchanging land areas that might be suitable for a new well. The Board concurred with these recommendations, and instructed the GM to begin the discussions, with proper caution.

At this point, Director Pinto expressed concern with the time, election dates, and the Harris Plan update. The GM responded that he will submit the preliminary report in time for the next Board meeting, and that this would permit scheduling a public hearing during the March Board meeting, if the Board so desires.

- X. Review of the draft minutes for the December 6, 1995 meeting. There was a brief review of these minutes, and Director Pinto noted that former Director Hopkins was moving to Berkeley, not Mill Valley as indicated in Section IX-A of the minutes. Director Lee then *moved* to approve the minutes, amended to change Mill Valley to Berkeley; seconded by Director Rudnick; ayes all.
- XI. The next Board meeting was confirmed as scheduled on Wednesday, February 28, 1996.

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

These minutes were approved by the 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										

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, MARCH 27 1996 AT 7:00 PM

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AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY, MARCH 27, 1996 AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

DIRECTORS:

President Erin Pinto; Directors: Deborah Kamradt, Nancy Wolf Lee, Steve Shaffer, and

Peter Rudnick.

- I. Call the meeting to order. 7.7/
- II. Review and consideration of the March 27, 1996 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". Hold Ad Hoc fill lafer Nancy, Steve all.
- III. Ad Hoc Water Committee: Volunteers for this committee have been formerly invited to attend this meeting, for introduction and confirmation by the Board. It is anticipated that a brief discussion will be entertained with the Directors indicating their concerns pertaining to the Twenty Year Plan. It is also anticipated that the first working meeting of the committee will be scheduled.
- 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 January 24, 1996 meeting.

 Steve, Potor 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, Parking, Sunt Affirm,

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: At this time, there is no indication of unusual events concerning the MBVFD activities. The GM will report any information referred to him by the Fire Chief.
- Emergency/Disaster Committee: A verbal progress report will be presented by the Committee Chairperson, Ellen Mettler., Done H. Ruys plan modified, contact local agreement. form small groups,

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

- 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: Monthly budget overview
 - B. **Recreation:** The GM will report on the success of the March community dinner and the future planned recreational activities.
 - C. **Roads & Easements:** The GM will report road and easement 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. Continued discussion of the Twenty Year Plan, and a progress report on the Environmental Impact Report.
 - E. Review of the draft minutes for the February 28, 1995 Board of Directors meeting. Nanay, Deb. Dyes.
 - Confirm the date for the next Board meeting. The next regular Board meeting is scheduled F. for Wednesday, April 24, 1996.

ADJOURNMENT OR CONTINUATION 26:30

Fire inspection.

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 02/28/96 THROUGH 03/20/96

VENDER NAME	CODE	DESCRIPTION	FUND	AMOUNT
ADMINISTRATION EXPENSES, DIVISION				
ABC Consultants	2117	Administrative fees for March 1996	<u> </u>	\$650.0
US Post Office	2130	Postage	P	15.2
Office Max	2133	Envelopes, Storage files, and bulletin board lock	B	73.9
ABC Consultants	2479	Travel 02/01 through 02/29/96; 352 miles @ \$0.31 TOTAL G&A EXPENSES =	С	109.1: \$848.2
ROADS & EASEMENT EXPENSES, DIVISI	ON CODE	9237		
Vallejo builders Supply, Inc.	2077	Concrete curbs and rebar	ΙP	\$122.1
Martin Bros. Supply	2077	Concrete mix and rebars	В	15,2
ABC Consultants	2117	Administrative fees for March 1996	Č	200.0
, is a second firm	1	TOTAL R&E EXPENSES =		\$337.3
WATER DIVISION EXPENSES, DIVISION O	ODE 9238			
Harvey Pearlman	1028	Maintenance wages 2/25 through 3/09/96	C	\$537.7
Harvey Pearlman	1404	Hospital benefits for March 1996	С	102.3
Woodland Auto	2077	Gasket repair kit	Р	13.2
Watersavers Irrigation, Inc.	2077	Chlorine solution tubing	Р	9.1
Paradise Pool Service	2115	Chlorine supplies	В	46.5
ABC Consultants	2117	Clerical fees for March 1996	С	854.0
ABC Consultants	2117	Administrative fee for March 1996	С	800.0
Mill Valley Auto Parts	2121	Gasket cement	Р	2.0
Carol G. Palmer	2122	Partial refund of water security deposit	B	89.5
Mike Fletcher	2122	Partial refund of advance payment	В	51.8
US Post Office	2130	Stamps	P	19.2
Lelli Printing	2133	Invoice forms	Р	106.7
Hydec	2325	Slow close/open valve repair and service	В	499.3
Harvey Pearlman	2479	Routine travel for March 1996	С	75.0
Harbor Freight Tools	4093	Hand tools and portable drill	Р	99.6
		IUIAL WAITH EXPENSES =		\$3,306.2
		TOTAL WATER EXPENSES =		\$3,306.20
Juana Gonzales	1073	Janitorial wages 2/25 through 3/9/96	С	\$60.0
Juana Gonzales ABC Consultants	1073 2117	Janitorial wages 2/25 through 3/9/96 Administrative fees for March 1996	C	\$60.00 437.6
Juana Gonzales ABC Consultants Belis Market	1073 2117 2041Bl	Janitorial wages 2/25 through 3/9/96 Administrative fees for March 1996 Bistro supplies	C C P	\$60.00 437.6 6.20
Juana Gonzales ABC Consultants Bells Market Costco	1073 2117 2041Bl 2041Bl	Janitorial wages 2/25 through 3/9/96 Administrative fees for March 1996 Bistro supplies Bistro Coffee	C C P	\$60.0 437.6 6.2 13.1
Juana Gonzales ABC Consultants Bells Market Costco Nancy Knox	1073 2117 2041Bl 2041Bl 2041Bl	Janitorial wages 2/25 through 3/9/96 Administrative fees for March 1996 Bistro supplies Bistro Coffee Bistro pastries	C C P P	\$60.0 437.6 6.2 13.1
Juana Gonzales ABC Consultants Bells Market Costco Nancy Knox Deborah Kamradt	1073 2117 2041Bl 2041Bl 2041Bl 2041CD	Janitorial wages 2/25 through 3/9/96 Administrative fees for March 1996 Bistro supplies Bistro Coffee Bistro pastries Reimbursement for March dinner supplies	C C P P	\$60.0 437.6 6.2 13.1 10.7 100.0
Juana Gonzales ABC Consultants Bells Market Costco Nancy Knox Deborah Kamradt Donovan Macfarlane	1073 2117 2041BI 2041BI 2041BI 2041CD 2041CD	Janitorial wages 2/25 through 3/9/96 Administrative fees for March 1996 Bistro supplies Bistro Coffee Bistro pastries Reimbursement for March dinner supplies Reirnbursement for March dinner supplies	C C P P P B B	\$60.0 437.6 6.2 13.1 10.7 100.0 240.7
Juana Gonzales ABC Consultants Bells Market Costco Naricy Knox Deborah Kamradt Donovan Macfarlane	1073 2117 2041BI 2041BI 2041BI 2041CD 2041CD	Janitorial wages 2/25 through 3/9/96 Administrative fees for March 1996 Bistro supplies Bistro Coffee Bistro pastries Reimbursement for March dinner supplies	C C P P P B B	\$60.0 437.6 6.2 13.1 10.7 100.0 240.7 23.0
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Belis Market Costco Naricy Knox Deborah Kamradt Donovan Macfarlane Lynn Hoffman FIRE DIVISION EXPENSES, DIVISION COI ABC Consultants Sutton Freebaim-Smith B = Paid thru 1 Nationwide Bank C = Paid thru County depository P = Paid thru Petty Cash Funds	1073 2117 2041BI 2041BI 2041BI 2041CD 2041CD 2041CD 2041CD 2117 4827	Janitorial wages 2/25 through 3/9/96 Administrative fees for March 1996 Bistro supplies Bistro Coffee Bistro pastries Reimbursement for March dinner supplies Reimbursement for March dinner supplies Reimbursement for March dinner supplies TOTAL RECREATION EXPENSES = Administrative fees for March 1996 Reimburse for purchase of safety boots TOTAL FIRE EXPENSES =	C C P P P B B B B B	\$60.00 437.6 6.20 13.1: 10.7: 100.00 240.7: 23.0: \$891.5: \$225.00 166.0: \$391.0:
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MUIR BEACH COMMUNITY SERVICES DISTRICT GENERAL MANAGER'S REPORT

TO:

The Board of Directors

FROM:

Donovan Macfarlane, General Manager

DATE:

March 22, 1996

FOR:

Board of Directors Meeting, on Wednesday, March 27, 1996

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

MONTHLY BUDGET OVERVIEW: The meeting packet contains the budget report for the month ending February 29, 1996. The District's overall cash equity declined by approximately \$4,5000 during February and is expected to decline substantially before the close of March when invoices for the test wells, and repairs to the main well are received. The budget included \$15,000 for system improvements, which should be adequate for the cost of repairs and test well drilling.

The first page of the budget report form has been modified to show the two Trust Fund (rental and water security deposits) balances and the net cash equity remaining after deducting these balances. Currently, these balances are reflected as an asset in our deposits; however, the they are also an obligation of the District and not a net asset.

II. RECREATION: The March community dinner was quite successful, and the entertainment was very well received by the audience. Deborah's Lasagna entree was a delight to all, and we even had a small surplus remaining after expenses. The fiscal breakdown follows:

Total paid dinners, 52 @ \$7.50 each = \$390.00

Total beverage donations = __70.31

Gross income = \$460.31

Total food and entertainment expenses,
after a \$25 donation. = \$389.43

Balance remaining = \$ 70.88

The next dinner is planned for Wednesday, May 8, 1996. The entree will be seafood and the entertainment will be a presentation by the GGNRA on trees and landscaping applicable to the Muir Beach area. In addition, we may have a brief presentation on adult health maintenance. Alternatively, we are seeking other possible entertainment, possibly a comedy hour asking attendees to bring their favorite joke to share with the group.

III. ROADS AND EASEMENTS: The rebuilding of the stairs on the downhill side of Sunset Way, on the easement from the community center to Pacific Way is completed. If you have not had an opportunity to use the new stairs, you might take a moment to witness a job well done by Harvey Pearlman and Jim White.

At the close of February, we had used 85.58% of the budget provisions for Roads & Easement maintenance activities. Part of the remaining balance will be used in administration

for developing the general policies to be considered by the Board, and the remaining funds are held in reserve for emergency contingencies. No additional regular maintenance is scheduled until the next fiscal year when additional budget funds become available.

The research on Juminith Whale, requested during the last Board meeting has not been completed, but is scheduled for submission to the Board during the April meeting.

Juminith Whale to Sunset Way drainage. At the Board's request, I again inspected the subject Sunset Way area and contacted the concerned residents. The residents indicate that temporary measures that we implemented are currently working satisfactorily. When developing the budget needs for the next fiscal year for Roads & Easements, additional consideration will be given to this area and other areas having similar problems. Consideration will also be included in the Roads and Easements Plan and Policy Manual, which should be completed by the beginning of the next fiscal year.

WATER: Each Board member has received a copy of the final copy of the Twenty Year Plan, with a memorandum listing the basic changes in accord with the Board's requests. I have subsequently solicited volunteers for the ad hoc water committee and have commitments from the following residents:

The recommended committee size was seven members, including one Board member. However, the above volunteers offer a good cross section of the community, with individual talents, experience, and educational backgrounds that will be very valuable during the committee deliberations. I will continue to solicit for the additional member, but believe the above group, in cooperation with Director Pinto, will be more than adequate to assist the Board in determining the best methods for funding and implementing the Twenty Year Plan.

Each of the volunteers has received a copy of the Twenty year Plan. Also, they have been requested to briefly attend the March meeting for their committee membership confirmation and the scheduling of their first working meeting.

Environmental Impact Report: I have commenced the background research and document accumulation needed to prepare this report. However, I am proceeding slowly as the preliminary meeting with the original protesters has not been confirmed. Until this meeting is completed and some indication of their desires is determined, I feel the real direction of the EIR cannot be properly established. Further, it may be possible to have the protesters withdraw their protests by mutual agreement on conditions that are reasonable and beneficial to all.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT.

IV.

MUIR BEACH COMMUNITY SERVICES DISTRICT WATER DEPARTMENT OPERATIONS REPORT FEBRUARY 21, 1996 THROUGH MARCH 21, 1996

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 have been maintained between the desired 0.10 and 0.05 ppm, without addition of chlorine directly to the storage tanks.
- 3. Weekly flushing of the lower tank sand filter system, and cleaning of the lower system cartridge filters. The necessary continued use of the backup well has resulted in cloudy water, generally throughout the District, as a result of air introduction into the water.
- 4. Monthly bacteriological samples included one sample each for the upper and lower systems. The bacteriological samples were free of coliform's.
- 5. The well house flow meter has not been returned from the factory, where it was sent for rebuilding. However, we expect it to be returned in the very near future.

TABULATION OF WATER PRODUCTION FACTORS: Note: Meters were read on 02/23/96. Production is based on the 31 day period between 01/23/96 and 02/23/96. Due to the failure of the flow meter, gross production figures are not available for this operational period.

1.	Total volume of water produced	NA	gallons
2.	Average daily production	NA	gallons/day
3.	Maximum daily production. Problems with the control valves extended pumping hours to restore fire reserves	NA	gallons
4.	Minimum daily production. Failure of the control valves caused well pump inactivation.	NA	gallons
4.	Volume of water billed by customer meters, total	663,357	gallons
5.	Average daily customer water use, per customer	152	gallons/day
6.	Estimated maintenance and fire consumption.	NA	gallons
7.	Unaccounted for water loss = % of production.	NA	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 FEBRUARY 21, 1996 THROUGH MARCH 21, 1996

- 2. The slow close/open valve failed again, but was repaired by Harvey. The factory representative has submitted a proposal to maintain these valves for an annual fee of almost \$900. As these valves are to be replaced with an improved system, when the new well is drilled, the annual agreement is not recommended.
- 3. Repair of the main well has commenced. The pump and shaft have been removed, and it measurement indicates that the well depth has been reduced by approximately 4 feet. Bailing was not successful to clear the bottom, as it appears that a bolder has plugged the well shaft. Examination of the pump and pump screen indicates considerable gravel intrusion, and that the pump itself is damaged. The pump has been removed for repairs, and it is planned to place a smaller casing inside the original casing to as great a depth as possible. However, at best, the completed pump depth will be just over 30 feet and until the repairs are completed we cannot estimate the flow efficiency or capacity. When the repairs are completed, both wells will still be in marginal operational condition.

We are also attempting to relocate the flow restriction device, to service both wells. The original device appears to have been damaged by gravel flowing through it. This will either be repaired, or a new device that fits the piping inside the pump house will be installed. We are currently investigating the costs of repairs and/or replacement.

During these operations, the well house main gate valve was dismantled, cleaned and repaired. The valve was severely clogged with precipitate deposits and gravel.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing for the 01/23/95 to 02/23/96 period was \$3,656.71 plus \$32.49 in late charges and interest for a total of \$3,689.20. This continues to be below the average needed to reach the budget projected operational income by the end of the fiscal year. Water revenues collected for the period totaled \$4,521.17. One new security deposit was collected and no security deposits were refunded.

One residential meter remains disconnected and out of service. .

THIS CONCLUDES THE WATER OPERATIONS REPORT.

FY IS 66.67% COMPLETE

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST Bank	COUNTY FUND 428	02/29/96 TOTAL
Conferences	2049	\$1,000	236.81	23.68%				\$0.00
Insurance	2059	1,361	1,360.95	100.00%				0.00
ABCC Administrative fees	2117	6,000	4,605.50	76.76%			650.00	650,00
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	49.24	49.24%	15.20			15.20
Office Supplies	2133	250	195.59	78.24%				0.00
Copier Maintenance	2137	650	724.19	111.41%		576.00		576.00
County Fees	2352	5,300	340.00	6.42%				0.00
Mileage	2479	900	685.21	76.13%			101.99	101.99
Telephone	2534	1,200	699.23	58.27%		88.07		88.07
Legal fees & expenses	2713	1,500	198.59	13.24%			75.00	75.00
Building Improvements	4048	500	0.00	0.00%				0.00
TOTAL ADMINISTRATIVE EXPENSES	=	\$20,272	\$9,219.75	45.48%	\$15.20	\$664.07	\$826.99	\$1,506.26

20% of general G&A Costs =

\$4,054

GENERAL & ADMINISTRATIVE INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	02/29/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Property Tax Revenue	9001	\$26,700	16,223.15	60.76%			\$292.68	\$292.68
Interest Income	9203	1,800	1,439.26	79.96%		163.77		163.77
Inter Fund Transfers	9377	713	5,000.00	701.26%				0.00
Copier Income	9772	700	204.50	29.21%	1.00			1.00
TOTAL ADMINISTRATIVE INCOM	E =	\$29,913	\$22,866.91	76.44%	\$1.00	\$163.77	\$292.68	\$457.45

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	02/29/96 TOTAL
Maint. Mgr.	1028	\$1,500	2,748.50	183.23%		j	\$500.00	\$500.00
Extra Hire	1073	6,000	3,578.00	59.63%			315.00	315.00
FICA	1404	488	483.99	99.28%			62.34	62.34
Work Compensation, Insurance.	1701	525	56.59	10.78%				0.00
Insurance	2059	227	226.83	100.00%				0.00
Repairs	2077	3,000	4,131.78	137.73%	122.16	70.95		193.11
Gen. Maint.	2078	1,500	679.12	45.27%				0.00
ABCC Administrative fees	2117	4,300	4,105.01	95.47%		_	437.67	437.67
Travel	2479	N.A.	0.00	N.A.				0.00
G&A Share	2720		0.00	N.A.				0.00
Road Const.	2741	7,500	5,418.50	72.25%				0.00
TOTAL EASEMENT EXPENSES	=	\$25,039	\$21,428.32	85.58%	\$122.16	\$70.95	\$1,315.01	\$1,508.12

ROADS & EASEMENTS INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	02/29/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Miscellaneous income	9772	0		1				\$0.00

FY IS 66.67% COMPLETE

WATER EXPENSES

EXPENSE	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	02/29/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Maint. Mgr. Wages	1028	11,000	7,587.00	68.97%			\$1,200.00	\$1,200.00
Extra Hire Wages	1073	500	0.00	0.00%			-	0.00
FICA	1404	880	580.45	65.98%			91.80	91.80
Benefits	1506	1,400	818.64	58.47%			102.33	102.33
Work. Compensation Insurance	1701	700	198.94	28.42%				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	287.96	71.99%	22.41	265.55		287.96
Bldg. Repair	2096	1,500	0.00	0.00%				0.00
Tests & chemicals	2115	2,500	890.85	35.63%		122.18		122.18
ABCC Administrative & clerical fees	2117	18,800	13,232.00	70.38%			1,654.00	1,654.00
Misc., Exp.,	2121	900	853.16	94.80%	2.04	13,58		15.62
Refunds	2122	1,000	462.44	46.24%				0.00
Postage	2130	450	233.60	51.91%	19.20			19.20
Office supplies	2133	750	689.95	91.99%	106.70			106.70
Contract Repairs	2325	5,000	1,229.95	24.60%		170.00	468.00	638.00
Travel	2479	1,250	650.00	52.00%			75.00	75.00
Telephone	2534	400	268.55	67.14%		67.23		67.23
Electricity	2535	6,000	5,866.17	97.77%		8.10		8.10
G&A Share	2720		0.00	N.A.				0.00
Equipment	4093	1.500	302.36	20.16%	99.68			99.68
Water Meters	4160	1,000	0.00	0.00%				0.00
Water Supply Study	4162	2,000	1,492.50	74.63%				0.00
System Improvements	4169	15,000	1,350.00	9.00%				0.00
≝ystem Upgrades	4197	1,000	0.00	0.00%				0.00
TOTAL WATER EXPENSES:	=	\$75,426	\$38,490.72	51.03%	\$250.03	\$646.64	\$3,591.13	\$4,487.80

WATER INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	02/29/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Service Billing	9025	\$56,000	33,366.53	59.58%				\$0.00
Late penalties & interest billed	9772	1,000	758.99	75.90%				0.00
Receipts Collected	9025	56,000	43,155.47	77.06%	20.00	4,431.17		4,451.17
Accounts Receivable	9025	6,177	5,055.22	81.84%	\$1,709.51	ON CLOSE OF	02/24/96 BUSI	NESS DAY
Security Deposits billed and collected	9025SD	1,000	800.00	80.00%		100.00		100.00
Miscellaneous water income	9772	0	66.16	N.A.				0.00
TOTAL WATER INCOME = \$56			\$43,221.63	77.18%	\$20.00	\$4,531.17	\$0.00	\$4,551.17

NOTES:

- 1. Accounts receivable for current month indicates receivables just prior to the new month's invoicing.
- 2. Accounts receivable for "Fis. Year Totals" is the total receivables on the close of the last day in the budget report month.

FIRE EXPENSES

EXPENSE	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1 S T	COUNTY	02/29/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Work. Compensation Insurance	1701	\$2,400	1,688.57	70.36%				\$0.00
Gen. & Vehicle Insurance	2059	5,640	5, 639 .55	100.00%				0.00
ABCC Administrative fees	2117	2,700	1,800.00	66.67%			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	7,534.25	85.13%		2,112.46		2,112.46
TOTAL FIRE EXPENSES =		\$19,590	\$16,662.37	85.06%	\$0.00	\$2,112.46	\$225.00	\$2,337.46

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST Bank	COUNTY FUND 428	02/29/96 TOTAL
W. Marin Grant	9377	\$8,850	8,547.00	96.58%				\$0.00
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	\$0.00	\$0.00

FY IS 66.67% COMPLETE

PRECREATIONAL EXPENSES

EXPENSE	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	02/29/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Maint. Mgr. Wages	1028	\$200	384.75	192.38%				\$0.00
Janitorial Wages	1073	1,600	1,020.00	63.75%			120.00	120.00
FICA	1404	138	122.76	89.15%			9.18	9.18
Work. Compensation Insurance	1701	220	192.81	87.64%				0.00
Basketball	2041BA	246	0.00	0.00%				0.00
Bistro	2041BI	600	271.41	45.24%	30.14			30.14
Community Dinners	2041CD	1,400	0.00	0.00%		÷.		0.00
Children's Programs	2041CP	300	102.30	34.10%				0.00
Labor Day BBQ	2041LD	450	0.00	0.00%				0.00
Tai Chi	2041TC	1,080	432.00	40.00%				0.00
Insurance	2059	997	997.47	100.00%				0.00
Repairs	2077	250	257.34	102.94%				0.00
Bldg. Maintenance	2096	500	185.06	37.01%				0.00
Ground Maintenance	2097	600	90.00	15.00%				0.00
ABCC Administrative fees	2117	4,200	1,668.34	39.72%			200.00	200.00
Publications	2119	100	0.00	0.00%				0.00
Misc. Expenses	2121	100	19.23	19.23%				0.00
Deposit Refunds	2122	2,000_	2,691.02	134.55%		478.01		478.01
Postage & Off. Sup.	2133	100	30.44	30.44%				0.00
Refuse Removal	2259	384	288.00	75.00%		96.00		96.00
Building Supplies	2366	275	225.38	81.96%	<u> </u>			0.00
Pay Telephone	2534	460	343.12	74.59%		91.93		91.93
Electricity for Community Center	2535	1,200	747.68	62.31%		66.31		66.31
B&A Share	2720		0.00	N.A.				0.00
DBG Improvements	4045	20,000	0.00	0.00%				0.00
Bldg. Improvements	4048	750	0.00	0.00%				0.00
Equip. & Furnishings	4093	200	160,67	80.34%				0.00
Playground Imp.	4243	250	0.00	0.00%				0.00
TOTAL RECREATION EXPENSES =		\$38,600	\$10,229.78	26.50%	\$30.14	\$732.25	\$329.18	\$1,091.57

RECREATIONAL INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	02/29/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Children's Programs	9248	275	0.00	0.00%				\$0.00
Community Center. Rental	9255	2,500	2,892.50	115.70%	25.00	155.00		180.00
Refundable Deposits	9255RD	2,000	2,680.59	134.03%		821.87		821.87
Bistro	9811BI	1,800	1,404.07	78.00%	176.90			176.90
Community Dinners	9811CD	1,600	240.00	15.00%	15.00	225.00		240.00
Children's programs	9811CP		205.00	N.A.				0.00
Labor Day BBQ	9811LD	750	0.00	0.00%				0.00
Tai Chi	9811TC	1,350	542.00	40.15%				0.00
Res. Handbooks	9834	100	24.00	24.00%	2.00			2.00
Community Development Block Grant	9900	20,000	0.00	0.00%				0.00
TOTAL RECREATION INCOME =		\$30,375	\$7,988.16	26.30%	\$218.90	\$1,201.87	\$0.00	\$1,420.77

MUIR BEACH COMMUNITY SERVICES DISTRICT UNAUDITED MONTHLY BUDGET REPORT FOR THE MONTH OF FEBRUARY 1996 SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

FY IS 66.67% COMPLETE

GENERAL FUND ACCOUNTS, SUMMARY

			1		MONTH OF FE	BRUARY 1996	
	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	02/29/96
DESCRIPTION	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Opening Balance at beginning of fiscal year	\$109,245	Baiances on 12	/01/95 =	\$176.08	\$83,337.49	\$8,860.24	\$93,373.61
General and Admin. Income	29,913	22,866.91	76.44%	1.00	163.77	292.68	457.45
General & Admin. Expenses	20,272	9,219.75	45.48%	15.20	664.07	826.99	1,506.26
G&A Income - Expenses	\$8,641	\$13,647.16	141.55%	(\$14.20)	(\$500.30)	(\$534.31)	(\$1,048.81)
Water Income	56,000	43,921.63	78.43%	20.00	4,531.17	0.00	4,551.17
Water Expenses	75,426	38,490.72	51.03%	250.03	646.64	3,591.13	4,487.80
Water Income - Expenses	(\$19,426)	\$5,430.91	N.A.	(\$230.03)	\$3,884.53	(\$3,591.13)	\$63.37
Recreational Income	30,375	7,988.16	26,30%	218.90	1,201.87	0.00	1,420.77
Recreational Expenses	38,600	10,229.78	26.50%	30.14	732.25	329.18	1,091.57
Recreational Income - Expenses	(\$8,225)	(\$2,241.62)	N.A.	\$188.76	\$469.62	(\$329.19)	\$329.20
Road & Easement Income	0	0.00	N.A.	0.00	0.00	0.00	0.00
Road & Easement Expenses	25,039	21,550.32	86.07%	122.16	70.95	1,315.01	1,508.12
R&E Income - Expenses	(\$25,039)	(\$21,550.32)	N.A.	(\$122.16)	(\$70.95)	(\$1,315.01)	(\$1,508.12)
Fire income	18,450	14,051.60	76.16%	0.00	0.00	0.00	0.00
Fire Expenses	19,590	16,437.37	83.91%	0.00	2,112.46	225.00	2,337.46
Fire Income - Expenses	(1,140)	(\$2,385.77)	N.A.	\$0.00	(\$2,112.46)	(\$225.00)	(\$2,337.46)
General Funds budgeted year-end balances =	\$65,056	Month end bala	nces =	(\$1.55)	\$85,007.93	\$3,885,61	\$88,871.99

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Totai Generai Fund Income =
Total General Fund Expenses =
General Fund Income - Expenses =

\$134,738	\$88,828.30	65.93%	\$239.90	\$5,896.81	\$292.68	\$6,429.39
178,927	95,927.94	53.61%	417.53	4,226.37	6,287.31	10,931.21
(\$44,189)	(\$7,099.64)	N.A.	(\$177.83)	\$1,670.44	(\$5,994.63)	(\$4,501.82)

MHARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE	OBJECT-	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	02/29/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
insurance	2059	\$500	500.00	100.00%				\$0.00
ABCC Administrative fees	2117	2,000	200.01	10.00%				0.00
G&A % (94-95 inclids 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	\$0.00	\$0.00

HARRIS FUND CAPITAL IMPROVEMENT INCOME

INCOME DESCRIPTION	OBJECT CODE	1995-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST Bank	COUNTY FUND 428	02/29/96 TOTAL
Surcharge (1994-95 includes tax income	9031	\$360	533.50	148.19%		\$90.00		\$90.00
interest	9377	120	1,371.70	1143.08%				0.00
TOTAL HARRIS FUND INCOME =		\$480	\$1,905,20	396.92%	\$0.00	\$90.00	\$0.00	\$90,00

SUMMARY OF HARRIS FUND INCOME AND EXPENSES

						COUNTY	NET TOTAL
						FUND 429	FUND 429
Opening Harris Fund Balance	\$23,106	\$23,105.76	100.00%	Balance on	01/31/96	\$32,181.99	\$23,700.93
Harris Fund Income	480	1,905.20	396.92%	0.00	90.00	0.00	90.00
Harris Fund Expenses	23,586	1,220.01	5.17%	0.00	0.00	0.00	0.00
Harris Fund income - Expenses	0	685.19	N.A.	0.00	90.00	0.00	90.00
Account balances at month's end =		\$23,790.95	N.A.	(\$1.55)	\$85,097,93	\$32,181.99	\$23,790,93

GROSS DISTRICT EQUITY AT CURRENT MONTH'S END =

Rental Trust Fund = \$896.85

\$121,143.98 Less Total Trust Funds of Water Trust Fund = \$2,900.00

\$3,796.85 Net Equity =

\$117,347.13

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

3eneral Fund the difference between the County Fund 429 and the Net Total Fund 429 = \$8,391.06

OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGULAR MEETING HELD ON WEDNESDAY, FEBRUARY 28, 1996

Directors present:

President Steve Shaffer; Directors: Deborah Kamradt, Nancy Wolf Lee, Erin Pinto, and

Peter Rudnick.

I. Call to order. President Shaffer called the meeting to order at 7:11 P.M.

- II. Oath of Office: President Shaffer administered the Oath of Office to Mrs. Kamradt and Director Kamradt then joined the Board for continuation of the meeting.
- III. Review and consideration of the February 28, 1995 Agenda: The GM indicated that several residents from the Juminith Whale area were in attendance, and then suggested that Agenda item VIII-C be moved to follow the approval of the Agenda. Director Pinto *moved* to approve the Agenda with the suggested modification; seconded by Director Rudnick; ayes all.
- IV. Roads and Easements: Several residents and owners using Juminith Whale for ingress-egress to their property were present. Flo Hess spoke to explain her letter to the Board and her neighbors discussing the condition of this common driveway, and the possibility that the District might consider taking the area as one of its public easements, if the property owners agreed to pay for its maintenance. A general discussion followed, with President Shaffer noting that the District would not consider further action unless the roadway and drainage conforms to District requirements and that there is adequate provisions to fund the maintenance. No consensus was reached by the owners and residents, and the matter was referred to the GM for further research on what needs to be done to bring the roadway up to standard, resolve the drainage problems, and to determine the ownership status.

Following this discussion, President Shaffer requested the GM to make certain that the drainage from Juminith Whale that had been causing problems to residences on Sunset Way has been satisfactorily solved. The GM indicated that mitigation steps had been taken and that he would follow up to be certain that the problem has in fact been resolved.

- V. 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 02/21/96 and 02/28/96 including general fund expenses totaling \$1,399.31. There was a brief discussion, and Director Pinto asked about the amount of Harvey Pearlman's wages paid in January 1996. The GM explained that January includes the final weeks in December 1995, as the pay period ended at year's end and wasn't paid until the first week of January, then January contained two additional pay periods. Director Kamradt then moved to approve the Bills to be Paid including general expenses of \$9,494.36 and \$1,399.31 totaling \$10,893.67, plus Harris Fund expenses of \$1,000; seconded by Director Pinto; ayes all.
- VI. Public open time: Following the discussion on Juminith Whale, the audience departed and there were no new requests for consideration from the public.
- VII. Fire Department: There were no reports from the Fire Department.

- VIII. Emergency/Disaster Committee: Chairperson Ellen Mettler reported that she is working with her committee, but is currently over committed with fire training activities and has not had time to adequately spend in completing the draft guidelines. The GM was requested to see if it is necessary for this committee to report monthly.
- IX. General Manager's report. The GM reported on the following items:
 - A. Budget: The District's overall cash equity continued to decline (down approximately \$3,000) but this is normal for this time of year. The District is in sound financial condition and has adequate funds to complete the fiscal year within the parameters set forth in the budget. He noted that, in general, income and expenses are within the budget projections.
 - 1. Recreational income is below projections due to cancellation of several events, but this is substantially offset by reduced expenses. He also noted that income from community center rentals has already surpassed the projected budget income, and we are currently expecting several additional rentals before the fiscal year ends.
 - 2. Roads and easement expenses have substantially consumed the budget provisions for maintenance activities. The stairs for the community center easement, from Sunset to Pacific Way will be completed soon, and this will essentially exhaust the remaining funds. Additional easement improvements and maintenance will be postponed until the next fiscal year, unless emergency demands occur.
 - 3. Water income is slightly ahead of the budget, but the continued wet weather has substantially reducing water consumption, and it now appears that the projected surplus of approximately \$2,000 may end up as a deficiency of that amount. Also, the increased general maintenance needs due to the well failure, expensive flow meter repairs, etc. may cause expenses to exceed the income by 1 or 2 percent.
 - **B.** Recreation: The GM said the community dinner scheduled for Wednesday, March 6, 1996 is almost fully reserved and he expects the dinner to be oversubscribed. He noted that Director Kamradt is preparing the entree and this makes the dinner possible.
 - C. Water: The GM reported that the maintenance problems and possible collapse of the main well casing were detailed in the Twenty Year Plan (preliminary) which was previously submitted to the Board. He then reviewed the schedule for the forthcoming election, and noted that to qualify for the June election date, the Board would have to adopt an election consolidation resolution (included in packet as Resolution No. 96-02-01) by March 8, 1996. He recommended that the Board consider delaying funding requests until the November election, as there is inadequate time to properly inform the residents and gain their support. He recommended that the Board adopt the Twenty Year Plan, in accord with the plan's recommendations.

This was followed by a general discussion considering the plan's recommendation to proceed with an EIR and to begin meetings with the protestors to the District's original submission for water rights.

Director Pinto *moved* to have the GM set up a meeting with the protestors at the earliest possible convenient date; seconded by Director Lee; ayes all.

Director Rudnick *moved* to have the GM begin preparation of the necessary EIR in accord with the preliminary plan's recommendation #1. This issue was discussed, and modified to limit expenditures to no more than \$1,000 prior to the next Board meeting. Seconded by Director Kamradt; 3 ayes, 2 nays.

The GM then requested that the Board conditionally adopt the plan, as recommended, and that he be authorized to proceed with the needed typographical and grammatical corrections. This was followed by a general discussion, with director Pinto indicating concern about the provisions needed for a long term capital replacement fund when the plan is completed and the unimproved facilities are near or at the end of their life expectancy, particularly the storage tanks. The GM referred to the Capital Replacement Fund in Section 4 of the Plan to indicate this was provided for. This was followed by additional discussion, and Director Rudnick *moved* to conditionally adopt the Twenty Year Plan, authorizing the GM to proceed with the final copies and to strengthen the section on long term capital improvement funding, including a recommendation that such funds be provided for. Seconded by Director Pinto, ayes all.

A discussion followed on the need to form the recommended Ad Hoc Water Committee, and it was decided that Director Pinto should be the Board member to chair this committee. The GM was requested to continue his efforts in soliciting volunteers to serve on this committee.

- X. Review of the draft minutes for the January 24, 1996 meeting. There was a brief review of these minutes, and Director Pinto noted that the word board in the third line of Section IV should be changed to Director. With this correction, Director Lee moved to approve the minutes; seconded by Director Pinto; ayes all except Director Kamradt abstained as she was not a Board member during the meeting.
- XI. The next Board meeting was confirmed as scheduled on Wednesday, March 27, 1996.

The meeting was adjourned at 10:12 P.M.

These minutes were	pproved by the Muir Beach Community Services District Board of Directors,	
during their meeting on		
Erin Pinto, Board Presiden	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, APRIL 24 1996 AT 7:00 PM

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Bills to be Paid Report	• • • • • • • • •	. 3
General Manager's Report		
Water Operations Report for 03/22/96 through 04/18/96		
Budget Report for the month of March 1996		
Draft Minutes for the 03/27/96 Meeting		
Sign cost analysis		15

AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY. APRIL 24, 1996 AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

DIRECTORS:

President Erin Pinto; Directors: Deborah Kamradt, Nancy Wolf Lee, Steve Shaffer, and

Peter Rudnick. Petr, Sten of here. Petr com of

Call the meeting to order. 7-14 I.

- П. Review and consideration of the April 24, 1996 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".
- Nancy , Debra, Ш. 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 March 27, 1996 meeting.
- PUBLIC OPEN TIME: California State Law prohibits Board action on any item, within its jurisdiction, IV. 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.

Now	for on Hydrant 4'-key to Holvos? 20 of May is Willam Hts.
*	Fire Department: Fire Chief Michael Moore will present a report on the most recent MBVFD activities.
VI.	Emergency/Disaster Committee: A verbal progress report will be presented by the Committee Chairperson, Ellen Mettler., Sat 10:00 Disaster Committee Supply with the Committee Chairperson of the purple with the committee Chairperson of the chairpe
	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.
 - Administrative activities: Monthly budget overview A.
 - В. **Recreation:** The GM will report on the planned May 8, 1996 community dinner; his request to form an ad hoc recreational committee to review the current policies and rental rates; his request for assistance in planning for the Labor Day Bar B Que; and his recommendation to reallocate a part of the budgeted building improvement funds to permit the purchase of additional equipment and furnishings needed for community activities.
 - C. Water: The GM will review the water operations report and give a verbal report on his meeting with GGNRA, State Parks, and State Fish and Game representatives.
 - D. Roads and Easements: The GM will report on his communications with supervisor Giacomini's office; the compilation of the resident response to the request for their input on their preferences and suggestions for alleviating the traffic and parking problems; and review a cost study for various signs and parking control items. TPM muft wan.
 - E.
 - Review of the draft minutes for the March 27, 1995 Board of Directors meeting.

 Confirm the date for the next Board meeting. The GM will request that the next Board F. meeting be scheduled for Wednesday, May 15 of 29 1996 instead of the forth Wednesday, May 22, 1996 as he has a planned vacation during the week of May 19 through 25.

A 9:58:38

Fire the land a Con land ADJOURNMENT OR CONTINUATION

D:\CSD\AGENDAS\04-24-96.REG

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 03/82/96 THROUGH 03/27/96 4/20/96

USE

DESCRIPTION Copy service & binding for 20 year plan TOTAL HARRIS FUND EXP. = Management fees for April 1996 ravel 3/01/96 through 3/31/96, 186 miles @ \$0.3 foll calls 707-648-1305 2/28 thrugh 3/27/96 07-648-1305 service thru 3/20/96 TOTAL G&A EXPENSES = 237 Sunsel to Pacific stair materials Sign materials Management fees for April 1996 TOTAL R&E EXPENSES = Maintenance manager wages 3/24 through 4/20/9 Medical benefits April 1996 Vater testing 3/27/96 Management fees for April 1996	C C B B B	91.19 \$91.19 650.00 57.66 13.37 17.33 \$738.34 \$143.56 23.66 200.00
Aanagement fees for April 1996 ravel 3/01/96 through 3/31/96, 186 miles @ \$0.3 foll calls 707-648-1305 2/28 thrugh 3/27/96 for-648-1305 service thru 3/20/96 TOTAL G&A EXPENSES = 237 Sunsel to Pacific stair materials fign materials Anagement fees for April 1996 TOTAL R&E EXPENSES = Maintenance manager wages 3/24 through 4/20/9 Medical benefits April 1996 Vater testing 3/27/96	C C B B B P C C	\$91.1 650.0 57.6 13.3 17.3 \$738.3 \$143.5 23.6
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Medical benefits April 1996 Vater testing 3/27/96		\$367.2
Medical benefits April 1996 Vater testing 3/27/96		•
Medical benefits April 1996 Vater testing 3/27/96		
Vater testing 3/27/96		\$1,017.29
	С	102.33
Management fees for April 1996	В	30.00
	C	804.00
Clerical fees for April 1996	С	850.00
stamps for postage	Р	51.20
Vater fittings	В	5.30
Mailing cost to forward flow valve for repairs	P	26.82
Remove well pump, bail well, clean gate valve	В	612.00
abor & materials to install flow contro valve	В	438.13
ravel allowance for April 1996	C	75.00
Relay control phone thru 4/7/96	B	33.58 75.06
pgrade portable drill lew flow meter head assembly	B	746.63
anitorial wages 3/24 through 4/20/96	С	\$129.18
listro pastries	 	10.75
Coffee Vacuum Airpot Bottles	P	32.23
Sistro cream and newspapers	P	6.46
egatbles & ice for community dinner	P	14.57
Refund dinner deposit, timely notice	Р	7.50
alad vegetables	P	11.14
rail signs for rest rooms	В	8.56
Management fees for April 1996	Ċ	437.67
Rental deposit refund	В	65.00
com. Ctr. pay phone thru 3/19/96	В	42.78
Propane Gas for community center	В	122,34
Dozen soup bowls	P	85.70
TOTAL RECREATION EXPENSES =	1	\$973.91
Management fees for April 1996	C	\$225.00
Cell phone 4/1 through 6/30/96	С	109.33
TOTAL FIRE EXPENSES =	•	\$334.33
TOTAL HADDIO FUND EVENIORS		004.46
TOTAL HARRIS FUND EXPENSES =		\$91.19
TOTAL GENERAL FUND EXPENSES =	_	7,261.21
		\$7,372.40
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TOTAL OF ALL EXPENSES =	,	
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	Beach Community Services District Board of Direc	TOTAL OF ALL EXPENSES = Beach Community Services District Board of Directors, on_

MUIR BEACH COMMUNITY SERVICES DISTRICT GENERAL MANAGER'S REPORT

TO: The Board of Directors

FROM: Donovan Macfarlane, General Manager

DATE: April 19, 1996

FOR: Board of Directors Meeting, on Wednesday, April 24, 1995

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

A. Budget: The District's net equity experienced its steepest decline for the current fiscal year during the month of March, from a beginning equity of \$117,347 to an ending equity of \$103,984. However, this decline was provided for in the budget and should be the low point for the year. On April 15, 1996 the District received its second increment of real property tax receipts, and water billing is projected to gradually increase as the warmer weather arrives. The District's fiscal position remains sound.

The Auditor - Controller's office has notified us that our projected gross tax revenues will be reduced by \$332.47 as the District's proportional share of the capital reserve set aside provision for the anticipated property tax revenue losses resulting from prior overassessment to the County's cable television providers. Income from these taxes is apportioned to all cities and special districts in the county, regardless of their cable vision access and availability.

- B. 1996-97 Fiscal Year Budget: It is that time of year when development of next year's operational budget should begin. While the Twenty Year Plan for water system improvements will have influence on the District's overall activities, the plan is intended to be self funding and essentially independent of the general operations. It is suggested that an ad hoc committee be formed to consider the operational budget needs and render their recommendations to the Board in time for the regular June Board meeting.
- II. RECREATION: Announcements for the next community dinner have been distributed and the early response has been good. The Dinner is scheduled for Wednesday, May 8, 1996 and a guest speaker from the GGNRA will offer information on the trees and shrubs suitable for west Marin landscaping, plus available assistance from public agencies.
 - A. Ad hoc recreational committee: We have functioned without the assistance of a committee since the modifications in the Brown Act more than two years ago. During this time, the rental policies and rates for the community center have not changed. It is time to evaluate the overall recreational policies, rental rates, etc. and to develop a comprehensive recreational activity program. It is suggested that the Board consider the formation of an ad hoc recreational committee of at least five members representing the diversity of the community, including one director as the committee chairperson.
 - B. Labor day Bar b Que: If we are to have this event, now is the time to begin its planning. If possible, it would be nice to coordinate this event with a group of Muir Beach residents having common interests, such as: an artists' showing or an equestrian event. A special committee should be formed to begin planning and long term development for this event.

- C. Equipment and furnishings: The purchase of 5 dozen soup bowls, vacuum bottles, a new vacuum cleaner, etc. has exhausted our budget allocation for equipment and furnishing improvements. However, there is a need to acquire additional items such as: 1 eight ft. folding table; 4 five ft. folding tables; additional silverware (3 dozen soup spoons); additional padded chairs; etc. Many of these items are currently available for very reasonable sale prices and it is recommended that a portion of the unused funds budgeted for building improvements be allocated to purchase these items. A part of the building improvements budget will used in the very near term to enclose the storage area in the ladies rest room, but this should leave adequate money to purchase the needed equipment and furnishings.
- III. WATER: A meeting with representatives from the GGNRA, state fish and game, and the state parks departments is schedule for 1 pm on Wednesday, April 24, 1996. The results of the meeting will be verbally reported to the Board.
- IV. ROADS AND EASEMENTS: The traffic and parking problems on Cove Lane, Pacific Way, and Sunset Way have been exacerbated with the improved weather and the salmon fishing season. The Sheriff's office and supervisor Giacomini's office have been contacted, once again, to seek more stringent enforcement of the no parking signs and to have the parking fines increased to a more realistic value of at least \$75. So far this has not resulted in success.
 - A. Resident input: A letter and questionnaire was delivered or mailed to all water service accounts in the low zone area (Charlotte's Way, Cove Lane, Lagoon Way, Pacific Way, Shoreline Highway, and Sunset Way) requesting resident input on various suggestions previously offered by residents for alleviating the traffic and parking problems. At the time of this report an adequate number of responses has not been received to make a compilation adequate to develop a reasonable consensus. It is hoped that this will be available in time for the Board meeting.
 - B. Sign study: To facilitate the Board's consideration of various methods that may be used for alleviating the traffic and parking problems, if there is a resident consensus that the District should be involved, a cost study was prepared for the Board's perusal. The study includes pricing from two different sources. If all of the items were needed, which is not likely, the cost would be approximately \$2,500 plus labor for installation. No recommendation for Board action is made at this time, as a strong community consensus should be realized prior to further District involvement.

This matter is quite controversial, and has been considered by previous boards. The general community opinions range from total anarchy to a desire for the District to do everything. At this time, the District's authority is limited to the ancillary conditions applicable to providing fire protection, drainage, road and easement maintenance, and water distribution. This may permit definition of the 12 ft. fire lanes and protective measures to preserve and protect drainage facilities. Further consideration will require considerable study of applicable case law and a formal legal opinion by counsel.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT.

MUIR BEACH COMMUNITY SERVICES DISTRICT WATER DEPARTMENT OPERATIONS REPORT MARCH 22, 1996 THROUGH APRIL 18, 1996

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 have been maintained between the desired 0.10 and 0.05 ppm; however, the continued low consumption has required the addition of chlorine directly to the storage tanks.
- 3. Weekly flushing of the lower tank sand filter system, and cleaning of the lower system cartridge filters.
- 4. Monthly bacteriological samples included one sample each for the upper and lower systems. The bacteriological samples were free of coliform's.
- 5. The well house flow meter was to be delivered on April 18, 1996 but as of the time of this report the delivery had not been reported. It is anticipated that the meter will be installed and operational prior to the Board meeting.

TABULATION OF WATER PRODUCTION FACTORS: Note: Meters were read on 03/23/96. Production is based on the 29 day period between 02/23/96 and 03/23/96. Due to the failure of the flow meter, gross production figures are not available for this operational period.

1. Total volume of water produced NA gallons

2. Average daily production NA gallons/day

3. Maximum daily production. Problems with the control valves extended pumping hours to restore fire reserves

3.	Maximum daily production. Problems with the control valves extended pumping hours to restore fire reserves	NA	gallons
4.	Minimum daily production. Failure of the control valves caused well pump inactivation.	NA	gallons
4.	Volume of water billed by customer meters, total	644,692	gallons
5.	Average daily customer water use, per customer	152	gallons/day
6.	Estimated maintenance and fire consumption.	NA	gallons
7.	Unaccounted for water loss = % of production.	NA	gallons

MUIR BEACH COMMUNITY SERVICES DISTRICT WATER DEPARTMENT OPERATIONS REPORT MARCH 22, 1996 THROUGH APRIL 18, 1996

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.
- 2. The well pump flow reducer has been installed in the pump house piping and will be effective for both existing wells, in the event the main well is restored to productive use. The flow reducer was installed in early April and seemed to reduce the complaints about air clouding the water. However, during the last week, there have been some indications that the air is once again appearing in the water. We are investigating other possible causes for this, such as the air blow off valve located at the bridge on Shoreline Highway, but no convincing information is available at the time of this report.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing for the 02/23/96 to 03/23/96 period was \$3,656.50 including \$79.24 in late penalties and interest charges This continues to be below the average needed to reach the budget projected operational income by the end of the fiscal year. Accounts receivable at the close of the business day on March 23, 1996 were \$1,757.90.

Two residential meters are currently locked out of service.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

FY IS 75.14% COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

					•••		
	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	03/31/96
DESCRIPTION	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Opening Balance at beginning of fiscal year	\$109,245	Balances on 12	2/01/95 =	(\$1.55)	\$85,097.93	\$3,865.61	\$88,961.99
General and Admin. Income	29,913	27,969.01	93.50%	3.60	41.99	5,056.51	5,102.10
General & Admin. Expenses	20,272	10,181.17	50.22%	0.00	202.30	759.12	961.42
G&A income - Expenses	\$9,641	\$17,787.84	184.50%	\$3.60	_ (\$160.31)	\$4,297.39	\$4,140.68
Water Income	56,000	48,339.18	86.32%	0.00	4,617.55	0.00	4,417.55
Water Expenses	75,426	51,909.35	68.82%	153.08	10,228.83	3,036.72	13,418.63
Water Income - Expenses	(\$19,426)	(\$3,570.17)	N.A.	(\$153.08)	(\$5,611.28)	(\$3,036.72)	(\$9,001.08)
Recreational income	30,375	9,030,65	29.73%	214.11	828.38	0.00	1,042.49
Recreational Expenses	38,600	11,469.66	29.71%	168.38	497.38	574.12	1,239.88
Recreational Income - Expenses	(\$8,225)	(\$2,439.01)	N.A.	\$45.73	\$331.00	(\$574.12)	(\$197.39)
Road & Easement Income	0	0.00	N.A.	0.00	0.00	0.00	0.00
Road & Easement Expenses	25,039	21,970.89	87.75%	23.68	15.23	381.66	420.57
R&E income - Expenses	(\$25,039)	(\$21,970.89)	N.A.	(\$23.68)	(\$15.23)	(\$381.66)	(\$420.57)
Fire Income	18,450	14,051.60	76.16%	0.00	0.00	0.00	0,00
Fire Expenses	19,590	18,235.68	93.09%	0.00	1,573.29	225.00	1,798.29
Fire Income - Expenses	(1,140)	(\$4,184.06)	N.A.	\$0.00	(\$1,573.29)	(\$225.00)	(\$1,798.29)
General Funds budgeted year-end balances =	\$65,056	Month end bala	nces =	(\$128.98)	\$78,068.82	\$3,945.50	\$81,685.34

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Total General Fund Income = Total General Fund Expenses = General Fund Income - Expenses =

\$134,738	\$99,390.44	73.77%	\$217.71	\$5,487.92	\$5,056.51	\$10,562.14
178,927	113,766.73	63.58%	345.14	12,517.03	4,976.62	17,838.79
(\$44,189)	(\$14,376.29)	N.A.	(\$127.43)	(\$7,029.11)	\$79.89	(\$7,276.65)

MARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	03/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Insurance	2059	\$500	500.00	100.00%				\$0.00
ABCC Administrative fees	2117	2,000	200,01	10.00%			<u></u>	0.00
G&A % (94-95 incl'ds 93-94 loss cry fwd	2720	713	0.00	0.00%			1	
Project Improvements	4169	20,373	1,550.17	7.61%		30.17	1,000.00	1,030.17
TOTAL HARRIS FUND EXPENSES =	1	\$23,586	\$2,250.18	9.54%	\$0.00	\$30.17	\$1,000.00	\$1,030.17

HARRIS FUND CAPITAL IMPROVEMENT INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	03/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Surcharge & Intra Fund Transfers	9031	\$360	668.50	185.69%	•	\$135.00	(\$5,000.00)	\$135.00
Interest	9377	120	1,371.70	1143.08%				0.00
TOTAL HARRIS FUND INCOME =		\$490	\$2,040.20	425.04%	\$0.00	\$135.00	(\$5,000.00)	\$135.00

SUMMARY OF HARRIS FUND INCOME AND EXPENSES

						COUNTY	NET TOTAL
·	·					FUND 429	FUND 429
Opening Harris Fund Balance	\$23,106	\$23,105.76	100.00%	Balance on	03/01/96	\$32,181.99	\$23,790.93
Harris Fund Income	480	2,040.20	425.04%	Intra fund trans	135.00	(5,000.00)	135.00
Harris Fund Expenses	23,586	2,250.18	9.54%	0.00	30.17	1,000.00	1,030.17
Harris Fund Income - Expenses	0	(209.98)	N.A.	0.00	104.83	(6,000.00)	(895.17)
Account belances at month's end =		\$22,895,78	N.A.	(\$128.98)	\$78,173.65	\$26,181.99	\$22 895 76

GROSS DISTRICT EQUITY AT CURRENT MONTH'S END =

Rental Trust Fund = \$1,187.73

\$106,172.16 Less Total Trust Funds of Water Trust Fund = \$3,000.00 \$4,187.73 Net Equity =

\$103,984,43

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 seneral Fund the difference between the County Fund 429 and the Net Total Fund 429 = \$3,286.23

FY IS 75.14% COMPLETE

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST Bank	COUNTY FUND 428	03/31/96 TOTAL
Conferences	2049	\$1,000	236.81	23.68%	·			\$0.00
Insurance	2059	1,361	1,360.95	100.00%				0.00
ABCC Administrative fees	2117	6,000	5,255.50	87.59%			650.00	650.00
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	49.24	49.24%				0.00
Office Supplies	2136	250	269.54	107.82%		73.95		73.95
Copier Maintenance	2137	650	740.80	113.97%		16.61		16.61
County Fees	2352	5,300	340.00	6.42%				0.00
Mileage	2479	900	794.36	88.26%			109.12	109.12
Telephone	2534	1,200	810.97	67.58%		111.74		111.74
Legal fees & expenses	2713	1,500	198.59	13.24%				0.00
Building Improvements	4048	500	0.00	0.00%	-			0.00
TOTAL ADMINISTRATIVE EXPE	NSES =	\$20,272	\$10,181.17	50.22%	\$0.00	\$202.30	\$759.12	\$961.42

20% of general G&A Costs =

\$4,054

GENERAL & ADMINISTRATIVE INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	IST	COUNTY	03/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Property Tax Revenue	9001	\$26,700	16,279.66	60.97%		-	\$56.51	\$56.51
Interest Income	9203	1,800	1,481.25	82.29%		41.99		41.99
Inter Fund Transfers	9377	713	10,000.00	1402.52%			5,000.00	5,000.00
Copier Income	9772	700	208.10	29.73%	3.60			3.60
TOTAL ADMINISTRATIVE INCOME:		\$29,913	\$27,969.01	93.50%	\$3.60	\$41.99	\$5,056.51	\$5,102.10

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	03/31/96 TOTAL
Maint, Mgr.	1028	\$1,500	2,917.25	194.48%			\$168.75	\$168.75
Extra Hire	1073	6,000	3,578.00	59.63%				0.00
FICA	1404	488	496.90	101.93%			12.91	12.91
Work Compensation. Insurance.	1701	525	56.59	10.78%				0.00
Insurance	2059	227	226.83	100.00%				0.00
Repairs	2077	3,000	4,147.01	136.23%		15.23		15.23
Gen. Maint.	2078	1,500	702.80	48.65%	23.68			23.68
ABCC Administrative fees	2117	4,300	4,305.01	100.12%			200.00	200.00
Travel	2479	N.A.	0.00	N.A.				0.00
G&A Share	2720		0.00	N.A.				0.00
Road Const.	2741	7,500	5,418.50	72.25%				0.00
TOTAL EASEMENT EXPENSES =		\$25,039	\$21,646.89	87.26%	\$23.68	\$15.23	\$381.66	\$420.57

ROADS & EASEMENTS INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	03/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Miscellaneous income	9772	0					1	\$0.00

FY IS 75.14% COMPLETE

WATER EXPENSES

EXPENSE	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	03/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Maint. Mgr. Wages	1028	11,000	8,214.75	74.68%			\$627.75	\$627,75
Extra Hire Wages	1073	500	492.00	98.40%			492.00	492.00
FICA	1404	880	668.09	75.71%			85.64	85.64
Benefits	1506	1,400	920.97	65.78%			102.33	102.33
Work, Compensation Insurance	1701	700	198.94	28.42%				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	287.96	71.99%				0.00
Bldg. Repair	2096	1,500	0.00	0.00%				0.00
Tests & chemicals	2115	2,500	937,40	37.50%		46.55		46.55
ABCC Administrative & clerical fees	2117	18,800	14,886.00	79.18%			1,654.00	1,654.00
Misc., Exp.,	2121	900	853.16	94.80%	,			0.00
Refunds	2122	1,000	603.74	60.37%		141.30		141.30
Postage	2130	450	311.62	69.25%	78.02			78.02
Office supplies	2133	750	689.95	91.99%				0.00
Contract Repairs	2325	5,000	1,729.29	34.59%		499.34		499.34
Travel	2479	1,250	725.00	58.00%			75.00	75.00
Telephone	2534	400	302.09	75.52%]	33.54		33.54
Electricity	2535	6,000	5,874.27	97.90%		8.10		8.10
G&A Share	2720		0.00	N.A.				0.00
Equipment	4093	1,500	377.42	25.16%	75.06			75.06
Water Meters	4160	1,000	0.00	0.00%				0.00
Water Supply Study	4162	2,000	1,492.50	74.63%			ľ	0.00
System Improvements	4169	15,000	10,850.00	72.33%		9,500.00		9,500.00
System Upgrades	4197	1,000	0.00	0.00%				0.00
TOTAL WATER EXPENSES :	•	\$75,426	\$51,909.35	68.82%	\$153.08	\$10,228.83	\$3,036.72	\$13,418,63

WATER INCOME

INCOME	OBJECT	1 995- 96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	03/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Service Billing	9025	\$56,000	44,557.15	79.57%		\$3,577.26		\$3,577.26
Late penalties & interest billed	9772	1,000	870.72	87.07%		79.24		79.24
Receipts Collected	9025	56,000	47,573.02	84.95%		4,417.55		4,417,55
Accounts Receivable	9025	6,177	(828.68)	-13.42%	\$1,462.38 ON	CLOSE OF 03/2	4/96 BUSINESS	DAY
Security Deposits billed and collected	9025SD	1,000	1,000.00	100.00%		200.00		200.00
Miscellaneous water income	9772	0	68.16	N.A.				0.00
TOTAL WATER INCOME =	\$56,000	\$47,639.18	85.07%	\$0.00	\$4,617.55	\$0.00	\$4,417.55	

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	03/31/96 TOTAL
Work. Compensation Insurance	1701	\$2,400	1,688.57	70.36%				\$0.00
Gen. & Vehicle Insurance	2059	5,640	5,639.55	100.00%				0.00
ABCC Administrative fees	2117	2,700	2,025.00	75.00%			225.00	225.00
G&A Share	2720		0.00	N.A.				0.00
Fire Station Fund	4048		0.00	N.A.	1			0,00
W. Marin G. Exp.	4827	8,850	9,107.54	102.91%		1,573.29		1,573.29
TOTAL FIRE EXPENSES	=	\$19,590	\$18,460.66	94.24%	\$0.00	\$1,573.29	\$225.00	\$1,798,29

FIRE INCOME

NCOME DESCRIPTION	l	OBJECT CODE	1995-96 BUDGET	FIS. YEAR	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	03/31/96 TOTAL
W. Marin Gran	t	9377	\$8,850	8,547.00	96.58%				\$0.00
MBVFA Donat	ions	9763	9,800	5,504.60	57.34%				0.00
	TOTAL FIRE INCOME =		\$18,450	\$14,051.60	76.16%	\$0.00	\$0.00	\$0.00	\$0.00

FY IS 75.14% COMPLETE

ERECREATIONAL EXPENSES

EXPENSE	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1 S T	COUNTY	03/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 429	TOTAL
Maint, Mgr. Wages	1028	\$200	391.50	195.75%			\$6.75	\$6,75
Janitorial Wages	1073	1,600	1,140.00	71.25%			120.00	120.00
FICA	1404	138	132.46	96.19%			9.70	9.70
Work. Compensation Insurance	1701	220	192.81	87.64%				0.00
Basketball	2041BA	246	0.00	0.00%				0.00
Bistro	2041BI	600	320.85	53.48%	49.44			49.44
Community Dinners	2041CD	1,400	396.93	28.35%	33.21	363.72		396.93
Children's Programs	2041CP	300	102.30	34.10%				0.00
Labor Day BBQ	2041LD	450	0.00	0.00%				0.00
Tai Chi	2041TC	1,080	432.00	40.00%				0.00
Insurance	2059	997	997.47	100.00%				0.00
Repairs	2077	250	257.34	102.94%				0.00
Bldg. Maintenance	2096	500	185.06	37.01%				0.00
Ground Maintenance	2097	600	90,00	15.00%				0.00
ABCC Administrative fees	2117	4,200	2,106.01	50.14%			437.67	437.67
Publications	2119	100	0.00	0.00%				0.00
Misc. Expenses	2121	100	19.23	19.23%				0.00
Deposit Refunds	2122	2,000	2,788.02	138.30%		75.00		75.00
Postage & Off. Sup.	2133	100	30.44	30.44%				0,00
Refuse Removal	2259	384	288.00	75.00%				0,00
Building Supplies	2366	275	225.38	81.96%				0.00
Pay Telephone	2534	460	343.12	74.59%				0.00
Electricity for Community Center	2535	1,200	806.34	67.20%		58.88		58,88
G&A Share	2720		0.00	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	246.40	123.20%	85.73			85.73
Playground Imp.	4243	250	0,00	0.00%				0.00
TOTAL RECREATION EXPENSES =		\$38,600	\$11,469.66	29.71%	\$168.38	\$497.38	\$574.12	\$1,239.88

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	03/31/96
Children's Programs	9248		0.00	0.00%	CASI	BAIAV	FUND 428	TOTAL
								\$0.00
Community Center. Rental	9255	2,500	3,097.50	123.90%		205.00		205.00
Refundable Deposits	9255RD	2,000	3,161.47	158.07%		480.88		480.88
Bistro	9811BI	1,800	1,531.87	85.10%	127.80			127.80
Community Dinners	9811CD	1,600	467.81	29.24%	85.31	142.50		227.81
Children's programs	9811CP		205.00	N.A.				0.00
Labor Day BBQ	9811LD	750	0.00	0.00%				0.00
Tai Chi	9811 T C	1,350	542.00	40.15%	_			0.00
Res. Handbooks	9834	100	25.00	25.00%	1.00			1.00
Community Development Block Grant	9900	20,000	0.00	0.00%				0.00
TOTAL RECREATION INCOME =		\$30,375	\$9,030.65	29.73%	\$214.11	\$828.38	\$0.00	\$1,042.49

OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGULAR MEETING HELD ON WEDNESDAY, March 27, 1996

Directors present:

President Erin Pinto; Directors: Deborah Kamradt, Nancy Wolf Lee, Peter Rudnick, and

Steve Shaffer.

I. Call to order. President Pinto called the meeting to order at 7:11 P.M.

- II. Review and consideration of the March 27, 1995 Agenda: The prospective members of the ad hoc water committee had not arrived, and it was suggested that item III of the Agenda be delayed until all members of the committee were in attendance. Director Lee moved to approve the Agenda with the suggested modification to delay item III until later in the meeting when the committee members are present; seconded by Director Shaffer; 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 03/20/96 and 03/27/96 including general fund expenses totaling \$11,207.41. There was a brief discussion and Director Shaffer then *moved* to approve the Bills to be Paid including general expenses of \$5,774.47 and \$11,207.41 totaling \$16,981.88; seconded by Director Rudnick; ayes all.
- IV. Public open time: President Pinto asked that some consideration of the parking problems on Sunset Way be given and a general discussion followed. It was suggested that a sample "Warning Notice" be developed for illegal or unauthorized parking be considered for use along with possible additional no parking signs. The GM mentioned the most recent problems concerning Cove Lane and his efforts to have stricter enforcement of the no parking signs on Pacific Way. The GM was instructed to continue efforts to alleviate the problems and to seek input from the community on acceptable methodology.
- V. Ad Hoc Water Committee: The majority of the prospective members for this committee were now present, and the Board welcomed their participation. A general discussion followed referring to the Twenty Year Plan and the need for the committee to submit their recommendations on the plan in time for the Board's consideration during their regular June 1996 meeting. Five individuals have offered to serve on the committee, including Gordon Bennett, David Mac Kenzie, Tony Mekisich, Barry Stock, and John Sward. All were attendance, except Gordon Bennett who had a conflicting engagement.

Their was a brief discussion of other potential volunteers, including James Kamradt, Marilyn Laatsch, Scott Nichols, Dean Pasvankias, and Tres Thomas. The Twenty Year Plan recommended a committee balanced in membership including three members each from the high zone and low zones. The current membership has three members from the high zone, and needs one additional member from the low zone. The GM was asked to seek an additional low zone member, if possible.

Additional discussion followed, and Director Shaffer *moved* to accept the five volunteers for membership on the committee and to acknowledge the Board's appreciation for the volunteers' community spirit; seconded by Director Lee; ayes all.

There was a discussion to set the date of the first working meeting for the committee, and Saturday, April 27, 1996 at 1:00 PM was scheduled. However, several of the committee members indicated that they would have to confirm this date after reviewing their appointment calendars

- VI. Fire Department: There were no reports from the Fire Department.
- VII. Emergency Disaster Committee: Ellen Mettler reported that progress is being made on the formation of a model disaster plan and policy. She has scheduled an open community informational meeting on April 27, 1996 to seek community opinion and consensus. The Board acknowledged Ellen's efforts with their formal appreciation.
- VIII. General Manager's report. The GM reported on the following items:
 - A. Budget: The District's overall cash equity continued to decline (down approximately \$4,500 in February) and will continue to decline until April 15, 1966 when the second increment of tax revenues is added to the District's account. The GM stated that the District is in sound financial condition and has adequate funds to complete the fiscal year within the parameters set forth in the budget.
 - **B.** Recreation: The GM Reported that the early March community dinner had been a success and the entertainment was particularly enjoyed by the 52 attendees. The dinner entree of lasagna, prepared by Director Kamradt and Lynne Hoffman was superb. Financially, the dinner yielded a small surplus of \$70.88 (after expenses) for the community center fund.

The GM indicated that the next community dinner is scheduled for Wednesday May 8, 1996 and the entree will be seafood. Entertainment will be a guest speaker from the GGNRA to discuss trees and shrubs suitable for landscaping use in W. Marin County.

Director Kamradt indicated that she has been working on getting local residents to assist in the community dinners, particularly in offering their entertainment talents. She feels she will have an exciting program available in June or July.

There was a brief discussion concerning the limited seating capacity (fire rating) of the community center. The GM was instructed to seek a new and more favorable rating from Marin County, in the general belief that the 44 person limit was not appropriate.

C. Roads and Easements: The GM reported that he had not had adequate time to complete the research necessary for further consideration of the requests by residents on Juminth Whale.

He then reported that the stairs on the downhill side of Sunset Way, serving the Community Center to Pacific Way easement have been completed. He noted that the efforts of Harvey and Jim White had resulted in a substantial improvement in the quality of the stairs. He suggested that if the Board members have not used the new stairs they should make an effort to do so.

The GM then reported that we have used 85.6 % of the funds allocated for easement maintenance, and that only critical work would be done until after the funds from the next fiscal year become available.

D. Water: The GM reported that the maintenance operations of the main well have confirmed the collapse of the well casing. Bailing efforts have not been successful, indicating blockage by a bolder or other sizeable obstruction, and the well depth has been substantially decreased. Renovation of the casing and restoration of the depth will require the use of an air pressure rig. The estimated costs for this are more than \$2,000 and the GM recommended that further efforts be delayed until after the preliminary meeting with the well rights protestants. The Board concurred with this recommendation.

The GM then reviewed the water operations report, noting that the flow meter has not been repaired and production, consumption and unaccounted for water factors are not available. However, water billing continues to be below normal and revenues are down due to the lower consumption rates. The GM also noted that the flow reducer has not been installed and air continues to be introduced into the system. The flow reducer has been arranged for and should be installed within the next two weeks.

The GM the relayed that while he has started the basic research for the environmental impact report (EIR), he has not given it high priority as the need and basis of the EIR may change as a result of the scheduled meeting with the original water rights protestants.

- IX. Review of the draft minutes for the February 28, 1996 meeting. There was a brief review of these minutes, and Director Lee *moved* to approve the minutes as submitted; seconded by Director Kamradt; ayes all.
- X. The next Board meeting was confirmed as scheduled on Wednesday, April 28, 1996.

The meeting was adjourned at 20:30 P.M.

These minutes we	re approved by the Muir Beach	ch Community Services District Board of Directors,
during their meeting on		
Erin Pinto, Board Preside	ent	Donovan Macfarlane, Secretary

meton Identification Products Catalog

Description	Page	Code	Size	# Needed	Unit Price	Total Cost
Speed Limit Signs, Reflective Aluminum	AD29	37886 - 7	18x24	4	\$23.90	\$95.60
No Parking, Violators will be towed @ Owners	AD28	M1924	18x24	12	21.50	258.00
Speed Bump Ahead	AD29	37893	18x24	8	21.50	172.00
Private Road, Muir Beach Residents Only	AD37	M4614	24x24	2	146.80	293.60
Steel Sign Posts, 8 feet long	AD41	37025	8 ft.	24	25.25	606.00
Post Driver	AD42	37016		1	125.40	125.40
Post Driving Cap	AD41	37015		1	25.50	25.50
Static Cling Parking Permits	AD45	24766	4"x2"	200	1.25	250.00
Parking Violation Tags	AD49	24829		100	0.49	49.00
No Parking Stencil	AD73	6401	, i	1	86.85	86.85
Hand Held Paint Gun	AD72	18899		1	32.50	32.50
Reflective markers	AD73	28072		100	4.20	420.00
Marker epoxy	AD73	15714		10	7.50	75.00
Striping Paint, White	AD72	24535	20 oz can	2	14.50	29.00

Total cost = \$2,518.45

EMED CO., INC. CATALOG

Description	Page	Code	Size	# Needed	Unit Price	Total Cost
Speed Limit Signs, Reflective Aluminum	5	TC18802R	18x24	4	\$48.25	\$193.00
No Parking, Violators will be towed @ Owners	8	TC35752	18X24	12	41.00	492.00
Speed Bump Ahead	4	TC42360	18x24	8	44.15	353.20
Private Road, Muir Beach Residents Only	9	TC42410	24x18	2	63.75	127.50
€teel Sign Posts, 8 feet long	14	SCSP98	8 Ft.	24	25.49	611.76
st Driver	14	SCPD		1	115.95	115.95
Post Driving Cap	14	DC-26		1	25.50	25.50
Static Cling Parking Permits	19	SCPP2	2X2.5	200	1.20	240.00
Parking Violation Tags	11	UP32191	4X6	100	0.51	50.50
No Parking Stencil	13	33542	4"x27.5"	1	32.85	32.85
Hand Held Paint Gun	17	PLSM135		1	29.75	29.75
Reflective markers	17	RPM2		100	3.90	390.00
Marker epoxy	17	ADH3		5	14.25	71.25
Striping Paint, White	17	SMS-10	18 oz can	2	12.90	25.80

Total cost = \$2,759.06

NOTES:

- 1. It is not anticipated that all of the above items will be required.
- 2. Purchase from alternate catalogs, to minimize costs is recommended.

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, MAY 29 1996 AT 7:00 PM

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General Manager's Report	
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Suggested Traffic Sign for Beach End of Cove Lane	······································
Summary of Parking and Sign Survey Input	
Budget Report for the month of April 1996	11 12-1819
Draft Minutes for the 04/24/96 Meeting	1016-18/

AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY, MAY 29, 1996 AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

DIRECTORS:

President Erin Pinto; Directors: Deborah Kamradt, Nancy Wolf Lee, Steve Shaffer, and Peter Rudnick.

- I. Call the meeting to order. 7:/7
- II. Review and consideration of the May 29, 1996 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".
- 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 April 24, 1996 meeting.
- IV. PUBLIC OPEN TIME: California State Law prohibits Board action on any item, within its jurisdiction, that has not been listed on the lawfully posted Agenda unless: 1) upon a determination by a majority of the Board that an emergency situation exists; 2) upon a determination by a two-thirds majority of the Board (or by no less than three members, if less than the entire Board is present) that the need to take action arose subsequent to the Agenda being posted; or 3) the item was posted for a prior Board meeting, occurring not more than five (5) days prior to the date action is taken on the item, and at the subject prior meeting, the item was continued to the meeting at which action is being taken. Other items will generally be received as information, or referred to staff for further consideration prior to the next scheduled meeting of the board. As a matter of procedure, the Board may limit individual presentations to no more than five minutes. Individual presentations should involve non-repetitive items, and non-repetitive supporting information.

PUBLIC INPUT

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

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

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

- V. Fire Department: Fire Chief Michael Moore will present a report on the success of the annual BBQ.
- VI. Emergency/Disaster Committee: A verbal progress report will be presented by the Committee Chairperson, Ellen Mettler.,

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: Monthly budget overview, formation of an ad hoc budget committee for the 1996-97 fiscal year budget, and preliminary consideration of continuation of the District's contract with Associated Business and Community Consultants.
 - B. Recreation: The GM will report on the results of the May 8, 1996 community dinner and future planned activities.
 - C. Water: The GM will review the water operations and the emergency maintenance steps being taken to improve the District's water supply and wells.
 - D. Roads and Easements: Recommendations for alleviating the traffic and parking problems on Cove Lane, Sunset Way and Pacific Way will be reviewed and considered for approval by the Board. Copies of this section of the General Manager's report to the Board were delivered to the concerned residents.

E. Review of the draft minutes for the April 24, 1995 Board of Directors meeting. Lu, De

Confirm the date for the next Board meeting. The GM will request that the next Board F. meeting be scheduled for Wednesday, May 15-pr 29, 1996 instead of the forth Wednesday, May 22, 1996 as he has a planned vacation during the week of May 19 through 25. June 1996 sorty.

ADJOURNMENT OR CONTINUATION

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 04/21/96 THROUGH 05/22/96

VENDER NAME	USE CODE		DESCRIPTION	FUND	AMOUNT
HARRIS FUND EXPENSES, FUND 429	T	190			
Office Max	4169	Binding &	copy expense	B	15.5
	.1	<u> </u>	TOTAL HARRIS FUND EXP. =		\$15.5
ADMINISTRATION EXPENSES, DIVISION	CODE 925	RE			
ABC Consultants	2117		ation fee, 5/96	С	650.0
Office Max	2121	Light bulb		B	12.3
Office Max	2121	Service cl	narge for late payment	В	2.1
Special District Information Service	2173		on 4/96-3/97	В	180.0
ABC Consultants	2479		6, 194 miles @ \$0.31	C	60.1
*AT&T	2534		7804 through 4/10/96	В	26.2
*Pacific Bell	2534		7804 thru 4/1 1/96	В	21.6
Pacific Bell	2534	1/0/-648-1	305 through 4/20/96 TOTAL G&A EXPENSES =	<u> В</u>	18.6 \$971.0
ROADS & EASEMENT EXPENSES, DIVISI					4071.0
Alberto Alcala			gs from roadway to Com Ctr.	С	53.8
State Fund	1701		96 workers' compensation insurance	В	66.9
*Jim White Construction	2077		stairs from Sunset to Pacific Way	В	220.00
Tam Rentals	2077		rental (1/2 of rental)	B	71.9
ABC Consultants	2117	Administra	ation fee, 5/96 TOTAL R&E EXPENSES =	B	200.0 \$612.6
			TOTAL HAE EXPENSES		\$012.0
WATER DIVISION EXPENSES, DIVISION O					
Harvey Pearlman	1028		eratons 4/20-5/19/96	C	537.7
Harvey Pearlman	1404		enefits 5/96	<u> </u>	102.3
State Fund	1701	+	96 workers' compensation insurance	В	185.2
Marin County Health Laboratory	2115		checks 4/18/96	B	30.0
Paradise Pool Service	2115	+	ourchases 4/01&30/96	B	51.4
ABC Consultants ABC Consultants	2117 2117	Clerical fe	ation fee, 5/96	 	854.0
Scott Dowie	2122		curity deposit refund	В	800.0 69.6
Harvey Pearlman	2479		avel. 5/96	C	75.0
Pacific Gas & Electric	2535		k electric through 4/16/96	B	8.10
*Sensus Technologies	4160		charge on flow meter	В	8.2
RECREATION EXPENSES, DIVISION COD	DE 9239	II og splitte	er & septic tank work	С	188.9
Alberto Alcala	1073		rewood for Com. Ctr.	Č	193.7
Jose Alcala	1073		rewood for Com. Ctr.	Č	193.7
Juana Gonzales	1073		services 4/21-5/03/96	С	64.5
State Fund	1701		96 workers' compensation insurance	В	42.14
*Jim White Construction Company	2077	Emergeno	y repairs to kitchen sink drain	В	\$44.0
Tam Rentals	2077	Log Splite	r rental (1/2 of rental)	B	71.9
Coast Sanitary Service	2096		septic tank & waste removal	В	180.0
Goodman Bid. Supply	2096		hardware for Septic Tank covers	В	122.1
ABC Consultants	2117		ation fee, 5/96	B	437.6
*Amold Peterson	2122		curity deposit refund	<u>B</u>	150.0
Gloria Simoneaux	2122		curity deposit refund	B	150.00
Shoreline Disposal	2259		moval through June 96	l B	100.20
Pacific Bell *Pacific Gas & Electric	2534		e 2/19 thru 4/19/96 electric through 4/16/95	B	128.0
Facilic Gas & Electric	2535	jeom. eu,	TOTAL RECREATION EXPENSES =	B	\$56.0 \$2,123.1
					4m1 1m4. 14
FIRE DIVISION EXPENSES, DIVISION COI		101	OS workered gammanastics in the	<u> </u>	646.
State Fund	1701		96 workers' compensation insurance	B	643.4
ABC CONSULTANTS *Motorola	2117 4827	Pager rep	ation fee, 5/96	B	\$225.0 37.9
B = Paid thru 1 Nationwide Bank	1 4027	Tr ager rep	TOTAL FIRE EXPENSES =		\$908.3
= Paid thru County depository P = Paid thru Petty Cash Funds		i	TOTAL HARRIS FUND EXPENSES = FOTAL GENERAL FUND EXPENSES =		\$15.5 7,335.0
•	4		TOTAL OF ALL EXPENSES =		\$7,350.5
Indicates paid in April but not on April repo	TT.				
Indicates paid in April but not on April repo		r Beach Co	mmunity Services District Roard of Dire	•	
Indicates paid in April but not on April report The above bills were approved for payment MUIR BEACH COMMUNITY SERVICES DI	by the Mui	r Beach Co	ommunity Services District Board of Dire	•	

MUIR BEACH COMMUNITY SERVICES DISTRICT GENERAL MANAGER'S REPORT

TO: The Board of Directors

FROM: Donovan Macfarlane, General Manager

DATE: May 22, 1996

FOR: Board of Directors Meeting, on Wednesday, May 29, 1996

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

A. Budget review: The District received the balance of its tax revenues and the gross equity at the end of April was more than \$110,000. The total tax revenues received of \$26,833.49 were slightly more than the budget forecast of \$26,700. The difference is primarily in increased revenue from penalties and applicable interest charges. Regrettably, this is still just 45.22% of the \$59,700 in tax revenues that the District would have received if the State's tax appropriations had been terminated.

In general the District's fiscal status is well within the budget guidelines and should end the fiscal year with a slight increase in equity compared to the budget projection. Overall, the District's net general fund equity will decline by approximately \$30,000 from the beginning of the fiscal year, versus the budget projection of approximately \$44,000.

- B. Budget for fiscal 1996-97: It is time to prepare the budget for the next fiscal year, and the Directors should have their recommendations for goals to be accomplished ready for review during the budget considerations. It is suggested that an ad hoc budget committee be formed, as in previous years, to make recommendations to the Board. In spite of the many pressing problems currently in progress, it is hoped that a proposed budget can be ready for the Board's review during the regular June meeting.
- C. ABC Consultants: The District's contract for administrative and clerical services expires June 30, 1996. The Board should give some consideration to their preferences for continuation of this service or solicitation for other alternatives.
- II. RECREATION: The May 8, 1996 community dinner was a reasonable success with 27 paid diners and a \$20 donation. Total income was \$303.50 versus dinner expenses (after inventory allowances) of \$269.69 for net income of \$33.81. Mia Monroe, from GGNRA, gave an enlightening talk on the trees and shrubs recommended for use in the Muir Beach area, and furnished the dinner guests with informative printed material for their reference.

The next dinner is tentatively scheduled for une 19 1996 and barring alternative possible entertainment, the dinner theme will be "Bring your favorite mixed company joke" in hopes that we have a good number of frustrated comics wishing to share their humor with their Muir Beach neighbors. We need volunteers to assist, including individuals to make the entree, the salad, the soup, the vegetables, the bread and the desert, and people to help with the after dinner cleanup. If we can get 1 person for each of the dinner items and 3 or 4 people to help with the cleanup and dishes, the dinner will go on as scheduled.

III. WATER: Due to the lack of statistical data from master flow meter readings there is no operations report this month. The following items summarize the water operational activities and planned actions to alleviate water supply and quality problems.

A. The new master flow meter has been installed to measure the gross water production and the normal operations report with production statistics will be available for the April 23 through May 23 billing period (next month's meeting). Currently the well is producing in the low 30 g.p.m. range which is marginal for our normal daily demand and requires extended pumping hours. This production rate is not adequate for the high consumption rates applicable to the warm summer weekends.

The problems with the well capacity are imperiling the existing well pump and motor. Cavitation causes erosion of the pump impeller and surging in motor operation. We have discussed possible methods for abating these problems, but all potential solutions end up costing as much as or more than drilling an alternate well near the existing well. Further, none of the possible corrective actions are certain to be effective, will not increase the supply capacity and may result in even decreasing the existing minimum operational efficiency.

The County environmental health department has agreed that the most reasonable course of action is drill a new shallow well suitable for our needs, which will be used on a temporary basis until a long term solution to the water supply problem has been reached. Using a dedicated shallow drilling rig, the estimated cost for this action is approximately \$5,000 including the necessary piping and electrical modification needed to tie the new well into the existing supply system. The use of a deep well rig and mud drilling for a deep well would have more than tripled the drilling cost. It is planned to use the existing well pump and motor, increasing the well shaft as necessary. The current budget has funds available for this action. Combining the remaining unused balances under codes: 4160 water meters, 4162 water supply study, 4169 system improvements, and 4197 system upgrades will yield \$5,902.

Due to the risks in continuing to operate the existing well, which include possible destruction of the well pump and motor (a \$9,000 value), the drilling was originally scheduled to be completed prior to the Memorial Day BBQ. However, the abnormal rains rendered the soil conditions unsatisfactory for the drill rig's access and setup. Allowing adequate time for the soil conditions to dry overlapped into the BBQ timing, so drilling was rescheduled to begin on Tuesday, May 28, 1996. It must be emphasized that this well is not intended to be a long term solution to the District's water supply problems. The well is being drilled under special dispensation as an emergency maintenance operation. The eminent total failure of the existing well, pump and pump motor under continuing operations does not permit adequate time to resolve the long term water supply problems.

IV. ROADS AND EASEMENTS: Following the last Board meeting, comments of the residents during the meeting and tabulation of the "Traffic Survey" for the lower District area have been considered and evaluated, with the following comments and recommendations:

A. While many residents are concerned and desire the District to become involved in taking steps to alleviate the traffic and parking problems, there is a general resident aversion to

speed limits, signs, pavement marking, parking permits, etc. With a few exceptions, the use of gates for control is not desired. A tabulation of the "Traffic Survey" is attached for the Board's review. A total of 31 responses were received from the 88 questionnaires mailed to residents living on the private roadways within the District.

The District's current authority is essentially limited to protection of the water distribution facilities, its easement maintenance operations, and the preservation of the fire and emergency lanes. Within reasonable limitations, this authority may be interpreted to enable the District to take steps to alleviate traffic density and illegal parking.

The following recommendations are offered for the Board's consideration:

- 1. To minimize the negative aesthetic factors of signs, pavement striping, etc. use a go slow stagged program, evaluating each completed stage for its effectiveness and do no more than the minimum required to yield the desired reduction in traffic density, vehicle speed, and illegal parking.
- 2. The minimum beginning steps (Phase one) recommended are as follows:
 - a. At the entrance of Sunset Way, place an 18"x24", "NOTICE ALL ROADS ARE FIRE LANES" sign (see attached example wording) with red and white coloring, with a 10MPH speed limit sign on the same post.
 - b. Mark key locations, along the 12' wide fire lane, on each side with **red** roadway stripes overlaid with white stenciled "No Parking". The 1st forty feet of pavement after the above entrance sign should be marked, and then key areas further along Sunset Way.
 - c. Place a "NOTICE ALL ROADS ARE FIRE LANES" sign at the entrance to Cove Lane with a "PRIVATE ROADWAY LIMITED ACCESS" sign beneath it.
 - d. Place a "Boat and Beach Access Ramp" (see attached example for an 18"x24" red on white background sign) at the beach end of Cove Lane.
 - e. Mark the existing speed bumps with roadway reflective white paint. This action should be completed by the time of the Board meeting.
 - f. At this time, no recommendations are tendered for the private part of Pacific Way, as the residents indicate they do not have a problem.
 - g. Continue and intensify the efforts to have the signs and fees increased on the County area of Pacific, with more frequent enforcement efforts.
 - h. The cost for installing the three signs, painting the speed bumps, and placing the road edge stripes is estimated to be \$500 for materials & labor.

Sunser Love Color
- D. General maintenance operations should have the pedestrian easement from Sunset Way to the Cove Lane beach access (adjacent to the Burn-Calander property) reopened by the time of the meeting. In addition, the following actions have been initiated:
 - 1. Marking the existing speed bumps with white roadway paint.
 - 2. Repairs of the two deep potholes on the uphill side of Sunset Way, to the west of the community center easement. These areas will be excavated to investigate the cause of the pavement failure, necessary corrective action implemented, and then backfilled with road base. The road base will be left open to traffic compaction and refilled to grade as needed until sufficient compaction has been obtained to permit surfacing with a hot asphalt mix.

Peter/

- 3. Mowing of the fire and pedestrian route for the park area from Seacape to the Seacape/Starbuck intersection. Completion of the stairs at the Starbuck/Seacape intersection are scheduled in late June for payment in the next fiscal year.
- 4. General maintenance on the remaining easements will begin in the final week of June and continue as funds permit by the adoption of the 1996-97 budget.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT.

NOTICE ALL ROADS ARE FIRE LANES

NO PARKING ON ROADWAY ALL PARKING AREAS ARE PRIVATE PROPERTY

VIOLATING VEHICLES WILL BE TOWED AWAY AT VEHICLE OWNER'S EXPENSE

U.F.C. SEC. 10.207 C.V.C. 22500.1

BOAT & BEACH ACCESS RAMP



VIOLATING VEHICLES
WILL BE TOWED AWAY AT
VEHICLE OWNER'S
EXPENSE

U.F.C. SEC. 10.207 C.V.C. 22500.1

SUMMARY OF PARKING & SIGN SURVEY INPUT FROM RESIDENTS

1. Mark pavement edges.	No Marking 7	Paint stripes 15	Reflector pads 6
2. Protective curbing.	No curbing 6	Critical areas	I will help pay 1
3. Speed limit signing.	No signing 6	No speed signs	No parking Tow away signs 9
Suggestions:	Post signs at ea More speed bur	•	ance
	S.L. 15 MPH 1	S.L. 10 MPH 8	S.L. 5 MPH 1
4. Gate Cove Lane	No Gate	Keyed lock	Comb. lock 6
Suggestions:	Gate without loc Ask Muir Beach	ck, 2 votes people who fish	Ü
5 Parking permits	No Permits 8	Hooker permits 6	Self cling permits 6
	Decal permits 5	2 permit/house 3	3 permits/house 9
Suggestions:		permits, 2 votes r household, 1 vo s for residents an	
6. Warning tags.	No tags 7	will purchase 8	District only 5

7. Residents wishing to purchase "No Parking, Tow Away" style signs = 7

NOTE: A total of 88 survey questionaires were mailed. 31 were completed and returned for input.

There were other suggestions received in detailed letters. They were in general agreement with the survey content and intent.

FY IS 83.33% COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

			ĺ		MONTH OF	APRIL 1966	
	1995-9 6	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	04/30/96
DESCRIPTION	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Opening Balance at beginning of fiscal year	\$109,245	Balances on 03	3/31/96 =	(\$128.96)	\$78,173.65	\$3,945.50	\$81,990.17
General and Admin. Income	29,913	38,776.10	129.63%	0.00	253.26	10,553.83	10,807.09
General & Admin. Expenses	20,272	11,252.55	55.51%	12.80	110.92	947.66	1,071.38
G&A I⊓come - Expenses	\$9,641	\$27,52 3.55	285.48%	(\$12.80)	\$142.34	\$9,606.17	\$9,735.71
Water Income	56,000	51,325.78	91.65%	0.00	2,986.60	0.00	2,986.60
Water Expenses	75,426	56,595.59	75.03%	0.00	2,012.01	2,674.23	4,686.24
Water Income - Expenses	(\$19,426)	(\$5,269.81)	N.A.	\$0.00	\$974.59	(\$2,674.23)	(\$1,699.64)
Recreational Income	30,375	9,465.95	31.16%	142.80	292.50	0.00	435.30
Recreational Expenses	38,600	12,703.65	32.91%	17.64	605.90	610.45	1,233.99
Recreational Income - Expenses	(\$8,225)	(\$3,237.70)	N.A.	\$125.16	(\$313.40)	(\$610.45)	(\$798.69)
Road & Easement Income	0	0.00	N.A.	0.00	0.00	0.00	0.00
Road & Easement Expenses	25,039	22,665.24	90.52%	0.00	363.56	330.79	694.35
R&E Income - Expenses	(\$25,039)	(\$22,665.24)	N.A.	\$0.00	(\$363.56)	(\$330.79)	(\$694.35)
Fire Income	18,450	14,051.60	76.16%	0.00	0.00	0.00	0.00
Fire Expenses	19,590	18,607.94	94.99%	0.00	147.28	225.00	372.28
Fire Income - Expenses	(1,140)	(\$4,556.34)	N.A.	\$0.00	(\$147.28)	(\$225.00)	(\$372.28)
General Funds budgeted year-end balances =	\$65,056	Month end bala	nces =	(\$16.62)	\$78,466.34	\$9,711.20	\$88,160.92

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Total General Fund Income = Total General Fund Expenses = General Fund Income - Expenses =

\$134,738	\$113,619.43	84.33%	\$142.80	\$3,532.36	\$10,553.83	\$14,226,99
178,927	121,824.97	68.09%	30.44	3,239.67	4,788.13	8,058.24
(\$44,189)	(\$8,205.54)	N.A.	\$112.36	\$292.69	\$5,765.70	\$6,170.75

IARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	04/30/96 TOTAL
Insurance	2059	\$500	500.00	100.00%	<u> </u>	DAIN	1 OND 420	\$0.00
ABCC Administrative fees	2117	2,000	200.01	10.00%		-		0.00
G&A % (94-95 incl'ds 93-94 loss cry fwd.	2720	713	0.00	0.00%				
Project Improvements	4169	20,373	1,657.07	8.13%		106.90		106.90
TOTAL HARRIS FUND EXPENSES =		\$23,586	\$2,357.08	9.99%	\$0.00	\$106.90	\$0.00	\$106,90

HARRIS FUND CAPITAL IMPROVEMENT INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	04/30/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Surcharge (1994-95 includes tax income	9031	\$360	1,032.37	286.77%		\$45.00	\$318.87	\$363.87
Interest	9377	120	1,371.70	1143.08%				0.00
TOTAL HARRIS FUND INCOME =		\$480	\$2,404.07	500.85%	\$0.00	\$45.00	\$318.87	\$363.87

SUMMARY OF HARRIS FUND INCOME AND EXPENSES

						COUNTY	NET TOTAL
			,			FUND 429	FUND 429
Opaning Harris Fund Balance	\$23,106	\$23,105.76	100.00%	Balance on	03/31/96	\$26,181.99	\$22,895.76
Harris Fund Income	480	2,404.07	500.85%	0.00	45.00	318.87	363.87
Harris Fund Expenses	23,586	2,357.08	9.99%	0.00	106.90	0.00	106,90
Harris Fund Income - Expenses	0	46.99	N.A.	0.00	(61.90)	318.87	256.97
Account balances at month's end =		\$23,152,75	N.A.	(\$16.62)	\$78,404,44	\$26,500,86	\$23,152,73

GROSS DISTRICT EQUITY AT CURRENT MONTH'S END =

Rental Trust Fund = \$797.73

\$114,599.88 Less Total Trust Funds of Water Trust Fund = \$2,900.00 \$3,697.73 Net Equity =

\$110,902.15

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 াst 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 =

\$3,348.13

FY IS 83.33% COMPLETE

-GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	04/30/96 TOTAL
Conferences	2049	\$1,000	236.81	23.68%				\$0.00
Insurance	2059	1,361	1,360.95	100.00%				0.00
ABCC Administrative fees	2117	6,000	5,905.50	98.43%			650.00	650.00
Miscellaneous expenses	2121	150	136.66	91.11%		12.22		12.22
General Election Expense	2129	1,361	0.00	0.00%				0.00
Postage	2130	100	62.04	62.04%	12.80			12.80
Office Supplies	2133	250	279.18	111.67%		9.64		9.64
Copier Maintenance	2137	650	751.81	115.59%		10.51		10.51
County Fees	2352	5,300	580.00	10.94%			240.00	240.00
Mileage	2479	900	851.99	94.67%			57.68	57.66
Telephone	2534	1,200	889.52	74.13%		78.55		78.55
Legal fees & expenses	2713	1,500	198.59	13.24%				0.00
Building Improvements	4048	500	0.00	0.00%				0.00
TOTAL ADMINISTRATIVE EXPENSE	S =	\$20,272	\$11,252.55	55.51%	\$12.80	\$110.92	\$947.66	\$1,071,38

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	04/30/96 TOTAL
Property Tax Revenue	9001	\$26,700	26,833.49	100.50%			\$10,553.83	\$10,553.83
Interest income	9203	1,800	1,710.51	95.03%		229.28		229.26
Inter Fund Transfers	9377	713	10,000.00	1402.52%				0.00
Copier Income	9772	700	232.10	33.16%		24.00		24.00
TOTAL ADMINISTRATIVE INCOM	E≕	\$29,913	\$38,776.10	129.63%	\$0.00	\$253.26	\$10,553.83	\$10,807.09

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	04/30/96 TOTAL
Maint, Mgr.	1028	\$1,500	3,038.75	202.58%			\$121.50	\$121.50
Extra Hire	1073	6,000	3,578.00	59.63%				0.00
FICA	1404	488	506,19	. 103.83%			9.29	9.29
Work Compensation, Insurance.	1701	525	56,59	10.76%				0.00
Insurance	2059	227	226,88	100.00%				0.00
Repairs	2077	3,000	4,510.57	150.35%		363.56		363,5 6
Gen. Maint.	2078	1,500	702.80	46.85%				0.00
ABCC Administrative fees	2117	4,300	4,505,01	104.77%			200.00	200.00
Travel	2479	N.A.	0.00	N.A.			T.	0.00
G&A Share	2720		0,00	N.A.				0.00
Road Const.	2741	7,500	5,418.50	72.25%				0,00
TOTAL EASEMENT EXPENSES =		\$25,039	\$22,543,24	90.03%	\$0.00	\$363.56	\$330.79	\$694.36

ROADS & EASEMENTS INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	04/30/96
DESCRIPTION	CODE	BUDGET	TOTAL\$	BUDGET	CASH	BANK	FUND 428	TOTAL
Miscellaneous income	9772	0						\$0,00

FY IS 83.33% COMPLETE

WATER EXPENSES

EXPENSE	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	04/30/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Maint. Mgr. Wages	1028	11,000	8,997.75	81.80%			\$783.00	\$783.00
Extra Hire Wages	1073	500	492.00	98.40%				0.00
FICA	1404	880	725.99	82.52%			59.90	59.90
Benefits	1506	1,400	1,023.30	73.09%			102.33	102.33
Work. Compensation Insurance	1701	700	198.94	28.42%				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	287.96	71.99%				0,00
Bldg. Repair	2096	1,500	0.00	0.00%				0.00
Tests & chemicals	2115	2,500	997.40	39.90%		60.00		60,00
ABCC Administrative & clerical fees	2117	18,800	16,540.00	87.98%			1,654.00	1,654.00
Misc., Exp.,	2121	900	858.49	95.39%		5.33		5.33
Refunds	2122	1,000	703.74	70.37%		100.00		100.00
Postage	2130	450	311.62	69.25%				0.00
Office supplies	2133	750	689.95	91.99%				0.00
Contract Repairs	2325	5,000	2,779.42	55.59%		1,050.13		1,050.13
Travel	2479	1,250	800.00	64.00%			75.00	75.00
Telephone	2534	400	335.67	83.92%		33.58		33.58
Electricity	2535	6,000	5,882.37	98.04%		8.10		8.10
G&A Share	2720		0.00	N.A.				0.00
Equipment	4093	1,500	377.42	25.16%				0.00
Water Meters	4160	1,000	754.87	75.49%		754.87		754.87
Water Supply Study	4162	2,000	1,492.50	74.63%				0.00
System Improvements	4169	15,000	10,850.00	72.33%				0.00
System Upgrades	4197	1,000	0.00	0.00%				0.00
TOTAL WATER EXPENSES:	=	\$75,426	\$56,595.59	75.03%	\$0.00	\$2,012.01	\$2,674,23	\$4,686.24

WATER INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	04/30/96		
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL		
Service Billing	9025	\$56,000	44,557.15	79.57%		\$3,577.26		\$3,577.26		
Late penalties & interest billed	9772	1,000	870.72	87.07%		79.24		79.24		
Receipts Collected	9025	56,000	50,559,62	90.29%		2,986.60		2,986.60		
Accounts Receivable	9025	6,177	(3,815,48)	-61.77%	6 \$1,260.67 ON CLOSE OF 04/24/96 BUSINESS DAY					
Security Deposits billed and collected	9025SD	1,000	1,000.00	100.00%				0.00		
Miscellaneous water income	9772	0	66.16	N.A.				0.00		
TOTAL WATER INCOME =		\$56,000	\$50,625.78	90.40%	\$0.00	\$2,966.60	\$0.00	\$2,986.60		

NOTES:

- Accounts receivable for current month indicates receivables just prior to the new month's invoicing.
 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 B ank	COUNTY FUND 428	04/30/96 TOTAL
Work, Compensation Insurance	1701	\$2,400	1,688 57	70.36%				\$0.00
Gen. & Vehicle Insurance	2059	5,640	5,639,55	100.00%				0.00
ABCC Administrative fees	2117	2,700	2,250.00	83.33%			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.	4627	8,850	9,254,82	104.57%		147.28		147.28
TOTAL FIRE EXPENSES:	=	\$19,590	\$18,932.94	96.14%	\$0.00	\$147.28	\$225.00	\$372.28

FIRE INCOME

NCOME DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	04/30/96 TOTAL
W. Marin Grant	9377	\$8,850	8,547.00	96.58%				\$0.00
MBVFA Donations	9763	9,600	5,504.60	57.34%				0.00
TOTAL FIRE INCOME =	1	\$18,450	\$14,051.60	76.16%	\$0.00	\$0.00	\$0.00	\$0.00

FY IS 83.33% COMPLETE

ERECREATIONAL EXPENSES

EXPENSE	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	04/30/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Maint. Mgr. Wages	1028	\$200	432.00	216.00%			\$40.50	\$40.50
Janitorial Wages	1073	1,600	1,260.00	7 6.7 5%			120.00	120.00
FICA	1404	138	144.74	105.11%			12.28	12.26
Work. Compensation Insurance	1701	220	192.81	87.64%				0.00
Basketball	2041BA	246	0.00	0.00%				0.00
Bistro	2041BI	600	338.49	56.42%	17.64			17.64
Community Dinners	2041CD	1,400	396.93	28.35%				0.00
Children's Programs	2041CP	300	102.30	34.10%				0.00
Labor Day BBQ	2041LD	450	0.00	0.00%				0.00
Tai Chi	2041TC	1,080	432.00	40.00%				0.00
Insurance	2059	997	997.47	100.00%				0.00
Repairs	2077	250	301.34	120.54%		44.00		44.00
Bldg. Maintenance	2096	500	193.62	38.72%		8.56		8.56
Ground Maintenance	2097	600	90.00	15.00%				0.00
ABCC Administrative fees	2117	4,200	2,543.68	60.56%	Ĺ		437.67	437.67
Publications	2119	100	0.00	0.00%				0.00
Misc. Expenses	2121	100	19.23	19.23%				0.00
Deposit Refunds	2122	2,000	3,141.02	157.05%		375.00		375.00
Postage & Off. Sup.	2133	100	30.44	30.44%				0.00
Refuse Removal	2259	384	288.00	75.00%				0,00
Building Supplies	2366	275	225.38	81.96%				0.00
Pay Telephone	2534	460	343.12	74.59%				0.00
Electricity for Community Center	2535	1,200	964.68	82.06%		178.34		176.34
G&A Share	2720		0.00	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	248.40	123.20%				0.00
Playground Imp.	4243	250	0.00	0.00%				0.00
TOTAL RECREATION EXPENSES	S =	\$38,600	\$12,703.65	32.91%	\$17.64	\$605.90	\$610.45	\$1,233.99

RECREATIONAL INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	04/30/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Children's Programs	9248	275	0.00	0.00%				\$0.00
Community Center. Rental	9255	2,500	3,232.50	129.30%		135.00		135.00
Refundable Deposits	9255RD	2,000	3,161.47	158.07%				0.00
Bistro	9811BI	1,800	1,667.67	92.65%	135.80			135.80
Community Dinners	9811CD	1,800	625.31	39,08%		157.50		157.50
Children's programs	9811CP		205.00	N.A.				0.00
Labor Day BBQ	9811LD	750	0.00	0.00%				0.00
Tai Chi	9811TC	1,350	542.00	40.15%				0.00
Res. Handbooks	9834	100	32.00	32.00%	7.00			7.00
Community Development Block Grant	9900	20,000	0.00	0.00%				0.00
TOTAL RECREATION INCOME =		\$30,375	\$9,465.95	31.16%	\$142.80	\$292.50	\$0.00	\$435.30

OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGULAR MEETING HELD ON WEDNESDAY, APRIL 24, 1996

Directors present:

President Erin Pinto; Directors: Deborah Kamradt, and Nancy Wolf Lee. Director Rudnick arrived at 7:34 pm, and during the 3/27/96 meeting Director Shaffer had indicated he would be unable to attend tonight's meeting.

- I. Call to order. President Pinto called the meeting to order at 7:14 P.M.
- II. Review and consideration of the March 27, 1995 Agenda: Director Lee *moved* to approve the Agenda as submitted; seconded by Director Kamradt; ayes Pinto, Lee and Kamradt; Director Rudnick had not arrived.
- III. Review and consideration of bills to be paid: The GM reported that he had been unable to update the bills to be paid report due to an extended afternoon meeting with representatives from GGNRA, State Fish and Game, and State Parks. There was a brief discussion and Director Lee *moved* to approve the Bills to be Paid including general expenses of \$7,372.40; seconded by Director Rudnick; ayes all.
- IV. Public open time: Several residents from the lower zone area were present to participate in a discussion on roads and easements. It was indicated that more residents were on their way to the meeting and it was decided to delay the public participation to follow the Fire Chief's report.
- V. Fire Department: Chief Moore reported that the departments tour of the water system with Harvey Pearlman had been very informing. He asked when the valve for the fire hydrant at the Starbuck Cul d sac would be repaired. The GM responded that the requirements for repair were being reviewed so parts could be ordered and that repairs would be implemented as soon as feasible.

The Chief reported that the County might pay for the EMT training and recertification for the volunteers and noted that the County has been very cooperative in their training exercises with the volunteers. He plans to attend a meeting of the Marin County volunteer chiefs. The West Marin funding meeting is May 20, 1996. He has ordered two additional radios (a West Marin Fund expense) to improve communication between the volunteers during their answer to calls and training exercises.

- VI. Emergency Disaster Committee: Ellen Mettler reported that the planned community information meeting is scheduled for Saturday at 10 am. Indications are that there will be a good turnout.
- VII. Roads and easements: Twenty to thirty lower beach residents were now in attendance to participate in the discussion of measures to alleviate the parking and traffic problems prevalent on the area's private roadways. The GM had noticed all residents in the area with a questionnaire that included the many suggestions previously offered to the Board, and requested resident input as to preferences for signs, road marking, speed limits, controls, etc.

The floor was opened for resident input and a lively discussion followed. There was considerable concern and objection in reference to the suggestion that Cove Lane be gated; however, there was also concern for the safety of the residents on Cove Lane as a result of unruly non residents parking in the

area. It was generally conceded that the better approach to signs and controls would emphasize public safety and the need to maintain the emergency and fire lane clearances. It was agreed that the GM should tabulate the responses to the survey and coordinate a meeting with the Fire Chief to consider the proper methods and signs for alleviating the parking and traffic problems. The general consensus was that the District should take action as soon as possible by beginning with the minimum steps considered appropriate and expand these actions as subsequent evaluations determined additional needs. If possible, a special meeting should be scheduled before the next regular Board meeting. It was suggested that a meeting be called for 7 pm next week, if it could be properly coordinated.

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

- A. Budget: The GM reported that the District's overall cash equity experienced its steepest decline during the month of March. However, this was planned and provided for in the budget and the District is in sound financial condition, with adequate funds to complete the fiscal year as set forth in the budget. He noted that the District will receive the second half of the tax revenues, next month. He also reported that the County Auditor has notified us that there will be \$300+ reserve held for anticipated tax revenue losses from overassessment to cable vision providers.
- **B.** Recreation: The GM noted that the policies for this department have not been revised in more than two years and indicated that there is a need to review rental rates along with the general recreational policies. He suggested an ad hoc committee be formed, with a Board member to act as the committee chair. Following a brief discussion it was agreed that Director Kamradt would represent the Board and serve as the chair for this committee.

The GM then discussed the Labor Day Bar B Que and indicated that now it the time to plan for this event. It was suggested that the ad hoc recreation take this matter under consideration and make recommendations to the Board.

The GM then requested a reallocation of funds from the budget provision for building improvements be approved to permit the purchase of needed equipment and furnishing including tables, silverware, etc. Following a brief discussion, the reallocation of funds was approved.

C. Water: The GM and President Pinto reported that they had meet this afternoon, with representatives from GGNRA, State Fish and Game and State Parks. The GM noted that the meeting had been scheduled as a discovery type meeting where all parties participated in a general discussion of the water rights problem, the protestor's objections, the District's willingness to take steps to improve conditions and to mitigate affects to Redwood Create.

Both President Pinto and the GM reported that the meeting had been cordial and their feeling's are that the meeting was beneficial in beginning a cooperative effort toward resolving the water rights issue.

The GM then reviewed the problems with the well that is currently in use, noting that further investigation of the main well confirmed that it is not repairable. He is seeking possible alternatives and is concerned about continued operation under current conditions.

- IX. Review of the draft minutes for the March 27, 1996 meeting. There was a brief review of these minutes, and Director Lee *moved* to approve the minutes as submitted; seconded by Director Kamradt; ayes all.
- X. The next Board meeting date: The GM requested that the next meeting date to be changed to either May 15 or May 29, 1996 as he will be out of town during the week of May 22. Following a brief discussion, the next meeting date was scheduled on Wednesday, May 29, 1996.

The meeting was adjourned at 21:38 P.M.

These minutes were approved	by the Muir Beach Community Services District Board of Directors,
during their meeting on	
	i. I
	!
Erin Pinto, Board President	Donovan Macfarlane, Secretary

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, JUNE 26 1996 AT 7:00 PM

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Agenda		 •	 	•	 			 			1 -	- 2
Bills to be Paid Report			 		 			 				. 3
Fire Department Activity Report			 		 			 		. 4		10
General Manager's Report		 •	 		 			 		11	-	12
Water Operations Report	i		 		 			 		13	-	14
Budget Report for the month of May 1996			 		 					15	· –	18
Draft Minutes for the 05/29/96 Board Meet	ing		 		 					19	<i>-</i>	21
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AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY, JUNE 26, 1996 AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

DIRECTORS:

President Erin Pinto; Directors: Deborah Kamradt, Nancy Wolf Lee, Steve Shaffer, and

Peter Rudnick.

- Call the meeting to order. $\frac{9.72}{2}$ I.
- Review and consideration of the June 26, 1996 Agenda. Agenda items may be deleted, postponed, Π. 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". Steve, Nancy.

Ш. 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 May 29, 1996 meeting. Stove, Dit.

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 grose 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 n for Shorting 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. Deb complimited the Beachcombe. Itself.

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v. ((vi.	departi disastro this rej	ment has been very active, and in several singular courses to grow from initial emergencing port and become acquainted with the real company assured to the course as a course a co	Train @ Ship rann. Co with form of its included in the Board meeting packet, reviewing & 8/5/95 through 5/5/96 time periods. It shows that the muations has been instrumental in preventing potentially es. The Board and community is encouraged to review life benefits of having our volunteer Fire Department. The more frequent. The more frequent. Disposite muiting a Bolinian Wants Minnier.
		AT 8:30 PM, A 15 MINUTE COF	
VII.			nager ("GM") will report on the following activities. take action by approval motions, and/or resolutions.
	A.		get overview, F.E.M.A. action, the 1996-97 fiscal year of the District's contract with Associated Business and
	В.		operations, progress on the new well installation, and rd will be considering steps for implementation of the
	C.		rent road and easement maintenance and repairs, with all pedestrian easements up to at least minimum code ctions.
	D.	Recreation: The GM will report on the	general recreational activities.
	E.	Review of the draft minutes for the M	lay 29, 1995 Board of Directors meeting.
Jugus	F. Ms	Confirm the date for the next Board of for Wednesday, July 24, 1996. However	meeting. The next regular Board meeting is scheduled ver, there are five Wednesdays in July with the final Due to the holidays and various vacation schedules, the ate.
	_	DURNMENT OR CONTINUATION	3/ m rive.
	/	10:22	Angust 21_

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MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 05/23/96 THROUGH 06/19/96

ABC Consultants TOTAL HARRIS FUND EXP. = ADMINISTRATION EXPENSES, DIVISION CODE 9236 ABC Consultants 2117 Administrative fee for June 1996 Office Max 2133 Cieaning paper cloth ABC Consultants 2479 Travel May 1 through May 31, 1996 Pacific Beil 2534 (707) 848-1305 through 5/20/96 AT&T 2534 (707) 648-1305 toil calls through 5/27/96 TOTAL G&A EXPENSES = ROADS & EASEMENT EXPENSES, DIVISION CODE 9237 Harvey Pearlman 1028 Maint, Mgr. wages 5/19 to 6/01/96 Harvey Pearlman 1028 Maint, Mgr. wages 6/01 to 6/14/96	C B C B B	\$400.0 \$400.0 \$237.6 7.5 108.5
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ROADS & EASEMENT EXPENSES, DIVISION CODE 9237		16.9
Iarvey Pearlman 1028 Maint. Mgr. wages 5/19 to 6/01/96 Iarvey Pearlman 1028 Maint. Mgr. wages 6/01 to 6/14/96		\$387.6
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larvey Peariman 1028 Maint. Mgr. wages 6/01 to 6/14/96	C	\$74.0
	č †	322.9
Jeraisaia – 1 1070 Edaethelli iduul uli auliaet, Facilic Way, etc. – 1	č	344.4
alvador Gonzales 1073 Easement maintenance May & June 1996	Č	86.1
ose Alcata 1073 Easement labor on Sunset, Pacific Way, etc.	С	355.2
dalberto Alcaia 1073 Easement jabor on Sunset, Pacific Way, etc.	C	333.7
codman Building supplies 2078 Roadway paint supplies	В	23.9
fartin Bros. Supply 2078 Easement repair materiais, sand, gravei, etc.	В	228.2
BC Consultants 2117 Administrative fee for June 1996 TOTAL R&E EXPENSES =	С	350.0
OTAL H&E EXPENSES =		\$2, 118.7
VATER DIVISION EXPENSES, DIVISION CODE 9238		
larvey Peariman 1028 Maint, Mgr. wages 6/01 to 6/14/96	С	\$370.0
arvey Peariman 1028 Maint. Mgr. wages 5/19 to 6/01/96	č	547.0
larvey Peariman 1404 Medical benefits for June 1996	С	102.
State Compensation fund 1701 Worker's compensation insurance	В	37.
County of Marin Environmental Health 2058 Annual health permit, 7/01/96 - 6/30/97	В	500.0
County of Marin Health Laborotories 2115 Water testing 5/22/96	В	30.0
Paradise Pooi Service 2115 Chiorine & chemical supplies 5/02/96	В	51.4
Marin County Health Laboratory 2115 Coilform test on new well	В	15.0
ABC Consultants 2117 Clerical fees for June 1996	Ċ	854.0
ABC Consultants 2117 Administrative fee for June 1996 Forster Pump & Engineering 2121 O-ring for cartridge filter housing	- C	800.0
larvey Peariman 2479 Travei aiiowance for June 1996	급	75.0
Pacific Telephone 2534 Well control relay phone through 6/7/96	B	67.0
Pacific Gas & Electric 2535 Well & lower tank through 5/17/96	B	196.5
orster Pump & Engineering 4169 Setup, drilling and test pumping of new well	В	3,500.0
TOTAL WATER EXPENSES =		\$7,149.5
RECREATION EXPENSES, DIVISION CODE 9239		
larvey Peariman 1028 Maint, Mgr. wages 5/19 to 6/01/96	С	\$29.6
Harvey Peariman 1028 Maint, Mgr. wages 6/01 to 6/14/96	C	7.4
Salvador Gonzales 1073 Yard maintenance May & June 1996	С	86.1
uana Gonzaies 1073 Janitoriai wages 5/19 through 6/14/96	Ĉ	129.
State Compensation fund 1701 Worker's compensation insurance	В	43.7
Vestern Water Products, inc. 2115 Cartridge filters (2 cases)	В	197.2
ABC Consultants 2117 Administrative fee for June 1996	유	300.0
Amy richards 2122 Rental security deposit refund	B	150.0
Pacific Bell 2534 Pay telephone through 5/19/96 Pacific Gas & electric 2535 Community Center electricity through 5/17/96	В	42.1
Pacific Gas & electric 2535 Community Center electricity through 5/1/96 Office Max 4093 2 - 30" x 60" folding tables	B	56.4 75.0
TOTAL RECREATION EXPENSES =		\$1,116.9
(OTAB ILIQUIDATION BAT BATOLO		\$1,110.
IRE DIVISION EXPENSES, DIVISION CODE 9240		
state Compensation fund 1701 Worker's compensation insurance	В	\$64 5.3
ABC Consultants 2117 Administrative fee for June 1996	C	225.0
TE Mobilenet 4827 Cellular phone through 9/96	В	150.0
TOTAL FIRE EXPENSES =		\$1,020.3
E Paid thru 1 Nationwide Bank		
= Paid thru County depository TOTAL HARRIS FUND EXPENSES =		\$400.0
P = Paid thru Petty Cash Funds TOTAL GENERAL FUND EXPENSES =	_	11,793.1
TOTAL OF ALL EXPENSES =		\$12,193.1
The above bills were approved for payment by the Muir Beach Community Services District Board of Direct	tors, on_	
MUIR BEACH COMMUNITY SERVICES DISTRICT		
Erin Pinto, President Donovan Macfarlane, General Manager		



Muir Beach Volunteer Fire Department

MUIR BEACH VOLUNTEER FIRE DEPARTMENT
MINUTES, DRILL AND CALL RECORD FOR 8-5-95 THROUGH 5-5-96

MEETINGS:

10-11-95

Attending: Allen, Brown, F. Smith, Marshall, Mettler, Moore, Shiffries, Norton. Also attending: Donovan McFarland MBCSD.

Disc: Election of new fire chief, Michael Moore. Budget Report, Inventory of equipment. Insurance. Repair of lights on 680. New radio for chief. New light-box for 680.

DRILLS:

8-27-95

Attending: Sward, Allen, F.Smith, Mettler, Brown, Kingsbury

Also attending: David Carr, John Polman, MCFD.

Activity: Wildland fire training at the MB picnic grounds.

9-6-95

Attending: Allen, Moore, Sward, Brown, Mettler. Also attending: Ton Nunes, Corky Corbett, MCFD.

Activities: Safety training.

9-24-95

Attending: Moore, Allen, Brown, Mettler, Sward, Winkleman, Collier,

Marshall, Morton, F. Smith, Kingsbury.

Also attending: Frank Neer, MCFD.

Activities: Urban wildland interface training at MB Overlook. Demonstration

by county personnel.

10-18-95

Attending: Allen, Moore, Eller, Mettler, Brown, Norton. Activities: Structural firefighting safety equipment. SCBA.

10-29-95

Attending: Sward, Moore, Allen, F. Smith, Brown, Shiffries, Kingsbury,

Collier, Mettler.

Activities: Pump operations, structural attack strategies on Seacape.

11-9-95

Attending: Moore, Allen, Brown, Sward, F. Smith, Mettler, Norton.

Also attending: Frank Neer, Corky Corbett, MCFD.

Activities: Night fire operation. Lights, generator, safety at MB picnic area.

11-19-95

Attending: Marshall, Brown, F. Smith, Allen, Sward, Moore.

Activities: 2 man hose lay training on Ahab.

1-10-96

Attending: Brown, Mettler, Shiffries, Marshall, Shinomoto, F. Smith, Collier.

Also attending: Frank Neer, Corky Corbett, MCFD.

Activities: New schedule, Planning.

1-17-96

Attending: Moore, Allen, Sward, Collier, Mettler, Shriffies, Brown.

Activities: Communication drill.

2-14-96

Attending: Sward, Allen, Eller, Shiffries, Shinomoto, Brown, Moore.

Activities: Structural turnout, donning, care, SCBA.

3-13-96

Attending: F. Smith, Collier, Shiffries, Shinomoto, Norton, Marshall, Allen.

Activities: Equipment night.

3-31-96

Attending: Moore, Allen, Sward, Mettler, Norton, Collier, Brown,

Shinomoto, Marshall.

Also Attending: Harvey Pearlman, MBCSD.

Activities: Hydrant and valve tour of Muir Beach.

4-17-96

Attending: Norton, Sward, Collier, Kingsbury, F. Smith, Brown, Shiffries,

Moore, Allen.

Activities: Planning.

4-28-96

Attending: Moore, Allen, Sward, F. Smith, Brown, Collier, Shinomoto,

Shiffries, Mettler.

Activities: Pump operations at MB picnic grounds.

CALLS:

See attached report by Matt Brown.

Fire Calls From 1/1/95 Through 7/15/95

- 1. 1/14/95 18:15 hours. Vehicle into a ditch near the intersection of Highway One and Frank Valley Road. Two soaked patients were treated for hypothermia at the seen and transported to MGH for further evaluation. Fire personnel on scene were Farkas, Allen, Sward, Moore, Mettler, Brown, Kingsbury, and Watts. County Fire engine 1585, CHP and A 31 also responded to assist the Muir Beach Volunteers.
- 2. 2/18/95 13:30 Volunteers, Allen, Eller, Watts and Sward responded to a fall victim on Sunset Way. Patient was transported to the hospital for evaluation.
- 3. 3/8/95 10:25 In the middle of a driving rainstorm Farkas, Sward, Brown, Freebairn-Smith, and Moore responded to a home on Seacape where an uprooted tree had fallen onto a propane tank breaking a gas line that was spewing propane into the wind. Gas was Shut off at the tank and danger was averted once again.
- 4. 3/12/95 15:30. After a four day community-wide power outage punctuated with high winds and heavy rain, a cypress tree leaned into high voltage lines starting a small fire in the branches once the power was restored. Brown and Marshall responded to find the flames out and only wisps of smoke remaining. County Firefighters declared the scene safe and we returned.
- 5. 3/29/95 20:10 Volunteers Brown, Moore, Metler and Sward responded to a car fire on Shoreline Highway, approximately 1/4 mile south of Zen Center. Assisted county firemen in extinguishing the fire and with traffic control. Burned Vehicle was removed. County Fire Marshall and law enforcement to investigate the suspicious circumstance of the incident.
- 6. 6/25/95, 18:55 Report of a vehicle over the side on Highway one north of the overlook. Actual location was north of Slide Ranch, just before the big slide. Stinson was on scene with the situation well in hand as we arrived. Four patients had sustained relatively minor injuries despite rolling their car over the edge. We were released by the incident commander shortly after arrival. Brown and Sward responding.
- 7. 2/26/95,17:03 This busy week-end

- continued with a report of a stranded hiker, possible heat stroke on the cliffs above Pirate's Cove. Brown, Sward and Watts assisted the NPS Rangers and County Firemen in extricating the victim from his perilous predicament.
- 8. 7/4/95 Brown, Marshall, Moore and Metler responded to a NPS report of an unconscious women in Muir Woods parking lot. We assisted the county firemen and Paramedics. Patient was Transported to MGH for further evaluation.
- 9. 7/6/95 22:30 Collier, Brown, Watts, Mettler and Moore responded to a report of a car over the edge once again, north of the Overlook. It turned out to be virtually the same location of the June 25 incident. We arrived on scene just after a NPS ranger. Two patients with significant injuries were located. The male patient, despite his injuries managed to climb to the road and flag a passing motorist who used a "call box" to call 911. The female patient was still in the car and was carefully removed by firemen from Muir Beach, Marin County, Mill Valley and county paramedics. Both patients were transported to MGH.
- 10. 7/15/95, 0600. Car over the side into a ravine off of Highway One Between Slide Ranch and the Big Slide. One male patient made his way to the road for help as his car smoldered in a small fire 50 feet below the road. Stinson Beach was already on scene when we arrived. We assisted with a water tender to Stinson's engine providing adequate water to completely extinguish the fire. The patient was transported; we were cleared to return to quarters. Muir Beach Volunteers responding were Allen, Brown, Marshall, Metler, Moore.
- 11. 1/15/95,16:00. Mountain bike crash victim with head injuries up Deer Valley Trail, off of Frank's Valley Road. Brown and Freebairn-Smith responded. Patient had made her way to the ranger station at Muir Woods, received treatment and was transported by friends to the hospital. We were released by the county dispatcher prior to making contact with the patient.

05:00

Patient was transported for evaluation.

Squad 660 and Engine 680 responded to a smoke check reported from Sunset Way.

After arriving at the home of the reporting party and Detecting a strong scent of burning creosote we searched the beach expecting to find a smoldering campfire. Instead we encountered an individual basking in the glow of a bon fire burning perilously close to the vegetation behind the sea wall against the hill at little beach. we extinguished the fire and sent a very apologetic early morning beach goner. Muir beach firefighters Allen, Brown, Marshall and Moore responded, sized up the scene, put out the fire and canceled 1585. We were back home by 6:15 am.

7/23/95

17:45

Medical Aid

Brown, Sward, Collier, Moore responded to a bicycle accident on Shoreline, approximately 100 yards north of the overlook. Patient had evidentially lost conscienceness after losing control of his bike, and was slightly disoriented when we arrived on scene. We commenced first aid. County firefighters and ambulance arrived took over command of the incident. Patient was transported to MGH for precautionary evaluation because of injuries to his head.

8/2/95

22:00

Smoke Check

Smoke check in Frank's Valley. Allen, Sward, Brown, Mettler and Moore responded to a reported flash of light and visible smoke near the picnic grounds. Turned out to be a camper and his permitted camp fire. 1585 also responded. Everything checked out and we all went home.

8/6/95

20:15

Smoke Check/Fire

Moore, Brown, and Mettler responded to a trash fire in a garbage can at the Muir Beach parking lot. We arrived on scene to find a "fully involved" trash can. We had the fire out in about 30 seconds and canceled 1585 which was on route. Sward, and Marshall also responded.

8/13/95

17:53

Medical Aid

Sward, Collier, Freebairn-Smith, Moore, Brown and Mettler. Female patient lost conscienceness after a minor fall (tripped over her dog). County Firefighters and Paramedics also responded.

Muir Beach Volunteer Fire Department Incident Report.

Submitted by Matt Brown

9/25/95

9:30 PM

Smoke Check

Volunteers Mettler, Moore, Sward and Kingsbury responded to smoke check on Seacape. Nothing showing; returned.

9/28/95

10:30 AM

Medical Aid

Mettler, Marshall, Sward and Moore assisted County fire, administered medical aid to a patient at Muir Beach Parking Lot. Patient was transported for evaluation.

10/3/95

9:45 AM

Medical Aid

Moore, Freebairn-Smith, Marshall, Kingsbury, Collier, Mettler. Vehicle over the side north of Slide Ranch. Patient in critical condition evacuated by helicopter. County Fire and Rescue assisting.

10/28/95

7:00 PM

Medical Aid

F-Smith and Brown responded to a fall victim on Shoreline. Patient Transported.

11/8/95

11:15 AM

Gas Leak Check

Volunteers responded to a propane gas leak on Seacape.

11/21/95

6:45 PM Broken Water Service

Seacape.

11/30/95

6:05 PM

Car Over the Side

Collier, Marshall, F-Smith, Norton, Shiffries and Moore responded to a report of a vehicle over the side north of the Overlook. No Patient. Apparent insurance scam or stolen vehicle.

12/9/95

3:15 PM

House Fire

Collier, Kingsbury, Brown, Norton, and F-Smith responded to a house fire on Sunset. Volunteers extinguished fire. Minor property damage. Tragedy averted.

12/10/95

9:45 AM Broken Water Service

Seacape.

12/13/95

6:00

Tree Down /Power Lines

Sward, F-Smith and Brown, removed a downed tree and freed power lines.

12/22/95

1:10 PM

Medical aid

Mettler, Moore and Marshall administered medical aid to a injured tourist near the Pelican Inn.

1/1/96 4:28 PM

Medical Aid

Allen, Moore, Brown, Shiffries, Collier, Mettler, Sward assisted county with medical aid to three hypothermia patients and one surfboard injury at Muir Beach. Patients transported.

1/12/96

4:30 Vehicle Accident

Allen, Collier, Sward, F-Smith, Moore responded to motorcycle down on Shoreline, north of Seacape Drive. Solo accident, one patient involved, county transported to MGH.

1/13/96

7:00 AM Vehicle Over Side

Sward, Collier, Shinomoto, Allen, Brown, Moore Responded to report of a vehicle over the side of Highway One approximately 1/4 mile north of Slide Ranch. No one at scene. Suspicious circumstances.

1/17/96

9:00 PM

Fire

Moore, Allen, Sward, Brown, Mettler, Collier, Norton, and Marshall responded to an over heated wood stove/chimney fire on Sunset. Fire put out by Volunteers. Property damage minimal.

Other Department News...

The MBVFD is pleased to announce the affiliation of three new volunteers: Misty Norton, Matthew Shiffries, and Olivia Shinomoto. We are very grateful for their generous contribution of time and commitment to our community.

Muir Beach Volunteer Fire Department Incident Report.

Submitted by Matt Brown Through 3/19/9

2/3/96

6:00 PM

Propane Check

Allen, Shinomoto, Sward, Moore and Shiffries responded to a report of a leaking propane tank on Pacific Way. Volunteers investigated, turned off supply and contacted owner.

3/2/96

Bicycle Down

Allen, Collier, Moore, Marshall, Shinomoto responded to a report of a bicycle down on Hwy. 1 at Slide Ranch.

3/5/96

12:00 PM

Medical Aid

Moore, F-Smith, Norton administered aid to a patient on Starbuck.

3/5/96

6:45 PM

Car Over the Side

Moore, F-smith, Collier, Shiffries, Norton. Vehicle over the side, Hwy. 1, north of Slide Ranch. Minor injuries. CHP transport to hospital.

MUIR BEACH COMMUNITY SERVICES DISTRICT GENERAL MANAGER'S REPORT

TO: The Board of Directors

FROM: Donovan Macfarlane, General Manager

DATE: June 22, 1996

FOR: Board of Directors Meeting, on Wednesday, June 26, 1996

- I. ADMINISTRATION: The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.
 - A. Budget: Review of the District's fiscal activities during the month of May indicate a very slight decline in net equity as total expenditures of \$8,013.39 exceeded income of \$8,005.90. Expenditures are expected to substantially increase during the month of June as we complete the new well installation, repair the defective fire hydrant on Starbuck, and make early essential repairs to defective roads and easements. However, the District should end the fiscal year with more net equity than projected by the budget. A part of this year-end balance includes the \$23,586 in planned Harris Fund expenditures for the easterly Sunset to Pacific Way entertie, which were not completed due to other more pressing activities with the well, Twenty Year Plan, water rights, etc. This project is now scheduled for completion prior to the beginning of the rain season.
 - B. 1996-97 Budget: Work on this activity has been delayed due to other more pressing activities, and the need to physically survey the District's roads and easements for more specific needs. It is anticipated that this budget proposal will be ready for the Board's review during the July meeting. We have until August 15, 1996 to adopt the budget for fiscal 1996-97, and completion of the current fiscal year will yield more accurate information for final development of the budget.
 - C. F.E.M.A.: We have received a new invoice for this problem, in the amount of \$2,635.67. It appears that the payment of this amount will satisfactorily close the account; however, I am waiting for information from the county counsel to confirm this. Hopefully, the counsel's recommendation will be received in time to be verbally relayed to the Board. Contingent upon the counsel's approval, I recommend that we pay this reduced invoice amount to close the account and open the door for future possible F.E.M.A. assistance. In the past two years, there have been situations where we might have qualified for emergency grants from F.E.M.A., if it had not been for the pending problem.
 - D. ABC Consultants: The contract with ABC Consultants for administrative and clerical services expires June 30, 1996. A proposed new contract increases the annual fee from \$38,000 to \$38,400 The slight increase in the overall contract amount is requested to offset the increased costs for providing offsite storage of required District records. The least expensive alternative storage facilities would cost more than \$600 annually plus additional insurance.

II. Roads & Easements: We began critical repairs and maintenance on the roads and easements prior to the beginning of the new fiscal year. This will cause a cost overrun in certain areas of the 1995-96 budget provisions. However, delay of the actions would have increased costs and it was considered more prudent to perform the necessary work than to continue the liability exposure, reduced resident convenience, and potential of increased costs.

Repair of the pedestrian easement along the easterly side of the Burn-Calander property has been partially done. However, due to the severity of the grade and soil conditions, considerable additional work must be performed to bring the easement access facilities up to minimum code compliance. For clarification, the problem with non-code compliance is that it exposes the District to substantially increased liability resulting from negligence in conforming to the required minimum standards. Regrettably, the problem essentially exists on all of the District's pedestrian easements and the cost of correcting the deficiencies is too substantial to be provided for in a single normal year's budget. More detail on this will be considered and offered when the next year's proposed budget is submitted for Board review.

Recreation: Director Kamradt has had meetings with the ad-hoc water committee and may have information to discuss concerning her meetings. The June community dinner was not announced as other pressing activities did not allow adequate time for preparation and planning to conduct the event. Without additional assistance, no dinner is planned in the near term.

But of fund a position to mum this. \$250.

WATER: In addition to the water operations report, the following items should be considered.

water committee's recommendations for funding the Twenty Year Plan and the Board's consideration of implementing the recommendations. However, the final wording of the committee's recommendations and the proposed circular for public information was delayed due to requested alternatives and objections to some of the provisions. It may be that the Board cannot make the necessary decisions in time for the required information to be submitted to the Registrar of Voters, for inclusion in the November election. However, due to the complexity of the measure, it may be prudent to delay a vote until the March 1997 or June 1997 election (whichever is held as a general election). Voter approval in either of these elections will qualify the District for funding in the 1997-98 fiscal year, the same as the November election. During the interim, public hearings may be scheduled and the District can consider a temporary surcharge for funding.

Water rights: The water rights meeting scheduled for June has been postponed. President Pinto will inform the Board of the rescheduled meeting date.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT.

Tot on tot?

D:CSD\GMRPTS\06/26/96

Nami City win.

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MUIR BEACH COMMUNITY SERVICES DISTRICT WATER DEPARTMENT OPERATIONS REPORT April 23, 1996 THROUGH JUNE 21, 1996

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 levels have been difficult to determine as the air content in the water seems to cause rapid dissipation of the chlorine.
- 3. Weekly flushing of the lower tank sand filter system, and cleaning of the lower system cartridge filters.
- 4. Monthly bacteriological samples included one sample each for the upper and lower systems. The bacteriological samples were free of coliform's.

TABULATION OF WATER PRODUCTION FACTORS: Note: Meters were read on 05/23/96.

Production is based on the 30 day period between 04/23/96 and 05/23/96.

1.	Total volume of water produced	871,260	gallons
2.	Average daily production	29,042	gallons/day
3.	Maximum daily production. Low pumping capacity required extended pumping hours to restore fire reserves	53,850	gallons
4.	Minimum daily production	14,400	gallons
4.	Volume of water billed by customer meters, total	852,044	gallons
5.	Average daily customer water use, per customer	194	gallons/day
6.	Estimated maintenance and fire consumption.	NA	gallons
7.	Unaccounted for water loss = 2.21 % of production.	19,216	gallons

MUIR BEACH COMMUNITY SERVICES DISTRICT WATER DEPARTMENT OPERATIONS REPORT April 23, 1996 THROUGH JUNE 21, 1996

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.
- 2. The new well has been drilled and tested. The initial tested flow rate was approximately 60 gallons per minute. When completed, the well will be set to pump 50 gallons per minute, to avoid excessive draw-down during the dry months. The piping and electrical tie-in are scheduled for completion in the early part of next week and it is possible that the well will be in operation by the time of the Board meeting.
- 3. Repair of the defective valve for the fire hydrant on the Starbuck Drive cul d sac has commenced. The repairs will cost approximately \$4,000 due to the depth of the pipeline (6+feet) and the need to replace the piping and old 2 inch single outlet hydrant with a two outlet 4 inch hydrant. This upgrade conforms to the twenty year plan goals. The repairs should be completed by the time of the Board meeting.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing for the 04/23/96 to 05/23/96 period was \$4,799.03, plus late penalties and interest charges of \$90.32. Water consumption is up slightly as the warmer weather begins. Accounts receivable were \$1783.36 on May 26, 1996. One residential meter is locked out of service.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

FY IS 91.80% COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

		1			MONTH O	F MAY 1966	
	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	05/31/96
DESCRIPTION	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Opening Balance at beginning of fiscal year	\$109,245	Balances on 05	/01/96 =	(\$16.62)	\$78,404.44	\$9,711.20	\$88,099.02
General and Admin, Income	29,913	41,425.78	138.49%	24.25	453.37	2,172.06	2,649.68
General & Admin. Expenses	20,272	12,196.56	60.16%	25.60	208.27	710.14	944.01
G&A Income - Expenses	\$9,641	\$29,229.22	303.17%	(\$1.35)	\$245.10	\$1,461.92	\$1,705.67
Water Income	56,000	56,065.10	100.12%	160.00	4,579.32	0.00	4,739.32
Water Expenses	75,426	60,195.23	79.81%	20.30	963.24	2,616.10	3,599.64
Water Income - Expenses	(\$19,426)	(\$4,130.13)	N.A.	\$139.70	\$3,616.08	(\$2,616.10)	\$1,139.68
Recreational Income	30,375	10,037.85	33.05%	165.90	406.00	0.00	571.90
Recreational Expenses	38,600	14,912.30	38.63%	98,23	1,039.77	1,070.65	2,208.65
Recreational Income - Expenses	(\$8,225)	(\$4,874.45)	N.A.	\$67.67	(\$833.77)	(\$1,070.65)	(\$1,636.75)
Road & Easement Income	0	0.00	N.A.	0.00	0.00	0.00	0.00
Road & Easement Expenses	25,039	23,057.92	92.09%	0.00	138.85	253.83	392.68
R&E Income - Expenses	(\$25,039)	(\$23,057.92)	N.A.	\$0.00	(\$138.85)	(\$253.83)	(\$392.68)
Fire Income	18,450	14,051.60	76.16%	0.00	0.00	0.00	0.00
Fire Expenses	19,590	19,476.35	99.42%	0.00	643.41	225.00	868.41
Fire Income - Expenses	(1,140)	(\$5,424.75)	N.A.	\$0.00	(\$643.41)	(\$225.00)	(\$868.41)
General Funds budgeted year-end balancea =	\$65,056	Month end bala	nces =	\$189.40	\$80,849.59	\$7,007.54	\$88,046.53

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Total General Fund Income =
Total General Fund Expenses =
General Fund Income - Expenses =

\$134,738	\$121,560.33	90.23%	\$350.15	\$5,438.69	\$2,172.06	\$7,960.90
178,927	129,838.36	72.57%	144.13	2,993.54	4,875.72	8,013.39
(\$44,189)	(\$8,258.03)	N.A.	\$206.02	\$2,445.15	(\$2,703.66)	(\$52.49)

■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	05/31/96 TOTAL
Insurance	2059	\$500	500.00	100.00%				\$0.00
ABCC Administrative fees	2117	2,000	200.01	10.00%				0.00
G&A % (94-95 incl'ds 93-94 loss cry fwd.	2720	713	0.00	0.00%				
Project improvements	4169	20,373	1,657.07	8.13%				0.00
TOTAL HARRIS FUND EXPENSES =		\$23,586	\$2,357.08	9.99%	\$0.00	\$0.00	\$0.00	\$0.00

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	05/31/96 TOTAL
Surcharge (1994-95 includes tax income	9031	\$360	1,077.37	299.27%		\$45.00		\$45,00
Interest	9377	120	1,371.70	1143.08%				0.00
TOTAL HARRIS FUND INCOME =		\$480	\$2,449.07	510.22%	\$0.00	\$45.00	\$0.00	\$45.00

SUMMARY OF HARRIS FUND INCOME AND EXPENSES

						COUNTY	NEITOTAL
		1				FUND 429	FUND 429
Opening Harris Fund Balance	\$23,106	\$23,105.76	100.00%	Balance on	05/01/96	\$26,500.86	\$23,152.73
Harris Fund Income	480	2,449.07	510.22%	0.00	45.00	0.00	45.00
Harris Fund Expenses	23,586	2,357.08	9.99%	0.00	0.00	0.00	0.00
Harris Fund Income - Expenses	0	91.99	N.A.	0.00	45.00	0.00	45.00
Account balancea at menth's end =		\$23,197,75	N.A.	\$189.40	\$80,894.59	\$26,500.86	\$23,197.73

GROSS DISTRICT EQUITY AT CURRENT MONTH'S END =

Rental Trust Fund = \$797.73

\$114,592|**39** Less Total Trust Funds of Water Trust Fund = \$2,900.00

\$3,697.73 Net Equity =

\$110,894.66

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

⊞eneral Fund the difference between the County Fund 429 and the Net Total Fund 429 = \$3,303.13

FY IS 91.80% COMPLETE

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	05/31/96 TOTAL
Conferences	2049	\$1,000	236.81	23.68%				\$0.00
Insurance	2059	1,361	1,360.95	100.00%				0.00
ABCC Administrative fees	2117	6,000	6,555.50	109.26%			650,00	650.00
Miscellaneous expenses	2121	150	138.83	92.55%		2.17		2.17
General Election Expense	2129	1,361	7.50	0.55%		7.50		7.50
Postage	2130	100	87.64	87.64%	25.60			25.60
Office Supplies	2133	250	279.18	111.67%				0.00
Copier Maintenance	2137	650	751.31	115.59%				0.00
County Fees	2352	5,300	580.00	10.94%				0.00
Mileage	2479	900	912.13	101.35%			60.14	60.14
Telephone	2534	1,200	908.12	75.68%		18.60		18.60
Legal fees & expenses	2713	1,500	378.59	25.24%		180.00		180.00
Building Improvements	4048	500	0.00	0.00%				0.00
TOTAL ADMINISTRATIVE EXPENSES	=	\$20,272	\$12,196.56	60.16%	\$25.60	\$208.27	\$710.14	\$944.01

20% of general G&A Costs =

\$4,054

GENERAL & ADMINISTRATIVE INCOME

INCOME	OBJECT	1995-96	FIS. YEAR!	FY % OF	PETTY	1ST	COUNTY	05/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Property Tax Revenue	9001	\$26,700	29,005.55	108.64%			\$2,172.06	\$2,172.06
interest income	9203	1,800	2,139.88	118.88%		429.37		429.37
Inter Fund Transfers	9377	713	10,000.00	1402.52%		_		0,00
Copier Income	9772	700	280.35	40.05%	24.25	24.00		48,25
TOTAL ADMINISTRATIVE INCOME =		\$29,913	\$41,425.78	138.49%	\$24.25	\$453.37	\$2,172.06	\$2,649.68

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	05/31/96 TOTAL
Maint, Mgr.	1028	\$1,500	3,038.75	202.58%				\$0.00
Extra Hire	1073	6,000	3,628.00	60.47%			50.00	50.00
FICA	1404	488	510.02	104.52%			3.83	3.83
Work Compensation, Insurance.	1701	525	123.50	23.52%		66.91		66.91
Insurance	2059	227	226.83	100.00%				0.00
Repairs	2077	3,000	4,582.51	152.75%		71.94		71.94
Gen. Maint.	2078	1,500	702.80	46.85%				0.00
ABCC Administrative fees	2117	4,300	4,705.01	109.42%			200.00	200.00
Travel	2479	N.A.	0.00	N.A.				0.00
G&A Share	2720		0.00	N.A.				0.00
Road Const.	2741	7,500	5,418.50	72.25%				0.00
TOTAL EASEMENT EXPENSES =	•	\$25,039	\$22,935,92	91.60%	\$0.00	\$138.85	\$253.83	\$392.68

ROADS & EASEMENTS INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	05/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Miscellaneous income	9772	0						\$0.00

FY IS 91.80% COMPLETE

EXPENSE	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	05/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 426	TOTAL
Maint. Mgr. Wages	1028	11,000	9,726,75	88.43%			\$729.00	\$729.00
Extra Hire Wages	1073	500	492.00	98.40%				0.00
FICA	1404	880	781.76	88.86%			55.77	55.77
Benefits	1506	1,400	1,125.63	80.40%			102.33	102.33
Work. Compensation Insurance	1701	700	384.17	54.88%		185.23		185.23
Annual Fee	2058	500	1,000.00	200.00%		500.00		500.00
Gen. Insurance	2059	996	996.20	100.00%				0.00
Repairs	2077	400	287.96	71.99%				0.00
Bldg. Repair	2096	1,500	0.00	0.00%				0.00
Tests & chemicals	2115	2,500	1,078.88	43.16%		81.48		81.48
ABCC Administrative & clerical fees	2117	18,800	18,194.00	96.78%			1,654.00	1,654.00
Misc., Exp.,	2121	900	858.49	95.39%				0.00
Refunds	2122	1,000	703.74	70.37%				0.00
Postage	2130	450	331.92	73.76%	20.30			20.30
Office supplies	2133	750	689.95	91.99%				0.00
Contract Repairs	2325	5,000	2,779.42	55.59%	i			0.00
Travel	2479	1,250	875.00	70.00%			75.00	75.00
Telephone	2534	400	335.67	83.92%				0.00
Electricity	2535	6,000	6,078.90	101.32%		196.53		196.53
G&A Share	2720		0.00	N.A.		i		0.00
Equipment	4093	1,500	377.42	25.16%				0.00
Water Meters	4160	1,000	0.00	0.00%				0.00
Water Supply Study	4152	2,000	1,492.50	74.63%				0.00
System improvements	4169	15,000	11,604.87	77.37%				0.00
System Upgrades	4197	1,000	0,00	0.00%				0.00
TOTAL WATER EXPENSES:	=	\$75,426	\$60,195.23	79.81%	\$20.30	\$963.24	\$2,616.10	\$3,599.64

WATER INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	05/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 426	TOTAL
Service Billing	9025	\$56,000	49,356.18	88.14%		\$4,799.03		\$4,799.03
Late penalties & interest billed	9772	1,000	949.51	94.95%		78.79		78.79
Receipts Collected	9025	56,000	55,298.94	98.75%	160.00	4,579.32		4,739.32
Accounts Receivable	9025		\$6,	276.10 ON C	LOSE OF 05/3	1/96 BUSINESS	DAY	
Security Deposits billed and collected	9025 S D	1,000	1,000.00	100.00%				0.00
Miscellaneous water income	9772	0	66.16	N.A.) ·		0.00
TOTAL WATER INCOME =	\$56,000	\$55,365.10	98.87%	\$160.00	\$4,579.32	\$0.00	\$4,739.32	

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 426	05/31/96 TOT AL
Work. Compensation Insurance	1701	\$2,400	2,331.98	97.17%		\$643.41		\$643.41
Gen. & Vehicle Insurance	2059	5,640	5,639,55	100.00%				0.00
ABCC Administrative fees	2117	2,700	2,475.00	91.67%			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	9,254.82	104.57%				0.00
TOTAL FIRE EXPENSES	=	\$19,590	\$19,701,35	100.57%	\$0.00	\$643.41	\$225.00	\$868.41

FIRE INCOME

DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY Cash	1ST BANK	COUNTY FUND 428	05/31/96 TOT AL
W. Marin Grant	9377	\$8,850	8,547.00	96.58%				\$0.00
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	\$0.00	\$0.00

FY IS 91.80% COMPLETE

RECREATIONAL EXPENSES

EXPENSE	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	05/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Maint. Mgr. Wages	1028	\$200	540.00	270.00%			\$108.00	\$108,00
Janitorial Wages	1073	1,600	1,380.00	86.25%			120.00	120.00
FICA	1404	138	189.72	137.78%			44.98	44.98
Work. Compensation Insurance	1701	220	234.95	106.80%		42.14		42.14
Basketbali	2041BA	246	0.00	0.00%				0.00
Bistro	2041BI	600	391.21	65.20%	52:72			52.72
Community Dinners	2041CD	1,400	664.14	47.44%	45.51	221.70		267.21
Children's Programs	2041 CP	300	102.30	34.10%				0.00
Labor Day BBQ	2041LD	450	0.00	0.00%				0.00
Tai Chi	2041TC	1,080	432.00	40.00%				0.00
Insurance	2059	997	997.47	100.00%				0.00
Repairs	2077	250	301.34	120.54%		1		0.00
Bldg. Maintenance	2096	500	733.62	146.72%		180.00	360.00	540.00
Ground Maintenance	2097	600	161.95	26.99%		71.95		71.95
ABCC Administrative fees	2117	4,200	2,981.35	70.98%			437.67	437.67
Publications	2119	100	0.00	0.00%				0.00
Misc. Expenses	2121	100	19.23	19.23%				0.00
Deposit Refunds	2122	2,000	3,141.02	157.05%				0.00
Postage & Off. Sup.	2133	100	30.44	30.44%				0.00
Refuse Removal	2259	384	388.20	101.09%		100.20		100.20
Building Supplies	2366	275	225.38	81.96%				0.00
Pay Telephone	2534	460	513.35	111.60%		170.23		170.23
Electricity for Community Center	2535	1,200	1,041.08	86.76%		56.40		56.40
G&A Share	2720		0.00	N.A.				0.00
CDBG Improvements	4045	20,000	0.00	0.00%				0.00
Bldg. Improvements	4048	750	122,10	16.28%		122.10		122.10
Equip. & Furnishings	4093	200	321.45	160.73%		75.05		75.05
Playground Imp.	4243	250	0.00	0.00%				0.00
TOTAL RECREATION EXPENSES =		\$38,600	\$14,912.30	38.63%	\$96.23	\$1,039.77	\$1,070.65	\$2,206.65

RECREATIONAL INCOME

INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	05/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Children's Programs	9248	275	0.00	0.00%				\$0.00
Community Center, Rental	9255	2,500	3,437.50	137.50%		205.00		205.00
Refundable Deposits	9255RD	2,000	3,236.47	161.82%		75.00		75.00
Bistro	9811Bl	1,600	1,812.57	100.70%	144.90			144.90
]	9811CD	1,600	771.31	48.21%	20.00	126.00		146.00
Children's programs	9811CP		205.00	N.A.				0.00
Labor Day BBQ	9811LD	750	0.00	0,00%				0.00
Tai Chi	9811TC	1,350	542.00	40.15%				0.00
Res. Handbooks	9834	100	33.00	33.00%	1.00			1.00
Community Development Block Grant	9900	20,000	0.00	0.00%				0.00
TOTAL RECREATION INCOME =		\$30,375	\$10,037.85	33.05%	\$165.90	\$406.00	\$0.00	\$571.90

OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGULAR MEETING HELD ON WEDNESDAY, MAY 29, 1996

Directors present:

President Erin Pinto; Directors: Deborah Kamradt, Nancy Wolf Lee, Peter

Rudnick and Steve Shaffer.

I. Call to order. President Pinto called the meeting to order at 7:17 P.M.

- II. Review and consideration of the May 29, 1995 Agenda: It was suggested that due to public attendance for Easement and Water matters, that these agenda items be discussed under public open time. Director Shaffer *moved* to approve the Agenda, with the suggested changes, seconded by Director Lee: ayes all.
- III. Review and consideration of bills to be paid: The GM reported that the bills that had not been included as an update to the last report, were included in tonight's report and that the bills received after 5/22/96 would be included in next month's report. There was a brief discussion and Director Shaffer *moved* to approve the Bills to be Paid including general expenses of \$7,335.04 and Harris Fund expenses of \$15.53 for a total of \$7,350.57; seconded by Director Kamradt; ayes all.
- IV. Public open time: Residents from the Cove Lane area were present to participate in a discussion on roads and easements and members of the ad hoc water committee were present to comment on their recommendations to the Board for implementation of the "Twenty Year Plan".
 - A. Roads & Easements: In general, the suggested wording for the signs to be placed at the entrance of Sunset Way and Cove Lane were approved by the public attendees. However, the wording for the sign to be placed at the beach end of Cove Lane was considered as a possible invitation for more frequent use of the area as an access and boat ramp. It was suggested that the only sign to be placed near the end of Cove Lane, be a no parking sign at the fire hydrant. The Board concurred with the residents and instructed the GM to proceed with ordering the signs and having them placed. Also, it was suggested that the existing fire hydrant be made more visible by painting and placement of a safety barrier with a No Parking sign on it.
 - B. Water Twenty Year Plan: President Pinto, as chairperson for the ad hoc Water Committee verbally presented the committee's recommendations for implementation of the "Twenty Year Plan". She emphasized that the committee had tried to consider the most equitable methods for funding the plan, which would fairly distribute the costs to property owners and consumers. The general consensus was that the funding should be partially derived from real property parcels and partially from a monthly percentage surcharge on water consumption. The suggested ratio was 80% funding from real property parcels and 20% funding from a monthly surcharge.

The committee's recommendations included a tax measure for the November general election, applicable to the real property share of funding and appropriate Board action for the monthly surcharge following a public hearing on the Twenty Year Plan. Due to the delay in receiving tax funds and the immediate need to begin the capital improvements, it was also suggested that during the interim period that the monthly surcharge include an amount equal to the proposed property assessment. This was followed by considerable discussion concerning the most appropriate wording for the public hearing notice and informational circulars to be distributed to the concerned property owners and registered voters. Director Shaffer, indicated reluctance to implement the surcharge until after an election, as prior implementation might be misconstrued as placing pressure on the voters. It was finally agreed that the written recommendations with the suggested public announcement should be reviewed and that desired modifications should be submitted to President Pinto no later than June 5, 1996. The final draft should be prepared by June 7, 1996 so the required two weeks notice for a public hearing could be scheduled to coincide with the next regular Board meeting.

Following a discussion on the various director's schedules, it was decided that the regular Board meeting should be scheduled for 6:00 pm on June 26, 1996 followed by the public hearing to begin at 7:00 pm.

- V. Fire Department: Chief Moore stopped in to report that the Department had been granted West Marin funding equal to last year's grant (\$8,500). He noted that we were very fortunate to receive this much, as several other fire district requested were substantially reduced.
- VI. Emergency Disaster Committee: There were no new activities to report.
- VII. General Manager's report.
 - A. Budget: The GM reported that the District's overall cash equity was more than \$110,000 and the District will end the physical year in slightly better fiscal condition than originally budgeted. However, some additional expenditures will be necessary to implement the repair of the fire hydrant on the Starbuck cul de sac, complete the new well tie-in, and to correct pedestrian easement problems. Director Rudnick indicated that he would arrange for the use of Green Gulch Farms equipment for cleaning the Park Easement between Seacape and Starbuck Drives, as he did last year.

The GM noted that it is time to consider the budget for the next fiscal year, and Director Shaffer offered to chair the ad hoc budget committee. The GM indicated that he would try to have a proposed budget, for committee review, prior to the next Board meeting. However, the move of the GM's office may delay this action.

B. Recreation: The GM reported that the May 8, 1996 dinner had been successful, even though it was less than a maximum turnout. Gross proceeds were \$303.50 versus \$269.69 in expenses.

He then indicated that the next community dinner is tentatively scheduled for June 19, 1996. However, he is not certain of that date as he has not secured volunteers to assist in preparing and serving the food. Director Kamradt indicated that she would assist, if the dinner is actually scheduled.

- VIII. Review of the draft minutes for the April 24, 1996 meeting. There was a brief review of these minutes, and Director Lee *moved* to approve the minutes as submitted; seconded by Director Kamradt; ayes all, with Director Shaffer abstaining as he did not attend the subject meeting.
- IX. The next Board meeting date: The next meeting date was scheduled as stated under Public Open time.

The meeting was adjourned at 21:46 P.M.

These minutes were approved Directors,	by the Muir Beach Community Services District Board	i of
during their meeting on	!	
	1	
Erin Pinto, Board President	Donovan Macfarlane, Secretary	

AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT SPECIAL BOARD OF DIRECTORS' MEETING TO BE HELD ON SUNDAY JUNE 30, 1996 AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

DIRECTORS:

President Erin Pinto; Directors: Deborah Kamradt, Nancy Wolf Lee, Steve Shaffer, and Peter

Rudnick.

- I. Call the meeting to order. 2:20
- Review and consideration of the June 30, 1996 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".
- Consideration of funding for implementation of the Twenty Year Plan. The Board will consider the ad-hoc water committee's recommendations and various alternatives for funding the implementation of the water capital improvements contained in the Twenty Year Plan. These considerations will include possible scheduling of public hearings, informational meetings, general and special elections and other possible steps deemed appropriate to gain community support for the improvements.
- 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.

ADJOURNMENT OR CONTINUATION

20:30

Peter is not him. Malti Z Phua ? 1750 250.00/4 - 17% surcharge on wat fills. Steve, Dob. All 300 pm yes 11 Wat am from 5k & 6.5k the nord of he very many 4 your for in creases, providing the is apply Stan, Och, all Public Dung the 21st. 007:00 Deborah complimiting Wany Lin's

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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 31 1996 AT 7:00 PM

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Wayne Cowen's 510-601-3165 415-435-8473

- V. Board Vacancy: Three people have expressed interest in being appointed to fill the vacancy on the Board. Each has been invited to attend tonight's meeting and it is hoped that they will be in attendance. By normal board policy, the Board will interview each candidate and then in a closed session prior to the end of the evening vote on their preference. The name of the appointed candidate will be reported during an open meeting session, and the newly appointed board member will be timely notified.
- VI. Fire Department: The Fire Chief is not required to attend tonight's meeting and is not expected to be present during the meeting.
- VII. Emergency/Disaster Committee: No presentation is expected for this activity.

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: Monthly budget overview, F.E.M.A. action, and the 1996-97 fiscal year budget. Recommendations for new Trust Fund allocations and T-Bill purchases will be made for the Board's action. The Board will be requested to adopt the proposed budget for fiscal year 1996-97, its scheduled activities and recommended payroll changes.

B. Water: The GM will review the water operations and other current water activities. The Board will be considering additional steps for implementation of the Twenty Year Plan.

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- C. Roads and Easements: Review of current road and easement maintenance and repairs, and the 1996-97 planned pedestrian easement improvements.
- D. Recreation: The GM will report on the general recreational activities. MBVFD righty to the Swap Muf.
- E. Review of the draft minutes for the June 26, 1996 Board of Directors meeting.
- F. Review of the draft minutes for the June 30, 1996 Board of Directors meeting.
- G. Next meeting date. During the June 30, 1996 meeting the next meeting date was set for Wednesday, August 21, 1996 (the 3rd Wednesday) at 6:00 P.M., to be followed by a public hearing on the Twenty Year Plan funding methods. The public hearing is scheduled to begin at 7:00 P.M. or as soon after the close of the regular meeting as is possible.

ADJOURNMENT OR CONTINUATION 16:01

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 06/20/96 THROUGH 06/24/96

VENDER NAME	USE CODE	DESCRIPTION	<u>F</u> UND	AMOUNT
IARRIS FUND EXPENSES, FUND 429				
ABC Consultants	2117	Admin fee for July 1996	<u></u>	400.00
Marin County	4169	Tax roll mail labels & ownership roll TOTAL HARRIS FUND EXP. =	Р	40.00 \$440.00
		I OI AL HARRIS FUND EXP.	1	\$440.00
ADMINISTRATION EXPENSES, DIVISIO	N CODE 92	36		
Office Depot	2049	Supplies for Board meetings	В	2.69
ABC Consultants	2117	Admin fee for July 1996	С	425.00
USPO	2130	Postage	P	24.80
Office Depot	2137	Copier paper	B	24.65
ABC Consultants	2479 2534	Travei 6/01/96 through 6/30/96, 294 mi. @ \$0.31	<u> </u>	91.14
\T&T \T&T	2534	Toll calls 415-388-7804 through 7/10/96 Toll calls 707-648-1305 through 6/2196	B	
AT&T	2534	Toli calls 415-388-7804 through 6/10/96	В	21.63
Pacific Bell	2534	415-388-7804 through 7/07/96	B	22.71
Pacific Bell	2534	707-648-1305 through 6/20/96	В	89.46
		TOTAL G&A EXPENSES =	:	\$759.50
ROADS & EASEMENT EXPENSES, DIV				
State Fund	1701 2077	Workers Compensation Ins. 4/5 to 7/5/96 RR ties and materials for esm't repairs	B	79.34 226.40
Martin Bros. Supply ABC Consultants	20//	Admin fee for July 1996	C	250.00 250.00
NO CONSUMENTS	1 -11/	TOTAL R&E EXPENSES =	_	\$555.74
		, o : No tiwe the Little -		4000. 1.
NATER DIVISION EXPENSES, DIVISIO	N CODE 923			
larvey Pearlman	1028	Wages 6/30/96 through 7/13/96	С	370.59
larvey Pearlman	1404	Medical allowance July 1996	C	102.3
State Fund	1701	Workers Compensation Ins. 4/5 to 7/5/96	В	173.3
Martin Bros. Supply	2077	Road base for Starbuck hydrant repairs	B	142.2
Tam rentals Marin County Health Laboratory	2115	Compator rental, Starbuck hydrant repairs Coliform testing in Juna 1996	B	120.00 45.00
Paradise Pool Service	2115	Chlorine supplies 7/1 1/96	В	34.32
ABC Consultants	2117	Clerical fees for July 1996	Č	850.00
ABC Consultants	2117	Admin fee for July 1996	Č	800.00
Goodman Building supply	2121	Misc. fittings & supplies	В	152.99
JSPO	2130	Postage	P	19.20
larvey Pearlman	2479	Travel allowance July 1996	Ç	75.00
Pacific Gas & Electric	2535	Well & lower tank eletricity through 7/10/96	В	450.95
		TOTAL WATER EXPENSES =	į	\$3,335.95
RECREATION EXPENSES, DIVISION C		11. 2. 1. 1	_	
luana Gonzales State Fund	1073 1701	Janitorial wages 6/30/96 through 7/13/96 Workers Compensation Ins. 4/5 to 7/5/96	В	\$64.59
rardbirds	2096	Halogen light bulbs for com. ctr. (half price sale)	P	44.83 63.96
Bell's Market		Bistro supplies	P	8.80
lancy Knox		Bistro pastries	P	19.00
ABC Consultants	2117	Admin fee for July 1996	Ċ	250.00
Office Max	2119	Directory copies, 15 each	P	11.35
(aren Weiner	2122	Security deposit rafund	В	150.00
Shoreline Disposal	2259	Garbage Collection through 9/96	В	100.20
Office Depot	2366	Paper towels	B	13.83
Pacific Bell	2534	Pay telephone through 7/07/96	B	33.85
Pacific Telephone	2534	Com. Center pay phone through 6/19/96	B	42.15
Pacific Gas & Electric	2535	Com. Ctr. electricity through 7/10/96 TOTAL RECREATION EXPENSES =		\$8.10 \$810.66
		I OTAL RECOLMINA ENCORSES	•	Ģ 0 I U.D₹
FIRE DIVISION EXPENSES, DIVISION C		1M-dean Organization to a 48 to 78 to 78	-	
State Fund ABC Consultants	1701	Workers Compensation Ins. 4/5 to 7/5/96	BC	643.41
ABC Consultants GTE Mobilnet	2117 4827	Admin fee for July 1996 Celluiar service for July 1996	В	225.00 37.42
_N Curtis & Sons	4827	Nomex Coat	B	344.14
Carrio & Carro	4061	TOTAL FIRE EXPENSES =		\$1,249.97
3 = Paid thru 1 Nationwide Bank		, , , , , , , , , , , , , , , , , , , ,		Ţ., <u>=</u>
= Pald thru County depository		TOTAL HARRIS FUND EXPENSES =		\$440.00
P = Paid thru Petty Cash Funds		TOTAL GENERAL FUND EXPENSES =		6,711.82
		TOTAL OF ALL EXPENSES =		\$7,151.82
The above bills were approved for payme	nt by the Mu	ir Beach Community Services District Board of Direc	tors, on	l
MUIR BEACH COMMUNITY SERVICES	DISTRICT			
MUIR BEACH COMMUNITY SERVICES	DISTRICT			

MUIR BEACH COMMUNITY SERVICES DISTRICT GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS FOR THE BOARD OF DIRECTORS MEETING ON JULY 31, 1996

- I. ADMINISTRATION: The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.
 - A. F.E.M.A.: Following the Board's action during the regular June meeting, approval to pay this bill in the amount of \$2,635.67 subject to legal counsel's concurrence, the payment approval was forwarded to the legal council. The council has prepared a full release to be signed by F.E.M.A. When the signed release has been returned, payment will be forwarded in accord with the release agreement.
 - B. Close of Fiscal 1995-96 Budget: The District closed the fiscal year in somewhat better condition than projected by the budget. Net year end general fund equity (exclusive of trust fund reserves) is \$79,694 versus the budget's projected \$65,056 (including trust fund reserves). Approximately \$7,000 of the higher tax revenue income was from a refund of a portion of the ERISA revenue transfer. The remaining savings resulted from a combination of controlled spending and various increases in anticipated income. All departments spending was below their gross budget allowances, with the exception of the Fire Department which exceeded the budget allowance by just 5.78%.

In general, each department accomplished its budgeted goals. In certain situations areas of low priority spending were deferred to permit additional funding for higher priority items. This is particularly evident in the Roads and Easement budget, where a substantial amount of funds were used to accomplish the emergency repairs of the Cove Lane slide.

It should be noted that several thousand dollars of water system improvements will be paid in the next fiscal year, versus the year the work was completed. However, even with these deferrals, the water department completed the year within the budget limitations. Also, water income was greater than the budget projection, so the department avoided the substantial deficit provided for in the budget.

- C. Proposed Budget for Fiscal 1996-97: The proposed 1996-97 budget plans for a gross general fund income of \$146,609 and expenditures of \$152,824 resulting in a \$6,215 decrease in gross District general fund equity. The budget also plans for the completion of the final Harris Fund improvement decreasing that fund balance to zero. A general summary overview of the proposed budget follows:
 - 1. Administration: Administrative expenses are projected to increase over last year's budget by approximately \$7,000 and income is projected to be approximately \$12,000 less. A portion of the decreased income will be offset by the expected receipt of reimbursements for workers compensation insurance from the Marin County Fire Department and reimbursement for 1995-96 administrative expenses from the Volunteer Fire Association. Tax revenue will be down as there will be no ERISA refund in 1996-97. Also, interest income will decline due to a declining earnings base.

The increased expenses provide for the costs of two general elections (November and March), settlement of the F.E.M.A. account, and attending required conferences where our exemption has expired. Other expenses are increased slightly to allow for minimal inflationary adjustment.

- 2. Roads & Easements: The overall expenditures of \$18,630 budgeted for roads and easements in 1996-97 is approximately \$6,200 less than 1995, as we were able to do most of the needed major repairs last year. The new budget provides allocations for the beginning of staged systematic improvements along with needed general maintenance activities. Scheduled improvements include the survey and improvement of the Ahab to Sunset pedestrian easement and the steep pedestrian easement from Seacape to lower Starbuck Drive. Completion of the Roads and Easements Procedural Manual is included in the budget.
- 3. Water Operations: This operational budget is essentially scheduled to have expenses equal to income. Last year the operational budget increased the department's debt to the general fund by almost \$6,000. Any surplus at the end of fiscal 1996-97 would be used to repay the general fund.

This budget provides for a small increase in the maintenance manager's hourly rate and a \$5 per month increase in his travel allowance. Both of these increase are within the inflation adjustment norms, and are slightly less than the average small district 1995-96 wage adjustments determined by the California Special Districts Financial Information Services annual survey of wages.

No increase in water rates is deemed necessary at this time. However, the budget makes no provision for capital improvements, under the assumption that all future capital improvements will be funded under the Twenty Year Plan provisions. Minimal funds are budgeted for equipment purchases and repair of defective water meters is considered as a normal apart of general operations. Long term scheduled systematic replacement of water meters is considered as a part of the Twenty Year Plan, including replacement with self reading/recording meters.

4. Fire: The fire budget continues to provide for workers compensation insurance, as we have not been notified that the County has taken this responsibility under their insurance policy. Essentially, the fire budget is a break even budget. The surplus income shown is in anticipation of reimbursement for past due workers compensation insurance (we just recently received a check for \$6,070 towards an invoice amount of \$7,295) and reimbursement for 1995-96 administrative costs from the Fire Association. Of the \$6,070 recently received, \$2,977 will reimburse the District for its 1995-96 MBVFD workers compensation expenses and the balance of \$3,093 will be added to the Fire Station Trust fund. The remaining balance due of \$1,225 will also be added to the Fire Station Trust Fund when it is received. Originally these funds were advanced from the MBVFD BBQ proceeds (prior to the Association) and were agreed to remain as MBVFD funds.

- 5. Recreation: Recreation expenses are expected to exceed income by almost \$13,000 which increases last year's deficit by approximately \$7,000. A part of this increased cost is to provide a paid Bistro attendant causing a projected \$760 deficit versus last year's net income of more than \$1,500 for this activity. Another increased cost is the provision of a Tai Chi instructor. The District will net more than the instructor's cost, but net income will be reduced. Other increased costs are primarily needed repairs, equipment purchases, and building improvements. Planned building improvements include:
 - a. Closing in the storage shelves in the women's rest room to provide additional locked storage area.
 - b. Purchase of 20 new padded chairs, one 6' long table, and one 8' long table.
 - c. Reconstruction and expansion of the exterior deck. This is to be accomplished with the use of CDBG funds and donations from the Quilters. The children's playroom will not be relocated in this work, but hopefully will be done in fiscal 1997-98 with additional grant funds.
 - d. Replacement of the two entrance doors with energy efficient doors, and realignment of the front windows to improve energy efficiency.
 - e. Provision of a minimal grey water system to provide shrub irrigation during the extreme dry periods. We lost some shrubbery this year due to a lack of irrigation, and the community centers grey water is being wasted.

1996-97 Budget Summary: All in all, the proposed budget is conservative and makes very minimal provisions for unanticipated expenditures resulting from emergencies and/or natural disasters. These are left to be provided for by the emergency budget reserve. All normal operational and maintenance expenses are adequately provided for, but capital improvements for the water system are deferred to provisions of the Twenty Year Plan. One caution is emphasized. This will most likely be the last year that the District can safely overspend and draw down the budget reserve. Unless a replacement of ERISA funds is located, future years will require some additional funding to properly maintain the budget reserve while providing adequate maintenance for Roads and Easements, and funding non profitable recreational programs.

D. Treasury Bill Reserves: The District currently holds \$35,000 in Treasury Bills including \$15,000 and \$10,000 each 91-day bills and \$10,000 in a six months bill. When the combined District/Fire Station Trust six months bill matures in November, \$7,373.50 is allocated to the Fire Station Trust and the balance of \$2,626.50 is allocated to the general fund. By that time, the balance due from Marin County for reimbursement of workers compensation insurance costs should have been received. As previously explained, this will increase the Fire Station trust by more than \$4,000 and it is suggested that the maximum part of this be used to purchase a 12 month T-bill exclusively for the Fire Station Trust.

The District currently maintains an average balance of more than \$45,000 in the 1st Nationwide Bank depository. While this balance earns interest, the rate is minimal. Therefore, it is suggested that the District purchase two additional 91-day Treasury Bills, with staggered maturity dates, so as to increase interest earnings. During the next few months, it will be necessary to transfer some funds to the County account to provide for payroll expenses. However, the staggered maturity date of the T-Bills should enable us to maintain an adequate average balance in 1st Nationwide depository (minimum balance to avoid charges is \$2,000). Interest income should increas in annual earnings by more than \$1,000.

- II. WATER: In addition to the water operations report, the following water department items require the Board's consideration:
 - A. Special election for Twenty Year Plan: I have been recently informed that there will be a general election in March of 1997, due to several county wide needs that could not be placed on the November ballot. It is recommended that the District's planned special election for Twenty Year Plan funding be deferred for consolidation in the March general election. This will minimize election costs (approximately a 30% savings) and still conform to District's needs for funds available in fiscal 1997-98.
 - **B.** Public Hearing: The "Notice of Public Hearing" will be advertized in the first and second weeks of August, with the hearing scheduled at 7:00 P. M. On Wednesday, August 21, 1996. The mailing notice to registered property owners and voters will be mailed during the 1st week of August.
- III. RECREATION: There have been no special events conducted since the last Board meeting. We have received a request for replacement of the ping pong table. However, it is suggested that there is little purpose in replacing items that will be quickly destroyed by improper use.
- IV. ROADS AND EASEMENTS: Additional maintenance is scheduled to begin in late August or early September, with regrading and shaping of the drainage swales on all District maintained roadways. As this is being done, the survey of the Ahab to Sunset Easement should be completed with improvements scheduled to follow as soon as the design work is completed.

Basic preliminary clearing and cleaning of the primary pedestrian easements has been completed, with additional work scheduled just prior to the rain season. Future work will include the additional improvements for the Seacape to lower Starbuck pedestrian easement.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

MUIR BEACH COMMUNITY SERVICES DISTRICT WATER DEPARTMENT OPERATIONS REPORT JUNE 21, 1996 THROUGH JULY 24, 1996

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 levels varied somewhat, and chlorine was added directly to the upper tank when residuals were not measurable.
- 3. Weekly flushing of the lower tank sand filter system, and cleaning of the lower system cartridge filters. Harvey indicates that a higher concentration of iron precipitate is evidenced when cleaning the filters, requiring filter replacement each time.
- 4. Monthly bacteriological samples included one sample each for the upper and lower systems. We did have one test positive for coliform, but a second test was negative indicating a faulty initial test. No notification was required.

TABULATION OF WATER PRODUCTION FACTORS: Note: Meters were read on 06/23/96. Production is based on the 31 day period between 05/23/96 and 06/23/96.

Total volume of water produced 1,204,120 gallons 2. Average daily production 38,843 gallons/day 58,490 3. Maximum daily production. High weekend consumption gallons required extended pumping hours to restore fire reserves 25,760 4. Minimum daily production.. gallons 4. Volume of water billed by customer meters, total 1,030,208 gallons 228 5. Average daily customer water use, per customer gallons/day 6. 20,000 Estimated maintenance and fire consumption. gallons 7. 173,912 Unaccounted for water loss = 11.12 % of production. gallons

MUIR BEACH COMMUNITY SERVICES DISTRICT WATER DEPARTMENT OPERATIONS REPORT JUNE 21, 1996 THROUGH JULY 24, 1996

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.
- Operation of the new well has eliminated most of the water complaints and seems to meeting the increased water consumption without major difficulty. We have left the flow reducer in place as the old pump is not operating at maximum efficiency. At this time the production rate is in the low 40 gallons per minute area, and the well tested at better than 60 gallons per minute. Inspection of the pump did not reveal visual evidence of damage, but it is likely that the previous cavitation did modify the fluid character of the impeller and decrease overall efficiency. It is not considered necessary to replace the pump at this time.
- 3. Repair of the defective valve for the fire hydrant on the Starbuck Drive cul-d-sac has been completed, with the exception of replacing the asphalt pavement. We will replace the asphalt just prior to the rain season, when we are doing the general roadway asphalt repairs.
- 4. Malfunctioning of the electrical control valves in the upper tank have in frequent failure to activate the pump on when the water level drops below fourteen feet. On two occasions, after my inspection, I manually activated the pump for extended pumping hours in order to maintain fire reserves. Harvey is now monitoring this more carefully. We have had the telephone relay connection inspected and it is not at fault. Forster has checked the float system and it seems to be okay. At this time there is no firm explanation as to why the pump has failed to start.
- 5. As described above, chlorine residuals have fluctuated somewhat. We have a higher concentration of iron which consumes more chlorine in precipitate development and we are using chlorine at a slightly increased rate. The slight change of location in the well combined with an increased pumping rate most likely resulted in expansion of the draw down area resulting in an increased iron source. This may dissipate over time as the iron is leached from the well source area.
- 6. Harvey is maintaining a daily log on the well water levels existing prior to the beginning of well activation and after the pumping period is complete. So far the well draw down is minimal, at less than 1.5 feet which rapidly returns to normal after the pump shuts off.
- 7. Unaccounted for water loss has increased as the warm weather temperature changes cause increased leakage in the upper tank. On hot days the tank is leaking several thousand gallons per day. Leakage in the lower tank is minor.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing for the 05/23/96 to 06/23/96 period was \$5,881.49 an increase of more than \$1,000 from last month. Accounts receivable just prior to the new billing were \$1,880. Late penalties and interest assessed were \$96.47.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

FY IS 100.00% COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

					MONTH OF	JUNE 1996	
	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	06/30/96
DESCRIPTION	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 429	TOTAL
Opening Balance at beginning of fiscal year	\$109,245	Balances on 06	/01/96 =	\$189.40	\$80,894.59	\$7,007.54	\$88,091.53
General and Admin. Income	29,913	46,461.20	155.32%	0.00	67.16	4,968.26	5,035.42
General & Admin. Expenses	20,272	12,693.47	62.62%	19.20	131.54	346.17	496.91
G&A Income - Expenses	\$8,641	\$33,767.73	N.A.	(\$19.20)	(\$64.38)	\$4,622.09	\$4,538.51
Water Income	56,000	61,601.81	110.00%	0.00	5,236.71	0.00	5,236.71
Waler Expenses	75,486	67,400.09	89.36%	24.80	4,273.31	2,906.75	7,204.86
Water Income - Expenses	(\$19,426)	(\$5,798.28)	N.A.	(\$24.80)	\$863.40	(\$2,906.75)	(\$1,968.15)
Recreational Income	30,375	10,643.60	35.04%	198.25	407.50	0.00	605.75
Recreational Expenses	38,600	16,042.77	41.56%	103.11	224.90	802.46	1,130.47
Recreational Income - Expenses	(\$8,225)	(\$5,399.17)	N.A.	\$95.14	\$182.60	(\$802.46)	(\$524.72)
Road & Easement Income	0	0.00	N.A.	0.00	0.00	0.00	0.00
Road & Easement Expenses	25,039	24,863.14	99.30%	0.00	252.21	1,553.01	1,805.22
R&E Income - Expenses	(\$25,039)	(\$24,863.14)	N.A.	\$0.00	(\$252.21)	(\$1,553.01)	(\$1,805.22)
Fire Income	18,450	14,051.60	76.16%	0.00	0.00	0.00	0.00
Fire Expenses	19,590	20,721.67	105.78%	0.00	795.32	225.00	1,020.32
Fire Income - Expenses	(1,140)		N.A.	\$0.00	(\$795.32)	(\$225.00)	(\$1,020.32)
General Funds budgeted year-end balances =	\$65,056	Month end bala	nces =	\$240.54	\$80,928.68	\$6,142.41	\$87,311.63

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Total General Fund Income =
Total General Fund Expenses =
General Fund Income - Evnenges -

\$134,738	\$132,758.21	98.53%	\$198.25	\$5,711.37	\$4,968.26	\$10,877.88
178,927	141,721.14	79.21%	147.11	5,677.28	5,833.39	11,657.78
(\$44,189)	(\$8,962.93)	N.A.	\$51.14	\$34.09	(\$865.13)	(\$779.90)

MHARRIS FUND CAPITAL IMPROVEMENT EXPENSES

					MONTH OF JUNE 1996			
EXPENSE	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	06/30/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Insurance	20 59	\$500	500.00	100.00%				\$0.00
ABCC Administrative fees	2117	2,000	600.01	30.00%			400.00	400.00
G&A % (94-95 incl'ds 93-94 loss cry fwd	2720	713	0.00	0.00%				0.00
Project Improvements	4169	20,373	1,697.07	8.33%	40.00			40.00
TOTAL HARRIS FUND EXPENSES =		\$23,566	\$2,797.08	11.86%	\$40.00	\$0.00	\$400.00	\$440.00

HARRIS FUND CAPITAL IMPROVEMENT INCOME					MONTH OF JUNE 1996			
INCOME OBJECT 1995-96 FIS. YEAR FY % OF				PETTY	1ST	COUNTY	06/30/96	
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Monthly surcharge	9031	\$360	510.00	141.67%		\$45.00		\$45.00
Interest and 1994-95 income	9377	120	1,984.07	1653.39%				0.00
TOTAL HARRIS FUND INCOME = \$480 \$2,494.07 519.60%				\$0.00	\$45.00	\$0.00	\$45.00	

SUMMARY OF HARRIS FUND INCOME AND EXPENSES					MONTH OF JUNE 1996 , EL				
					1ST BANK	COUNTY (FUND 429	NET TOTAL FUND 429		
Opening Harris Fund Balance	\$23,106	\$23,105.76	100.00%	Balance on	05/31/96	\$26,500.949	\$23,197.73		
Harris Fund Income	480	2,494.07	_ 519.60%	0.00	45.00	0.00	45.00		
Harris Fund Expenses	23,586	2,797.08	11.86%	40.00	0.00	400.00	440.00		
Harris Fund Income - Expenses 0 (303.01) N.A.				(40.00)	45.00	(400.00)	(395.00)		
Account balances at month's end = \$22,802.75			N.A.	\$200.54	\$80,973.68	\$26,100.9	\$22,802.73		

GROSS DISTRICT EQUITY AT CURRENT MONTH'S END =

Rental Trust Fund = \$647.73 Water Fund =

\$113,417.59 Less Total Trust Funds of \$2,900.00 Fire Station Fund = \$10,921.23 Net Equity = \$102,496.36 \$7,373.50 on T-Bill maturity 11/16/96

NOTES:

^{1.} 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 = \$3,298.23

^{72.} The above totals do not include the 20% allocation of the annual administrative expenses to operating departments.

^{3.} The Gross District equity includes \$35,000 in T-Bills (included in the 1st Nationwide balance). \$25,000 with 91 day bills and \$10,000 with 182 day maturity.

FY IS 100.00% COMPLETE

GENERAL & ADMINISTRATIVE EXPENSES

				L	MONTH OF JUNE 1996			
EXPENSE DESCRIPTION	OBJECT CODE	1995-96 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST Bank	COUNTY FUND 428	06/30/96 TOTAL
Conferences	2049	\$1,000	236.81	23.68%				\$0.00
Insurance	2059	1,361	1,360.95	100.00%				0.00
ABCC Administrative fees	2117	6,000	6,793.17	113.22%			237.67	237.67
Miscellaneous expenses	2121	150	138.83	92.55%				0.00
General Election Expense	2129	1,361	7.50	0.55%				0.00
Postage	2130	100	106.84	106.84%	19.20			19.20
Office Supplies	2133	250	279.18	111.67%		_		0.00
Copier Maintenance	2137	650	751.31	115.59%				0.00
County Fees	2352	5,300	580.00	10.94%				0.00
Mileage	2479	900	1,020.63	113.40%			108.50	108.50
Telephone	2534	1,200	1,039.66	86,64%		131.54		131.54
Legal fees & expenses	2713	1,500	378.59	25.24%				0.00
Building Improvements	4048	500	0.00	0.00%				0.00
TOTAL ADMINISTRATIVE EXPENSES	=	\$20,272	\$12,693,47	62.62%	\$19.20	\$131.54	\$346.17	\$496,91

20% of general G&A Costs =

\$4,054

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GENERAL & ADMINISTRATIVE INCOME

						MONTH OF JUNE 1996				
INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	06/30/96		
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL		
Property Tax Revenue	9001	\$26,700	33,973.81	127.24%			\$4,968.26	\$4,968.26		
Interest Income	9203	1,800	2,183.04	121.28%		43.16		43.16		
Inter Fund Transfers	9377	713	10,000.00	1402.52%				0.00		
Copier Income	9772	700	304,35	43.48%		24.00		24.00		
TOTAL ADMINISTRATIVE INCO	ME=	\$29,913	\$46,461.20	155.32%	\$0.0 0	\$67.16	\$4,968.26	\$5,035.42		

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 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

				[MONTH OF JUNE 1996			
EXPENSE	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	06/30/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Maint. Mgr.	1028	\$1,500	3,376.25	225.08%			\$337.50	\$337.50
Extra Hire	1073	6,000	4,408.00	73.47%			780.00	780.00
FICA	1404	488	595.53	122.16%			85.51	_ 85.51
Work Compensation. Insurance.	1701	525	123,50	23.52%				0.00
Insurance	2059	227	226.83	100.00%				0.00
Repairs	2077	3,000	4,582.51	152.75%		••		0.00
Gen. Maint.	2078	1,500	955.01	63.67%		252.21		252.21
ABCC Administrative fees	2117	4,300	5,055.01	117.56%	-		350.00	350,00
Travel	2479	N.A.	122.00	N.A.				0.00
G&A Share	2720		0,00	N.A.				0.00
Road Const.	2741	7,500	5,418.50	72.25%				0.00
TOTAL EASEMENT EXPENSES =		\$25,039	\$24,863.14	99.30%	\$0.00	\$252.21	\$1,553.01	\$1,805.22

ROADS & EASEMENTS INCOME

					MONTH OF JUNE 1996			
INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	06/30/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Miscellaneous income	9772	0						\$0.00

FY IS 100.00% COMPLETE

WATER EXPENSES

					MONTH OF JUNE 1996			
EXPENSE	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	06/30/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Maint. Mgr. Wages	1028	11,000	10,725.75	97.51%			\$999.00	\$999.00
Extra Hire Wages	1073	500	492.00	98.40%				0.00
FICA	1404	880	858.18	97.55%			76.42	76.42
Benefits	1506	1,400	1,227.96	87.71%			102.33	102.33
Work. Compensation Insurance	1701	700	421.34	60.19%		37.17		37.17
Annual Fee	2058	500	1,000.00	200.00%				0.00
Gen. Insurance	2059	996	996.20	100.00%				0.00
Repairs	2077	400	287.96	71.99%				0.00
Bldg. Repair	2096	1,500	0.00	0.00%				0.00
Tests & chemicals	2115	2,500	1,342.64	53.71%		263.76		263.76
ABCC Administrative & clerical fees	2117	18,800	19,648.00	105.57%			1,654.00	1,654.00
Misc., Exp.,	2121	900	861.71	95.75%		3.22		3.22
Refunds	2122	1,000	703.74	70.37%				0.00
Postage	2130	450	356.72	79.27%	24.80			24.80
Office supplies	2133	750	689.95	91.99%				0.00
Contract Repairs	2325	5,000	2,779.42	55.59%				0.00
Travel	2479	1,250	950.00	76.00%			75.00	75.00
Telephone	2534	400	402.76	100.69%		67 <u>.</u> 09	_	67.09
Electricity	2535	6,000	6,480.97	108.02%		402.07		402.07
G&A Share	2720		0.00	N.A.				0.00
Equipment	4093	1,500	377.42	25.16%				0.00
Water Meters	4160	1,000	754.87	75.49%				0.00
Water Supply Study	4162	2,000	1,492.50	74.63%				0.00
System improvements	4169	15,000	14,350.00	95.67%		3,500.00		3,500.00
System Upgrades	4197	1,000	0.00	0.00%				0.00
TOTAL WATER EXPENSES:	=	\$75,426	\$67,400.09	89.36%	\$24.60	\$4,273.31	\$2,906.75	\$7,204.66

WATER INCOME

					MONTH OF JUNE 1996			
INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	06/30/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Service Billing	9025	\$56,000	55,237.67	98.64%		\$5,881.49		\$5,881.49
Late penalties & interest billed	9772	1,000	1,000.92	100.09%		51.42		51.42
Receipts Collected	9025	56,000	60,535.65	108.10%		5,236.71		5,236.71
Accounts Receivable	9025		\$7,0	16.97 ON C	CLOSE OF 06/30/96 BUSINESS DAY			
Security Deposits billed and collected	9025SD	1,000	1,000.00	100.00%				0.00
Miscellaneous water income	9772	o	66.16	N.A.				0.00
TOTAL WATER INCOME =	\$56,000	\$61,601.81	110.00%	\$0.00	\$5,236.71	\$0.00	\$5,236.71	

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

				L	MONTH OF JUNE 1996			
EXPENSE	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	06/30/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 426	TOTAL
Work. Compensation Insurance	1701	\$2,400	2,977.30	124.05%		\$645.32		\$645.32
Gen. & Vehicle Insurance	2059	5,640	5,639.55	100.00%				0.00
ABCC Administrative fees	2117	2,700	2,700.00	100.00%			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	9,404.82	106.27%		150.00		150.00
TOTAL FIRE EXPENSES =	:	\$19,590	\$20,721.67	105.78%	\$0.00	\$795.32	\$225.00	\$1,020.32

FIRE INCOME

1				[MONTH OF JUNE 1996			
NCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	06/30/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 426	TOTAL
W. Marin Grant	9377	\$8,850	8,547.00	96.58%				\$0.00
MBVFA Donations	9763	9,600	5,504.60	57.34%				0.00
TOTAL FIRE INCOM	E =	\$18,450	\$14,051.60	76.16%	\$0.00	\$0.00	\$0.00	\$0.00

FY IS 100.00% COMPLETE

TECREATIONAL EXPENSES

					MONTH OF JUNE 1996			
EXPENSE	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	06/30/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 426	TOTAL
Maint. Mgr. Wages	1028	\$200	546.75	273.38%			\$6.75	\$6.75
Janitorial Wages	1073	1,600	1,500.00	93.75%			120.00	120.00
FICA	1404	138	225.43	163.71%			35.71	35.71
Work. Compensation Insurance	1701	220	278.67	126.67%		43.72		43.72
Basketball	2041BA	246	0.00	0.00%				0.00
Bistro	2041BI	600	419.01	69.84%	27.80			27.80
Community Dinners	2041CD	1,400	664.14	47.44%				0.00
Children's Programs	2041CP	300	102.30	34.10%		•		0.00
Labor Day BBQ	2041LD	450	0.00	0.00%				0.00
Tai Chi	2041TC	1,080	432.00	40.00%				0.00
Insurance	2059	997	997.47	100.00%				0.00
Repairs	2077	250	301.34	120.54%				0.00
Bldg. Maintenance	2096	500	797.58	159.52%	63.96			63.96
Ground Maintenance	2097	600	501.95	83.66%		Ī	340.00	340.00
ABCC Administrative fees	2117	4,200	3,281.35	78.13%			300.00	300.00
Publications	2119	100	11.35	11.35%	11.35			11.35
Misc. Expenses	2121	100	19.23	19.23%		j		0.00
Deposit Refunds	2122	2,000	3,291.02	164.55%		150.00		150.00
Postage & Off. Sup.	2133	100	30.44	30.44%				0.00
Refuse Removal	2259	384	388.20	101.09%	7			0.00
Building Supplies	2366	275	225.38	81.96%				0.00
Pay Telephone	2534	460	513.35	111.60%				0.00
Electricity for Community Center	2535	1,200	1,072.26	89.36%		31,18		31,18
G&A Share	2720		0.00	N.A.				0.00
G&A Share CDBG Improvements	4045	20,000	0.00	0.00%				0,00
Bldg. Improvements	4048	750	122.10	16.28%				0.00
Equip, & Furnishings	4093	200	321.45	160.73%				0.00
Playground Imp.	4243	250	0.00	0.00%				0.00
TOTAL RECREATION EXPENSES	S =	\$38,600	\$16,042.77	41.56%	\$103.11	\$224.90	\$802.46	\$1,130.47

RECREATIONAL INCOME

					MONTH OF JUNE 1996			
INCOME	OBJECT	1995-96	FIS. YEAR	FY % OF	PETTY	1 ST	COUNTY	06/30/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Children's Programs	9248	275	0,00	0.00%				\$0.00
Community Center, Rental	9255	2,500	3,687.50	147.50%		250.00		250.00
Refundable Deposits	9255RD	2,000	3,236.47	161.82%				0.00
Bistro	9811BI	1,800	1,988.32	110.46%	175.75			175,75
Community Dinners	9811CD	1,600	771.31	48.21%				0.00
Children's programs	9811CP		205.00	N.A.				0.00
Labor Day BBQ	9811LD	750	0.00	0.00%				0.00
Tai Chi	9811TC	1,350	722.00	53.48%	22.50	157.50		180.00
Res. Handbooks	9834	100	33,00	33.00%		•		0.00
Community Development Block Grant	9900	20,000	0.00	0.00%				0.00
TOTAL RECREATION INCOME =		\$30,375	\$10,643.60	35.04%	\$198,25	\$407.50	\$0.00	\$605.75

PROPOSED BUDGET FOR FISCAL YEAR 1996-97 FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

	1995-96	PROPOSED 1996-97	1996-97% OF 1995-96	
DESCRIPTION	YEAR END	BUDGET		COMMENTS & EXPLANATIONS
Opening Baiance at beginning of fiscal year	\$109,245	\$87,116.09	See Note #1 be	
General and Admin. Income	46,461	34,437.00	74.12%	There will be no ERISA refunds this year
General & Admin. Expenses	12,693	19,375.00	152.64%	FEMA settlement, election costs, etc.
G&A Income - Expenses	33,768	\$15,062.00	NA	
Water Income	61,602	56,000.00	90.91%	
Water Expenses	67,400	55,690.46	82.63%	Capital improvements are in 20 year plan
Water Income - Expenses	(5,798)	\$309.52	ŅĀ	Water surplus will partially repay debt to gen. fund.
Recreational Income	10,644	26,690.00	250.76%	
Recreational Expenses	16,043	39,642.12	247.10%	Bistro funding, deck expansion/replacement
Recreational Income - Expenses	(5,399)	(\$12,952.11)	NA.	
Road & Easement income	0	0.00	NA.	
Road & Easement Expenses	24,863	18,629.60	74.93%	Renovate Ahab to Sunset & iower Starbuck esm'ts
R&E Income - Expenses	(24,863)	(\$18,629.60)	NA .	
Fire income	14,052	29,482.00	209.81%	
Fire Expenses	20,722	19,487.00	94.04%	
Fire Income - Expenses	(6,670)	\$9,995.00	NA	
General Funds budgeted year-end balances =	NA	\$80,900,90	less Trust fund	balances at year end.

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Total General Fund Income =

Total General Fund Expenses =

General Fund Income - Expenses =

\$132,758	\$146,609.00	110.43%
141,721	152,824,20	107,83%
(\$8,963)	(\$6,215.20)	N.A.

NOTE: 1. There are Trust Fund restrictions on the Gross Equity of the District, including a Rental Trust Fund balance of \$647.73, a Water Trust Fund balance of \$2,900.00, and a Fire Station Trust fund of \$7,373.50. The net beginning general fund equity is \$76,194.85.

The general equity includes \$35,000 in T-bills (\$10,000 each in a 91 day and 182 bill, and \$15,000) in a 91-day bill).

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE DESCRIPTION	OBJECT	1995-96 YEAR END	PROPOSED 1996-97 BUDGET	1996-97% OF 1995-96 YEAR END	COMMENTS & EXPLANATIONS
insurance	2059	\$500	\$600.00	120,00%	No allowances for twenty year plan expendituras
ABCC Administrative fees	2117	600	2,800.00	466.66%	are included. These should be developed when
G&A % (94-95 incl'ds 93-94 loss cry fwd.)	2720	0	2,600.00	N.A.	the twenty plan year funding is arranged.
Project Improvements	4169	1,697	16,286.26	959.67%	Construct easterly Sunset to Pacific entertie
TOTAL HARRIS FUND EXPENSES =		\$2,797	\$22,286,26	796,77%]

HARRIS FUND CAPITAL IMPROVEMENT INCOME

INCOME	OBJECT	1995-96	19 96- 97	1996-97 %
DESCRIPTION	CODE	YEAR END	BUDGET	OF 1995- 96
Monthly surcharga	9031	\$510	\$540.00	105.88%
Interest and real property taxes	9377	1,984	1,482.20	74.70%
TOTAL HARRIS FUND INCOME =	\$2,494	\$2,022.20	81.08%	

SUMMARY OF HARRIS FUND INCOME AND EXPENSES

NET TOTAL

		FUND 423	
Opening Harris Fund Balance	\$23,106	\$20,264.06	87.70%
Harris Fund Income	2,494	2,022.20	81.08%
Harris Fund Expenses	2,797	22,286.26	796.77%
iarris Fund income - Expenses	(303)	0,00	N.A.
Account balances at year end =	\$22,803	\$0.00	1.994265E-17

PROPOSED BUDGET FOR FISCAL YEAR 1996-97 FOR THE

MUIR BEACH COMMUNITY SERVICES DISTRICT

—GENERAL & ADMINISTRATIVE EXPENSES

			PROPOSED	1996-97% OF	
EXPENSE	OBJECT	1995-96	1996-97	1995-96	1
DESCRIPTION	CODE	YEAR END	BUDGET	YEAR END	COMMENTS & EXPLANATIONS
Conferences	2049	\$237	\$1,200.00	506.74%	Our exemption for required conferences expired.
insurance	2059	1,361	1,400.00	102.87%	
ABCC Administrative fees	2117	6,793	7,000.00	103.04%	
Miscellaneous expenses	2121	139	150.00	108.05%	
General Election Expense	2129	8	1,400.00	18666.67%	includes funding for special election.
Postage	2130	107	125.00	117.00%	
Office Supplies	2133	279	300.00	107.46%	
Copier Maintenance	2137	751	800.00	106.48%	
County Fees	2352	580	1,000.00	172.41%	includes attorney and tax collection fees.
Mileage	2479	1,021	1,250.00	122.47%	
Telephone	2534	1,040	1,250.00	120.23%	
Legai fees & expenses, FEMA closing	2713	379	3,500.00	924.48%	includes funding to closeout the FEMA debt.
Building improvements	4048	0	0.00	N.A.	
TOTAL ADMINISTRATIVE EXPENSES	=	\$12.693	\$19,375,00	152.64%	

GENERAL & ADMINISTRATIVE INCOME

INCOME	OBJECT	1995-96	PROPOSED 1996-97	1996-97% OF 1995-96	
DESCRIPTION	CODE	YEAR END	BUDGET	YEAR END	COMMENTS & EXPLANATIONS
Property Tax Revenue	9001	\$33,974	\$27,650.00	81.39%	There will be no ERISA refund this year.
Interest Income	9203	2,183	1,487.00	68.12%	Anticipated decrease in average cash balance
Inter Fund Transfers	9377	10,000	5,000.00	50.00%	Includes 1995-96 administrative distribution.
Copier Income	9772	304	300,00	98.57%	
TOTAL ADMINISTRATIVE INCOM	E=	\$46,461	\$34,437.00	74.12%	

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

			PROPOSED	1996-97% OF	
EXPENSE	OBJECT	1995-96	1996-97	1995-96	
DESCRIPTION	CODE	YEAR END	BUDGET	YEAR END	COMMENTS & EXPLANATIONS
Maint. Mgr.	1028	\$3,376	\$2,500.00	74.05%	Planned Projects Include:
Extra Hire	1073	4,408	4,500.00	102.09%	Major regrading of all drainage swales
FICA	1404	596	535.50	89.92%	2. Reconstruction and improvement of Ahab to
Work Compensation, Insurance.	1701	124	394.10	319.11%	
Insurance	2059	227	500.00	220.43%	3. Reconstruction and improvement of Seacape to
Repairs	2077	4,583	2,500.00	54.56%	lower Starbuck pedestrian easement.
Gen. Maint.	2078	955	2,500.00	261.78%	4. General road and easement maintenance.
ABCC Administrative fees	2117	5,055	3,000.00	59.35%	
Trave!	2479	122	200.00	163.93%	
G&A Share	2720	0	TBD	N.A.	,
Road Const.	2741	5,419	2,000.00	36.91%	
TOTAL EASEMENT EXPENSE	S=	\$24,863	\$18,629.60	74,93%	

ROADS & EASEMENTS INCOME

	_		PROPOSED	1996-97% OF
INCOME	OBJECT	1995- 9 6	1996-97	1995- 9 6
DESCRIPTION	CODE	YEAR END	BUDGET	YEAR END
Miscellaneous income	9772			

PROPOSED BUDGET FOR FISCAL YEAR 1996-97 FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT

WATER EXPENSES

	_		PROPOSED	1996-97% OF	
EXPENSE	OBJECT	1995-96	1996-97	1995-96	
DESCRIPTION	CODE	YEAR END	BUDGET	YEAR END	COMMENTS & EXPLANATIONS
Maint. Mgr. Wages	1028	\$10,726	\$11,000.00	102.56%	Includes increasing hourly wage rate by 3.7%
Extra Hire Wages	1073	492	600.00	121.95%	
FICA	1404	858	887.40	103.40%	
Benefits	1506	1,228	1,250.00	101.79%	
Work. Compensation Insurance	1701	421	653.08	155.00%	
Annual Fee	2058	1,000	500.00	50.00%	
Gen. Insurance	2058	996	1,200.00	120.46%	
Repairs	2077	288	750,00	260.45%	
Bldg, Repair	2096	0	0.00	N.A.	
Tests & chemicals	2115	1,343	1,500.00	111.72%	
ABCC Administrative & clerical fees	2117	19,848	22,200.00	111.85%	
Misc., Exp.,	2121	862	1,000.00	116.05%	
Refunds	2122	704	1,000.00	142.10%	
Postage	2130	357	400.00	112.13%	
Office supplies	2133	690	500.00	72.47%	
Contract Repairs	2325	2,779	3,000.00	107.94%	
Travel	2479	950	1,100.00	115.79%	
Telephone	2534	403	450.00	111.73%	
Electricity	2535	6,481	6,700.00	103.38%	
G&A Share	2720	0		N.A.	
Equipment	4093	377	500.00	132.48%	Increases travel allowance from \$75 to \$80 monthly
Water Meters	4160	755	500.00	66.24%	Meter replacements needed.
Water Supply Study	4162	1,493	20 year plan	0.00%	All capital improvements are to be done under
System Improvements	4169	14,350	20 year plan	0.00%	the Twenty Year Plan funding.
System Upgrades	4197	0	20 year pian	N.A.	
TOTAL WATER EXPENSES	=	\$67,400	\$55,690.48	82.63%	

WATER INCOME

	_		PROPOSED	1996-97% OF	
INCOME	OBJECT	1995-9 6	1996-97	1995-96	
DESCRIPTION	CODE	YEAR END	BUDGET	YEAR END	COMMENTS & EXPLANATIONS
Service Billing	9025	\$55,238	\$56,000.00	101.38%	No increase in water rates.
Late penalties & interest billed	9772	1,001	1,000.00	99.91%	
Receipts Collected	9025	60,536	56,000.00	92.51%	
Accounts Receivable	9025	7,017	7,000.00		
Security Deposits billed and collected	9025SD	1,000	1,000.00	100.00%	
Miscellaneous water income	9772	66	0.00	0.00%	
TOTAL WATER INCOME :		\$61,602	\$56,000.00	90.91%	

FIRE EXPENSES

	_		PROPOSED	1996-97% OF	
EXPENSE	OBJECT	1995-96	1996-97	1995-96	
DESCRIPTION	CODE	YEAR END	BUDGET	YEAR END	COMMENTS & EXPLANATIONS
Work. Compensation Insurance	1701	\$2,977	\$2,587.00	86.89%	
Gen. & Vehicle Insurance	2058	5,640	5,700.00	101.07%	
ABCC Administrative fees	2117	2,700	2,700.00	100.00%	
G&A Share	2720	0		N.A.	
Fire Station Fund	4048	0		N.A.	New donations expected to increase this fund.
W. Marin G. Exp.	4827	9,405	, 8,500.00	90.38%	
TOTAL FIRE EXPENSES	=	\$20,722	\$19,487.00	94.04%	

FIRE INCOME

	_		PROPOSED	1996-97% OF
MINCOME .	OBJECT	1995-96	1996-97	1995-96
DESCRIPTION	CODE	YEAR END	BUDGET	YEAR END
W. Marin Grant	9377	\$8,547	\$8,500.00	99.45%
MBVFA & Marin Co. donations	9763	5,505	20,932.00	381.17%
TOTAL FIRE INCOME =		\$14,052	\$29,482.00	209.81%

PROPOSED BUDGET FOR FISCAL YEAR 1996-97 FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT

_RECREATIONAL EXPENSES

	_		PROPOSED	1996-97% OF	
EXPENSE	OBJECT	1995-96	1 996 -97	1995-96	
DESCRIPTION	CODE	YEAR END	BUDGET	YEAR END	COMMENTS & EXPLANATIONS
Maint. Mgr. Wages	1028	\$547	\$750.00	137.17%	
Janitorial Wages	1073	1,500	1,820.00	121.33%	
FICA	1404	225	239.45	106.22%	
Work. Compensation Insurance	1701	279	1,979.67	710.40%	
Basketball	2041BA	0	0.00	N.A.	
Bistro	2041BI	419	2,760.00	658.70%	Includes funding for Bistro labor
Community Dinners	2041CD	664	700.00	105.40%	Four community dinners planned
Children's Programs	2041CP	102	115.00	112.41%	
Labor Day BBQ	2041LD	0	1,000.00	N.A.	
Tai Chi	2041TC	432	1,080.00	250,00%	Based on instructor's % of Tai Chi income.
insurance	2059	997	1,200.00	120.30%	
Repairs	2077	301	1,500.00	497.78%	
Bidg, Maintenance	2096	798	1,500.00	188.07%	
Ground Maintenance	2097	502	560.00	111.56%	Ground maintenance labor
ABCC Administrative fees	2117	3,281	3,500.00	106.66%	
Publications	2119	11	250.00	2202.64%	
Misc. Expenses	2121	19	150.00	780.08%	
Deposit Refunds	2122	3,291	3,500.00	106.35%	
Postage & Off. Sup.	2133	30	100.00	328.52%	
Refuse Removal	2259	388	410.00	105.62%	
Building Supplies	2366	225	300.00	133.11%	
Pay Telephone	2534	513	528.00	102.85%	
Electricity for Community Center	2535	1,072	1,100.00	102.59%	
G&A Share	2720	_0	0.00	N.A.	
CDBG Improvements	4045	0	12,500.00	N.A.	CDBG exterior deck replacement and enlargment.
Bldg. improvements	4048	122	1,500.00	1228.50%	Closing in ladies room storage area, plus more storage
Equip. & Furnishings	4093	321	600.00		Includes 20 new chairs.
Playground Imp.	4243	0	0.00	N.A.	
TOTAL RECREATION EXPENSES		\$16,043	\$39,642.12	247.10%	

RECREATIONAL INCOME

			PROPOSED	1996-97% OF	
INCOME	OBJECT	1 995-96	1996-97	1995-96	
DESCRIPTION	CODE	YEAR END	BUDGET	YEAR END	COMMENTS & EXPLANATIONS
Children's Programs	9248	\$0	\$125.00	N.A.	
Community Center. Rental	9255	3,688	4,000.00	108.47%	
Refundable Deposits	9255RD	3,236	3,500.00	108.14%	
Bistro	9811BI	1,988	2,000.00	100.59%	
Community Dinners	9811CD	771	1,200.00	155.58%	Based on 4 community dinners
Children's programs	9811CP	205	125.00	60.98%	
Labor Day BBQ	9811LD	0	1,500.00	N.A.	
Tal Chi	9811TC	722	1,620.00	224.38%	
Res. Handbooks	9834	33	120,00	363.64%	Income from sales and advertizing.
Community Development Block Grant	9900	0	12,500.00	N.A.	Includes \$2,500 donation from quilters.
TOTAL RECREATION INCOME =		\$10.644	\$26,690.00	250,76%	

OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGULAR MEETING HELD ON WEDNESDAY, JUNE 26, 1996

Directors present: President Erin Pinto; Directors: Deborah Kamradt, Nancy Wolf Lee, Peter

Rudnick and Steve Shaffer.

I. Call to order. President Pinto called the meeting to order at 7:12 P.M.

- II. Review and consideration of the June 26, 1996 Agenda: There was a brief discussion of the Agenda and Director Shaffer then *moved* to approve the Agenda as submitted; seconded by Director Lee: ayes all.
- III. Review and consideration of bills to be paid: There was a brief discussion, and it was noted that the bill from Western Water Products was listed under Recreation and should be listed under Water. Director Shaffer *moved* to approve the Bills to be Paid with the correction of the Western Water allocation, including general expenses of \$11,793.11 and Harris Fund expenses of \$400.00 for a total of \$12,193.11; seconded by Director Kamradt; ayes all.
- IV. Public open time: There were no specific requests from the audience. Director Kamradt offered complimentary remarks on the quality of the Beachcomber and the Board joined in complimenting the volunteer Beachcomber staff for their efforts.
- V. Fire Department: Chief Moore reported that the volunteers had promptly responded to a chimney fire in the Purcell residence, to satisfactorily extinguish the fire avoiding extensive damage to the residence and the danger of the fire spreading to other areas. He also noted that they had responded to a false alarm at Slide Ranch, earlier today.

He reported that the County has agreed to pay the District's worker's compensation bill, submitted by the General Manager, and that the County Fire Chief concurrs with the request to have the County cover the volunteers under the County policy, as was done in the past. The reimbursement check should be issued in the near future and transfer of the insurance coverage will be requested in their budget development process.

President Pinto requested that the fire activity report be submitted more frequently; such as at least each quarter. The Chief acknowledged the request, indicating that it is sometimes difficult for the volunteers to find time to type the reports.

VI. Emergency/disaster Committee: Ellen Mettler reported that she had attended a disaster informational meeting at Bolinas and was very impressed by the speaker from the County. She would like to invite the speaker to make a presentation to Muir Beach residents, in conjunction with one of the community dinners.

- VII. **F.E.M.A.:**The GM reported that we have received an invoice from F.E.M.A. in the amount of \$2,635.67, which is substantially less than the original \$18,125. He recommends paying this bill, subject to the approval from legal counsel that this will close the matter and possibly open the door for future funding for the District. Following a brief discussion, Director Shaffer **moved** to approve payment of the \$2,635.67, subject to legal counsel's approval; seconded by Director Kamradt; ayes all.
- VIII. ABC Consultants Contract for Services: The GM noted that this contract expires at the end of the month. A new contract has been submitted for the 1996-97 fiscal year, requesting an increase of \$400 (for the year) to cover increased storage of District records and other minor cost increases. Following some discussion, Director Shaffer *moved* to approve the contract submitted for fiscal 1996-97, and the fee of \$38,400; seconded by Director Rudnick; ayes all.
- IX. Roads & Easements: The GM reported that considerable work had been completed on the pedestrian easement from Sunset Way to Cove Lane, adjacent to the Burn-Calander property. However, he noted that the easement improvements still do not conform to accepted standards and he is concerned about the safety of opening this easement. The general consensus is that the easement is much better than its condition prior to the improvements and repairs. For the time being, no additional work will be done on this easement and the success of the improvements will be monitored for use.
- X. Recreation: Director Kamradt reported that she has met with the ad hoc recreation committee and that there are several concerns including:
 - A. Special event insurance. The cost of this insurance is considered excessive and possibly prohibitive for local residents. The current minimum cost is \$60 per day for attendance of less than 100, and if alcoholic beverages are available an additional \$50 fee is required. The feeling is that while this may be okay for the larger events, it is excessive for small limited professional seminars, children's birthday parties, etc.

It was suggested that it might be possible for the District to obtain special coverage under its policy for these events, on an annual fee basis, or that the District should pay half of the fee for local residents. The GM was instructed to investigate this possibility; however, he noted that paying half the fee for local residents would most likely be considered a gift of public funds and illegal. Director Kamradt indicated that she had checked with some other districts and found our insurance cost to be competitive with their costs. There was a general indication that the District must be protected from liability as required by our current underwriters.

B. Bistro: Director Kamradt explained that the committee expressed a strong desire to have the Bistro funded to provide a paid attendant. Currently, Judith Yamamoto coordinates and serves the Bistro on a volunteer basis. In the past, the Bistro had a paid attendant. The GM explained that funding an attendant for the Bistro would probably cost the District \$800 to \$1,000 more than the annual Bistro income, depending on the hourly cost of the attendant. This was followed by a general discussion, but no final decision was reached. Further consideration will be given in formation of the next year's budget.

C. Fund raising events: Director Kamradt reviewed various suggestions for improving our primary annual events and increasing the funds raised by District events. She has been in contact with officials from Marin City and they are trying to find a new location for their swap meet. It was suggested that we might make the land available via the use of the picnic grounds and share in their profitable venture. This was followed by a general discussion and it was suggested that Director Kamradt consult with Glenn Oclassen. Glenn is very experienced with these events and has previously suggested that the District could raise considerable funds by having an annual swap meet.

Water Twenty Year Plan: The GM explained that the planned public hearing had been canceled as the wording and final details for the proposed funding measure had not been finalized. Of primary concern is the water committee's recommendation that all assessable lots be included, verses an exemption for contiguous parcels under common ownership. A lengthy discussion followed, with the feeling that free speculation on property values should be avoided but that properties that might never be developed should not be penalized. The GM was instructed to investigate various methods for mitigating this conflict. It was decided to have a special meeting on Sunday, June 30, 1996 to review the results of the GM's findings and to decide on the proper funding methodology.

- XI. Review of the draft minutes for the May 29, 1996 meeting. There was a brief review of these minutes, and Director Lee *moved* to approve the minutes as submitted; seconded by Director Shaffer; ayes all.
- XII. The next Board meeting date: Following a brief discussion during which Director Lee confirmed her last meeting announcement that she is moving and the June 30, 1996 meeting will be the last meeting she will be able to attend. Director Shaffer indicated that he will be unable to attend the July meeting, due to his travels, and requested that the August meeting be confirmed for the 3rd Wednesday, August 21, 1996. It was decided to hold the July meeting on Wednesday, July 31, 1996 and schedule the August meeting for Wednesday, August 21, 1996.

The meeting was adjourned at 22:22 P.M.

These minutes were approved Directors,	by the	Muir	Beach	Community	Services	District	Board	of
during their meeting on								
Erin Pinto, Board President			Don	ovan Macfai	rlane, Sec	retary		

OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS SPECIAL MEETING HELD ON SUNDAY, JUNE 30, 1996

Directors present: President Erin Pinto; Directors: Deborah Kamradt, Nancy Wolf Lee, and Steve

Shaffer. Director Rudnick was absent.

I. Call to order. President Pinto called the meeting to order at 7:20 P.M.

- II. Review and consideration of the June 30, 1996 Agenda: There was a brief discussion of the Agenda and Director Shaffer then *moved* to approve the Agenda as submitted; seconded by Director Lee: ayes all.
- III. Public open time: There were no guests or residents in the audience.
- IV. Water Twenty Year Plan: The GM explained that he had contacted several water districts to see how they handle special assessments and contiguous assessable parcels. While there are variables in methodology, each district tends to assure that all properties are equally assessed. The methods include assessing a capital improvements fee for newly annexed areas, increased meter installation charges for previously exempt or deferred lots, etc. Contact with the California Public Utilities Board indicated that there is no law limiting the charge for a new meter fee, and that it is generally accepted that these fees are intended to place all consumers on an equal basis for capital costs.

The GM then said that he had confirmed that the District could assess by various methods including parcels served by water meters, lot areas (and the District could calculate the areas), assessor's parcel number including exemptions for contiguous parcels, etc. This was followed by a lengthy discussion, with the consensus being that funding for the Twenty Year Plan should be derived from two methods including a monthly surcharge to actual water consumers and a special assessment tax to property owners. The special assessment tax should conform to the wording used in the 1991 special assessment tax, with the fees modified as necessary. It was finally agreed that a public hearing should be scheduled for Wednesday, August 21, 1996 at 7 PM, following the regular meeting scheduled for 6 PM on that date.

Director Shaffer *moved* that the wording for the special assessment to be considered during the public hearing should be as follows:

Shall the Board of Directors of the Muir Beach Community Services District impose a special assessment tax annually for a period of four (4) years, to be approved by a two thirds majority of the District's voters during a lawfull election, in amounts not to exceed those specified below, which shall be confirmed to be within the appropriations limit of the District. Proceeds from the special assessment tax shall be limited for use as funding of the water capital improvements outlined in the District's Twenty Year Plan for Water Capital Improvements.

- 1. \$1,750 per parcel for commercially zoned and improved property;
- 2. \$150 per separate habitable structure (as determined by units listed in the Marin County Assessment roll) on parcels containing residential property;
- 3. \$500 per parcel for multi-family zoned and improved property;
- 4. \$150 per parcel on all other parcels. For the purpose of this tax, all contiguous parcels under common ownership shall be considered as a single parcel.

The above motion was seconded by Director Kamradt. Ayes include President Pinto, Directors Kamradt, Lee, and Shaffer. Director Rudnick was absent.

- V. Monthly surcharge: Following previous discussions to allocate the costs of capital improvements as fairly as possible, it was decided that a 17% surcharge should be applied to the monthly water billings for all meters in service. The final decision on implementation of this funding method will be determined after the public hearing.
- VI. New service meter installation fees. Director Shaffer *moved* to increase the fees for installing a new service water meter be increased from the current fee of \$5,000 to a fee of \$6,500 which shall be reviewed a least every four (4) years for possible increases to maintain parity with the value of water system capital improvements; seconded by Director Kamradt, ayes all except for Director Rudnick's absence.

Prior to adjourning the meeting, Director Kamradt wished to compliment Director Lee for her dedicated efforts during her tenure on the Board, and as an active member of the community. The other members of the Board joined in this compliment.

The meeting was adjourned at 20:30 P.M.

These minutes were Directors, during their meeti	* *	•		Community	Services	District	Board	of
Erin Pinto, Board President			Don	ovan Macfai	rlane, Sec	retary		





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 21 1996 AT 7:00 PM

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AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY, AUGUST 21, 1996 AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

DIRECTORS:

President Erin Pinto; Directors: Deborah Kamradt, Steve Shaffer, and Peter Rudnick.

There is one vacancy.

Call the meeting to order. 19.14I.

П. Review and consideration of the August 21, 1996 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".

Deb. Dilay item III until grelicants are present. Path All.

Board Vacancy: It is anticipated that volunteers to fill the vacant Board of Directors seat will be in attendance to state their qualifications and interest for the position. Following the interviews, the Board may go into a closed session for further consideration and selecting the new Board member. Following the closed session, the Board will return popen session and announce their decision.

Wayne lown o matterian.

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 July 31, 1996 meeting.

Del Any invoices over 1,000, Star al.

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 is not required to attend tonight's meeting and is not expected to be present during the meeting.
- VII. **Emergency/Disaster Committee:** No presentation is expected for this activity.

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

- 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.
 - Administrative activities: Monthly budget overview, F.E.M.A. action, and the 1996-97 fiscal A. year budget. Recommendations for new Trust Fund allocations and T-Bill purchases will be made for the Board's action. The Board will be requested to increase allocated expenditures for water repairs and maintenance, due to recent unanticipated costly repairs of main line leaks.
 - В. Water: The GM will review the water operations and other current water activities. The Board will be considering additional steps for implementation of the Twenty Year Plan and the scheduling of informational meetings and public hearing.
 - C. Roads and Easements: Review of current road and easement maintenance and repairs, and the 1996-97 planned pedestrian easement improvements.
 - D. **Recreation:** The GM will report on the general recreational activities.

Review of the draft minutes for the June 30, 1996 Board of Directors meeting. \mathbf{E} . Stove, Det

Review of the draft minutes for the July 31, 1996 Board of Directors meeting. F.

Review of the draft minutes for the july 31, 1350 bounds.

Stundents.

Next meeting date. The next regular meeting date is Wednesday, September 25, 1996 unless

Out 9th. G.

ADJOURNMENT OR CONTINUATION 20:20

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 07/24/96 THROUGH 08/17/96

ABC Consultants	ON CODE 92 2479	Travel 7/96, 198 miles @ \$0.31	С	61.3
ABC Consultants	2117	Administrative fee 8/96	č	800.0
Pacific Bell	2534	707-648-1305 through 7/20/96	В	17.1
		TOTAL G&A EXPENSES =		\$878.
ROADS & EASEMENT EXPENSES, DIV	ISION CODI	E 9237		
Goodman Building Supply	2077	Timbers for Sunset to Cove Lane Esmt. repairs	В	26.3
ABC Consultants	2117	Administrative fee 8/96	С	300.0
		TOTAL R&E EXPENSES =		\$326.3
WATER DIVISION EXPENSES, DIVISIO	N CODE 923	38		
Harvey Pearlman	1028	Maint. Mgr. wages through 7/25/96	С	\$712.1
Harvey Pearlman	1028	Maint. Mgr. wages through 8/08/96	С	843.9
Harvey Pearlman	1028	Maint, Mgr. vacation pay earned in 1995	C	506.2
Alberto Alacala	1073	Extra hire labor through 7/25/96	Ç	75.3
Harvey Pearlman	1404	Medical allowance 8/96	Ç	102.3
Tam Rentals	2077	Compactor rental	В	13.8
Carred Son Control	2115	Cnionie supplies	-	Ų.
ABC Consultants	2117	Administrative fee 8/96	С	800.0
ABC Consultants	2117	Clerical fees 8/96	С	850.0
Goodman building supply	2121	Misc. fittings, paint for fire hydrants, etc.	В	55.8
Forster Pump & Engineering	2325	Labor, material, & permit to cap abandoned well	В	1,370.7
Harvey Pearlman	2479	Travel allowance 8/96	С	80.0
Forster Pump & Engineering	4169	Labor & Materials for completion of new well TOTAL WATER EXPENSES =	В	4,547.6
RECREATION EXPENSES, DIVISION C ABC Consultants	2117	Administrative fee 8/96	С	225.0
Costco & Bells Market		Coffee & supplies for Bistro	P	71.3
Juana Gonzales	1073	Janitorial wages 7/25/96 & 8/08/96	С	\$129.1
Pacific Bell	2534	Community Center pay phone thorugh 7/19/96	В	\$42.9
Salvador Gonzales	1073	Ground maintenance through 8/08/96	С	86.1
USPO	2133	Postage stamps	Р	9.6
		TOTAL RECREATION EXPENSES =		\$564.2
FIRE DIVISION EXPENSES, DIVISION C		T	····· · · · · · · · · · · · · · · · ·	·
FIRE DIVISION EXPENSES, DIVISION O ABC Consultants	2117	Administrative fee 8/96	С	225.0
ABC Consultants		Administrative fee 8/96 TOTAL FIRE EXPENSES =	С	
ABC Consultants B = Paid thru 1 Nationwide Bank			С	
ABC Consultants			С	\$225.0 \$225.0 \$11,960.8

MUIR BEACH COMMUNITY SERVICES DISTRICT GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS FOR THE BOARD OF DIRECTORS MEETING ON AUGUST 21, 1996

- I. ADMINISTRATION: The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.
 - A. F.E.M.A.: Regrettably, the thought that the recent invoice for \$2,635.67 was an offer for settlement is incorrect. The County Counsel was informed that this invoice is in addition to the Department of Emergency Services (DES) contention that we are in default for the entire amount of the F.E.M.A. grant. I have informed the counsel that we continue to contest the DES finding and have instructed the counsel to continue opposing any collection action by DES. As of this date, no additional information is available.
 - **B.** Board vacancy: Gerry Pearlman has submitted his résumé and indicates that he cannot attend the August 21, 1996 meeting. However, he feels that the Directors already know his qualifications and an interview is not necessary.

My last conversation with Mr. Cowens indicated that he would attend the August 21, meeting providing he was not called out of town.

I have not talked with Ms Lake, but will try to contact her prior to the meeting to see if she is still interested in filling the vacancy.

While it is not considered a problem and has not been followed in the past, technically the Board needs to fill the vacant seat prior to the end of August. Further, in consideration of the anticipated important meetings and hearing concerning the Twenty Year Plan, it would be expedient to have the new Director as early as possible.

- C. Public hearing: The deadlines applicable to the Tuesday, March 4, 1997 general election are:
 - 1. 11/22/96 for preliminary notification and wording of the ballot measure submitted to County Clerk, if available.
 - 2. 12/06/96 resolutions of Consolidation and exact form of ballot measure must be submitted to the Board of Supervisors and the County Clerk.

There are subsequent deadlines for withdrawal of a measure, etc. but the above dates are the first priority. The public hearing should be scheduled, to permit adequate time to meet the 12/06/96 final deadline. I suggest the following schedule:

November 28 is Thanksgiving and the Board normally shifts the regular November meeting to the 1st Wednesday in December, which would be December 3, 1996. Scheduling the public hearing on Wednesday, November 20, 1996 will provide adequate time to meet the December 6 deadline and to have a continuation of the hearing if necessary.

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Based on the November 20 date, publication and mailing notices should be ready by October 30, 1996 which is one week after the scheduled regular October meeting on October 23, 1996. This will give the Board all of September and most of October to develop and present an informational program, if desired.

- D. Budget: With the exception of the year end carry over costs for completing the well, repairing the valve on Starbuck, and closing the abandoned well (required by law), the adopted budget is adequate for anticipated needs. However, the carry over costs combined with the subsequent main line repairs (see water report) will substantially exceed the provision of the budget. The final billing is not in for all of these items; however, the estimated combined total costs are approximately \$15,000, and it is suggested that the water department's budget for contract repairs (Code 2325) be increased from \$3,000 to \$12,000. In addition, it is suggested that general repairs (Code 2077) be increased from \$750 to \$2,500. The budget has no provision for the completion of the new well, as it was anticipated that this would be completed under the Twenty Year Plan funding. For the time being, it is suggested that the \$4,547 cost for this be temporarily allocated to the Harris Fund projects.
- II. RECREATION: Director Kamradt has informed me that the Arabic Dance group will be available to perform on Tuesday, October 8, 1996. The dinner and their entertainment is scheduled for that night and plans for the dinner and exciting evening are being arranged. As I am certain that this will be a sellout event, it is suggested that Directors desiring to attend, make early reservations.
- III. ROADS AND EASEMENTS: The schedule for easement improvements has not been finalized, but meetings and planning are scheduled to be completed prior to the end of the month.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

POSTER FOR 20 YR RIAN

MUIR BEACH COMMUNITY SERVICES DISTRICT WATER DEPARTMENT OPERATIONS REPORT JULY 25, 1996 THROUGH AUGUST 16, 1996

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.
- Weekly monitoring of distribution system chlorine levels to assure an adequate residual level to prevent bacterial growth. We experienced some problems with the Chlorine supply line and it was necessary to add chlorine directly to the upper tank when residuals were not measurable. Inspection of the line indicated a need for acid cleaning to remove a calcium deposit buildup.
- 3. Weekly flushing of the lower tank sand filter system, and cleaning of the lower system cartridge filters. All cartridge filters required replacement, and Harvey indicates that this replacement may become necessary on a monthly basis.
- 4. Monthly bacteriological samples included one sample each for the upper and lower systems. All tests were negative for coliform content.

TABULATION OF WATER PRODUCTION FACTORS: Note: Meters were read on 07/23/96. Production is based on the 30 day period between 06/23/96 and 07/23/96.

1.	Total volume of water produced	1,137,070	gallons
2.	Average daily production	37,902	gallons/day
3.	Maximum daily production. High weekend consumption required extended pumping hours to restore fire reserves	64,550	gallons
4.	Minimum daily production. Well flushing for 24 hours.	0	gallons
4.	Volume of water billed by customer meters, total	1,079,877	gallons
5.	Average daily customer water use, per customer	246	gallons/day
6.	Estimated maintenance and fire consumption.	20,000	gallons
7.	Unaccounted for water loss = 5.03 % of production.	57,193	gallons

MUIR BEACH COMMUNITY SERVICES DISTRICT WATER DEPARTMENT OPERATIONS REPORT JULY 25, 1996 THROUGH AUGUST 16, 1996

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.
- We are experiencing a buildup of iron precipitate which has appeared as cloudy water in various locations on Charlotte's Way and westerly Sunset Way. This has necessitated an effort to clear the sediment with more frequent and extended flushing. Regrettably, this is a two edged sword, for the flushing action itself causes the sediment to become colloidal during the operation. Temporarily, Harvey will be flushing the hydrants serving the affected areas, on a weekly basis.
- 3. This has been a difficult month, with two major leaks and one minor leak occurring. The first leak occurred in a service line saddle on the Starbuck main. Due to the depth of the main, it was necessary to call Forster Engineering for assistance, equipment and materials. The leak was satisfactorily repaired; however, during the repairs it was determined that iron precipitate deposits had almost clogged the valves which were replaced just two years ago.

At the same time as the above leak, a small pressure control line in the regulating station at the west end of Sunset Way developed a leak. This was repaired, and the old style flared fittings were replaced with compression fittings.

Subsequently, what was originally thought to be light seepage from a spring developed into a constant flow on the community center path. Excavation revealed that a combination of 4 inch 45 degree PVC angles had separated. These angles were placed to accommodate a severe gradient change and no thrust blocks were installed to support fluctuations in water flow (hammer). The angles were replaced, and thrust blocks were placed to provide support.

4. The electrical control valves in the upper tank are still not functioning properly and consistently. However, no further action is being considered as future renewal of the pump house and controls will provide a more reliable control system.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing for the 06/23/96 to 07/23/96 period was \$6,281.77. Accounts receivable just prior to the new billing were \$2728.71 Late penalties and interest assessed were \$101.47.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

FY IS 9.49% COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

			[MONTH OF JULY 1996			
	1996-97	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	07/31/96
DESCRIPTION	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Opening Balance at beginning of fiscal year	\$109,245	Balances on 07	//01/96 =	\$200.54	\$80,973.68	\$6,142.41	\$87,316,63
General and Admin. Income	34,437	343.85	1.00%	0.00	252.67	91.18	343.85
General & Admin. Expenses	19,375	0.00	0.00%	0.00	218.56	516.14	0.00
G&A Income - Expenses	\$15,062	\$343.95	2.28%	\$0.00	\$34.11	(\$424.96)	\$343.85
Water Income	56,000	5,760.91	10.29%	0.00	5,760.91	0.00	5,760.91
Water Expenses	55,690	4,569.35	8.20%	0.00	1,153.10	3,416.25	4,569.35
Water Income - Expenses	\$310	\$1,191.56	3.84969831	\$0.00	\$4,607.81	(\$3,416.25)	\$1,191.56
Recreational Income	26,690	761.80	2.85%	220.55	541.25	0.00	761.80
Recreational Expenses	39,642	905.36	2.28%	80.95	359.11	465.30	905.36
Recreational Income - Expenses	(\$12,952)	(\$143,56)	N.A.	\$139.60	\$182.14	(\$465.30)	(\$143.56)
Road & Easement Income	0	0.00	N.A.	0.00	0.00	0.00	0.00
Road & Easement Expenses	18,630	555.74	2.98%	0.00	305.74	250.00	5 55.74
R&E Income - Expenses	(\$18,630)	(\$555.74)	N.A.	\$0.00	(\$305.74)	(\$250.00)	(\$555.74)
Fire Income	29,482	6,069.61	20.59%	0.00	6,069.61	0.00	6,069.61
Fire Expenses	19,487	1,249.97	6.41%	0.00	1,024.97	225.00	1,249.97
Fire Income - Expenses	9,995	\$4,819.64	0.4822051	\$0.00	\$5,044.64	(\$225.00)	\$4,819.64
General Funds budgeted year-end balances =	\$103,030	Month end bala	nces =	\$340.14	\$90,536.64	\$1,360.90	\$92,972.38

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Total General Fund Income =
Total General Fund Expenses =
Canaral Fund Income - Evnances -

\$146,609	\$12,936.17	8.82%	\$220 .55	\$12,624.44	\$91.18	\$12,936.17
152,824	7,280.42	4.76%	80.95	3,061.48	4,872.69	7,280.42
(\$6,215)	\$5,655.75	N.A.	\$139.60	\$9,562.96	(\$4,781.51)	\$5,655.75

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	07/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Insurance	2059	\$600	\$0.00	0.00%				\$0.00
ABCC Administrative fees	2117	2,800	400.00	14.29%			400.00	400.00
G&A % (94-95 incl'ds 93-94 loss cry fwd.	2720	2,800	0.00	0.00%				0.00
Project Improvements	4169	16,286	0.00	0.00%				0.00
TOTAL HARRIS FUND EXPENSES =		\$22,296	\$400.00	1.79%	\$0.00	\$0.00	\$400.00	\$400.00

HARRIS FUND CAPITAL IMPROVEMENT INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST Bank	COUNTY FUND 428	07/31/96 TOTAL
Surcharge (1994-95 includes tax income	9031	\$540	\$45.00	8.33%		\$45.00		\$45.00
Interest	9377	1,482	292.17	19.71%			292.17	292.17
TOTAL HARRIS FUND INCOME =		\$2,022	\$337.17	16.67%	\$0.00	\$45.00	\$292.17	\$337.17

SUMMARY OF HARRIS FUND INCOME AND EXPENSES

						COUNTY	NET TOTAL
						FUND 429	FUND 429
Opening Harris Fund Balance	\$20,264	\$23,105.76	114.02%	Balances on	07/01/96	\$26,100.98	\$23,197.73
Harris Fund Income	2,022	337.17	16.67%	0.00	45.00	292.17	337.17
Harris Fund Expenses	22,286	400.00	1.79%	0.00	0.00	400.00	400.00
Harris Fund Income - Expenses	(0)	(62.83)	N.A.	0.00	45.00	(107.83)	(62.83)
Account balances at month's end =		\$23,042.93	N.A.	\$340.14	\$90,581.84	\$25,993.13	\$23,134.90

GROSS DISTRICT EQUITY AT CURRENT MONTH'S END =

\$118,275.81 Less Total Trust Funds of

\$3,200.00 Net Equity =

\$101,409.31

TRUST FUND RESERVES = Rental =

Rental = \$772.73

Water = \$3,200.00

\$3,200.00 Fire Station* = \$10,486.50

*Upon T-bill maturity 11/16/96

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 = \$2,658.23

NOTE:

FY IS 8.49% COMPLETE

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST Bank	COUNTY FUND 428	07/31/96 TOTAL
Conferences	2049	\$1,200	0.00	0.00%		\$2.69		\$0.00
Insurance	2059	1,400	0.00	0.00%				0.00
ABCC Administrative fees	2117	7,000	0.00	0.00%			425.00	0.00
Miscellaneous expenses	2121	150	0.00	0.00%				0.00
General Election Expense	2129	1,400	0.00	0.00%				0.00
Postage	2130	125	0.00	0.00%				0.00
Office Supplies	2133	300	0.00	0.00%				0.00
Copier Maintenance	2137	800	0.00	0.00%		24.65		0.00
County Fees	2352	1,000	0.00	0.00%	·			0.00
Mileage	2479	1,250	0.00	0.00%			91.14	0.00
Telephone	2534	1,250	0.00	0.00%		191.22		0.00
Legal fees & expenses	2713	3,500	0.00	0.00%				0,00
Building Improvements	4048	0	0.00	N.A.				0.00
TOTAL ADMINISTRATIVE EXPENSES =		\$19,375	\$0.00	0.00%	\$0.00	\$218.56	\$516.14	\$0.00

20% of general G&A Costs =

\$3,875

GENERAL & ADMINISTRATIVE INCOME

INCOME	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	07/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Property Tax Revenue	9001	\$27,650	91.18	0.33%			\$91.18	\$91.18
Interest Income	9203	1,487	237.67	15.98%		237.67		237.67
Inter Fund Transfers	9377	5,000	0.00	0.00%				0,00
Copier Income	9772	300	15.00	5.00%		15.00		15.00
TOTAL ADMINISTRATIVE INCOME =		\$34,437	\$343.85	1.00%	\$0.00	\$252.67	\$91.18	\$343.85

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 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	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST Bank	COUNTY FUND 428	07/31/96 TOTAL
Maint, Mgr.	1028		0.00	0.00%	- CAGII	DAIN	7 0140 420	\$0.00
Extra Hire	1073		0.00	0,00%				0.00
FICA	1404	536	0.00	0.00%				0.00
Work Compensation, Insurance.	1701	394	79.34	20.13%		79.34		79.34
Insurance	2059	500	0.00	0.00%				0.00
Repairs	2077	2,500	226.40	9.06%		226.40		226.40
Gen. Maint.	2078	2,500	0.00	0.00%				0.00
ABCC Administrative fees	2117	3,000	250.00	8.33%			250.00	250.00
Travel	2479	200	0.00	0.00%				0.00
G&A Share	2720		0.00	N.A.				0.00
Road Const.	2741	2,000	0.00	0.00%				0.00
TOTAL EASEMENT EXPENSES =		\$18,630	\$555.74	2.98%	\$0.00	\$305.74	\$250.00	\$555.74

ROADS & EASEMENTS INCOME

INCOME	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	07/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Miscellaneous income	9772	0		1				\$0.00

FY IS 8.49% COMPLETE

WATER EXPENSES

EXPENSE	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1\$T	COUNTY	07/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Maint. Mgr. Wages	1028	11,000	1,120.50	10.19%			\$1,120.50	\$1,120.50
Extra Hire Wages	1073	600	355.50	59.25%			355.50	355.50
FICA	1404	887	112.92	12.72%			112.92	112.92
Benefits	1506	1,250	102.33	8.19%			102,33	102.33
Work. Compensation Insurance	1701	653	173.74	26.60%		173.74		173.74
Annual Fee	2058	500	0.00	0.00%				0.00
Gen. Insurance	2059	1,200	0.00	0.00%				0.00
Repairs	2077	750	262.25	34.97%		262.25		262.25
Bldg. Repair	2096	0	0.00	N.A.				0.00
Tests & chemicals	2115	1,500	79.32	5.29%		79.32		79.32
ABCC Administrative & clerical fees	2117	22,200	1,650.00	7.43%			1,650.00	1,650.00
Misc., Exp.,	2121	1,000	152.99	15.30%		152.99		152.99
Refunds	2122	1,000	0.00	0.00%				0.00
Postage	2130	400	0.00	0.00%				0.00
Office supplies	2133	500	0.00	0.00%				0.00
Contract Repairs	2325	3,000	0.00	0.00%				0.00
Travel	2479	1,100	75.00	6.82%			75.00	75.00
Telephone	2534	450	33.85	7.52%		33.85		33.85
Electricity	2535	6,700	450.95	6.73%		450 .95		450.95
G&A Share	2720		0.00	N.A.				0.00
Equipment	4093	500	0.00	0.00%				0.00
Water Meters	4160	500	0.00	0.00%				0.00
TOTAL WATER EXPENSES :	=	\$55,690	\$4,569.35	8.20%	\$0.00	\$1,153.10	\$3,416.25	\$4,569.35

WATER INCOME

INCOME	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	07/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Service Billing	9025	\$56,000	6,281.77	11.22%		\$6,281.77		\$6,281.77
Late penalties & interest billed	9772	1,000	101.47	10.15%		101.47		101.47
Receipts Collected	9025	56,000	5,460.91	9.75%		5,460.91		5,460.91
Accounts Receivable	9025		888	30.95 ON CL	OSE OF 07/31/	/96 BUSINESS	DAY	
Security Deposits billed and collected	9025SD	1,000	300.00	30.00%		300.00		300.00
Miscellaneous water income	9772	0	0.00	N.A.				0.00
TOTAL WATER INCOME =		\$56,000	\$5,460.91	9.75%	\$0.00	\$5,760.91	\$0.00	\$5,760.91

NATES

- 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	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST Bank	COUNTY FUND 428	07/31/96 TOT A L
Work. Compensation Insurance	1701	\$2,587	643.41	24.87%		\$643.41		\$643.41
Gen. & Vehicle Insurance	2059	5,700	0.00	0.00%				0.00
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	8,500	381.56	4.49%		381.56		381.56
TOTAL FIRE EXPENSES	=	\$19,467	\$1,249.97	6.41%	\$0.00	\$1,024.97	\$225.00	\$1,249.97

FIRE INCOME

INCOME	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1\$T	COUNTY	07/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
W. Marin Grant	9377	\$8,500	0.00	0.00%				\$0.00
MBVFA & Marin County Donations	9 76 3	20,982	6,069.61	28.93%		6,069.61		6,069.61
TOTAL FIRE INCOME =		\$29,482	\$6,069.61	20.59%	\$0.00	\$6,069.61	\$0.00	\$8,069.61

FY IS 8.49% COMPLETE

RECREATIONAL EXPENSES

EXPENSE	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1 ST	COUNTY	07/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Maint. Mgr. Wages	1028	\$750	0.00	0.00%				\$0.00
Janitorial Wages	1073	1,820	120.00	6.59%			120.00	120.00
FICA	1404	239	15.30	6.39%			15.30	15.30
Work. Compensation Insurance	1701	1,980	44.83	2.26%		44.83		44.83
Basketball	2041BA	0	0.00	N.A.				0.00
Bistro	2041BI	2,760	71.35	2.59%	71.35			71.35
Community Dinners	2041CD	700	0.00	0.00%				0.00
Children's Programs	2041CP	115	0.00	0.00%				0.00
Labor Day BBQ	2041LD	1,000	0.00	0.00%				0.00
Tai Chi	2041TC	1,080	0.00	0.00%				0.00
Insurance	2059	1,200	0.00	0.00%				0.00
Repairs	2077	1,500	0.00	0.00%				0.00
Bldg. Maintenance	2096	1,500	0.00	0.00%				0.00
Ground Maintenance	2097	560	80.00	14.29%			80.00	80,00
ABCC Administrative fees	2117	3,500	250.00	7.14%			250.00	250.00
Publications	2119	250	0.00	0.00%				0.00
Misc. Expenses	2121	150	0.00	0.00%				0.00
Deposit Refunds	2122	3,500	150.00	4.29%		150.00		150.00
Postage & Off. Sup.	2133	100	9.60	9.60%	9.60			9.80
Refuse Removal	2259	410	100.20	24.44%		100.20		100.20
Building Supplies	2366	300	13.83	4.61%		13.83		13.83
Pay Telephone	2534	528	42.15	7.98%		42.15		42.15
Electricity for Community Center	2535	1,100	8.10	0.74%		8.10		8.10
G&A Share	2720		0.00	N.A.				0.00
CDBG improvements	4045	12,500	0.00	0.00%				0.00
Bldg. Improvements	4048	1,500	0.00	0.00%				0.00
Equip. & Furnishings	4093	600	0.00	0.00%				0.00
Playground Imp.	4243	0	0.00	N.A.				0.00
TOTAL RECREATION EXPENSES :		\$39,642	\$905.36	2.28%	\$80.95	\$359.11	\$465.30	\$905.36

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY Cash	1ST Bank	COUNTY FUND 428	07/31/96 TOTAL
Children's Programs	9248	125	0.00	0.00%				\$0.00
Community Center, Rental	9255	4,000	190.00	4.75%		190.00		190.00
Refundable Deposits	9255RD	3,500	225.00	6.43%		225.00		225.00
Bistro	9811BI	2,000	190.05	9.50%	190.05			190.05
Community Dinners	9811CD	1,200	0.00	0.00%				0.00
Children's programs	9811CP	125	0.00	0.00%				0.00
Labor Day BBQ	9811LD	1,500	0.00	0.00%				0.00
Tai Chi	9811TC	1,620	153.75	9.49%	27.50	126.25		153.75
Res. Handbooks	9834	120	3.00	2.50%	3.00			3.00
Community Development Block Grant	9900	12,500	0.00	0.00%				0.00
TOTAL RECREATION INCOME =		\$26,690	\$761.80	2.85%	\$220 .55	\$541.25	\$0.00	\$761.80

OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS SPECIAL MEETING HELD ON SUNDAY, JUNE 30, 1996

Directors present: President Erin Pinto; Directors: Deborah Kamradt, Nancy Wolf Lee, and Steve

Shaffer. Director Rudnick was absent.

I. Call to order. President Pinto called the meeting to order at 7:20 P.M.

- II. Review and consideration of the June 30, 1996 Agenda: There was a brief discussion of the Agenda and Director Shaffer then *moved* to approve the Agenda as submitted; seconded by Director Lee: ayes all.
- III. Public open time: There were no guests or residents in the audience.
- IV. Water Twenty Year Plan: The GM explained that he had contacted several water districts to see how they handle special assessments and contiguous assessable parcels. While there are variables in methodology, each district tends to assure that all properties are equally assessed. The methods include assessing a capital improvements fee for newly annexed areas, increased meter installation charges for previously exempt or deferred lots, etc. Contact with the California Public Utilities Board indicated that there is no law limiting the charge for a new meter fee, and that it is generally accepted that these fees are intended to place all consumers on an equal basis for capital costs.

The GM then said that he had confirmed that the District could assess by various methods including parcels served by water meters, lot areas (and the District could calculate the areas), assessor's parcel number including exemptions for contiguous parcels, etc. This was followed by a lengthy discussion, with the consensus being that funding for the Twenty Year Plan should be derived from two methods including a monthly surcharge to actual water consumers and a special assessment tax to property owners. The special assessment tax should conform to the wording used in the 1991 special assessment tax, with the fees modified as necessary. It was finally agreed that a public hearing should be scheduled for Wednesday, August 21, 1996 at 7 PM, following the regular meeting scheduled for 6 PM on that date.

Director Shaffer *moved* that the wording for the special assessment to be considered during the public hearing should be as follows:

Shall the Board of Directors of the Muir Beach Community Services District impose a special assessment tax annually for a period of four (4) years, to be approved by a two thirds majority of the District's voters during a lawfull election, in amounts not to exceed those specified below, which shall be confirmed to be within the appropriations limit of the District. Proceeds from the special assessment tax shall be limited for use as funding of the water capital improvements outlined in the District's Twenty Year Plan for Water Capital Improvements.

- 1. \$1,750 per parcel for commercially zoned and improved property;
- 2. \$150 per separate habitable structure (as determined by units listed in the Marin County Assessment roll) on parcels containing residential property;
- 3. \$500 per parcel for multi-family zoned and improved property;
- 4. \$150 per parcel on all other parcels. For the purpose of this tax, all contiguous parcels under common ownership shall be considered as a single parcel.

The above motion was seconded by Director Kamradt. Ayes include President Pinto, Directors Kamradt, Lee, and Shaffer. Director Rudnick was absent.

- V. Monthly surcharge: Following previous discussions to allocate the costs of capital improvements as fairly as possible, it was decided that a 17% surcharge should be applied to the monthly water billings for all meters in service. The final decision on implementation of this funding method will be determined after the public hearing.
- VI. New service meter installation fees. Director Shaffer moved to increase the fees for installing a new service water meter be increased from the current fee of \$5,000 to a fee of \$6,500 which shall be reviewed a least every four (4) years for possible increases to maintain parity with the value of water system capital improvements; seconded by Director Kamradt, ayes all except for Director Rudnick's absence.

Prior to adjourning the meeting, Director Kamradt wished to compliment Director Lee for her dedicated efforts during her tenure on the Board, and as an active member of the community. The other members of the Board joined in this compliment.

The meeting was adjourned at 20:30 P.M.

These minutes were approved	by the	Muir	Beach	Community	Services	District	Board	ot
Directors, during their meeting on								
, 6								
Erin Pinto, Board President			Don	ovan Macfar	lane, Sec	retary		

OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS SPECIAL MEETING HELD ON WEDNESDAY, JULY 31, 1996

Directors present: President Erin Pinto; Directors: Deborah Kamradt, and Peter Rudnick. Director

Shaffer was absent and there is one vacancy.

I. Call to order. President Pinto called the meeting to order at 7:22 P.M.

- II. Review and consideration of the July 31, 1996 Agenda: There was a brief discussion of the Agenda and Director Kamradt moved to approve the Agenda as submitted; seconded by Director Rudnick: ayes all.
- III. Bills to be paid: There was a brief discussion of the Bills to be Paid report and it was noted that the headline date requires correction to indicate the dates 6/20/96 through 7/24/96. Director Rudnick *moved* to correct the dates and approve the bills to be paid in the amount of \$440.00 in Harris Fund expenditures and \$6,711.82 in general fund expenditures, for a total of \$7,151.82; seconded by Director Kamradt; ayes all.
- IV. Public open time: Wayne and Pamela Cowens (23 Starbuck Drive) were present and explained that after careful consideration, Mr. Cowens was volunteering to fill the Board vacancy. The GM explained that Alexandra Lake (5 Starbuck Drive) and Gerry Pearlman (15 Sunset Way) have also submitted their names to the GM as candidates for the Board. The GM explained that Mr. Pearlman had called him today to indicate that he could not attend tonight's meeting; however, Ms Lake had indicated she would be in attendance. Further, a copy of tonight's Board packet had been delivered to each candidate's mail box.

Mr. Cowens then offered his qualifications to the Board, indicating that he had previously served as a director for a condominium complex in addition to his education and business experience. This was followed by a two way discussion with general questions and answers between the board members and Mr. Cowens.

The Board acknowledged Mr. Cowens' qualifications and their appreciation for his interest. The GM explained that it is the normal procedure for the Board to consider the final selection from the various applicants in a closed meeting, followed by announcing their decision in the public meeting. As Mr. and Mrs. Cowens had another meeting to attend, they departed the meeting after being thanked again for their community interest and spirit.

Subsequently the Board members discussed the vacancy and their desire to have the full Board participate in the selection of the candidate to be appointed to the vacant Board seat. Due to the absence of one Board member and the other interested candidates, the general feeling was that the most fair action would be to postpone their decision until the next Board meeting when all four members will be present. The GM was requested to contact Mr. Cowens and again offer their appreciation while explaining their need to delay the decision.

- V. Fire Department and Emergency/disaster Committee: The GM explained that there was no new information from the Fire Department or Emergency/Disaster Committee and that he had informed the Fire Chief and Ellen Mettler that their attendance was not required.
- VI. Proposed Budget for Fiscal 1996-97: The GM reviewed the proposed budget, explaining that the frequent travel of Director Shaffer and the GM's heavy schedule had severely handicapped the formation of a budget committee. He explained that he had discussed the District's needs with various concerned community members, including the preferences of the ad hoc recreation committee, and the operational needs for the water and easement maintenance with the maintenance manager. The proposed budget includes the primary input of these consultations, and provides for the District needs including scheduled improvements as indicated on the proposed budget form. The budget also provides for a small wage and travel allowance increase for Harvey Pearlman.

This was followed by a general discussion, and there was some desire to postpone adoption of the budget until the next Board meeting. However, the GM indicated that the District is required to adopt a new budget prior to August 15, 1996 and explained that the Board can revise the budget at a later date, if deemed necessary. Following this, Director Kamradt moved to adopt the budget as submitted; seconded by Director Rudnick; ayes all.

VII. Water: The GM explained that the registrar of Voters had contacted him to confirm that there will be a regular scheduled election in March 1997. The timing for being included in this election is early December, allowing the Board to schedule a public hearing prior to submitting the ballot wording to the registrar. Also, the registrar questioned the validity of a ballot measure that is submitted prior to the holding of a public hearing which would be the case for the scheduled August 21, 1996 public hearing. The GM also indicated that the there has not been adequate information submitted to the public in order to have a meaningful meeting in August.

Following a general discussion, Director Kamradt *moved* to cancel the public hearing on August 21, 1996 and schedule the regular Board meeting to begin at 7:00 p.m.; seconded by Director Rudnick; ayes all.

- VIII. Roads and Easements: There was brief discussion of the pedestrian easement improvements adjacent to the Burn-Calander property, with President Pinto indicating that while the improvements had made the easement more accessible, she felt there was a need for further work. The GM concurred and indicated that he would schedule the additional work along with the other planned pedestrian easement improvements.
- IX. Recreation: The GM asked Director Kamradt if any progress was being made on plans for a swap meet on Labor Day. Director Kamradt explained that the recreation committee had decided to withdraw their support for a swap meet, based on objections from the Fire Department and the Department's fear that it would jeopardize their annual BBQ. The Department's representative had indicated that the State was not in favor of substantial big event use of their land area for such purposes. The GM indicated some surprise, as his previous conversations with the State Park authorities had indicated their desire to have greater use of the land so they could gain more income to support their needs.

- X. District Budget Report: Due to the pressing time and Director Rudnick's need to leave no later than 10 p.m., the GM quickly reviewed the budget report and indicated that the District ended the fiscal year with more equity than forecast by the budget. Other items of budget discussion were deferred to the next Board meeting.
- XI. Review of the draft minutes for the June 26, 1996 Board meeting. There was a brief discussion of the minutes and Director Rudnick *moved* to approve the minutes as submitted, seconded by Director Kamradt; ayes all.
- XII. Review of the draft minutes for the June 30, 1996 meeting. Consideration of these minutes was deferred to the next Board meeting as Director Rudnick was not present during the subject meeting and would abstain from voting, leaving an inadequate number of directors to approve the minutes.

The meeting was adjourned at 10:01 P.M.

These minutes were approved Directors, during their meeting on	•		Community	Services	District	Board	of
Erin Pinto, Board President		Don	ovan Macfar	lane. Sec	retary		

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TABLE OF CONTENTS FOR THE

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MUIR BEACH COMMUNITY SERVICES DISTRICT **REGULAR BOARD OF DIRECTORS' MEETING ON** WEDNESDAY, OCTOBER 9, 1996 AT 7:00 PM

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AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY, OCTOBER 9, 1996 AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

DIRECTORS: President Erin Pinto; Directors: Deborah Kamradt, Steve Shaffer, and Peter Rudnick. There is one vacancy.

- I. Call the meeting to order. President Pinto will call the meeting to order and then turn the meeting over to incoming President Rudnick. 19:12
- II. Review and consideration of the October 9, 1996 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". More 12/11 following the Board Vacancy: It is anticipated that volunteers to fill the vacant Board of Directors seat will be in attendance
- Board Vacancy: It is anticipated that volunteers to fill the vacant Board of Directors seat will be in attendance to state their qualifications and interest for the position. Following the interviews, the Board may go into a closed session for further consideration and selecting the new Board member. Following the closed session, the Board will return of open session and announce their decision.
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 Bills to be paid. The Board will consider for payment approval, all bills received and requesting payment
- 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 August 21, 1996 meeting.
- V. PUBLIC OPEN TIME: California State Law prohibits Board action on any item, within its jurisdiction, that has not been listed on the lawfully posted Agenda unless: 1) upon a determination by a majority of the Board that an emergency situation exists; 2) upon a determination by a two-thirds majority of the Board (or by no less than three members, if less than the entire Board is present) that the need to take action arose subsequent to the Agenda being posted; or 3) the item was posted for a prior Board meeting, occurring not more than five (5) days prior to the date action is taken on the item, and at the subject prior meeting, the item was continued to the meeting at which action is being taken. Other items will generally be received as information, or referred to staff for further consideration prior to the next scheduled meeting of the board. As a matter of procedure, the Board may limit individual presentations to no more than five minutes. Individual presentations should involve non-repetitive items, and non-repetitive supporting information.

PUBLIC INPUT

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

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

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

- VI. Fire Department: The Fire Chief is not required to attend tonight's meeting and is not expected to be present during the meeting. The GM will report on the department's administrative activities.
- VII. Emergency/Disaster Committee: No presentation is expected for this activity.

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: Monthly budget overview, F.E.M.A. action, and the 1996-97 fiscal year budget.
 - B. Water: The GM will review the water operations and other current water activities. The Board will be considering additional steps for implementation of the Twenty Year Plan and the scheduling of informational meetings and public hearing.
 - C. Roads and Easements: Review of current road and easement maintenance and repairs, and the 1996-97 planned pedestrian easement improvements. Resident correspondence concerning easements will also be considered by the Board.
 - **D.** Recreation: The GM will report on the general recreational activities.
 - E. Review of the draft minutes for the August 21, 1996 Board of Directors meeting.

F. Next meeting date. The next regular meeting date is Wednesday, October 30, 1996 as scheduled by the Board during their August 21, 1996 meeting.

ADJOURNMENT OR CONTINUATION

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 08/18/96 THROUGH 09/18/96

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUN
ADMINISTRATION EXPENSES, DIVISION (ABC Consultants	2117	Administrative fee 9/96	СТ	\$800.00
Office Max	2137	toner for copy machine	В	64.33
ABC Consultants	2479	Travel 8/01/96 through 8/31/96	c	53.94
Pacific Bell	2534	415-388-7804 through 8/11/96	В	21.64
Pacific Bell	2534	707-648-1305 through 8/20/96	В	17.49
AT&T	2534	Toll calls 415- 388-7804 & 707-648-1305, 8/96 TOTAL G&A EXPENSES =	В	9.39
DOADS & FASSMENT EVDENSES DIVISION	0N 00DE			\$966.79
ROADS & EASEMENT EXPENSES, DIVISION ABC Consultants	2117	Administrative fee 9/96	С	\$300.00
	<u> </u>	TOTAL R&E EXPENSES =	<u> </u>	\$300.0
WATER DIVISION EXPENSES, DIVISION C Harvey Pearlman	ODE 923		С	\$610.00
Harvey Pearlman Harvey Pearlman	1404	Maintenance mgr. wages 8/25 to 9/7/96 Medical benefits 9/96	C	\$610.38 102.33
Harvey Peanman Forster Pump & Engineering	2077	45 El's for leak repair on Seacape @ Com. Ctr.	<u>₩</u>	66.3
Fam Rentals	2077	Portable compactor for Starbuck/Seacape repairs	В	70.0
Paradise Pool Service	2115	Chlorine supplies 8/16/96	В	28.9
Pace Supply	4160	6 Service Water meters	В	276.6
Pacific Bell	2534	Relay phone through 7/7/96	В	33.5
Marin County Health Laboratory	2115	Water tests in July & August 1996	В	60.0
ABC Consultants	2117	Administrative fee 9/96	c l	800.0
ABC Consultants	2117	Clerical fees 9/96	Č	850.0
Calif. Rural Water Association	2121	Annual membership	В	175.0
Costco	2121	Weed control roundup	Р	68.6
Goodman Building Supply	2121	Misc. fittings, flaring tool, tube cutter, for repairs	В	63.2
Jackson's	2121	Replacement blades & shovel for repairs	В	45.0
US Post Office	2130	Postage stamps & mailings	Р	5 7.6 0
Forster Pump & Engineering	2325	Repair valve & replace fire hydrant on Starbuck	В	3,774.5
Harvey Pearlman	2479	Travel alowance for September 1996	С	80.08
RECREATION EXPENSES, DIVISION COD	E 0230	TOTAL WATER EXPENSES =		\$7,162.33
Juan Gonzales	1073	Janitorial wages through 8/25/96 -9/07/96	СТ	\$64.59
Nancy Knox	2041	Bistro pastires	P	14.00
Bell's Market	2041	Bistro cream, newspapers, etc.	P	4.73
Costco	2041	Napkins for Bistro	P	10.49
Salvador Gonzales	2097	Ground maintenance wages through 9/07/96	c	86.1
Overseas Development Network	2122	Rental deposit refund	В	75.0
ABC Consultants	2117	Administrative fee 9/96	c	225.0
		TOTAL RECREATION EXPENSES =		\$479.9
FIRE DIVISION EXPENSES, DIVISION COL		ADMINISTED NOS		# 005.0
ABC CONSULTANTS LN Curtis & Sons	2117 4827	ADMIN FEES, 9/95 Hood, suspenders, gloves	В	\$225.00 139.2
Williams Communications Co.	4827	Monitor II Batteries	В	220.5
	4027	TOTAL FIRE EXPENSES =		\$584.7°
B = Pald thru 1st Nationwide Bank		TOTAL OF 111 WWW.1686		
C = Paid through Marin County depository P = Paid through Petty Cash fund	<i>'</i>	TOTAL OF ALL EXPENSES =		\$9,493.78
The above bills were approved for payment i	oy the Mui	r Beach Community Services District Board of Direct	ors. on	
MUIR BEACH COMMUNITY SERVICES DIS	•		-	

MUIR BEACH COMMUNITY SERVICES DISTRICT GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS FOR THE BOARD OF DIRECTORS MEETING ON OCTOBER 9, 1996

- I. ADMINISTRATION: The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.
 - A. F.E.M.A.: We have received additional correspondence and repeat billing for the \$18,125 plus the \$2,635.67, totaling \$20,760.67. The billings seem to be for two separate projects/grants which is different from my understanding of the history. If any board member can offer clarification it may assist the attorney in trying to obtain a reasonable solution.
 - B. Budget: The District's net equity has declined \$8,432 since the beginning of the new fiscal year as we await the first allocation of tax revenues, which will not occur until December 1996. The District remains in sound fiscal condition, but we can project that the equity will decline by another \$10,000 through the end of November, providing no sizeable unanticipated expenses occur and income is within the budget projection parameters.
- II. Fire: We have received a letter from the Marin County Fire Department informing us that they are now carrying our volunteers on the County Worker's Compensation insurance policy. They have authorized the Department to have fourteen (14) volunteers, and Chief Moore is negotiating to have additional positions authorized.
- III. Water: In addition to the water operations report, President Pinto and I have met to discuss arrangements for another meeting with the National and State Park Services to discuss their protests to the District's water rights and supply. A meeting has not been formally scheduled, but is anticipated in the near future.

We have also discussed the need for public informational meetings and the informational literature to be published prior to the public hearing scheduled for November 20, 1996.

- IV. RECREATION: As of the current date, there are a few open places for the October 8, 1996 community dinner and entertainment. However, these few remaining seats are expected to be reserved by the time the meeting packet is posted. Everyone is looking forward to the event.
- V. ROADS AND EASEMENTS: We have received correspondence from resident Dave MacKenzie (copies attached to Board member packets). A copy of my reply letter to Mr. MacKenzie is also attached to the Board members packets.

At this time, maintenance operations on the roads and easements are in the very beginning stages. Cleaning of the drainage culverts is in progress, as is inspection and possible additional cleaning of the primary drainage ditch paralleling Cove Lane. Regrading the drainage swales on the uphill side of Sunset Way and Pacific Way has been delayed, but hopefully will be completed during early October.

Proposals for the survey and marking of the easement boundaries for the Ahab to Sunset easement have been requested. If the proposals fall within the budgeted amounts, there survey will be authorized and followed by the easement improvements scheduled in the budget. This work is comparable to the scheduled work on the Seacape entrance to the Seacape/Starbuck park entrance and the two budgets projects will be coordinated with the available labor supply.

Harvey has been instructed to complete the paving repairs on Starbuck roadway opened for water line repairs, and on the areas along Sunset and Pacific ways where the roadways were excavated to improve drainage and subsoil conditions.

MUIR BEACH COMMUNITY SERVICES DISTRICT WATER DEPARTMENT OPERATIONS REPORT AUGUST 17, 1996 THROUGH SEPTEMBER 20, 1996

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. We continued to have fluctuations in the chlorine residuals, necessitating direct addition of chlorine into the storage tanks. Corrective actions to abate this are discussed below under support activities.
- 3. Due to an unusual number of cloudy water occurrences, in the lower distribution system, we instigated a special line hydrant flushing schedule to clear the buildup of loosely settled precipitate. The increased flushing seems to have been successful, as the number of complaints and the water clarity has returned to a satisfactory status. In addition, all cartridge filters required replacement and we have modified the procedure for back flushing the lower tank sand filter.
- 4. Monthly bacteriological samples included one sample each for the upper and lower systems. All tests were negative for coliform content.

TABULATION OF WATER PRODUCTION FACTORS: Note: Meters were read on 08/23/96.

Production is based on the 31 day period between 07/23/96 and 08/23/96.

1.	Total volume of water produced	1,263,045	gallons
2.	Average daily production	40,743	gallons/day
3.	Maximum daily production on Sunday, 8/04/96. Pumping hours extended to maintain fire reserves.	53,440	gallons
4.	Minimum daily production on Friday, 8/23/96	20,000	gallons
4.	Volume of water billed by customer meters, total	1,199,601	gallons
5.	Average daily customer water use, per customer	265	gallons/day
6.	Estimated maintenance and fire consumption.	35,000	gallons
7 .	Unaccounted for water loss = 2.25 % of production.	28,444	gallons

MUIR BEACH COMMUNITY SERVICES DISTRICT WATER DEPARTMENT OPERATIONS REPORT AUGUST 17, 1996 THROUGH SEPTEMBER 20, 1996

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.
- 2. Previous efforts to clear the chlorine supply line were insufficient and the line eventually becoming totally blocked. This as the initial cause of the fulctuating chlorine residual levels.

The blocked chlorine supply line resulted in a severe pressure increase and caused a failure in the chlorine pump casing. It was necessary to replace the pump with the backup unit. In addition, it was also necessary to replace the entire chlorine supply line, from the pump house to the well. In the process of replacement, we eliminated all unnecessary directional changes (elbows) and used 45 degree elbows when possible. As a final measure, we will install a flushing system which will permit regular scheduled line flushing to eliminate future calcification buildup.

2. In general, this has been a quite month. Replacement of the chlorine pump and chlorine supply line cabined with the increased flushing activities were abnormal. However, there were no major breaks requiring the assistance of non district labor.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing for the 07/23/96 to 08/23/96 period was \$7,020.70 (our largest billing). Accounts receivable just prior to the new billing were \$2,472.11 (down from previous levels. Late penalties and interest assessed were \$90.69.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

Water muling

FY IS 16.99% COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

			[MONTH OF	AUGUST 1996	
	1996-97	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	08/31/96
DESCRIPTION	BUDGET	TOTALS	_BUDGET	CASH	BANK	FUND 428	TOTAL
Opening Balance at beginning of fiscal year	\$109,245	Balances on 08	/01/96 =	\$340.14	\$90,581.64	10	\$90,921.78
General and Admin. Income	34,437	4,546.21	13.20%	(300.00)	502.36	4,000.00	4,202.36
General & Admin. Expenses	19,375	1,613.21	8.33%	0.00	17.15	861.36	878.51
G&A Income - Expenses	\$15,062	\$2,933.00	N.A.	(\$300.00)	\$485.21	\$3,138.64	\$3,323.85
Water income	56,000	12,290.75	21.95%	77.00	6,452.84	0.00	6,529.84
Water Expenses	66,440	17,706.48	26.65%	126.22	8,410.05	4,600.85	13,137.12
Water Income - Expenses	(\$10,440)	(\$5,415.73)	N.A.	(\$49.22)	(\$1,957.21)	(\$4,600.85)	(\$6,607.28)
Recreational income	26,690	999.70	3.75%	125.40	112.50	0.00	237.90
Recreational Expenses	39,642	1,694.60	4.27%	29.22	169.01	591.01	789.24
Recreational Income - Expenses	(\$12,952)	(\$694.90)	N.A.	\$96.18	(\$56.51)	(\$591.01)	(\$551.34)
Road & Easement Income	0	0.00	N.A.	0.00	0.00	0.00	0.00
Road & Easement Expenses	18,630	882.11	4.73%	0.00	26.37	300.00	326.37
R&E income - Expenses	(\$18,630)	(\$882.11)	N.A.	\$0.00	(\$26.37)	(\$300.00)	(\$326.37)
Fire Income	29,482	6,069.61	20.59%	0.00	0.00	0.00	0.00
Fire Expenses	19,487	1,474.97	7.57%	0.00	0.00	225.00	225.00
Fire income - Expenses	9,995	\$4,594.64	N.A.	\$0.00	\$0.00	(\$225.00)	(\$225.00)
General Funds budgeted year-end balances =	\$92,280	Month end bala	nces =	\$87.10	\$89,026.76	(1217.52)	\$86,535.64

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Total General Fund income =
Total General Fund Expenses =
Assessed Frond Incomes Francisco

\$146,609	\$23,906.27	16.31%	(\$97.60)	\$7,067.70	\$4,000.00	\$10,970.10
163,574	23,371.37	14.29%	155.44	6,622.58	6,578.22	15,356.24
(\$16,965)	\$534.90	N.A.	(\$253.04)	(\$1,554.88)	(\$2,578.22)	(\$4,386.14)

_HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST Bank	COUNTY FUND 428	08/31/96 TOTAL
Insurance	2059	\$600	\$0.00	0.00%				\$0.00
ABCC Administrative fees	2117	2,800	400.00	14.29%				0.00
G&A % (94-95 incl'ds 93-94 loss cry fwd	2720	2,600	0.00	0.00%				0.00
Project improvements	4169	16,286	0.00	0.00%				0.00
TOTAL HARRIS FUND EXPENSES =		\$22,286	\$400.00	1.79%	\$0,00	\$0,00	\$0.00	\$0.00

HARRIS FUND CAPITAL IMPROVEMENT INCOME

INCOME	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	08/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Surcharge (1994-95 includes tax income	9031	\$540	\$45.00	8.33%				\$0.00
Interest & Intra Fund transfers	9377	1,482	(3,707.83)	-250.16%			(4,000.00)	(4,000.00)
TOTAL HARRIS FUND INCOME =		\$2,022	(\$3,662.83)	-181.13%	\$0.00	\$0.00	(\$4,000.00)	(\$4,000.00)

SUMMARY OF HARRIS FUND INCOME AND EXPENSES

						COUNTY	NET TOTAL
						FUND 429	FUND 429
Opening Harris Fund Balance	\$20,264	\$23,105.76	114.02%	Balances on	08/01/96	\$25,993.13	\$23,134.90
Harris Fund Income	2,022	(3,662.83)	-181.13%	0.00	0.00	(4,000.00)	Intra fund chg
Harris Fund Expenses	22,286	400.00	1.79%	0.00	0.00	0.00	0.00
Harris Fund Income - Expenses	(0)	(4,062.83)	N.A.	0.00	0.00	(4,000.00)	Intra fund chg
Account balances at month's end =		\$19,042.93	N.A.	\$87.10	\$89,026.76	\$21,993.13	\$23,134.90

GROSS DISTRICT EQUITY AT CURRENT MONTH'S END =

\$108,528.77 Less Total Trust Funds of

\$14,464.23 Net Equity = \$94

\$94,064.54

TRUST FUND RESERVES = Rental = NOTE:

= \$697.73

Water = \$3,300.00

Fire Station* = \$10,466.50 *Upon T-bill maturity 11/16/96

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 st 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 = (\$1,141.77)

FY IS 16.99% COMPLETE

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST Bank	COUNTY FUND 428	08/31/96 TOTAL
Conferences	2049	\$1,200	2.69	0.22%				\$0.00
Insurance	2059	1,400	0.00	0.00%				0.00
ABCC Administrative fees	2117	7,000	1,225.00	17.50%			00.008	800.00
Miscellaneous expenses	2121	150	0.00	0.00%				0.00
General Election Expense	2129	1,400	0.00	0.00%				0.00
Postage	2130	125	0.00	0.00%				0.00
Office Supplies	2133	300	0.00	0.00%				0.00
Copier Maintenance	2137	800	24.65	3.08%				0.00
County Fees	2352	1,000	0.00	0.00%				0.00
Mileage	2479	1,250	152.50	12,20%			61.36	61.36
Telephone	2534	1,250	208.37	16.67%		17.15		17.15
Legal fees & expenses	2713	3,500	0.00	0.00%				0.00
Building Improvements	4048	0	0.00	N.A.				0.00
TOTAL ADMINISTRATIVE EXPENSES	=	\$19,375	\$1,613.21	8.33%	\$0.00	\$17.15	\$861.36	\$878.51

20% of general G&A Costs =

\$3,875

GENERAL & ADMINISTRATIVE INCOME

INCOME	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	08/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Property Tax Revenue	9001	\$27,650	91.18	0.33%				\$0.00
Interest Income	9203	1,487	416.03	27.98%		178.36		178.36
Inter Fund Transfers	9377	5,000	4,000.00	80.00%	(300.00)	300.00	4,000.00	4,000.00
Copier Income	9772	300	39.00	13.00%		24.00		24.00
TOTAL ADMINISTRATIVE INCO	ME =	\$34,437	\$4,546.21	13.20%	(\$300.00)	\$502.36	\$4,000.00	\$4,202.36

SPECIAL NOTE:

n 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	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	08/31/96 TOTAL
Maint, Mgr.	1028	\$2,500	0.00	0.00%				\$0.00
Extra Hire	1073	4,500	0.00	0.00%				0,00
FICA	1404	536	0.00	0.00%				0.00
Work Compensation, Insurance.	1701	394	79.34	20.13%				0.00
Insurance	2059	500	0.00	0.00%				0.00
Repairs	2077	2,500	252.77	10.11%		26.37		26.37
Gen. Maint.	2078	2,500	0.00	0.00%				0.00
ABCC Administrative fees	2117	3,000	550.00	18.33%			300.00	300,00
Travel	2479	200	0.00	0.00%				0.00
G&A Share	2720		0.00	N.A.				0,00
Road Const.	2741	2,000	0.00	0.00%	·	·		0.00
TOTAL EASEMENT EXPENSE	S=	\$18,630	\$882.11	4.73%	\$0.00	\$26.37	\$300.00	\$326.37

ROADS & EASEMENTS INCOME

INCOME	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	08/31/96	
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL	_
Miscellaneous income	9772	0						\$0.00	_

FY IS 16.99% COMPLETE

WATER EXPENSES

EXPENSE	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	08/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Maint, Mgr. Wages	1028	11,000	3,622.25	32.93%			\$2,501.75	\$2,501.75
Extra Hire Wages	1073	600	425.50	70.92%			70.00	70.00
FICA	1404	887	309.70	34.90%			196.77	196.77
Benefits	1506	1,250	204.66	16.37%	!		102.33	102.33
Work. Compensation Insurance	1701	653	173.74	26.60%				0.00
Annual Fee	2058	500	0.00	0.00%				0.00
Gen. Insurance	2059	1,200	0.00	0.00%				0.00
Repairs	2077	2,500	276.13	11.05%		13.88		13,88
Bldg. Repair	2096	0	0.00	N.A.				0.00
Tests & chemicals	2115	1,500	87.90	5.86%		8.58		8.58
ABCC Administrative & clerical fees	2117	22,200	3,300.00	14.86%	:		1,650.00	1,650.00
Miscellaneous Expenses	2121	1,000	473.27	47.33%	68.62	251.66		320.28
Refunds	2122	1,000	0.00	0.00%				0.00
Pcetage	2130	400	57.60	14.40%	57.60			57.60
Office supplies	2133	500	0.00	0.00%				0.00
Contract Repairs	2325	12,000	7,401.77	61.68%		7,401.77		7,401.77
Travel	2479	1,100	155.00	14.09%			80.00	80.00
Telephone	2534	450	67.44	14.99%		33.59		33.59
Electricity	2535	6,700	874.84	13.06%		423.89		423.89
G&A Share	2720		0.00	N.A.				0.00
Equipment	4093	500	0.00	0.00%				0.00
Water Meters	4160	500	276.68	55.34%		276.68		276.68
TOTAL WATER EXPENSES :	=	\$66,440	\$17,706.48	26.65%	\$126.22	\$8,410.05	\$4,600.85	\$13,137.12

WATER INCOME

INCOME	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	08/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Service Billing	9025	\$56,000	10,597.96	18.92%		\$7,020.70	Ĭ	\$7,020.70
Late penalties & interest billed	9772	1,000	169.93	16.99%		90.69		90.69
Receipts Collected	9025	56,000	11,890.75	21.23%	77.00	6,352.84		6,429.84
Accounts Receivable	9025		\$9,	573.00 ON C	OSE OF 08/29	/96 BUSINES:	S DAY	
Security Deposits billed and collected	9025SD	1,000	400.00	40.00%		100,00		100.00
Miscellaneous water income	9772	0	0.00	N.A.				0.00
TOTAL WATER INCOME =		\$56,000	\$11,890.75	21.23%	\$77.00	\$6,452.84	\$0.00	\$6,529.84
NATEO								

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	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST Bank	COUNTY FUND 428	08/31/96 TOTAL
Work. Compensation Insurance	1701	\$2,587	643.41	24.87%				\$0.00
Gen. & Vehicle Insurance	2059	5,700	0.00	0.00%				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	8,500	331.56	4.49%				0.00
TOTAL FIRE EXPENSES =		\$19,487	\$1,474.97	7.57%	\$0.00	\$0.00	\$225.00	\$225.00

FIRE INCOME

INCOME	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	08/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
W. Marin Grant	9377	\$8,500	0.00	0.00%		Ť		\$0.00
MBVFA & Marin County Donations	9763	20,982	6,069.61	28.93%				0.00
TOTAL FIRE INCOME =		\$29,482	\$6,069.61	20.59%	\$0.00	\$0.00	\$0.00	\$0.00

FY IS 16.99% COMPLETE

RECREATIONAL EXPENSES

EXPENSE	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	08/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Maint, Mgr. Wages	1028	\$750	0.00	0.00%				\$0.00
Janitorial Wages	1073	1,820	300.00	16.48%			180.00	180.00
FICA	1404	239	41.31	17.25%			26.01	26.01
Work. Compensation Insurance	1701	1,980	44.83	2.26%	1			0.00
Basketball	2041 B A	0	0.00	N.A.				0,00
Bistro	2041BI	2,760	100,57	3.64%	29.22			29.22
Community Dinners	2041CD	700	0.00	0.00%				0.00
Children's Programs	2041CP	115	0.00	0.00%				0.00
Labor Day BBQ	2041LD	1,000	0.00	0.00%				0.00
Tai Chi	2041TC	1,080	0.00	0.00%				0.00
Insurance	2059	1,200	0.00	0.00%				0.00
Repairs	2077	1,500	0.00	0.00%				0.00
Bldg. Maintenance	2096	1,500	160.00	10.67%			160.00	160.00
Ground Maintenance	2097	5 6 0	80.00	14.29%				0.00
ABCC Administrative fees	2117	3,500	475.00	13.57%			225.00	225.00
Publications	2119	250	0.00	0.00%				0.00
Misc. Expenses	2121	150	0.00	0.00%				0.00
Deposit Refunds	2122	3,500	225.00	6.43%		75.00		75.00
Postage & Off. Sup.	2133	100	9.60	9.60%				0.00
Refuse Removal	2259	410	100,20	24.44%				0.00
Building Supplies	2366	300	13.83	4.61%				0.00
Pay Telephone	2534	528	128.06	24.25%		6 5.91		85.91
Electricity for Community Center	2535	1,100	16.20	1.47%		8.10		8.10
G&A Share	2720		0.00	N.A.			•	0.00
CDBG Improvements	4045	12,500	0.00	0.00%				0.00
Bldg. Improvements	4048	1,500	0.00	0.00%				0.00
Equip. & Furnishings	4093	600	0.00	0.00%				0.00
Playground imp.	4243	0	0.00	N.A.				0.00
TOTAL RECREATION EXPENSES		\$39,642	\$1,694.60	4.27%	\$29.22	\$169.01	\$591.01	\$789.24

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	08/31/96 TOTAL
Children's Programs	9248	125	0.00	0.00%				\$0.00
Community Center, Rental	9255	4,000	190,00	4.75%				0.00
Refundable Deposits	9255RD	3,500	225.00	6.43%				0.00
Bistro	9811BI	2,000	292.95	14.65%	102.90			102.90
Community Dinners	9811CD	1,200	0.00	0.00%				0.00
Children's programs	9811CP	125	0.00	0.00%				0.00
Labor Day BBQ	9811LD	1,500	0.00	0.00%				0.00
Tai Chi	9811TC	1,620	288.75	17.82%	22.50	112.50		135.00
Res. Handbooks	9834	120	3.00	2.50%				0.00
Community Development Block Grant	9900	12,500	0.00	0.00%				0.00
TOTAL RECREATION INCOME =		\$26,690	\$999.70	3.75%	\$125.40	\$112.50	\$0.00	\$237.90

OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS SPECIAL MEETING HELD ON WEDNESDAY, AUGUST 21, 1996

Directors present:

President Erin Pinto; Directors: Deborah Kamradt, Peter Rudnick and Steve Shaffer.

There is one vacancy.

I. Call to order. President Pinto called the meeting to order at 7:14 P.M.

- II. Review and consideration of the July 31, 1996 Agenda: There was a brief discussion of the Agenda and Director Kamradt *moved* to approve the Agenda with a revision to delay the consideration of the Board vacancy until the applicants are present; seconded by Director Rudnick: ayes all.
- III. Bills to be paid: There was a brief discussion of the Bills to be Paid report, with some concern over the large amount due Forster Pump and Engineering for their contract repair services. Director Kamradt then moved that all invoices over \$1,000 should be reviewed by the Board prior to there approval for payment; seconded by Director Shaffer; ayes all.

Director Kamradt then moved to approve the bills to be paid, as submitted in the amount of \$11,960.84 in general fund expenditures; seconded by Director Shaffer; ayes all.

- IV. Public open time: There were no requests for consideration by the public.
- V. Board vacancy: Candidate Wayne Cowens was in attendance. The GM noted that Candidate Gerry Pearlman had called to say he would not be able to attend tonight's meeting and he has not heard from candidate Alexandra Lake. He did notice Ms Lake that if she is interested in being appointed to the Board, she should attend tonight's meeting.

The Board then thanked Mr. Cowens for his continued interest and attendance, followed by brief interactive conversation concerning the District's needs and Board membership. The Board indicated that in fairness, they should delay their decision until the October September meeting, so as to give the absent candidates and other recently indicated interested persons an opportunity to be interviewed. They thanked Mr. Cowens again for his effort, interest and patience prior to his departure for other commitments.

- VI. Fire Department and Emergency/disaster Committee: The GM explained that there was no new information from the Fire Department or Emergency/Disaster Committee and that he had informed the Fire Chief and Ellen Mettler that their attendance was not required.
- VII. General Manager's report: The general manager reported on the following items:
 - A. F.E.M.A. The County Attorney notified F.E.M.A. that the District would approved payment of the invoice for \$2,635.67, contingent upon receiving a satisfactory closing of the account and release from further obligation. F.E.M.A. replied that this invoice is in addition to the \$18,100 they have invoiced the District. At this point, the attorney has no further specific recommendation and is continuing to review the matter in hope that a more satisfactory solution can be reached.
 - **B.** Public Hearing: The GM reviewed the legal time requirements for having a District special vote included in the March election and made suggestions for scheduling the proposed public hearing. Following some discussion, it was finally decided to schedule the public hearing on November

20, 1996 between the hours of 6 and 8 pm, followed by the regular Board meeting so the Board can deliberate the public input and make a final decision on the wording for the special election ballot. The November 20th date will permit the scheduling of another Board meeting on November 27, if deemed necessary.

After additional discussion and review of the various directors schedules, it was decided to reschedule the regular September meeting date to October 9, 1996 and to set the regular October meeting for October 30, 1996. This schedule should permit various Board members to participate in proposed informational meetings to be conducted prior to the public hearing.

- C. Budget: The GM noted that the costs for water repairs and completion of the new well tie-in were in excess of the adopted budget provisions. He recommended that the budget be revised to increase funds under Water Operations for General Repairs (Code 2077) from \$750 to \$2,500 and funds under Contract Repairs (Code 2325) from \$3,000 to \$12,000. He said that this would decrease the anticipated year-end budget reserve, but that it would not endanger the financial soundness of the District. Following a general discussion of the budget needs Director Shaffer moved to revise the budget allowances to allocate \$2,500 and \$12,000 to Water Operations codes 2077 and 2325 respectively as recommended; seconded by Director Kamradt; ayes all.
- **D.** Recreation: Director Kamradt reported to the Board that the scheduled entertainment and dinner for Tuesday, October 8, 1996 is progressing well. We have volunteers to prepare the dinner and the Arabic dance group is looking forward to giving their performance.
- E. Roads and Easements: The GM noted that he has a tentative meeting scheduled with the grader operator to review regrading the drainage swales on Sunset and Pacific Ways. Until this meeting is completed, no work is scheduled except minor cleanup and clearing of the drainage culverts prior to the rain season.
- VIII. Review of the draft minutes for the June 30, 1996 board meeting: There was a brief discussion of these minutes and Director Shaffer *moved* to approve the minutes as submitted; seconded by Director Kamradt; ayes Kamradt, Pinto & Shaffer. Director Rudnick abstained as he was absent from the subject meeting.
- IX. Review of the draft minutes for the July 31, 1996 board meeting: There was a brief discussion of these minutes and Director Kamradt *moved* to approve the minutes as submitted; seconded by Director Rudnick; ayes Kamradt, Pinto & Rudnick. Director Shaffer abstained as he was absent from the subject meeting.

The meeting was adjourned at 8:20 P.M.

· ·	uir Beach Community Services District Board of Directors, during
their meeting on	
Erin Pinto, Board President	Donovan Macfarlane, Secretary

DONOVAN REYNOLDS Muir Beach Community Services District

8-8-96

Dear Donovan,

This letter is to confirm a few things we discussed on the telephone. First is the matter of the standing water in the ditch opposite my house at 15 Sunset and in front (or back) of the Anderstatter house. I believe the problem could easily be remedied by asking Caltrans to connect up their culvert which now empties onto Sunset with culvert 100 feet or so further down Sunset which empties on Pacific. This culvert located on the Farkas property may well belong to Caltrans.

If Caltrans were willing to do that part of the job, and I dare say they are obligated to do so, it would be relatively easy to connect with their pipeline from a little further up Sunset. Here the water is coming apparently from an underground spring.

Please keep me informed of any progress in this matter and if there is anything further I can do to help.

The second matter is my application to fill the vacancy on the Board. I'm afraid I will not be available for the next regular meeting in which applications for the vacancy will be considered. The believe the majority of the Board are well acquainted with me. I am enclosing a resume for anyone's information and will be happy to talk to any Director who requires more information.

Last and least I miss the ping pong table and wonder if there are any plans afoot to replace it.

All the best, Dern Peulmen

PS: I am planning on throwing a party on Sept.1 at the barbeque area. I will be putting flyers in the mailboxes sometime next week and generally getting it together. Let me know if you have any suggestions.

David M. MacKenzie 28 Starbuck Drive Muir Beach, CA 94965 415-389-1558

16 September 1996

Muir Beach Community Services District Board of Directors

Dear Members of the Board:

This is a request to the Muir Beach CSD Board to formally identify and categorize all of the public CSD managed properties in the Muir Beach District for the purpose of providing public access to and public knowledge of these properties and a plan for development of or maintenance to these properties. Since it is the responsibility of the CSD to perform this management, I believe that there should be a formal plan for carrying out that management which is consistent with the needs of the Community. Some of the property, such as the Community Center area and the access from that area to Starbuck and up the ridge to Seacape, is generally known, but others are not, and yet are clearly identified on public documents, such as Marin County Assessor's maps. The sketches in the Muir Beach Telephone Directory appear to have some inaccuracies.

I recommend the following plan:

- 1. Develop an formal inventory of all of the CSD controlled property based upon assessor's maps and other formal and legal documents.
- 2. Develop a plan for each of the identified properties, both short and long term, based upon identified community needs and available resources.
- 3. Survey and visibly mark each property identified to the accuracy and extent necessary for any improvements or development which might be desired.
- 4. Perform the relevant activities based upon a prioritization of tasks. Ideally, no activities should be started before the first three steps have been taken.

For example, there are several such properties in which I personally have an interest.

- 1. The Starbuck-Seacape Ridge Park, which borders my property to the southwest. I am naturally interested in participating in any planning for changes, enhancements, or maintenance to this trail.
- 2. The Starbuck-Seacape Intersection to Muir Beach Overlook Park trail (Marin Country Assessor's Map 199-26). This Community Park trail is overgrown, but can provide a safer route for Starbuck and Seacape residents to the overlook than is available by walking along Seacape Drive and Muir Beach Overlook Drive. The latter route is of safety concern due to heavy automobile traffic, especially on weekends, and especially when walking with small children or pets. I believe a minimal improvement of the Seacape-Starbuck to Overlook path would greatly solve this safety problem.
- 3. The Ahab to Sunset connector trail provides the major access route for upper Muir Beach residents to Little Beach. Presently this trail is in rough shape and quite slippery for the less sure-footed. Some improvements should be made here for safety reasons. I am not sure if this is private or public property.

David M. MacKenzie 28 Starbuck Drive Muir Beach, CA 94965 415-389-1558

- 4. An right-angled equestrian and pedestrian trail connector exists from the Starbuck (lower) water tank property to the Seacape-Shoreline intersection (Marin Country Assessor's Map 199-20). This should at least be cleared for hiking access. At this time it is impassable.
- 5. Due to safety issues of bicycling on Shoreline drive from upper Muir Beach to the beach itself, I would like to see at least a simple cleared ramp (dirt slope) installed adjacent to the upper beach to lower beach connector trails. Ideally, these would be rideable, but the slope normally would make this prohibitive. At least a bicycle could be rolled along in parallel with any installed steps. This is particularly difficult now with the existing Sunset-Pacific Way trail below the Community Center, which is all steps and no parallel path.
- 6. I know there are many other park spaces and easements in the Community. In some cases, property owners may or may not be aware of the exact locations of this land and may have informally "acquired" this space. These property owners should be made aware that the land is public and that any improvements they have made could be altered or removed by the CSD. There is no need to do any alterations unless the overall plan suggests that this would be in the best interests of the Community, or unless another property owner has a valid complaint about this "encroachment."
- 7. Plans for the Community properties should be consistent with long-term plans for the surrounding GGNRA lands, Green Gulch, and other properties. For example, the Big Lagoon Restoration Plan will probably develop new trails for hiking, equestrian, and biking which will interface directly with Muir Beach. It is in the Community's interest to develop plans so that users of the adjacent Federal Lands will traverse the Muir Beach Community in the most desirable manner. This pedestrian, equestrian, and bicycle traffic will surely increase in the future.

Thank you for your consideration of these recommendations. If the Board should so desire, I would be happy to assist in implementing any of these activities.

Sincerely,

Dave MacKenzie

Zandt M. Mar Kenn

Gerald N. Pearlman

Box 296 Star Route Muir Beach, CA 94956 (415) 383-5997

LEGAL WORK, PUBLIC POLICY EXPERIENCE

Public Advocates, Inc., Latino Coalition for a Healthy California

Analyzed public policy based on Latino concerns over President's health care reform legislation, The Health Security Act.

San Francisco City Attorney's Office, Government Section

Researched and wrote memoranda on workers' comensation and employee benefit claims.

California Public Utilities Commission, Legal Division

Drafted answers to administrative appeals and wrote memoranda of points and authorities on cable and transportation issues.

Marin Community Foundation, Law Library, New College

Assisted in preparation of consultant report evaluating three main providers of legal services to poor in Marin County.

Law Clerk, Law Office of John Burris

Drafted pleadings; researched sexual harassment and police brutality issues.

Law Clerk, Law Office of Mark Goldowitz

Responsible for state and federal non-profit incorporation of the First Amendment Project.

Public Advocates, Inc., Robert Gnaizda, Senior Attorney

Organized grassroots effort to enact a low cost no-fault auto insurance policy; researched and wrote memoranda for a more progressive state tax policy.

GOVERNMENT EXPERIENCE

Administrator, Muir Beach Community Services District

Responsible for seeking state and county funding; helped formulate board policy and long range plans; hired and supervised temporary employees and outside contractors; developed annual budget

Chairman, California Public Broadcasting Commission

Directed lobbying effort in legislative and executive branches; developed state policy on telecommunications; enacted minority training program.

EXECUTIVE EXPERIENCE

Project Director, California Council of Humanities & Public Policy

Planned and organized conference on "Telecommunications in the Public Interest."

Project Director, U.S. Dept. of Energy

Developed and implemented proposal on economic feasibility of a wind energy conversion system for Muir Beach Community Services District; directed research; collected and analyzed data.

Executive Director, Marin Community Video

Developed funding proposals to government, corporations, and foundations for first public access cable televison programming in California; trained and supervised staff and volunteers of diverse backgrounds; produced video coumentaries for cable.

PRIVATE SECTOR EXPERIENCE

Registered Representative, National Assn. of Security Dealers

Represented three socially responsible investment funds.

COMMUNITY ACTIVITIES

American Jewish World Service

West Coast coordinator; organized events and facilitated screening and selection process for Jewish Volunteer Corps.

Producer/Director, Russian-American Jazz Concert

Negotiated contract, obtained visas, raised funds to bring Soviet Jazz musicians to perform with Afro-American artists in concert at at the Palace of Fine Arts and Stanford University.

Muir Beach, San Juan del Sur Sister City Project

Raised funds and organized support for preschool project and to extend municipal water system to barrio outside city.

EDUCATION

- New College of California, J.D. Degre (1993)
 Kramer Foundation Award (1992, 1993)
- University of California, Berkeley, M.A., Political Science
- Brandeis University, B.A., History
- State College at Boston, Teaching Certificate

LANGUAGE SKILLS

Conversant in Spanish; knowledge of French, German and Hebrew

MUIR BEACH COMMUNITY SERVICES DISTRICT

19 SEACAPE DRIVE, STAR BOX 221

MUIR BEACH, CA 94965

TELEPHONE (415) 388-7804 FAX (707) 648-7220

October 1, 1996

David M. MacKenzie 28 Starbuck Drive Muir Beach, Ca 94965

Dear Dave:

Thank you for your interest in the District's roads and easements. Your letter has been forwarded to the Board of Directors for their consideration during the Wednesday, October 9, 1996 meeting. It is hoped that you will have time to attend the meeting. In the meantime, you may find the following information of interest.

- 1. The District has a general roads and easements policy and plan that has been in effect since late 1980. That plan was updated in 1984. The budget for 1996-97 includes basic funding for an update study, along the lines of the water "Twenty Year Plan", to be completed and considered by the Board. When the draft of that plan is completed, a committee will be formed to consider the plans recommendations and implementation.
- 2. The easements illustrated as pedestrian easements, in the District telephone directory, are those easements designated for regular maintenance. You are correct in stating that other easements exist. However, maintenance of the other easements for pedestrian use, was not considered prudent for various economic and community preferences.
- 3. Desired capital improvements for the pedestrian easements have been delayed due to the cost of having the easement boudaries properly surveyed and marked. During recent maiantenance operations, we have discovered that some of the earlier improvements and paths are improperly located.

This was evidenced in clearing the predominate original trail in the park easement on which your property is located. Subsequently, that area has been surveyed and the boundaries properly marked, with the fire trail located and cleared in the general center of the Park. An exception to this central location is in the northern area, as the park turns toward its termination at the Seacape/Starbuck intersection. This leg of the trail was temporarily shifted to the South half of the park area right of way, to give adequate time for relocation of established landscape improvements that were overlapping the parkland, or alternatively to permit time to conclude private property negotiations that might result in an equitable land exchange.

4. The major delay in completing easement capital improvements is a general shortage of available funds. Each year, during the budget development process, the priorities of roadway and easement maintenance are outlined, including staged capital improvements. The District has very limited funds available for these activities, and unanticipated emergency conditions frequently consume most of the funding. For instance, the 1995 storm caused embankment failure along Cove Lane and threatened to obstruct one of the District's primary drainage courses. Consturction of a protective bulkhead cost almost \$6,000 and consumed all of the allocated capital improvement funds, plus a part of the general maintenance funds.

This fund shortage is often misunderstood. However, when the voters elected to have the District overtake roads and easement maintenance in November, 1971 the favorable vote did not include a funding measure for the increased responsibilities and no adjustment was allocated in the District's tax revenue share..

Further, the actual wording of the voter's delegation is substantially incorrect, insufficient and subject to variable interpretation versus the voters intent. The actual wording on the ballot as approved sub parts (b) and © is as follows:

- (b) The opening, widening, extending, straightening, and surfacing, in whole or part of any street in such district, subject to the consent of the governing body of the county or city in which said improvements is to be made;
- © The construction and improvement of bridges, culverts, curbs, gutters, drains, and works incidental to the purposes specified in Paragraph (b) above, subject to the consent of the governing body of the county or city in which said improvement is to be made.

There is no mention of providing maintenance for these improvements and improvements such as those authorized are normally funded by assessment for costs to the benefitted property owners. Maintenance operations are normally funded from annual property taxes allocated to a road district or department of the governing body of the city or county.

Also, it should be noted that the County continued its authority and maintenance jurisdiction on all Seacape Subdivision roadways. The County had previously refused to maintain the Bello Subdivision roads due to their nonstandard right of way and substandard improvement. These are maintained by the MBCSD.

In fiscal 1995-96 the District received a total of \$33,974 from tax revenues, including a rebate of almost \$4,000 in ERISA refunds (a one time event) and approximately \$3,000 in delinquent tax collections. The actual current tax receipts were \$26,833. The gross expenditures for roads and easements during fiscal 1995-96 totaled \$24,883. The large expenditures, including the Cove Lane slide repair and winter storm damage repairs, were substantially funded from accumulated reserves rather than the current tax funds which are primarily consumed by liability insurance and general District expenses. The fiscal 1996-97 budget allocates road and easement expenditures totaling \$18,630 versus anticipated tax revenues of \$27,650.

- 6. The Seacape/Starbuck park extension to the Muir Beach Overlook was designated to become overgrown as a result of increased vandalism during the later 1980's. It is my understanding that at that time the Seacape area experienced an increase in burglaries and other problems following clearing of the easement. Subsequently, the easement was removed from the maintenance schedule and the consensus is that this was successful in mitigating the problem. As a comment, the District currently experiences moderate vandalism to the upper storage tank, which is felt to be exacerbated by its location adjacent to the overlook.
- 7. The Ahab to Sunset pedestrian easement is scheduled for improvement later this year. The cost of the location survey and topography is estimated to be approximately \$1,250 plus approximately \$5,500 in labor and materials for improvements. This will include the additional work needed to finish the Sunset to Cove Lane extension.
- 8. The County designated Equestrian/pedestrian trail from the lower tank to the Seacape/Shoreline roadway is a County planning recommendation and was not approved by the District. At the current time, improvement of this utility easement for the upgraded intent is beyond the financial ability of the District. The topography of this easement is severe and would require considerable improvement to provide for reasonable pedestrian access while meeting the safety requirements of our insurance and comply with the various applicable government codes.
- 9. Your suggestion of a simple cleared ramp adjacent to the pedestrian easements, so bicycles could be rolled parallel to the stairways by users, regrettably results in creating a drainage path that becomes severally eroded during the rain season. We currently spend considerable effort in abating the natural water flow tendency to follow the stairways. Too frequently, the concentrated water flow down a step slope causes drainage problems for properties adjacent to or opposite the easements.

The problems of bicycle safety along Shoreline Highway has been discussed with CalTrans. However, their problem is one of many miles over the entire length of Highway One. There is some thought that provision of a bike path would eventually result in increased improper vehicle use, speed and accident frequency. The frequent illegal vehicle passing in front of the Pelican Inn area is a good example of how good intent is spoiled by improper use.

- 10. The "Roads and Easements Policies and Procedures Manual" update will include the reminding of all property owners adjacent to easements, that they are liable for the removal of any improvements they install that interfere with proper District use.
- 11. Efforts are constantly made to be certain that the needs of the Muir Beach Community are properly considered in the formation of the long term plans by the various surrounding property owners and agencies. The desires of the Muir Beach residents to preserve their community and individual privacy are often in conflict with the

agencies serving the entire populace. As it now stands, the District frequently experiences expensive repairs as a result of the increasing transient use of District facilities. Most of the weekend parking problems are caused by the illegal parking of non resident vehicles. As you indicate, these problems will increase. Efforts to abate these problems are continually pursued.

Thank you for your community spirit and the sincere efforts displayed by your recent communication. Hopefully, you will find the time in the future to participate in the activities of the ad hoc Roads and Easement Committee when it is formed. If you wonder why the District does not have a standing committee, it was decided that the recent changes in the Brown Act requiring all standing committees to file full financial disclosure, maintain minutes of all meetings, post meeting agendas, and to conform to all public meeting requirements was too much to place upon the limited volunteers available to serve on these committees. Our limited population of approximately 500 residents is comprised of generally very busy professional people who find it very difficult to commit to regular volunteer efforts.

Cordially,

MUIR BEACH COMMUNITY SERVICES DISTRICT

Donovan Macfarlane, General Manager

Donovan

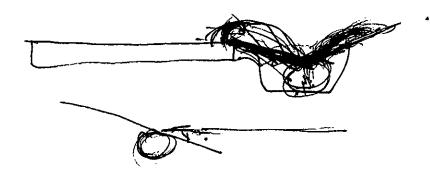


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REGULAR BOARD OF DIRECTORS' MEETING OI WEDNESDAY, OCTOBER #, 1996 AT 7:00 PM 30

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AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY, OCTOBER 30, 1996 AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

DIRECTORS: President Peter Rudnick; Directors: Deborah Kamradt, Erin Pinto, and Steve Shaffer. There is one vacancy.

- I. Call the meeting to order. President Rudnick will call the meeting to order and then issue the oath of office to the incoming Board member Daniel Cressman. After taking the oath of office, Director Cressman will join the Board as the meeting continues.
- II. Review and consideration of the October 30, 1996 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".
- 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 October 9, 1996 meeting.
- IV. PUBLICOPEN 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 has been requested to attend the meeting to update the report on the department's activities.
- VI. Emergency/Disaster Committee: It is anticipated that Ellen Mettler will be in attendance to offer an update on the activities of this committee.

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: Monthly budget overview.
 - B. Water: The GM will review the water operations and other current water activities. It is anticipated that there will be a general discussion of the Wednesday, October 23, 1996 informational meeting for the Twenty Year Plan. Further, the Board will make their final suggestions for the wording of the "Notice of Public Hearing".
 - C. Roads and Easements: The GM will review the current road and easement maintenance, repairs, operations, and planned activities.
 - **D.** Recreation: The GM will report on the general recreational activities.
 - E. Review of the draft minutes for the October 9, 1996 Board of Directors meeting.
 - F. Next meeting date. The next scheduled meeting date is the public hearing to be held on Wednesday, November 20, 1996 between 7:00 p.m. and 8:30 p.m., and will be followed by the regular Board business meeting.

ADJOURNMENT OR CONTINUATION

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 10/08/96 THROUGH 10/27/96

VENDER NAME	USE CODE	DESCRIPTION	FUND AMOUNT		
CAPITAL IMPROVEMENT FUND	1 0447	Ta desiried a size of a 10/00		4000	
ABC Consultants	2117	Administration fee 10/96	С	\$250.0	
* _ en	· · ·	<u> </u>		\$250.0	
ADMINISTRATION EXPENSES, DIVISION DE LA COMPANION DE LA COMPAN					
ABC Consultants	2117	Administration fee 10/96	C	800.0	
ABC Consultants	2479	Travel 9/01/96 through 9/30/96	C	66.9	
Pacific Bell AT&T	2534 2534	415-388-7804 through 10/11/96	В	44.6	
9101	2534	707-648-1305 through 10/10/96 TOTAL G&A EXPENSES =	В	5.2 \$916.8	
ROADS & EASEMENT EXPENSES, DIV	/ISION CODI		•	φ510.0	
ABC Consultants	2117	Administration fee 10/96	СТ	250.0	
			1		
		TOTAL R&E EXPENSES =	•	\$250.0	
WATER DIVISION EXPENSES, DIVISIO	N CODE 923	38			
Harvey Pearlman		Maintenance manager wages thru 10/22	TCT	2,729.9	
Alberto Alcala	1073	Maintenance labor through 10/08/96	C	139.9	
Harvey Pearlman	1404	Medical allowance for 10/96	C	102.3	
State Fund	1701	Workers Compensation insurace 1st quarter	В	276.7	
Paradise Pool Service	2115	Chlorine supplies purchased 9/26/96	В	28.9	
ABC Consultants	2117	Clerical fee for 10/96	Č	850.0	
ABC Consultants	2117	Administration fee 10/96	C	800.0	
Fam Rentals	2121	Tool sharpening	B	9.0	
Harvey Pearlman	2479	Travel allowance for 10/96	Ċ	80.0	
Pacific Gas & Electric	2535	Well & lower tank electric through 10/16/96	t B	359.8	
		TOTAL WATER EXPENSES =	· · · · ·	\$5,376.7	
RECREATION EXPENSES, DIVISION O	ODE 9239	*			
Juana Gonzales	1073	Janitorial services through 10/08/96	C	\$258.3	
State Fund_	1701	Workers Compensation insurance 1st quarter	В	47.8	
Salvador Gonzales	2097	Grounds maintenance through 10/08/96	С	172.2	
ABC Consultants	2117	Administration fee 10/96	С	275.0	
Shoreline Disposal	2259	Garbage Disposal 10/96 through 12/96	В	100.2	
Pacific Bell	2534	Relay phone through 10/07/96	В	33.5	
Pacific Gas & Electric	2535	Community Center Electric through 10/16/96	В	61.7	
Rachel Culp		Bistro service 10/96	С	172.2	
Justine Rosenthal	R2041TC	Tai Chi instruction 10/96	С	120.5	
		TOTAL RECREATION EXPENSES :	•	\$1,241.7	
FIRE DIVISION EXPENSES, DIVISION	CODE 9240				
ABC Consultants	2117	Administration fee 10/96	С	225.0	
		TOTAL FIRE EXPENSES :	<u></u>	eans (
B = Paid thru 1 Nationwide Bank		TOTAL FIRE EXPENSES	■	\$225.0	
C = Paid thru County depository		TOTAL HARRIS FUND EXPENSES :	-	\$250.0	
P = Paid thru Petty Cash Funds		TOTAL GENERAL FUND EXPENSES =		8,010.3	
- Tala tilla Fotty Gusti Fallas		TOTAL OF ALL EXPENSES		\$8,260.3	
The above bills were approved for paym meeting on		uir Beach Community Services District Board of Dir	ectors, d	. ,	
		COMMUNITY SERVICES DISTRICT			
, inc					
Peter Rudnick, President		Donovan Macfarlane, General Manager		•	

MUIR BEACH COMMUNITY SERVICES DISTRICT GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS FOR THE BOARD OF DIRECTORS MEETING ON OCTOBER 30, 1996

- I. ADMINISTRATION: The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.
 - A. F.E.M.A.: Copies of the F.E.M.A. files were delivered to Gerry Pearlman and it is anticipated that Gerry will have some information available for the November meeting.
 - **B.** Budget: There was an error in the "Summary Page" of the budget report for the month of August. The opening balance of \$1,360.90 for County Fund 428 was omitted during the final printing. The month end balance changed from (\$2,570.22) to (\$1,217.52), and the District's overall equity increased by the \$1,360.90 to be \$95,425.44.

During September, the District's overall equity increased to \$101.941.06 as we received the disbursement of the West Marin funds, and reimbursement for the 1995-96 Fire Department administrative fees from the Volunteer Fire Association. Gross income was \$18,574.55 versus gross expenses of \$12,084.63. With the fiscal year being 25.21% complete, the only department to exceed revenue and expenses is water with income being 34.12% and expenses being 39.97% of the budgeted totals. A portion of the expense overage is the carry over from the previous fiscal year, and the income overage is normal for this time of year. Both water income and expenses are expected to gradually return to be within the budget range as the fiscal year continues.

- II. Water: In addition to the water operations report, the October 23, 1996 public informational meeting was completed and believed to be reasonably successful. As Directors Shaffer and Kamradt were in attendance, along with incoming Director Cressman, it may be more appropriate for them to report on this.
- III. RECREATION: The October 8, 1996 community dinner and entertainment were very well received. Fiscal analysis is as follows:

A.	Income:	Dinner income =	\$470.00
		Beverage Income =	131.00
		Gross Income =	\$601.00
В.	Expenses:	New beverages =	\$ 32.67
	-	Inventory beverages =	85.87
		Ice & miscellaneous =	11.54
		Food and decorations =	103.13
		Entertainment expenses =	100.00
		Total Expenses =	\$333.21
C.	Net proceeds	s = Income - Expenses =	\$267.79

The net income from the dinner is adequate to purchase a quality ping pong table, which was the fiscal goal of the dinner and the volunteer efforts. Purchase of the table is in progress, as various merchants are contacted for pricing and quality comparison. Several of the major stores currently have tables on sale and it is anticipated that the table will be purchased prior to the end of the month.

IV. ROADS AND EASEMENTS: There was a mis-communication with the equipment contractors and the meeting is to be rescheduled. Additional information will be ready for the November meeting.

MUIR BEACH COMMUNITY SERVICES DISTRICT WATER DEPARTMENT OPERATIONS REPORT SEPTEMBER 20, 1996 THROUGH OCTOBER 22, 1996

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 vacation during the 10/11 through 10/14/96 time frame. During his absence, Robert Wurgaft filled in.
- Weekly monitoring of distribution system chlorine levels to assure an adequate residual level to prevent bacterial growth. We experienced some problems with the chlorination pump, resulting in variable chlorine levels (within allowable limits, but above and below our desired levels). The newly installed pump required several days of consecutive adjustments to be restored to the desired level.
- Monthly bacteriological samples included one sample each for the upper and lower systems. All tests were negative for coliform content.

TABULATION OF WATER PRODUCTION FACTORS: Note: Meters were read on 09/23/96. Production is based on the 31-day period between 08/23/96 and 09/23/96

15 Uas	ed on the 31-day period between 00/23/90 and 09/23/90.		
1.	Total volume of water produced	993,665	gallons
2.	Average daily production	32,054	gallons/day
3.	Maximum daily production on 9/12/96. Pumping hours extended to maintain fire reserves.	61,640	gallons
4.	Minimum daily production on 9/03/96	11,100	gallons
4.	Volume of water billed by customer meters, total	985,240	gallons
5.	Average daily customer water use, per customer	215	gallons/day
6.	Estimated maintenance and fire consumption.	35,000	gallons
7.	Unaccounted for water loss (MASTER METER OUT)	N.A.	gallons

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

- 1. Weekly meetings and phone conversations, as necessary, to assist Harvey and Robert in system management and maintenance operations.
- 2. The master meter is not registering properly and is scheduled for maintenance repairs.
- 3. We experienced some vandalism over the Columbus Day weekend. The upper storage tank visual water level gauge was tampered with for the third time this year. While this is just an inconvenience, it does indicate the potential danger of more serious consequences such as but not limited to injury liability and water pollution.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing for the 08/23/96 to 09/23/96 period was \$5,581.69. Accounts receivable just prior to the new billing were \$1,378.47 (down from previous levels). Late penalties and interest assessed were \$84.59

THIS CONCLUDES THE WATER OPERATIONS REPORT.

FY IS 25.21% COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

			[MONTH OF SEPTEMBER 1996			
	1996-97	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	09/30/96
DESCRIPTION	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Opening Balance at beginning of fiscal year	\$109,245	Balances on 09	/01/96 =	\$87.10	\$89,026.56	(\$1,217.32)	\$87,896.34
General and Admin. Income	34,437	4,619.30	13.41%	0.00	75.94	(2.85)	73.09
General & Admin. Expenses	19,375	2,772.21	14.31%	128.68	176.38	853.94	1,159.00
G&A Income - Expenses	\$15,062	\$1,847.09	N.A.	(\$128.68)	(\$100.44)	(\$856.79)	(\$1,085.91)
Water Income	56,000	19,106.46	34.12%	0.00	6,815.71	0.00	6,815.71
Water Expenses	66,440	26,555.16	39.97%	59.80	5,102.82	3,686.06	8,848.68
Water Income - Expenses	(\$10,440)	(\$7,448.70)	N.A.	(\$59.80)	\$1,712.89	(\$3,686.06)	(\$2,032.97)
Recreational Income	26,690	1,396.45	5.23%	158.75	238.00	0.00	396.75
Recreational Expenses	39,642	2,856.66	7.21%	33.55	43.39	1,085,12	1,162.06
Recreational Income - Expenses	(\$12,852)	(\$1,460.21)	N.A.	\$125.20	\$194.61	(\$1,085.12)	(\$765.31)
Road & Easement Income	0	0.00	N.A.	0.00	0.00	0.00	0.00
Road & Easement Expenses	18,630	1,212.26	6.51%	0.00	0.00	330.15	330.15
R&E Income - Expenses	(\$18,630)	(\$1,212.26)	N.A.	\$0.00	\$0.00	(\$330.15)	(\$330.15)
Fire Income	29,482	17,269.61	58.58%	0.00	2,700.00	8,500.00	11,200.00
Fire Expenses	19,487	2,059.70	10.57%	0.00	359.73	225.00	584.73
Fire Income - Expenses	9,995	\$15,209.91	N.A.	\$0.00	\$2,340.27	\$8,275.00	\$10,615.27
General Funds budgeted year-end balances =	\$92,280	Month end bala	nces =	\$23.82	\$93,173.89	\$1,099.55	\$94,297.26

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Total General Fund Income =
Total General Fund Expenses =
General Fund Income - Evpenses -

\$146,609	\$42,391.82	28.91%	\$158.75	\$9,829.65	\$8,497.15	\$18,485.55
163,574	35,456.00	21.68%	222.03	5,682.32	6,180.28	12,084.63
(\$16,965)	\$6,935.82	N.A.	(\$63.28)	\$4,147.33	\$2,316.97	\$6,400.92

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	09/30/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Insurance	2059	\$600	\$0,00	0.00%				\$0.00
ABCC Administrative fees	2117	2,800	400.00	14.29%			J	0.00
G&A % (94-95 incl'ds 93-94 loss cry fwd	2720	2,600	0.00	0.00%			, i	0.00
Project Improvements	4169	16,286	0.00	0.00%				0.00
TOTAL HARRIS FUND EXPENSES =		\$22,286	\$400.00	1.79%	\$0.00	\$0.00	\$0.00	\$0.00

HARRIS FUND CAPITAL IMPROVEMENT INCOME

INCOME	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	09/30/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Surcharge (1994-95 includes tax income	9031	\$540	\$135.00	25.00%		\$90.00		\$90.00
Interest & Interfund transfers	9377	1,482	(3,707.83)	-250.16%				0.00
TOTAL HARRIS FUND INCOME =		\$2,022	(\$3,572.83)	-176.68%	\$0.00	\$90.00	\$0.00	\$90.00

SUMMARY OF HARRIS FUND INCOME AND EXPENSES

						COUNTY	NET TOTAL
						FUND 429	FUND 429
Opening Harris Fund Balance	\$20,264	\$23,105.76	114.02%	Balances on 08/01/96		\$21,993.03	\$23,134,90
Harris Fund Income	2,022	(3,572.83)	-176.68%	0.00	90.00	0.00	90.00
Harris Fund Expenses	22,286	400.00	1.79%	0.00	0.00	0.00	0.00
Harris Fund Income - Expenses	0	(3,972.83)	N.A.	0.00	90.00	0.00	90.00
Account balances at month's end =		\$19,132.93	N.A.	\$23.82	\$93,263.89	\$ 21,993. 03	\$23,224.90

GROSS DISTRICT EQUITY AT CURRENT MONTH'S END =

\$116,380.29 Less Total Trust Funds of

\$14,439.23 Net Equity =

\$101,941.06

TRUST FUND RESERVES = Rental = NOTE:

Water = \$3,200.00

Fire Station* = \$10,466.50 *Upon T-bili maturity 11/16/96

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 = (\$1,141.87)

FY IS 25.21% COMPLETE

SENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 429	09/30/96 TOTAL
Conferences	2049	\$1,200	2.69	0.22%				\$0.00
insurance	2059	1,400	0.00	0.00%				0.00
ABCC Administrative fees	2117	7,000	2,025.00	28.93%			800,00	800.00
Miscellaneous expenses	2121	150	0.00	0.00%				0,00
General Election Expense	2129	1,400	0.00	0.00%				0.00
Postage	2130	125	0.00	0.00%				0.00
Office Supplies	2133	300	0.00	0.00%				0.00
Copier Maintenance	2137	800	88.98	11.12%		64.33		64.33
County Fees	2352	1,000	0.00	0.00%				0.00
Mileage	2479	1,250	206.44	16.52%			53.94	53.94
Telephone	2534	1,250	449.10	35.93%	128.68	112.05		240,73
Legal fees & expenses	2713	3.500	0.00	0.00%				. 0.00
Building Improvements	4048	0	0.00	N.A.				0.00
TOTAL ADMINISTRATIVE EXPENS	ES=	\$19,375	\$2,772.21	14.31%	\$128.68	\$176.38	\$853.94	\$1,159.00

20% of general G&A Costs =

\$3,875

GENERAL & ADMINISTRATIVE INCOME

INCOME	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	09/30/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Property Tax Revenue	9001	\$27,650	88,33	0.32%			(\$2.85)	(\$2.85)
Interest Income	9203	1,487	467.97	31 <u>.47</u> %		51.94		51.94
Inter Fund Transfers	9377	5,000	4,000.00	80.00%				0.00
Copier Income	9772	300	63.00	21.00%		24.00		24.00
TOTAL ADMINISTRATIVE INCOM	Ē=	\$34,437	\$4,619.30	13.41%	\$0.00	\$75.94	(\$2.95)	\$73.09

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	OBJECT	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST B an k	COUNTY FUND 428	09/30/96 TOTAL
DESCRIPTION	CODE		28,00	1,12%	CASII	DAIN	\$28.00	\$28.00
Maint, Mgr.	1028							
Extra Hire	1073	4,500	0.00	0.00%			0.00	0.00
FICA	1404	536	2.15	0.40%			2,15	2.15
Work Compensation, Insurance.	1701	394	79.34	20.13%				0,00
Insurance	2059	500	0.00	0.00%				0.00
Repairs	2077	2,500	252.77	10.11%				0.00
Gen. Maint.	2078	2,500	0.00	0.00%				0,00
ABCC Administrative fees	2117	3,000	850.00	28.33%			300.00	300,00
Travel	2479	200	0.00	0.00%				0,00
G&A Share	2720		0.00	N.A				0.00
Road Const.	2741	2,000	0.00	0.00%				0,00
TOTAL EASEMENT EXPENSES =		\$18,630	\$1,212.26	6.51%	\$0.00	\$0.00	\$330.15	\$330.15

ROADS & EASEMENTS INCOME

INCOME	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	09/30/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 426	TOTAL
Miscellaneous income	9772	0						\$0.00

FY IS 25.21% COMPLETE

WATER EXPENSES

EXPENSE	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	09/30/96
DESCRIPTION	CODE	BUDGET_	TOTALS	BUDGET	CASH	BANK	_FUND 428	TOTAL
Maint. Mgr. Wages	1028	11,000	4,896.25	44.51%			\$1,274.00	\$1,274.00
Extra Hire Wages	1073	600	873.50	145.58%			448.00	448.00
FICA	1404	887	441.43	49.74%			131.73	131.73
Benefits	1506	1,250	306.99	24.56%			102,33	102.33
Work, Compensation Insurance	1701	653	173.74	26.60%				0.00
Annual Fee	2058	500	0.00	0.00%				0.00
Gen. Insurance	2059	1,200	0.00	0.00%				0,00
Repairs	2077	2,500	4,173.70	166.95%		3,897.57		3,897.57
Bldg. Repair	2096	0	0.00	N.A.				0.00
Tests & chemicals	2115	1,500	191,86	12.79%		103.96		103.96
ABCC Administrative & clerical fees	2117	22,200	4,950.00	22.30%			1,650.00	1,650.00
Misc., Exp.,	2121	1,000	821.05	82.11%	31.00	316.78		347.78
Refunds	2122	1,000	200.00	20.00%		200.00		200,00
Postage	2130	400	86.40	21.60%	28.80			28.80
Office supplies	2133	500	0.00	0.00%				0.00
Contract Repairs	2325	12,000	7,401.77	61.68%				0.00
Travel	2479	1,100	235.00	21.36%			80.00	80.00
Telephone	2534	450	262.14	58.25%		194.70		194.70
Electricity	2535	6,700	1,264.65	18.88%		389.81	1.	389.81
G&A Share	2720		0.00	N.A.				0.00
Equipment	4093	500	0,00	0.00%				0.00
Water Meters	4160	500	276,68	55.34%				0.00
TOTAL WATER EXPENSES	=	\$66,440	\$26,555.16	39.97%	\$59.80	\$5,102.82	\$3,686.06	\$8,848.68

WATER INCOME

INCOME	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	09/30/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Service Billing	9025	\$56,000	16,221.65	28.97%		\$5,623.69		\$5,623.69
Late penalties & interest billed	9772	1,000	340.96	34.10%		171.03		171.03
Receipts Collected	9025	56,000	18,706.46	33.40%		6,815.71		6,815.71
Accounts Receivable	9025		\$7	,269.64 ON C	LOSE OF 09/30	/96 BUSINESS	DAY	
Security Deposits billed and collected	9025SD	1,000	400.00	40.00%				0.00
Miscellaneous water income	9772	0	0.00	N.A.				0.00
TOTAL WATER INCOME :	= '	\$56,000	\$18,706.46	33.40%	\$0.00	\$6,815.71	\$0.00	\$6,815.71

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	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY Cash	1ST BANK	COUNTY FUND 428	09/30/96 TOTAL
Work, Compensation Insurance	1701	\$2,587	643.41	24.87%				\$0.00
Gen. & Vehicle Insurance	2059	5,700	0.00	0.00%				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	8,500	741.29	8.72%		359.73		359.73
TOTAL FIRE EXPENSES	=	\$19,487	\$2,059.70	10.57%	\$0.00	\$359.73	\$225.00	\$584.73

FIRE INCOME

INCOME	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	09/30/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
W. Marin Grant	9377	\$8,500	8,500.00	100.00%			\$8,500.00	\$8,500.00
■ MBVFA & Marin County Donations	9763	20,982	6,769.61	41.80%		2,700.00		2,700.00
TOTAL FIRE INCOME =		\$29,482	\$17,269.61	58.58%	\$0.00	\$2,700.00	\$8,500.00	\$11,200.00

FY IS 25.21% COMPLETE

TECREATIONAL EXPENSES

EXPENSE	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	09/30/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Maint, Mgr. Wages	1028	\$ 750	0.00	0.00%				
Janitorial Wages	1073	1,820	420.00	23.08%			120.00	120,00
FICA	1404	239	102.43	42.78%			61.12	61,12
Work, Compensation Insurance	1701	1,980	44.83	2.26%				0.00
Basketball	2041BA	0	0.00	N.A.				0.00
Bistro	2041BI	2,760	109.12	3.95%	8.55			8,55
Community Dinners	2041CD	700	0 <u>.0</u> 0	0.00%				0.00
Children's Programs	2041 CP	115	0.00	0.00%				0.00
Labor Day BBQ	2041LD	1,000	0.00	0.00%			1	0.00
Tai Chi	2041TC	1,080	519.00	48.06%			519.00	519,00
Insurance	2059	1,200	0.00	0.00%				0.00
Repairs	2077	1,500	0.00	0,00%				0,00
Bidg. Maintenance	2096	1,500	160.00	10.67%				0.00
Ground Maintenance	2097	560	240.00	42.86%			<u>1</u> 60.00	160.00
ABCC Administrative fees	2117	3,500	700.00	20.00%			225.00	225.00
Publications	2119	_250	0.00	0.00%				0.00
Misc. Expenses	2121	150	0.00	0.00%				0,00
Deposit Refunds	2122	3,500	225.00	6.43%				0.00
Postage & Off, Sup.	2133	100	9,60	9.60%				0.00
Refuse Removal	2259	410	100.20	24.44%				0.00
Building Supplies	2366	300	13.83	4.61%				0.00
Pay Telephone	2534	528	128.06	24.25%				0,00
Electricity for Community Center	2535	1,100	59.59	5.42%		43.39		43.39
G&A Share	2720		0.00	N.A.				0,00
CDBG Improvements	4045	12,500	0.00	0.00%				0.00
Bldg. Improvements	4048	1,500	0.00	0.00%				0,00
Equip. & Furnishings	4093	_600	25.00	4.17%	25.00			25,00
Playground Imp.	4243	0	0.00	N.A.				0.00
TOTAL RECREATION EXPENSE	S =	\$39,642	\$2,856.66	7.21%	\$33.55	\$43.39	\$1,085.12	\$1,162.06

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	09/30/96 TOTAL
Children's Programs	9248	125	0.00	0.00%				\$0.00
Community Center, Rental	9255	4,000	260.00	6.50%		70.00		70.00
Refundable Deposits	9255RD	3,500	225.00	6.43%				0,00
Bistro	9811Bi	2,000	449.70	22.49%	1 56 .75			156.75
Community Dinners	9811CD	1,200	33.00	2.75%		33.00		33.00
Children's programs	9811CP	125	0.00	0.00%				0,00
Labor Day BBQ	9811LD	1,500	0.00	0.00%			_ 1	0.00
Tai Chi	9811TC	1,620	423.75	26.16%		135.00		135.00
Res. Handbooks	9834	120	5,00	4.17%	2.00			2.00
Community Development Block Grant	9900	12,500	0,00	0.00%				0.00
TOTAL RECREATION INCOME :	-	\$26,690	\$1,396.45	5.23%	\$158.75	\$238.00	\$0.00	\$396.75

OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS SPECIAL MEETING HELD ON WEDNESDAY, OCTOBER 9, 1996

Directors present:

President Peter Rudnick; Directors: Deborah Kamradt, Erin Pinto and Steve Shaffer.

There is one vacancy.

I. Call to order. President Pinto called the meeting to order at 7:12 P.M. and then turned the meeting over to incoming President Rudnick.

- II. Review and consideration of the July 31, 1996 Agenda: There was a brief discussion of the Agenda and a suggestion to move the consideration of Roads and Easements up in order to follow Section Two, to accommodate the attendance of Dave MacKenzie and review of his letter to the Board. Director Pinto then *moved* to approve the Agenda with the revision to consider Roads and Easements immediately after the bills to be paid report; seconded by Director Shaffer; ayes all.
- Bills to be paid: The GM submitted an update for the bills to be paid report including the bills received between 9/19/96 and 10/08/96. There was a brief discussion of the Bills to be Paid report, and Director Pinto noted that the update report contained a possible error by listing a \$225 payment to ABC Consultants under the Fire division. The GM confirmed that this was a typographical error and crossed this item off the list to correct the fire expenses on the update to be just \$5,369 and the total of all expenses in the update report to be \$14,696.69.

The GM noted that the update report includes a total of \$10,269 to Special District Risk Management as payment for the District's general liability and property insurance. This should have been paid in July; however, while the report was filed on time, we did not receive an invoice for the premium. If there is any penalty for the late payment, the GM will protest.

Following the GM's review of the report, Director Shaffer moved to approve the original bills to be paid including total general fund expenditures of \$9,493.78 and after making the \$225 correction in the update to approve the update report Harris Fund expenditures of \$600 and general fund expenditures of \$13,696.69; seconded by Director Pinto; ayes all.

IV. Roads & Easements: The Board then considered the letter from Mr. MacKenzie and the GM's letter in response. The Board expressed that the GM's letter properly addressed Mr. MacKenzie's concerns and asked Mr. MacKenzie if he wished to comment. Mr. MacKenzie concurred and indicated that the GM's reply was in somewhat more detail than he had anticipated. He then expressed his willingness to participate in any future road committee efforts to review the upcoming Roads & Easements Policies and Procedures Manual to be submitted for Board consideration later in the fiscal year.

The Board thanked Mr. MacKenzie for his community support and instructed the GM the maintain communications with Mr. MacKenzie as the Manual is developed.

V. Board vacancy: Director Kamradt introduced Daniel Cressman to the Board and explained that Mr. Cressman had submitted his name for consideration to fill the vacant Board seat. She has met with Mr. Cressman and loaned him copies of the current Board packet and the Water Twenty Year Plan.

The GM mentioned that Gerry Pearlman had indicated that he would be in attendance tonight and noted that Gerry had submitted his resume (copies attached to the Directors packets) for the board consideration. The GM did not know why Mr. Pearlman was not in attendance.

The Board then began a general two way interview with Mr. Cressman to learn that he had been president of a chapter of the Chamber of Commerce, has served on several different boards, and is currently involved in commercial real estate investments. This was followed by a general discussion of the District's cultural and economic diversity.

At this point the Board decided to go into a closed session so they could consider the need to fill the vacancy, and the qualifications of the four applicants. Both Mr. Cressman and Mr. MacKenzie left the room during the closed session.

During the closed session the various Board members offered their thoughts on the qualification of the applicants and the needs of the community. After due deliberation, a general consensus developed that Mr. Cressman seemed to have the most experience in dealing with a diverse community along with more available time to attend meetings and work on District matters. The tight schedule of existing Board members and the upcoming proposed water capital improvement program emphasized the importance of the need for the new director to have adequate time. Director Shaffer then *moved* to appoint Mr. Cressman to fill the vacant Board seat; seconded by director Kamradt; ayes all.

The closed session was then ended and Messrs. Cressman and MacKenzie invited back in if they desired to hear the remainder of the meeting. With their return, the Board announced their decision to appoint Mr. Cressman to the Board and welcomed his participation. The GM explained that Mr. Cressman could not formally participate until the oath of office had been administered and this could not be done until the next board meeting. However, informal participation was welcomed.

- Mr. Cressman thanked the Board for their confidence and took a seat at the side of the Board table. At approximately this time, Gerry Pearlman entered the room and the Board informed him of their decision while thanking Gerry for his community spirit and welcomed his attendance to the meeting.
- VI. Public open time: The GM noted that a copy of Mr. Pearlman's letter requesting the District to write CalTrans in regard to the drainage problem with the CalTrans culvert from the Juminth Whale/Shoreline Highway intersection and the culvert that carries water from this intersection to Sunset Way. This was followed by a brief discussion and the Board instructed the GM to correspond with CalTrans, including the text of Mr. Pearlman's letter, in an effort to resolve this problem.
- VII. Fire Department and Emergency/disaster Committee: The GM reported that he received a letter from Marine County Fire Department as notice that they have arranged to carry the MBVFD volunteers under the Marin County Fire Department's workers compensation insurance. Further, they have increased the authorized number of volunteers from 13 to 14.
- VIII. General Manager's report: The general manager reported on the following items:
 - A. F.E.M.A. The GM reported that we have received additional correspondence and a repeat billing for the \$18,125 plus \$2,635.67. He noted that this is being referred to the County Counsel in hopes that a reasonable solution can be arranged.

Gerry Pearlman indicated that he has some knowledge of this problem and feels that use of the County Attomey will be a waste of money. He has some spare time and volunteered to look into the matter for the Board. Gerry earned a law degree and has considerable experience in working with governmental agencies.

The GM welcomed Gerry's volunteer offer and said he would make copies of the District's files for Gerry's reference. The Board joined in thanking Gerry for his assistance.

- B. Public Hearing: The GM reminded the Board about the upcoming public hearing scheduled for November 20, 1996 and the need to have a public information program activated prior to the meeting. This was followed by a general discussion and the scheduling of a general public information meeting on October 23, 1996. The purpose of the meeting is to outline the District's water system problems, review the Twenty Year Plan, and discuss the funding methods recommended by the water committee. Director Pinto will try to have the informational brochure ready for the meeting, Director Shaffer offered to coordinate a phone tree to gain public interest and support, and the GM was instructed to schedule the meeting along with a presentation of the District needs and the Twenty Year Plan.
- C. Recreation: Director Kamradt reported the community dinner and entertainment held last night was very well attended and enjoyed by the community. The GM indicated that he had not completed his fiscal analysis of the dinner, but in general he feels it was one of the most successful dinners, and he is certain that adequate funds were raised to replace the ping pong table, either by direct purchase or by custom construction, whichever is most cost effective.
- IX. Review of the draft minutes for the August 21, 1996 board meeting: There was a brief discussion of these minutes and Director Pinto *moved* to approve the minutes as submitted; seconded by Director Shaffer; ayes all.
- X. The next regular Board meeting is scheduled on November 20, 1996 to begin at 8:30 p.m. following the scheduled public hearing that will begin at 7:00 p.m.

The meeting was adjourned at 9:20 P.M.

These minutes were approved by the M during their meeting on	Iuir Beach Community Services District Board of Directors,
Peter Rudnick, Board President	Donovan Macfarlane, Secretary

Donovan Index Tabo

TABLE OF CONTENTS FOR THE BOARD OF DIRECTOR'S INFORMATION PACKET FOR THE

MUIR BEACH COMMUNITY SERVICES DISTRICT
PUBLIC HEARING ON A PROPOSED CAPITAL IMPROVEMENTS
FUND RAISING MEASURE AND
TO BE FOLLOWED BY A REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, NOVEMBER 20, 1996.
THE PUBLIC HEARING WILL BEGIN AT 6:30 P.M.
AND THE REGULAR MEETING WILL BEGIN
AT APPROXIMATELY 8:00 P.M.

DESCRIPTION	PAGES
Agenda for the Public Hearing	
Resolution No. 960-11-01	2 -3
Ordinance No. 96-11-01	4 - 6
Agenda for the Regular Meeting following the Public Hearing	7 - 8
Bills to be Paid Report	9
General Manager's Report to the Board	10
Water Operations Report	
Budget Report for the Month of September 1996	12 - 15
Draft Minutes for the 10/09/96 Board Meeting	
Draft Minutes for the 10/30/96 Board Meeting	

AGENDA

PUBLIC HEARING OF THE
BOARD OF DIRECTORS OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
CONSIDERING THE ADOPTION OF ORDINANCE NO. 96-11-01
AND THE ACCOMPANYING RESOLUTION No. 96-11-01 WHICH
PROPOSE A PARCEL TAX MEASURE AND MONTHLY WATER
SURCHARGE TO FUND WATER SYSTEM CAPITAL IMPROVEMENTS
AND TO BE INCLUDED IN MARIN COUNTY GENERAL ELECTION
TO BE HELD IN MARCH 1997.

THE PUBLIC HEARING DATE AND TIME IS WEDNESDAY NOVEMBER 20, 1996 6:30 P.M. IN THE COMMUNITY CENTER 19 SEACAPE DRIVE, MUIR BEACH, CA 94965

- I. The Muir Beach Community Services District public hearing is called to order. 18:44
- II. Roll call: Board of Directors of the Muir Beach Community Services District.
- III. Announce the Public Hearing by the Board of Directors of the Muir Beach Community Services District, on the of Ordinance No. 96-11-01 and Resolution No. 96-11-01 which call for the following:
 - A. A special parcel tax to provide funds for water system capital improvements.
 - B. A monthly surcharge on water consumption to provide additional funds for water system capital improvements.
 - C. Voter approval of the capital improvement funding described above, requiring approval by a two-thirds (2/3) majority.
 - D. A request that the Marin County Board of Supervisors consolidate the election with the County General Election to be held in March 1997.
- IV. Open the public hearing. 16:45
- V. Staff presentation of the needs, analysis, and the recommendations for the proposed capital improvement funding measure.
- VI. Public testimony. The public will be invited to testify in support or opposition of the proposed water rate modifications. Testimony may be limited to no more than five minutes per presentation, and each presentation should offer new non-repetitive information. If individuals wish to confirm their support of a particular testimony, they may submit their names to be read into the record.
- VII. Written testimony, received in accordance with the procedures outlined in the published Notice of Public Hearing, will be logged into the record in the name of the submitted signature, without reading.
- VIII. Close the Public Hearing. 8:16 Choud.

RESOLUTION NO. 96-11-01

IRECTORS OF THE ICES DISTRICT

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT PROPOSING AN ELECTION BE HELD IN ITS JURISDICTION; AND REQUESTING THE MARIN COUNTY BOARD OF SUPERVISORS TO CONSOLIDATE WITH THE GENERAL ELECTION IN MARCH OF 1997.

WHEREAS, the Board of Directors of the Muir Beach Community Services District concurs with the conclusions and recommendations of the Muir Beach Community Services District Water System Twenty Year Capital Improvements Report; and

WHEREAS, said governing body adopted the said Twenty Year Capital Improvements Plan during their regular meeting on February 28, 1996; and

WHEREAS, said governing body finds that it lacks the fiscal means to fund the implementation of the improvements recommended by the said Twenty Year Capital Improvements Plan; and

WHEREAS, it is the determination of said governing body that a measure should be submitted to the voters of the District pursuant to provisions of the Government Code of the State of California; and

WHEREAS, said measure must be approved by at least two-thirds (2/3) of the voters voting thereon.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Muir Beach Community Services District calls for an Election to be held to coincide with the County General Election in March 1997, at which Election the issue to be presented to the voters shall be:

Shall the Ordinance of the Board of Directors of the Muir Beach Community Services District imposing a special tax annually until November 30, 2001 for the purpose of improving the water system, as specified in the District's underlying Resolution adopting the Twenty Year Capital Improvements Plan, in amounts not to exceed those specified below be confirmed and the appropriations limit of the District be increased by an amount equal to the proceeds of said tax for a period of four (4) years?

- 21000 \$1,750.00 per parcel on commercially zon
- 1. \$1,750.00 per parcel on commercially zoned and improved property;
- 2. \$150.00 per separate habitable structure, as determined by the Units listed in the Marin County Tax Assessment Roll, on parcels containing residential improvements;

BE IT FURTHER RESOLVED that Rebuttal shall be received to ballot arguments.

The tast is approved, the Board will implement a 25% on the control of the 25% on the control of the 25% on the control of t

D:\CSD\ordireso\96-02-01.res

BE IT FURTHER RESOLVED that the Marin County Board of Supervisors is requested to consolidate the Election with the General Election in March of 1997.

PASSED, APPROVED AND ADOPTED during the regular meeting of the Muir Beach Community Services District Board of Directors on November 20, 1996.

AYES:	
NAYS:	
ABSENT:	
ABSTAIN:	
	D. D. L. L. D. L. C. C. D. L.
	Peter Rudnick, President of the Board
ATTEST:	
ATTEST:	
Donovan Macfarlane. Secretary to the Board	

ORDINANCE NO. <u>96 -11-01</u>

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT APPROVING AND ADOPTING THE LEVY OF A SPECIAL TAX ON THE REAL PROPERTY LOCATED WITHIN THE DISTRICT

WHEREAS, the Muir Beach Community Services District has been empowered by its' voters to supply water service to the District residents; and

WHEREAS, recent water system failures, problems with raw water supply, and marginal water quality conditions caused the District to authorize the development of a long term capital improvement plan to mitigate these problems; and

WHEREAS, the District subsequently received and has adopted a comprehensive "Twenty Year Plan" for water system capital improvements to resolve raw water supply problems, upgrade the water distribution system and increase the water storage capacity; and

WHEREAS, such services and the maintenance and improvement of the equipment and facilities required to provide such services are of benefit to all parcels within the District to which they are made available, whether or not the service is actually used, and offering but not limited to increasing the value of the land, improvements, and their possible future uses and by reducing the risk of their destruction by fire; and

WHEREAS, the present water service charges and connection fees neither raise the revenue necessary to pay the costs of improving this service nor equitably distribute the costs to all those who benefit from it; and

WHEREAS, the District, adopted District Resolution No. 96-11-01, calling for an Election to be held in March 1997, to approve this Ordinance establishing a special tax as detailed below; and

WHEREAS, the District requested the Marin County Board of Supervisors to consolidate the election with the County's General Election in March 1997.

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF DIRECTORS OF MUIR BEACH COMMUNITY SERVICES DISTRICT AS FOLLOWS:

SECTION 1: The purpose and intent of the Board with respect to the special tax are:

- (A) To provide funds for implementation of the capital improvements necessary to fulfill the recommendations of the "Twenty Year Plan".
- (B) To annually prioritize and implement the actions needed to provide the capital improvements within the guidelines of the "Twenty Year Plan", as deemed fiscally prudent within the funds provided by this tax measure and other possibly available District and grant funds.
- (C) To methodically upgrade the District's water supply and distribution system so as to meet the requirements and reliably provide potable water in compliance with the laws of the State of California and the Federal Clean Drinking Water Act.

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<u>SECTION 2:</u> Land parcels to be assessed under this Ordinance shall be defined as a lawful parcel created through a land subdivision and which is capable of having a habitable structure constructed within its boundaries, in compliance with all applicable required building, planning and zoning codes. The special tax shall be applicable as follows:

2,100

(A) \$1,750.00 per parcel for commercially zoned and improved property.

1.10

- (B) \$\frac{150.00}{250.00}\$ per separate habitable structure (as determined by units listed in the Marin County Assessment roll) on parcel containing residential property.
- (C) \$150.00 per parcel on all other parcels.
- (D) For the purpose of this tax, all contiguous parcels under common ownership and having no more than one habitable structure shall be considered as a single parcel.

SECTION 3: In addition to the above special tax and in a continued effort to equitably allocate the costs of the capital improvements, the District will levy a monthly water service surcharge in the amount of seventeen percent (17%) of the monthly billing for water service consumption. Funds from the surcharge will be used for implementation of the improvements.

to exceed an

SECTION 4: Pursuant to the provisions of Article XIII-B of the California Constitution, the appropriations limit of the Muir Beach Community Services District is hereby increased by an amount equal to the special taxes imposed by this ordinance for a period of four (4) years.

SECTION 5: Said special taxes shall be collected in the same manner and subject to the same penalties as and with other charges and taxes fixed and collected by Marin County on behalf of local agencies. Marin County may deduct the reasonable costs incurred by the County for this service before remittance of the balance to Muir Beach Community Services District.

SECTION 6: This Ordinance shall not become effective until approved by a two-thirds (2/3) majority of the voting registered voters within the District.

SECTION 7: This Ordinance shall become effective immediately upon the voter approval.

SECTION 8: When approved by the voters this Ordinance shall remain in effect for a period of four (4) years and shall require a two-thirds (2/3) majority approval of the voting registered voters within the District for its continuation beyond the forth (4th) year of existence.

SECTION 9: If any part of this ordinance is held to be invalid for any reason, such decision shall not affect the remaining portion of this Ordinance and the Board hereby declares that it would have passed the remainder of this Ordinance as if such invalid portion thereof had been deleted.

SECTION 10: The District Secretary shall certify the passage of this Ordinance by the Board, and cause a copy thereof to be published as required by law in a newspaper of general circulation in Marin County, and this Ordinance shall take force and effect after its passage by the voter approval supra and as provided by law.

\Ordinances\96-11-01.ORD

SECTION 11: This Ordinance shall be introduced at least five (5) days prior to the Board meeting at which this Ordinance is to be adopted by the Board. The full text of this Ordinance shall also be published once within fifteen (15) days after this Ordinance's passage, by the Board, and not less than thirty (30) days prior to the day of the General Election in which the voters are to vote on its approval.

<u>SECTION 12:</u> The District Secretary shall post a certified copy of the full text of this Ordinance, as adopted by the Board, along with the names of the board members voting for and against the Ordinance in accord with Government Code Section 36933.

<u>SECTION 13:</u> Upon approval by the voters the District Secretary shall cause to be recorded a certified copy of the full text of such adopted and voter approved Ordinance, in the public records of Marin County, California.

PASSED, APPROVE	ED, AND ADOPTED this 20"	day of November	1996 by the following vote
AYES:			
NOES:			
ABSENT:			
ABSTAIN:			
_			
	President		
ATTEST:			
District Secretary			
APPROVED AS TO FORM LEGAL CONTENT:	AND		
District Assessed			
District Attorney			

AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY, NOVEMBER 20, 1996 FOLLOWING A PUBLIC HEARING AND BEGINNING AT APPROXIMATELY 8:00 PM IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

DIRECTORS:

President Peter Rudnick; Directors: Daniel Cressman, Deborah Kamradt, Erin Pinto, and

Steve Shaffer.

- I. Call the meeting to order. President Rudnick will call the meeting to order. 20:30
- II. Review and consideration of the November 20, 1996 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".
- 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 October 30, 1996 meeting.
- IV. PUBLIC OPEN TIME: California State Law prohibits Board action on any item, within its jurisdiction, that has not been listed on the lawfully posted Agenda unless: 1) upon a determination by a majority of the Board that an emergency situation exists; 2) upon a determination by a two-thirds majority of the Board (or by no less than three members, if less than the entire Board is present) that the need to take action arose subsequent to the Agenda being posted; or 3) the item was posted for a prior Board meeting, occurring not more than five (5) days prior to the date action is taken on the item, and at the subject prior meeting, the item was continued to the meeting at which action is being taken. Other items will generally be received as information, or referred to staff for further consideration prior to the next scheduled meeting of the board. As a matter of procedure, the Board may limit individual presentations to no more than five minutes. Individual presentations should involve non-repetitive items, and non-repetitive supporting information.

PUBLIC INPUT

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

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. Ordinance No. 96-11-01: If there were no written objections timely submitted for the public hearing preceding this Directors' meeting, the Board may take action on this Ordinance. If written objections were timely submitted, the Board cannot take action on the Ordinance until the written objections have been duly considered and answered allowing a minimum of seven (7) days for the consideration.
- VI. **Resolution No. 96-11-01:** If there were no written objections timely submitted for the public hearing preceding this Directors' meeting, the Board may take action on this Resolution. If written objections were timely submitted, the Board cannot take action on the Resolution until the written objections have been duly considered and answered allowing a minimum of seven (7) days for the consideration.
- VII. Fire Department: The Fire Chief has been requested to attend the meeting to update the report on the department's activities.
- VIII. Emergency/Disaster Committee: It is anticipated that Ellen Mettler will be in attendance to offer an update on the activities of this committee.

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

- IX. 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: Monthly budget overview.
 - В. Water: Review of the previous month's water operations.
 - C. Roads and Easements: The GM will review the current road and easement maintenance, repairs, operations, and planned activities.
 - D. **Recreation:** The GM will report on the general recreational activities.
- X. Review of the draft minutes for the October 9, 1996 Board of Directors meeting.
- XI. Review of the draft minutes for the October 30, 1996 Board of Directors meeting.
- XII. Next meeting date. The Board should schedule the next meeting date. It the Board was unable to adopt the Ordinance and Resolution, a meeting date should be set no less than seven days from the date of the current meeting and prior to the December 6, 1996 deadline for submitting the resolution to the County Board of Supervisors.

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 10/28/96 THROUGH 11/09/96

VENDER NAME HARRIS FUND, 429 CAPITAL IMPROVI	CODE	DESCRIPTION	FUND	AMOUNT
BC Consultants	2117	Administration fee N/96	ोटा	\$250.00
9				7
FIRE DIVISION EXPENSES, DIVISION		IA desiriotection for 11/06	T 6 1	005.00
ABC Consultants	2117	Administration fee 11/96	<u> </u>	225.00
	 	TOTAL FIRE EXPENSE	S =	\$225.00
ADMINISTRATION EXPENSES, DIVISIO				
Sell's	2049 2049	Cream and cookies for meetings	P	4.18 225.00
Ca. Special Districts Association ABC Consultants	2117	Annuat membership dues 1997 Administration fee 11/96	 	800.00
Office Depot	2133	Paper supplies for copier	- ř	9.83
Office Max	2133	Copy paper	B	31.28
ABC Consultants	2479	Travel 10/01 through 10/31/96, 315 miles @ 0.	31 C	97.65
T&T	2534	415-388-7804 through 10/10/96	В	5.20
Costco	2534	Answer machine and phone line equipment	P	128.68
Pacific Bell	2534	415-388-7804 through 10/19/96	В	44.65
Pacific Bell	2534	707-648-1305 through 10/20/96 TOTAL G&A EXPENSE	B S =	35.05 \$1,381.52
NATER DIVISION EXPENSES, DIVISIO	N CODE 923	8		
larvey Pearlman	1028	Maintenance manager wages through 11/01/96		504.88
Harvey Pearlman	1506	Medical benefits for November 1996	С	102,33
Paradise Pool Service	2115	Chlorine supplies purchased 9/26/96 & 11/01/9		67.57
ABC Consultants	2117	Administration fee 11/96	C	800.00
ABC Consultants	2117	Clerical fees 11/96	<u> </u>	850.00
Bell's	2121	Cream for water information meeting	P	1.39
Goodman Building Supply	2121	Misc. small supplies	В	26.76
larvey Paarlman	2121	Misc. small supplies	P	31.00
ackson's	2121	Misc. small supplies	B	11.87
Fam rentals	2121	Chain saw sharpening	B	9.00
JSPO	2130 2133	Postage stamps	P	57.60
/allejo Swap Meet Iarvey Pearlman	2479	Binder for water well log Travel allowance for 11/96	 [7.50 80.00
Pacific Bell	2534	Well control phone through 10/19/96	 j	33.59
Pacific Gas & Electric	2535	Well and Upper tank electricity through 10/19/9		359.86
ECREATION EXPENSES, DIVISION C	ODE 9239	Janitorial wages for 11/96		129.18
Salvador Gonzales	2097	Grounds maintenance afor 10/96	С	86.12
ABC Consultants	2117	Administration fee 11/96	С	275.00
Shoreline Disposal	2259	Garge pickup through 12/96	В	100.20
Pacific Bell	2534	Com. Ctr. pay phone through 10/19/96	В	42.28
Pacific Gas & Electric	2535	Community Center electricity through 10/16/96	B	61.70
Gears	4093	Purchase of ping pong table	B	187.68
Vallejo Swap Meet Bell's Market	4093 2041BI	Ice chest for community dinner beverages Cream and Bistro supplies	P	\$25.00 6.53
Costco		Coffee for Bistro	 	20.97
Vancy Knox		Pastries for Bistro	P	\$25.00
Rachel Culp		Bistro service 10/96 (correct original error)	ं	21.53
Bell's Market	2041CD	Community Dinner ice, cream, atc.	P	11.54
Christine Schultz	2041CD	Expense reimbursement for entertainers	P	100.00
Costco		Wine for community dinner	P	32.67
Deborah Kamradt		Community Dinner expenses	8	103.13
ucky's Market/Judith Yamamoto	2041CD	Community dinner groceries	Р	25.59
		TOTAL RECREATION EXPENSE	S =	\$1,254.12
ROADS & EASEMENT EXPENSES, DIV Harvey Pearlman		9237 Work on roadway patches	T 6 T	21.00
ABC Consultants	2117	Administration fee 11/96	 ; 	250.00
UPO CONSUMANIS	411/	TOTAL R&E EXPENSE		\$271.00
3 = Paid thru 1st Nationwide Bank C = Paid thru County depository P = Paid thru Petty Cash Funds		TOTAL HARRIS FUND EXPENSE TOTAL GENERAL FUND EXPENSE TOTAL OF ALL EXPENSE	\$ = \$ =	\$250.00 5,849.99 \$6,099.99
·	ent by the Mui	Beach Community Services District Board of D	irectors, on	
MUIR BEACH COMMUNITY SERVICES		•		
	-			
Erin Pinto, President		Donovan Macfarla	no Conoro	Managar

MUIR BEACH COMMUNITY SERVICES DISTRICT GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS FOR THE BOARD OF DIRECTORS MEETING ON NOVEMBER 20, 1996

- I. ADMINISTRATION: The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.
 - A. F.E.M.A.: We have received additional correspondence and repeat billing for the \$18,125 plus the \$2,635.67, totaling \$20,760.67. We also received a billing, Attention Ms Barbara Burke, for \$608,736. It seems they are trying to bill us for all the outstanding northern California (an obvious error). Copies have been forwarded to the County Attorney and Gerry Pearlman.
 - B. Budget: You will note that the \$40,000 transferred from the 1st Nationwide Bank depository to the County investment fund has been completed. It was necessary to put \$6,000 directly into the General fund 428, to provide for payroll and other expenses paid through this fund. The remaining \$34,000 was deposited into the investment Fund 429, which also includes the remaining Harris Plan funds. The budget report form will be revised to show these different funds independently, however, as this involves a major change in the spreadsheet design there was not adequate time to make the changes and cross check for errorless reporting.

In general, the District remains within the budget parameters and in sound fiscal condition for the every day needs. Gross equity remained essentially unchanged after the October income and expenses were reconciled.

- II. Fire and Emergency: There is no new information to report. The Fire Chief and Ellen Mettler will most likely be in attendance and offer an update report on their activities.
- III. Water: This has been a calm month in water operations and the operational report adequately reviews the ongoing activities.
- IV. RECREATION: The ping pong table has been placed into action, with new rackets, balls and net to ago with the new table.

We have experienced some problems with equipment inventory. During a recent rental it was discovered that several of the folding tables were missing. Most likely these were borrowed by a resident. However, if this is the situation, it was not cleared with Ann Browning or my office. I am currently reviewing various possible controls to prevent future problems and potential loss of equipment.

V. ROADS AND EASEMENTS: There is no substantial information to report. Maintenance operations will begin this month and continue into December on an as needed basis. CalTrans has been notified of the problem with their drainage culvert emptying on to Sunset Way and the overflow problem at the Juminith Whale/Shoreline intersection. There engineers did make an inspection, but as of this date I have not received a reply to my letter.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

MUIR BEACH COMMUNITY SERVICES DISTRICT WATER DEPARTMENT OPERATIONS REPORT OCTOBER 23, 1996 THROUGH NOVEMBER 11, 1996

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. Problems with the chlorination pump have been resolved. The system is working properly.
- 3. Monthly bacteriological samples included one sample each for the upper and lower systems. All tests were negative for coliform content. Chlorine residuals are maintained within operational parameters.

<u>TABULATION OF WATER PRODUCTION FACTORS:</u> Note: Meters were read on 10/23/96. Production is based on the 30-day period between 09/23/96 and 10/23/96.

1.	Total volume of water produced	NA	gallons
2.	Average daily production	NA	gallons/day
3.	Maximum daily production on 10/06/96. Pumping hours extended to maintain fire reserves.	44,980	gallons
4.	Minimum daily production on 9/03/96	17,570	gallons
4.	Volume of water billed by customer meters, total	986,122	gallons
5.	Average daily customer water use, per customer	223	gallons/day
6.	Estimated maintenance and fire consumption.	NA	gallons
7.	Unaccounted for water loss (MASTER METER OUT)	NA.	gallons

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

- 1. Weekly meetings and phone conversations, as necessary, to assist Harvey.
- 2. Replacement of the master meter has not been arranged and gross production figures are estimated to be more than 5 percent inaccurate.
- 3. In general this was a calm month for water operations. Water quality complaints were minimal and no major problems occurred in the system.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing for the 09/23/96 to 10/23/96 period was \$5,594.95, less than \$10 more than last month's billing. Average daily water consumption is slightly greater than last month, due to the dry and somewhat abnormal warm weather.

Accounts receivable just prior to the new billing were \$2,003.08 (up almost \$700 from last month). Late penalties and interest assessed were \$131.34, up more than \$40 from last month. There is no apparent cause.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

FY IS 33.70% COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

			[
	1996-97	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	10/31/96
DESCRIPTION	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Opening Balance at beginning of fiscal year	\$109,245	Balances on 07	/01/96 =	\$23.82	\$93,264.09	\$1,099.55	\$94,387.46
General and Admin. Income	34,437	(29,034.56)	-64.31%	(400.00)	(39,337.70)	6,083.62	(33,653.88)
General & Admin. Expenses	19,375	5,120,40	26.43%	14.01	1,467.22	866.96	2,348.19
G&A Income - Expenses	\$15,062	(\$34,154.98)	-226.76%	(\$414.01)	(\$40,804.92)	\$5,216.86	(\$36,002.07)
Water Income	56,000	24,626.94	43.98%	150.00	5,372.48	0.00	5,522.48
Water Expenses	66,440	31,640.65	47.62%	37.69	2,199.25	2,848.56	5,085.50
Water Income - Expenses	(\$10,440)	(\$7,011.71)	N.A.	\$112.31	\$3,173.23	(\$2,848.56)	\$436.98
Recreational Income	26,690	2,721.20	10.20%	739.75	585.00	0.00	1,324.75
Recreational Expenses	39,642	5,387.20	13.59%	213.75	1,826.49	490.30	2,530.54
Recreational Income - Expenses	(\$12,952)	(\$2,666.00)	_N.A.	\$526.00	(\$1,241.49)	(\$490.30)	(\$1,205.79)
Road & Easement Income	0	0.00	N.A.	0.00	0.00	0.00	0.00
Road & Easement Expenses	18,630	1,984.87	10.65%	0.00	500.00	272.61	772.61
R&E Income - Expenses	(\$16,630)	(\$1,984.67)	N.A.	\$0.00	(\$500.00)	(\$272.61)	(\$772.61)
Fire Income	29,482	22,338.61	75.77%	0.00	5,069.00	0.00	5,069.00
Fire Expenses	19,487	7,653.70	39.28%	0,00	5,369.00	225.00	5,594.00
Fire Income - Expenses	9,996	\$14,684.91	1.46922561	\$0.00	(\$300.00)	(\$225.00)	(\$525.00)
General Funds budgeted year-end balances =	\$92,280	Month end baia	nces =	\$248.12	\$53,590.91	\$2,479.95	\$56,318.98

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Total General Fund Income =
Total General Fund Expenses =
General Fund Income - Expenses =

[\$146,609	\$20,654.17	14.09%	\$489.75	(\$28,311.22)	\$6,083.62	(\$21,73 7 .65)
	163,574	51,786.83	31.66%	265.45	11,361.96	4,703.42	16,330.83
F	(\$16,965)	(\$31,132.66)	N.A.	\$224.30	(\$39,673.19)	\$1,380.40	(\$38,068.48)

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1 S T	COUNTY	10/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Insurance	2059	\$600	\$600.00	100.00%		\$600.00		\$600.00
ABCC Administrative fees	2117	2,800	400.00	14.29%				0.00
G&A % (94-95 incl'ds 93-94 loss cry fwd	2720	2,600	0.00	0.00%				0,00
Project improvements	4169	16,266	0.00	0.00%		-		0.00
TOTAL HARRIS FUND EXPENSES =		\$22,286	\$1,000.00	4.49%	\$0.00	\$600.00	\$0.00	\$600.00

HARRIS FUND CAPITAL IMPROVEMENT INCOME

INCOME	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	10/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Surcharge Income	9031	\$540	\$180.00	33.33%		\$45.00		\$45.00
Interest & inter fund transfers	9377	1,482	5,233.72	353.10%	\$34,000 GF tran	sfer + 441,55 Int.	34,441.55	441.55
TOTAL HARRIS FUND INCOME =		\$2,022	\$5,413.72	267.71%	\$0.00	\$45.00	\$34,441.55	\$486.55

SUMMARY OF HARRIS FUND INCOME AND EXPENSES

						COUNTY FUND 429	NET TOTAL FUND 429
Opening Harris Fund Balance	\$20,264	\$23,105.76	114.02%	Balances on	08/01/96	-\$25,993. T3	\$23,134,90
Harris Fund Income	2,022	5,413.72	267.71%	0.00	45.00	34,441.55	486.55
Harris Fund Expenses	22,266	1,000.00	4.49%	0.00	600.00	0.00	600.00
Harris Fund Income - Expenses	0	4,413.72	N.A.	0.00	(555.00)	34,441.55	(113.45)
Account balances at month's end =		\$27,519.48	N.A.	\$248.12	\$53,035.91	\$ 00,434.6 8	\$23,021,45
	•	•	•			56,434.68	•

GROSS DISTRICT EQUITY AT CURRENT MONTH'S END =

\$116,198.66 Less Total Trust Funds of

\$14,214.23 Net Equity = \$101,984.43

01.993.13

TRUST FUND RESERVES = Rental = NOTE:

\$647.73

Water = \$3,100.00

Fire Station* = \$10,466.50

*Upon T-bill maturity 11/16/96

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 Nationwic 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 = \$37,413.23 Includes \$34,000 general fund transfer to the fund 429 investment account.

FY IS 33.70% COMPLETE

TGENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST Bank	COUNTY FUND 428	10/31/96 TOTAL
Conferences	2049	\$1,200	6.87	0.57%	\$4.18			\$4.18
Insurance	2059	1,400	1,400.00	100.00%		1,400.00		1,400.00
ABCC Administrative fees	2117	7,000	2,825.00	40.36%			800.00	800.00
Miscellaneous expenses	2121	150	0.00	0.00%				0.00
General Election Expense	2129	1,400	0.00	0.00%				0.00
Postage	2130	125	0.00	0.00%				0.00
Office Supplies	2133	300	9.83	3.28%	9,83			9.83
Copier Maintenance	2137	800	88.98	11.12%				0.00
County Fees	2352	1,000	0,00	0.00%				0.00
Mileage	2479	1,250	273.40	21.87%			66.96	66.96
Telephone	2534	1,250	516.32	41.31%		67.22		67.22
Legal fees & expenses	2713	3,500	0.00	0.00%				0.00
Building Improvements	4048	0	0.00	N.A.				0.00
TOTAL ADMINISTRATIVE EXPENSES	=	\$19,375	\$5,120.40	26.43%	\$14.01	\$1,467.22	\$866.96	\$2,348.19

20% of general G&A Costs =

\$3,875

GENERAL & ADMINISTRATIVE INCOME

INCOME	OBJECT	1996- 9 7	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	10/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Property Tax Revenue	9001	\$27,650	172.15	0.62%			\$83.82	\$83.82
Interest Income	9203	1,487	706.27	47.50%		238.30		238.30
Inter Fund Transfers	9377	5,000	(30,000.00)	-600.00%	(400.00)	(39,600.00)	6,000.00	(34,000.00)
Copier Income	9772	300	87.00	29.00%		24.00		24.00
TOTAL ADMINISTRATIVE INCOME	=	\$34,437	(\$29,034.56)	-84.31%	(\$400.00)	(\$39,337.70)	\$8,083.82	(\$33,653.88)

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	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST Bank	COUNTY FUND 428	10/31/96 TOTAL
Maint, Mgr.	1028	\$2,500	49.00	1.96%			\$21.00	\$21.00
Extra Hire	1073	4,500	0.00	0.00%			1	0.00
FICA	1404	536	3.76	0.70%			1.61	1.61
Work Compensation, Insurance.	1701	394	79.34	20.13%				0.00
Insurance	2059	500	500.00	100.00%		500.00		500,00
Repairs	2077	2,500	252.77	10.11%	Ī			0.00
Gen. Maint.	2078	2,500	0.00	0.00%				0.00
ABCC Administrative fees	2117	3,000	1,100.00	36.67%			250.00	250.00
Travel	2479	200	0.00	0.00%				0.00
G&A Share	2720		0.00	N.A.				0.00
Road Const.	2741	2,000	0.00	0.00%				0.00
TOTAL EASEMENT EXPENSES =		\$18,630	\$1,984.87	10.65%	\$0.00	\$500.00	\$272.61	\$772.61

ROADS & EASEMENTS INCOME

INCOME	OBJECT	1996 -9 7	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	10/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 429	TOTAL
Miscellaneous income	9772	0						\$0.00

FY IS 33.70% COMPLETE

WATER EXPENSES

EXPENSE	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1ST	COUNTY	10/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK	FUND 428	TOTAL
Maint. Mgr. Wages	1028	11,000	5,785.25	52.59%			\$889.00	\$889.00
Extra Hire Wages	1073	600	928.50	154.75%			55.00	55.00
FICA	1404	887	513.65	57.88%	·		72.23	72.23
Benefits	1506	1,250	409.32	32.75%			102.33	102.33
Work. Compensation Insurance	1701	653	452.99	69.36%		279.25		279.25
Annual Fee	2058	500	0.00	0.00%				0.00
Gen. Insurance	2059	1,200	1,200.00	100.00%		1,200.00		1,200.00
Repairs	2077	2,500	4,173.70	166.95%				0.00
Bldg. Repair	2096	0	0.00	N.A.				0.00
Tests & chemicals	2115	1,500	389.49	25.97%		197.63		197.63
ABCC Administrative & clerical fees	2117	22,200	6,600.00	29.73%			1,650.00	1,650.00
Misc., Exp.,	2121	1,000	958.86	95.89%	8.89	128.92		137.81
Refunds	2122	1,000	200.00	20.00%	,			0.00
Postage	2130	400	115.20	28.80%	28.80			28.80
Office supplies	2133	500	0.00	0.00%				0.00
Contract Repairs	2325	12,000	7,401.77	61.68%			İ	0.00
Travel	2479	1,100	315.00	28.64%			80.00	80.00
Telephone	2534	450	295.73	65.72%		33.59		33.59
Electricity	2535	6,700	1,624.51	24.25%		359.86		359.86
G&A Share	2720		0.00	N.A.				0.00
Equipment	4093	500	0.00	0.00%			i	0.00
Water Meters	4160	500	276.68	55.34%				0.00
TOTAL WATER EXPENSES :	•	\$66,440	\$31,640.65	47.62%	\$37.69	\$2,199.25	\$2,848.56 {	\$5,085.50

WATER INCOME

INCOME	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1ST		10/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK		TOTAL
Service Billing	9025	\$56,000	21,771.60	38.88%		\$5,549.95		\$5,549.95
Late penalties & interest billed	9772	1,000	472.30	47.23%		131.34		131.34
Receipts Collected	9025	56,000	24,228.94	43.27%	150.00	5,372.48		5,522.48
Accounts Receivable	9025		\$7	,406.70 ON C	LOSE OF 10/31	/96 BUSINESS D	AY	
Security Deposits billed and collected	9025SD	1,000	400.00	40.00%				0.00
Miscellaneous water income	9772	0	0.00	N.A.				0.00
TOTAL WATER INCOME =		\$56,000	\$24,228.94	43.27%	\$150.00	\$5,372.48	\$0.00	\$5,522,48

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	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK		10/31/96 TOTAL
Work. Compensation Insurance	1701	\$2,587	643.41	24.87%	T .			\$0.00
Gen. & Vehicle Insurance	2059	5,700	5,369.00	94.19%	T	5,369.00		5,369.00
ABCC Administrative fees	2117	2,700	900.00	33.33%	1		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	8,500	741.29	8.72%				0.00
TOTAL FIRE EXPENSES	Ξ	\$19,487	\$7,653.70	39.28%	\$0.00	\$5,369.00	\$225.00	\$5,594.00

FIRE INCOME

INCOME	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1 S T		10/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK		TOTAL
W. Marin Grant	9377	\$8,500	8,500.00	100.00%				\$0.00
MBVFA & Marin County Donations	9763	20,982	13,838.61	65.95%		5,069.00		5,069.00
TOTAL FIRE INCOME =		\$29,482	\$22,336.61	75.77%	\$0.00	\$5,069.00	\$0.00	\$5,069,00

FY IS 33.70% COMPLETE

⇒ECREATIONAL EXPENSES

EXPENSE	OBJECT	1996-97	FIS. YEAR	FY % OF	PETTY	1ST		10/31/96
DESCRIPTION	CODE	BUDGET	TOTALS	BUDGET	CASH	BANK		TOTAL
Maint. Mgr. Wages	1028	\$750	0.00	0.00%				\$0.00
Janitorial Wages	1073	1,820	540.00	29.67%			120.00	120.00
FICA	1404	239	117.73	49.17%			15.30	15.30
Work. Compensation Insurance	1701	1,980	96.12	4.86%		51.29		51.29
Basketball	2041BA	0	0.00	N.A.				0.00
Bistro	2041BI	2,760	153.07	5.55%	43.95			43.95
Community Dinners	2041CD	700	272.93	38.99%	169.80	103.13		272.93
Children's Programs	2041 CP	115	0.00	0.00%				0.00
Labor Day BBQ	2041LD	1,000	0.00	0.00%				0.00
Tai Chì	2041TC	1,080	519.00	48.06%				0.00
Insurance	2059	1,200	1,200.00	100.00%		1,200.00		1,200.00
Repairs	2077	1,500	46.84	3.12%		46.84		46.84
Bldg. Maintenance	2096	1,500	160.00	10.67%			i	0.00
Ground Maintenance	2097	560	320,00	57.14%			60.00	80.00
ABCC Administrative fees	2117	3,500	975.00	27.86%			275.00	275.00
Publications	2119	250	0.00	0.00%				0.00
Misc. Expenses	2121	150	0.00	0.00%				0.00
Deposit Refunds	2122	3,500	225.00	6.43%				0.00
Postage & Off. Sup.	2133	100	9.80	9.60%				0.00
Refuse Removal	2259	410	200.40	48.88%		100.20		100.20
Building Supplies	2366	300	13.83	4.61%				0.00
Pay Telephone	2534	528	203.71	38.58%		75.65		75.65
Electricity for Community Center	2535	1,100	121.29	11.03%		61.70		61.70
G&A Share	2720		0.00	N.A.				0.00
DBG Improvements	4045	12,500	0.00	0.00%			- I.	0.00
Bldg. Improvements	4048	1,500	0.00	0.00%				0.00
Equip. & Furnishings	4093	600	212.68	35.45%		167.68		187.68
Playground Imp.	4243	0	0.00	N.A.				0.00
TOTAL RECREATION EXPENSES	S =	\$39,642	\$5,387.20	13.59%	\$213.75	\$1,826.49	\$490.30	\$2,530.54

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK		10/31/96 TOTAL
Children's Programs	9246	125	0.00	0.00%				\$0.00
Community Center, Rental	9255	4,000	415.00	10.38%		155.00		155.00
Refundable Deposits	9255RD	3,500	450.00	12.86%		225.00		225.00
Bistro	9811BI	2,000	655.45	32.77%	205.75		·	205.75
Community Dinners	9811CD	1,200	631.00	52.58%	528.00	70.00		598.00
Children's programs	9811CP	125	0.00	0.00%].	0.00
Labor Day BBQ	9811LD	1,500	0.00	0.00%				0.00
Tai Chi	9811TC	1,620	563,75	34.80%	5.00	135.00		140.00
Res. Handbooks	9834	120	6.00	5.00%	1.00			1.00
Community Development Block Grant	9900	12,500	0.00	0.00%				0.00
TOTAL RECREATION INCOME :	:	\$26,690	\$2,721.20	10.20%	\$739.75	\$585.00	\$0.00	\$1,324.75

OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS SPECIAL MEETING HELD ON WEDNESDAY, OCTOBER 9, 1996

Short by

Directors present:

President Peter Rudnick; Directors: Deborah Kamradt, Erin Pinto and Steve Shaffer.

There is one vacancy.

I. Call to order. President Pinto called the meeting to order at 7:12 P.M. and then turned the meeting over to incoming President Rudnick.

- II. Review and consideration of the July 31, 1996 Agenda: There was a brief discussion of the Agenda and a suggestion to move the consideration of Roads and Easements up in order to follow Section Two, to accommodate the attendance of Dave MacKenzie and review of his letter to the Board. Director Pinto then *moved* to approve the Agenda with the revision to consider Roads and Easements immediately after the bills to be paid report; seconded by Director Shaffer; ayes all.
- Bills to be paid: The GM submitted an update for the bills to be paid report including the bills received between 9/19/96 and 10/08/96. There was a brief discussion of the Bills to be Paid report, and Director Pinto noted that the update report contained a possible error by listing a \$225 payment to ABC Consultants under the Fire division. The GM confirmed that this was a typographical error and crossed this item off the list to correct the fire expenses on the update to be just \$5,369 and the total of all expenses in the update report to be \$14,696.69.

The GM noted that the update report includes a total of \$10,269 to Special District Risk Management as payment for the District's general liability and property insurance. This should have been paid in July; however, while the report was filed on time, we did not receive an invoice for the premium. If there is any penalty for the late payment, the GM will protest.

Following the GM's review of the report, Director Shaffer moved to approve the original bills to be paid including total general fund expenditures of \$9,493.78 and after making the \$225 correction in the update to approve the update report Harris Fund expenditures of \$600 and general fund expenditures of \$13,696.69; seconded by Director Pinto; ayes all.

IV. Roads & Easements: The Board then considered the letter from Mr. MacKenzie and the GM's letter in response. The Board expressed that the GM's letter properly addressed Mr. MacKenzie's concerns and asked Mr. MacKenzie if he wished to comment. Mr. MacKenzie concurred and indicated that the GM's reply was in somewhat more detail than he had anticipated. He then expressed his willingness to participate in any future road committee efforts to review the upcoming Roads & Easements Policies and Procedures Manual to be submitted for Board consideration later in the fiscal year.

The Board thanked Mr. MacKenzie for his community support and instructed the GM the maintain communications with Mr. MacKenzie as the Manual is developed.

V. Board vacancy: Director Kamradt introduced Daniel Cressman to the Board and explained that Mr. Cressman had submitted his name for consideration to fill the vacant Board seat. She has met with Mr. Cressman and loaned him copies of the current Board packet and the Water Twenty Year Plan.

The GM mentioned that Gerry Pearlman had indicated that he would be in attendance tonight and noted that Gerry had submitted his resume (copies attached to the Directors packets) for the board consideration. The GM did not know why Mr. Pearlman was not in attendance.

The Board then began a general two way interview with Mr. Cressman to learn that he had been president of a chapter of the Chamber of Commerce, has served on several different boards, and is currently involved in commercial real estate investments. This was followed by a general discussion of the District's cultural and economic diversity.

At this point the Board decided to go into a closed session so they could consider the need to fill the vacancy, and the qualifications of the four applicants. Both Mr. Cressman and Mr. MacKenzie left the room during the closed session.

During the closed session the various Board members offered their thoughts on the qualification of the applicants and the needs of the community. After due deliberation, a general consensus developed that Mr. Cressman seemed to have the most experience in dealing with a diverse community along with more available time to attend meetings and work on District matters. The tight schedule of existing Board members and the upcoming proposed water capital improvement program emphasized the importance of the need for the new director to have adequate time. Director Shaffer then *moved* to appoint Mr. Cressman to fill the vacant Board seat; seconded by director Kamradt; ayes all.

The closed session was then ended and Messrs. Cressman and MacKenzie invited back in if they desired to hear the remainder of the meeting. With their return, the Board announced their decision to appoint Mr. Cressman to the Board and welcomed his participation. The GM explained that Mr. Cressman could not formally participate until the oath of office had been administered and this could not be done until the next board meeting. However, informal participation was welcomed.

- Mr. Cressman thanked the Board for their confidence and took a seat at the side of the Board table. At approximately this time, Gerry Pearlman entered the room and the Board informed him of their decision while thanking Gerry for his community spirit and welcomed his attendance to the meeting.
- VI. Public open time: The GM noted that a copy of Mr. Pearlman's letter requesting the District to write CalTrans in regard to the drainage problem with the CalTrans culvert from the Juminth Whale/Shoreline Highway intersection and the culvert that carries water from this intersection to Sunset Way. This was followed by a brief discussion and the Board instructed the GM to correspond with CalTrans, including the text of Mr. Pearlman's letter, in an effort to resolve this problem.
- VII. Fire Department and Emergency/disaster Committee: The GM reported that he received a letter from Marine County Fire Department as notice that they have arranged to carry the MBVFD volunteers under the Marin County Fire Department's workers compensation insurance. Further, they have increased the authorized number of volunteers from 13 to 14.
- VIII. General Manager's report: The general manager reported on the following items:
 - A. F.E.M.A. The GM reported that we have received additional correspondence and a repeat billing for the \$18,125 plus \$2,635.67. He noted that this is being referred to the County Counsel in hopes that a reasonable solution can be arranged.

Gerry Pearlman indicated that he has some knowledge of this problem and feels that use of the County Attorney will be a waste of money. He has some spare time and volunteered to look into the matter for the Board. Gerry earned a law degree and has considerable experience in working with governmental agencies.

The GM welcomed Gerry's volunteer offer and said he would make copies of the District's files for Gerry's reference. The Board joined in thanking Gerry for his assistance.

- B. Public Hearing: The GM reminded the Board about the upcoming public hearing scheduled for November 20, 1996 and the need to have a public information program activated prior to the meeting. This was followed by a general discussion and the scheduling of a general public information meeting on October 23, 1996. The purpose of the meeting is to outline the District's water system problems, review the Twenty Year Plan, and discuss the funding methods recommended by the water committee. Director Pinto will try to have the informational brochure ready for the meeting, Director Shaffer offered to coordinate a phone tree to gain public interest and support, and the GM was instructed to schedule the meeting along with a presentation of the District needs and the Twenty Year Plan.
- C. Recreation: Director Kamradt reported the community dinner and entertainment held last night was very well attended and enjoyed by the community. The GM indicated that he had not completed his fiscal analysis of the dinner, but in general he feels it was one of the most successful dinners, and he is certain that adequate funds were raised to replace the ping pong table, either by direct purchase or by custom construction, whichever is most cost effective.
- IX. Review of the draft minutes for the August 21, 1996 board meeting: There was a brief discussion of these minutes and Director Pinto *moved* to approve the minutes as submitted; seconded by Director Shaffer; ayes all.
- X. The next regular Board meeting is scheduled on November 20, 1996 to begin at 8:30 p.m. following the scheduled public hearing that will begin at 7:00 p.m.

The meeting was adjourned at 9:20 P.M.

These minutes during their meeting on.	were approved by the		ommunity Services	District Board of l	Directors,
Peter Rudnick, Board Pr	resident	•	Donovan Macfar	rlane, Secretary	

OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS SPECIAL MEETING HELD ON WEDNESDAY, OCTOBER 30, 1996

Dutin

Directors present:

Directors: Daniel Cressman, Deborah Kamradt, and Erin Pinto. President Rudnick and

Director Shaffer were unable to attend the meeting.

I. Prior to the beginning of the meeting, the General Manager administered the oath of office to the newly appointed Director Daniel Cressman.

- II. Call to order. When it was determined that President Rudnick could not attend the meeting, past president Pinto assumed the chair and called the meeting to order at 7:25 P.M. and then turned the meeting ever to incoming President Rudnick.
- III. Review and consideration of the October 30, 1996 Agenda: The GM informed the board that the October 9 date on the Table of Contents for the Board Packet was in error and should be corrected to October 30. However, as the Agenda had been properly dated and posted, notice of the meting was in compliance with the Brown Act. There was a brief discussion of the Agenda and as their were no others in attendance to necessitate a change, Director Cressman *moved* to approve the Agenda as submitted; seconded by Director Kamradt; ayes all.
- IV. Bills to be paid: The GM indicated that there were just two bills in addition to those listed on the bills to be paid report and that he will include these additional items in the next month's report. There was a brief discussion of the Bills to be Paid report, and Director Kamradt *moved* to approve payment of the bills as submitted, including \$250 in Harris Fund expenses and \$8,010.34 in general fund expenses, fr a total of \$8,260.34; seconded by Director Cressman; ayes all.
- V. Public open time: There were no people in the audience for comment.
- VI. Fire Department and Emergency Committee: Chief Moore and Committee Chairperson Mettler had previously called to say they had a conflicting meeting and could not attend tonight's meeting. The GM had no new information to report on these activities.
- VII. General Manager's report: The general manager reported on the following items:
 - A. F.E.M.A. The GM reported that he had delivered copies of these files to Gerry Pearlman and Gerry had indicated that he will try to have a report for the Board if there is an early December meeting. Otherwise, he feels he will need until the January meeting.
 - B. Budget: The GM reported that there had been a printing error on the summary page of the August budget report, considered during the last Board meeting. The opening balance of the County general fund account had been left blank and resulted in the District's equity being shown as \$1,260.90 less than it should have been. This has been corrected. He then noted that the District is within the budget parameters.

- C. Recreation: the GM reported that he had successfully purchased a new ping pong table. The table purchased is a heavy duty table, originally priced at \$360 plus tax on sale for \$249.98. He negotiated to purchase the floor display model at a 30% discount, for a final price of \$187.68 including tax. The Board concurred that this was a good price and then instructed the GM to purchase new ping pong rackets, balls and a net to go with the table.
- **D.** Roads and Easements: The GM reported that the meeting with the equipment contractor had been rescheduled and that until this meeting has been completed there is no new information to report. Work should begin on the road patch completion in mid November.
- E. Water: Director Pinto had not been able to attend the water information meeting held last week and asked for a general report from the other Directors. Directors Cressman and Kamradt both reported that the meeting had been well attended and was generally successful. At approximately this time, water committee member Gordon Bennett joined the meeting as a member of the audience, and agreed with the report by the Directors.

Director Kamradt reported that she had been confronted by a resident, concerning the proposed \$500 parcel tax on parcels zoned multi-family versus the \$150 per habitable unit as defined on the county tax rolls. A general discussion followed, with the GM noting that the tax roll is not clear on the zoning of parcels, but does list the number of habitable units for each developed parcel. The tax roll includes 5 parcels as having two living units on them, and suggested that it would be in conformance with the previous tax measure if the article showing \$500 for parcels zoned multi-family was deleted. Also, he indicated that the \$150 per separate habitable structure as determined by the units listed in the Marin County Assessment roll, would be more understandable to the residents.

This was further discussed, with some concern that the proposed measure might not result in the desired \$50,000 per year in revenue. The GM did a rough calculation that indicated approximately \$45 to \$50 thousand dollars would be realized. However, it was requested that he further verify this prior to the public hearing. When a consensus developed, Director Kamradt moved to strike the article calling for a \$500 per parcel tax on parcels zoned multi-family; seconded by Director Cressman; ayes all.

The GM confirmed that he will have the "Notice of Public Hearing" published and the notices mailed in the next few days.

- VIII. Review of the draft minutes for the October 1, 1996 meeting. Director Cressman was not a member of the Board for this meeting; therefore, a quorum was not available to review these minutes.
- IX. The next regular Board meeting, as decided during the October 30, 1996 meeting, is scheduled for November 20, 1996 to begin at 8:00 p.m. following the public hearing that will begin at 6:30 p.m.

The meeting was adjourned at 9:35 P.M.

These minutes were approved by the M during their meeting on	fuir Beach Community Services District Board of Directors,
Peter Rudnick, Board President	Donovan Macfarlane, Secretary

BOARD PACKET NOTES:

The Board does not meet in December, and the regular January meeting was rescheduled to February 5, 1997