

BOARD PACKET NOTES:

**The Board does not meet in
December, and the regular
January meeting was
rescheduled to February 5, 1997**

Donovan

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BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
RESCHEDULED BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, FEBRUARY 5, 1997
THE MEETING WILL BEGIN AT 7:00 P.M.**

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SPECIAL NOTE

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**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING RESCHEDULED TO BE HELD ON WEDNESDAY,
FEBRUARY 5, 1997 AND BEGINNING AT 7:00 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. *7:15*
- II. **Review and consideration of the February 5, 1997 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".
Erin Stein
- 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 November 20, 1996 meeting.
Steve, Erin - all.
- IV. **PUBLIC OPEN TIME:** California State Law prohibits Board action on any item, within its jurisdiction, that has not been listed on the lawfully posted Agenda unless: 1) upon a determination by a majority of the Board that an emergency situation exists; 2) upon a determination by a two-thirds majority of the Board (or by no less than three members, if less than the entire Board is present) that the need to take action arose subsequent to the Agenda being posted; or 3) the item was posted for a prior Board meeting, occurring not more than five (5) days prior to the date action is taken on the item, and at the subject prior meeting, the item was continued to the meeting at which action is being taken. Other items will generally be received as information, or referred to staff for further consideration prior to the next scheduled meeting of the board. As a matter of procedure, the Board may limit individual presentations to no more than five minutes. Individual presentations should involve non-repetitive items, and non-repetitive supporting information.

PUBLIC INPUT

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

Gerry's letter - phone tree -
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.

Cressman - April. - Plan Ban water -
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. *Mother found any. - Can the 16th for Nick's Mother*

Ellen is burned out.

- VI. **Emergency/Disaster Committee:** It is anticipated that Ellen Mettler will be in attendance to offer an update on the activities of this committee. *Earthquake info distributed - Coop w/En*

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:** A report on F. E. M. A. communications will be offered, along with the monthly budget overview.
- B. **Water:** Review of the previous month's water operations, and a report on communications with the State Division of Water Rights.
- C. **Roads and Easements:** The GM will review the current road and easement maintenance, repairs, operations, and planned activities. The GM will request approval for he and Harvey to attend an "Asphalt Maintenance Seminar and Expo" on February 25 & 26, 1997.
- D. **Recreation:** The GM will report on the general recreational activities.

- VIII. **Review of the draft minutes for the November 20, 1996 Public Hearing.** *Steve: Debra*

- IX. **Review of the draft minutes for the November 20, 1996 regular Board of Directors meeting.** *Steve, Debra*

- X. **Next meeting date.** The Board should schedule the next meeting date. The normal meeting date is Wednesday, February 26, 1997. However, this conflicts with the Asphalt Expo date and it is requested that the meeting date be changed to accommodate attendance to the Expo.

ADJOURNMENT OR CONTINUATION

9:30

Feb 5, 1997

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 11/10/96 THROUGH 11/30/96**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
HARRIS FUND EXPENSES, FUND 429				
Marin Independent Journal	4169	Public Hearing Advertisement	B	\$84.83
TOTAL HARRIS FUND EXP. =				\$84.83

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Calif. special Districts Association	2049	Annual membership dues	B	\$225.00
USPO	2130	Postage stamps for general mailing	P	12.80
Mr. Keys	2137	Keys for Copier Card users	P	11.85
AT&T	2534	415-388-7804 Toll calls through 11/10/96	B	5.97
Pacific Bell	2534	415-388-7804 service through 11/11/96	B	42.08
TOTAL G&A EXPENSES =				\$297.70

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Harvey Pearlman	1028	Wages paid 11/05-19/96	C	\$37.68
Martin Bros. Supply	2077	Tie Wire for road maintenance	P	4.65
Marin Resources	2078	Dump hazardous debris	P	11.00
TOTAL R&E EXPENSES =				\$53.33

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Wages paid 11/05-19/96	C	\$791.23
Herb's Pol Service	2115	Chlorine bottle deposit	P	0.58
Marin County Health Laboratory	2115	Water sample testing 10/08 & 11/19/96	B	60.00
Paradise Pool Service	2115	Chlorine supplies purchased 11/01/96	B	38.61
USPO	2130	Stamped envelopes for public hearing mailing	P	85.50
USPO	2130	Postage stamps for correspondence & billing	P	19.20
Pacific Bell	2534	Relay phone service through 11/07/96	B	33.59
Pacific Gas & Electric	2535	Well & lower tank electric through 11/16/96	B	336.28
TOTAL WATER EXPENSES =				\$1,364.99

RECREATION EXPENSES, DIVISION CODE 9239

Harvey Pearlman	1028	Wages paid 11/05-19/96	C	\$90.43
Juana Gonzales	1073	Janitorial wages paid 11/05-19/96	C	129.18
Salvador Gonzales	2097	Grounds Maintenance wages paid 11/05-19/96	C	86.12
Aran Collier	2122	Security deposit refund	B	75.00
Dorina Stone	2122	Security deposit refund	B	265.73
Ace Hardware	2366	Cleaning fluid	P	2.78
Costco	2366	Light bulbs for inventory general use	P	56.65
Safeway	2366	Cleaing supplies and soap	P	11.55
Sport Mart	2366	Ping Pong racket, ball & rack set	P	20.40
Pacific Gas & Electric	2535	Corn. Center ewlectric thru 11/16/96	B	73.60
Bell's Market	2041BI	Bistro supplies	P	5.37
Nancy Knox	2041BI	Bistro pastries	P	16.50
Rachael Culp	2041BI	Bistro Wages paid 10/96-11/96	C	290.66
Barbara Herwitz	2041CP	Children's Halloween Party expenses	B	73.55
Justine Rosenthal	2041TC	Tai Chi instruction wages for 11/96	C	111.96
TOTAL RECREATION EXPENSES =				\$1,309.47

FIRE DIVISION EXPENSES, DIVISION CODE 9240

TOTAL FIRE EXPENSES =				\$0.00

B = Paid thru 1 Nationwide Bank
C = Paid thru County depository
P = Paid thru Petty Cash Funds

TOTAL HARRIS FUND EXPENSES = \$84.83
TOTAL GENERAL FUND EXPENSES = 3,025.48
TOTAL OF ALL EXPENSES = \$3,110.31

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors, on _____

MUIR BEACH COMMUNITY SERVICES DISTRICT

Peter Rudnick, President

Donovan Macfarlane, General Manager

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 12/01/96 THROUGH 12/31/96**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
HARRIS FUND EXPENSES, FUND 429				
ABC Consultants	2117	Administrative fee for 12/96	C	250.00
Office Depot	4169	Public Hearing notices	B	34.11
TOTAL HARRIS FUND EXP. =				\$284.11

ADMINISTRATION EXPENSES, DIVISION CODE 9236

ABC Consultants	2117	Administrative fee for 12/96	C	450.00
Marin County	2352	Tax collection fees, 1st half of 96-97	C	252.50
ABC Consultants	2479	Travel 11/01-11/30/96, 236 miles @ \$0.31	C	73.16
AT&T	2534	415-388-7804 toll charges through 12/10/96	B	26.90
Pacific Bell	2534	707-648-1305 through 11/20/96	B	21.81
TOTAL G&A EXPENSES =				\$824.37

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Harvey Pearlman	1028	Maint. Mgr. wages paid in 12/96	C	414.45
ABC Consultants	2117	Administrative fee for 12/96	C	400.00
Pacific Bell	2534	415-388-7804 service through 12/11/96	B	24.15
TOTAL R&E EXPENSES =				\$838.60

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. Mgr. wages paid in 12/96	C	723.41
Harvey Pearlman	1506	Medical benefits 12/96	C	102.33
Robert Worcraft	1073	Maint relief wages paid in 12/96	C	180.85
Marin County Health Laboratory	2115	Water testing 12/17/96	B	30.00
Paradise Pool Service	2115	Chlorine supplies purchased 11/12/96	B	41.19
ABC Consultants	2117	Administrative fee for 12/96	C	800.00
ABC Consultants	2117	Clerical fees for 12/96	C	850.00
USPO	2130	Stamps for postage	P	29.60
Office Depot	2133	1997 Record log for Harvey	P	4.28
Office Max	2133	Envelopes for water billing	B	84.66
Harvey Pearlman	2479	Routine travel 12/96	C	80.00
Pacific Bell	2534	Well relay phone through 12/07/96	B	33.59
PG&E	2535	Well and lower tank electric through 12/17/96	B	311.36
TOTAL WATER EXPENSES =				\$3,271.27

RECREATION EXPENSES, DIVISION CODE 9239

Harvey Pearlman	1028	Maint. Mgr. wages paid in 12/96	C	15.07
Juana Gonzales	1073	Janitorial wages paid in 12/96	C	129.18
Rachael Culp	1073	Bistro wages paid in 12/96	C	193.77
Salvador Gonzales	2097	Ground maintenance wages paid in 12/96	C	86.12
ABC Consultants	2117	Administrative fee for 12/96	C	225.00
Amy Stewart	2122	Refund rental security deposit	B	150.00
Pacific Bell	2534	Pay phone through 12/19/96	B	51.19
McPhail	2535	Butane for Community Center	B	176.90
PG&E	2535	Community Center electric through 12/17/96	B	87.26
Office Depot	4093	2-8ft. long tables for Community Center	P	106.86
Bell's Market	2041BI	Bistro supplies	P	1.70
Costco	2041BI	Storage box for Bistro	P	6.10
Nancy Knox	2041BI	Pastries for Bistro	P	6.00
Justine Rosenthal	2041TC	Tai instruction wages paid in 12/96	C	191.62
TOTAL RECREATION EXPENSES =				\$1,426.77

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants	2117	Administrative fee for 12/96	C	225.00
GTE Mobilnet	4827	Cellular phone service for 12/96	B	36.94
L.N. Curtis & Sons	4827	Misc. Emergency clothing and equipment	B	608.54
Williams Communications	4827	Portable radio & battery charger	B	876.21
TOTAL FIRE EXPENSES =				\$1,746.69

B = Paid thru 1 Nationwide Bank
C = Paid thru County depository
P = Paid thru Petty Cash Funds

TOTAL HARRIS FUND EXPENSES = \$284.11
TOTAL GENERAL FUND EXPENSES = 8,107.70
TOTAL OF ALL EXPENSES = \$8,391.81

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors, on _____

MUIR BEACH COMMUNITY SERVICES DISTRICT

Peter Rudnick, President

Donovan Macfarlane, General Manager

**MUIR BEACH COMMUNITY SERVICES DISTRICT
GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS
FOR THE BOARD OF DIRECTORS MEETING ON JANUARY 22, 1997**

- Rep from Dir of Water Rights @ mtg mty.*
- I. **ADMINISTRATION:** The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.
- A. **F.E.M.A.:** Through the efforts of Gerry Pearlman and subsequent conversations that I have had with the Governor's Office of Emergency Services (G. O. E. S.), we have received a letter from Judy Scarborough, Sr. Accounting Officer Accounting Branch G. O. E. S. that they have suspended collection efforts until the issues are resolved with all parties. During my phone conversations with Mr. Jack Brannon, PMII Disaster Assistance Division, he assured me that he will investigate all possible reasonable solutions.
- B. **Budget:** We received the first increment of tax revenues during the month of December, totaling \$16,196.17. This is 58.6% of our budgeted revenues and indicates that we may receive approximately \$1,800 more in tax revenues than projected by the budget. The fiscal year is 50.4% completed and all income versus expenses are generally within the budget parameters. Water extra hire labor and repairs are over budget by 82.8% and 67% respectively and can be expected to be increased as the year progresses. Billing for water services and revenues collected are about normal for this time of year. Therefore, if water repairs continue to become necessary we may anticipate that the water department will experience an operating deficit.
- II. **Fire:** It is anticipated that the fire Chief will be in attendance to give a report on the Department activities.
- III. **Water:** I have been in contact with the water rights protestors, in an effort to develop an agenda and date for our next discovery meeting. In addition, I have been in contact with the State Division of Water Rights. As of this date, the Agenda and meeting date have not been finalized (with the protestors). The Division of Water Rights has requested that we keep them informed of our progress in resolving the protests.
- IV. **RECREATION:** Planning is in progress for the next community dinner night. Director Kamradt may desire to report to the Board on this activity. *Debra - lunch public meeting*
- V. **ROADS AND EASEMENTS:** We have completed most of the drainage swale reshaping and grading, using a backhoe. We had originally scheduled a grader for this work. However, further inspection with the contractor indicated that the backhoe might be more effective.

Inspection of the drainage efficiency during the recent storms indicates that our work has been effective. There has been some erosion of the embankments where excavation has occurred, but some of this was anticipated and it has not been excessive. Harvey has maintained surveillance and removed blockage as necessary. Vegetation growth in the future should essentially mitigate this problem.

Regrettably, we were not able to coordinate the manpower and equipment to complete the paving of the roadway excavations on Starbuck Drive, Sunset Way and Pacific Way prior to the rains. We are currently monitoring the areas and adding road base as necessary, until the areas are properly dry and the paving can be arranged.

We have several areas on Sunset and Pacific Ways, where the existing paving requires considerable effort to properly repair. These areas reflect poor sub-drainage and defective existing base material. This requires extensive excavation to remove and replace the defective material, provide the needed sub-drainage, and properly replace the area pavement. Further study is required to prepare a preliminary cost estimate. However, it appears that it may be necessary to prepare detailed plans and specifications to permit a bidding process by qualified contractors..

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
NOVEMBER 12, 1996 THROUGH JANUARY 18, 1997**

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.

TABULATION OF WATER PRODUCTION FACTORS: Note: Meters were read on 10/23/96 . Production is based on the 61-day period between 10/23/96 and 12/23/96.

1.	Total volume of water produced.	NA	gallons
2.	Average daily production, using service meter totals.	27,592	gallons/day
3.	Maximum daily production on 11/04/96. Pumping hours extended to maintain fire reserves after flushing hydrants.	41,770	gallons
4.	Minimum daily production on 12/06/96	2,540	gallons
4.	Volume of water billed by customer meters, total	1,683,066	gallons
5.	Average daily customer water use, per customer	188	gallons/day
6.	Estimated maintenance and fire consumption.	25,000	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. In general this was a calm period for water operations. Water quality complaints were minimal and no major problems occurred in the system.
3. A broken service line, serving 15 Sunset Way, was repaired. The service line had pulled loose from a coupling, indicating deterioration of the original solvent/glue material.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing for the 10/23/96 through 11/23/96 period was \$5,342.09 and for the 11/23/96 through 12/23/96 period was \$4,414.76. The lower December billing reflects the reduced consumption as the rain season begins.

Delinquent accounts receivable were \$1,919.50 on 12/31/96, and slightly less than at the close of the November month. Late penalties and interest assessed during the two month period totaled \$212.22 (average \$106.11), which is slightly less than the average.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF NOVEMBER 1996**

FY IS
41.92%
COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

DESCRIPTION	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF NOVEMBER 1996			
				PETTY CASH	1ST BANK	COUNTY FUND 428	11/30/96 TOTAL
Opening Balance at beginning of fiscal year	\$109,245	Balances on 11/01/96 =		\$248.12	\$53,035.91	\$2,479.95	\$55,763.98
General and Admin. Income	34,437	(23,815.26)	-69.16%	44.00	675.32	4,500.00	5,219.32
General & Admin. Expenses	19,375	5,882.08	30.36%	24.65	339.38	397.65	761.68
G&A Income - Expenses	\$15,062	(\$29,697.34)	-197.17%	\$19.35	\$335.94	\$4,102.35	\$4,457.64
Water Income	56,000	31,329.98	55.95%	75.00	6,626.04	0.00	6,701.04
Water Expenses	66,440	34,861.60	52.47%	105.28	492.11	2,623.56	3,220.95
Water Income - Expenses	(\$10,440)	(\$3,531.62)	N.A.	(\$30.28)	\$6,133.93	(\$2,623.56)	\$3,480.09
Recreational Income	26,690	3,721.18	13.94%	144.25	855.73	0.00	999.98
Recreational Expenses	39,642	6,971.68	17.59%	113.25	487.88	983.35	1,584.48
Recreational Income - Expenses	(\$12,952)	(\$3,250.50)	N.A.	\$31.00	\$367.85	(\$983.35)	(\$584.50)
Road & Easement Income	0	0.00	N.A.	0.00	0.00	0.00	0.00
Road & Easement Expenses	18,630	2,288.20	12.28%	15.65	0.00	287.68	303.33
R&E Income - Expenses	(\$18,830)	(\$2,288.20)	N.A.	(\$15.65)	\$0.00	(\$287.68)	(\$303.33)
Fire Income	29,482	22,338.61	75.77%	0.00	0.00	0.00	0.00
Fire Expenses	19,487	7,878.70	40.43%	0.00	0.00	225.00	225.00
Fire Income - Expenses	9,995	\$14,459.91	1.44671436	\$0.00	\$0.00	(\$225.00)	(\$225.00)
General Funds budgeted year-end balances =	\$92,280	Month end balances =		\$252.54	\$59,873.63	\$2,462.72	\$62,588.89

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Total General Fund Income =	\$146,609	\$33,574.51	22.90%	\$263.25	\$8,157.09	\$4,500.00	\$12,920.34
Total General Fund Expenses =	163,574	57,882.26	35.39%	258.83	1,319.37	4,517.23	6,095.43
General Fund Income - Expenses =	(\$16,965)	(\$24,307.75)	N.A.	\$4.42	\$6,837.72	(\$17.23)	\$6,824.91

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 429	11/30/96 TOTAL
Insurance	2059	\$600	\$600.00	100.00%				\$0.00
ABCC Administrative fees	2117	2,800	900.00	32.14%			500.00	500.00
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	84.83	0.52%		84.83		84.83
TOTAL HARRIS FUND EXPENSES =		\$22,286	\$1,684.83	7.11%	\$0.00	\$84.83	\$500.00	\$584.83

INVESTMENT & HARRIS FUND CAPITAL IMPROVEMENT INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	INVESTMENT FUND 429	11/30/96 HARRIS FUND
Surcharge Income	9031	\$540	\$225.00	41.67%		\$45.00		\$45.00
Interest & Inter Fund Transfers	9377	1,482	5,233.72	353.10%	Transfer to General Fund		(4,500.00)	
TOTAL HARRIS FUND INCOME =		\$2,022	\$5,458.72	269.94%	\$0.00	\$45.00	(\$4,500.00)	\$45.00

SUMMARY OF INVESTMENT & HARRIS FUND INCOME AND EXPENSES

						INVESTMENT FUND 429	NET TOTAL HARRIS 429
Opening Harris Fund Balance	\$20,264	\$23,105.76	114.02%	Balances on 11/01/96		\$56,434.58	\$23,021.48
Investment & Harris Fund Income	2,022	5,458.72	269.94%	0.00	45.00	(4,500.00)	45.00
Investment & Harris Fund Expenses	22,286	1,584.83	7.11%	0.00	84.83	500.00	584.83
Investment & Harris Fund Income - Expenses	0	3,873.89	N.A.	0.00	(39.83)	(5,000.00)	(539.83)
Account balances at month's end =		\$26,979.65	N.A.	\$252.54	\$59,833.80	\$51,434.58	\$22,481.65

GROSS DISTRICT EQUITY AT CURRENT MONTH'S END = \$113,983.64 Less Total Trust Funds of \$14,439.23 Net Equity = \$99,544.41

TRUST FUND RESERVES = Rental = \$772.73 Water = \$3,200.00 Fire Station* = \$10,466.50

NOTE: *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 = \$28,952.93

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF NOVEMBER 1996**

FY IS
6.49%
COMPLETE

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	11/30/96 TOTAL
Conferences & Memberships	2049	\$1,200	231.87	19.32%		\$225.00		\$225.00
Insurance	2059	1,400	1,400.00	100.00%				0.00
ABCC Administrative fees	2117	7,000	3,125.00	44.64%			300.00	300.00
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	12.80	10.24%	12.80			12.80
Office Supplies	2133	300	41.11	13.70%		31.28		31.28
Copier Maintenance	2137	800	100.83	12.60%	11.85			11.85
County Fees	2352	1,000	0.00	0.00%				0.00
Mileage	2479	1,250	371.05	29.68%			97.65	97.65
Telephone	2534	1,250	599.42	47.95%		83.10		83.10
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	\$5,682.08	30.36%	\$24.65	\$339.36	\$397.65	\$761.68

20% of general G&A Costs = \$3,875

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	11/30/96 TOTAL
Property Tax Revenue	9001	\$27,650	172.15	0.62%				\$0.00
Interest Income	9203	1,487	1,381.59	92.91%		675.32		575.32
Inter Fund Transfers	9377	5,000	(25,500.00)	-510.00%			4,500.00	4,500.00
Copier Income	9772	300	131.00	43.67%	44.00	0.00		44.00
TOTAL ADMINISTRATIVE INCOME =		\$34,437	(\$23,615.26)	-69.15%	\$44.00	\$675.32	\$4,500.00	\$5,219.32

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.

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ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	11/30/96 TOTAL
Maint. Mgr.	1028	\$2,500	84.00	3.36%			\$35.00	\$35.00
Extra Hire	1073	4,500	0.00	0.00%				0.00
FICA	1404	536	6.44	1.20%			2.68	2.68
Work Compensation. Insurance.	1701	394	79.34	20.13%				0.00
Insurance	2059	500	500.00	100.00%				0.00
Repairs	2077	2,500	257.42	10.30%	4.65			4.65
Gen. Maint.	2078	2,500	11.00	0.44%	11.00			11.00
ABCC Administrative fees	2117	3,000	1,350.00	45.00%			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	\$2,288.20	12.28%	\$15.65	\$0.00	\$287.68	\$303.33

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	11/30/96 TOTAL
Miscellaneous income	9772	0						\$0.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF NOVEMBER 1996**

FY IS
8.49%
COMPLETE

WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	11/30/96 TOTAL
Maint. Mgr. Wages	1028	11,000	6,520.25	59.28%			\$735.00	\$735.00
Extra Hire Wages	1073	600	928.50	154.75%				0.00
FICA	1404	887	569.88	64.22%			56.23	56.23
Benefits	1506	1,250	511.65	40.93%			102.33	102.33
Work. Compensation Insurance	1701	653	452.99	69.36%				0.00
Annual Fee	2058	500	0.00	0.00%				0.00
Gen. Insurance	2059	1,200	1,200.00	100.00%				0.00
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	473.68	31.58%	0.58	83.61		84.19
ABCC Administrative & clerical fees	2117	22,200	8,250.00	37.16%			1,650.00	1,650.00
Misc.. Exp..	2121	1,000	997.49	99.75%		38.63		38.63
Refunds	2122	1,000	200.00	20.00%				0.00
Postage	2130	400	219.90	54.98%	104.70			104.70
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	395.00	35.91%			80.00	80.00
Telephone	2534	450	329.32	73.18%		33.59		33.59
Electricity	2535	6,700	1,960.79	29.27%		336.28		336.28
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	\$34,861.60	52.47%	\$105.28	\$492.11	\$2,623.56	\$3,220.95

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	11/30/96 TOTAL
Service Billing	9025	\$56,000	27,042.40	48.29%		\$5,270.80		\$5,270.80
Late penalties & interest billed	9772	1,000	543.59	54.36%		71.29		71.29
Receipts Collected	9025	56,000	30,719.98	54.86%	75.00	6,416.04		6,491.04
Accounts Receivable	9025							
6254.84 ON CLOSE OF 11/30/96 BUSINESS DAY								
Security Deposits billed and collected	9025SD	1,000	600.00	60.00%		200.00		200.00
Miscellaneous water income	9772	0	10.00	N.A.		10.00		10.00
TOTAL WATER INCOME =		\$56,000	\$30,729.98	54.87%	\$75.00	\$6,626.04	\$0.00	\$6,701.04

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	11/30/96 TOTAL
Work. Compensation Insurance	1701	\$2,587	643.41	24.87%				\$0.00
Gen. & Vehicle Insurance	2059	5,700	5,369.00	94.19%				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	8,500	741.29	8.72%				0.00
TOTAL FIRE EXPENSES =		\$19,487	\$7,878.70	40.43%	\$0.00	\$0.00	\$225.00	\$225.00

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	11/30/96 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%				0.00
TOTAL FIRE INCOME =		\$29,482	\$22,338.61	75.77%	\$0.00	\$0.00	\$0.00	\$0.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF NOVEMBER 1996**

FY IS
8.49%
COMPLETE

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	11/30/96 TOTAL
Maint. Mgr. Wages	1028	\$750	84.00	11.20%			\$84.00	\$84.00
Janitorial Wages	1073	1,820	660.00	36.26%			120.00	120.00
FICA	1404	239	168.08	70.19%			50.35	50.35
Work. Compensation Insurance	1701	1,980	96.12	4.86%				0.00
Basketball	2041BA	0	0.00	N.A.				0.00
Bistro	2041BI	2,760	444.94	16.12%	21.87		270.00	291.87
Community Dinners	2041CD	700	272.93	38.99%				0.00
Children's Programs	2041CP	115	73.55	63.96%		73.55		73.55
Labor Day BBQ	2041LD	1,000	0.00	0.00%				0.00
Tai Chi	2041TC	1,080	623.00	57.69%			104.00	104.00
Insurance	2059	1,200	1,200.00	100.00%				0.00
Repairs	2077	1,500	46.84	3.12%				0.00
Bldg. Maintenance	2096	1,500	160.00	10.67%				0.00
Ground Maintenance	2097	560	400.00	71.43%			80.00	80.00
ABCC Administrative fees	2117	3,500	1,250.00	35.71%			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	565.73	16.16%		340.73		340.73
Postage & Off. Sup.	2133	100	9.60	9.60%				0.00
Refuse Removal	2259	410	200.40	48.88%				0.00
Building Supplies	2366	300	105.21	35.07%	91.38			91.38
Pay Telephone	2534	528	203.71	38.58%				0.00
Electricity for Community Center	2535	1,100	194.89	17.72%		73.60		73.60
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	212.68	35.45%				0.00
Playground Imp.	4243	0	0.00	N.A.				0.00
TOTAL RECREATION EXPENSES =		\$39,642	\$6,971.68	17.59%	\$113.25	\$487.88	\$983.35	\$1,584.48

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	11/30/96 TOTAL
Children's Programs	9248	125	0.00	0.00%				\$0.00
Community Center. Rental	9255	4,000	1,020.00	25.50%		605.00		605.00
Refundable Deposits	9255RD	3,500	565.73	16.16%		115.73		115.73
Bistro	9811BI	2,000	799.70	39.99%	144.25			144.25
Community Dinners	9811CD	1,200	631.00	52.58%				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	698.75	43.13%		135.00		135.00
Res. Handbooks	9834	120	6.00	5.00%				0.00
Community Development Block Grant	9900	12,500	0.00	0.00%				0.00
TOTAL RECREATION INCOME =		\$26,690	\$3,721.18	13.94%	\$144.25	\$855.73	\$0.00	\$899.98

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF DECEMBER 1996**

FY IS
50.41%
COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

DESCRIPTION	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF DECEMBER 1996			
				PETTY CASH	1ST BANK	COUNTY FUND 429	12/31/96 TOTAL
Opening Balance at beginning of fiscal year	\$108,245	Balances on 12/01/96 =		\$262.64	\$59,833.90	\$2,482.72	\$62,549.06
General and Admin. Income	34,437	(7,771.25)	-22.57%	0.00	19.99	16,024.02	16,044.01
General & Admin. Expenses	19,375	6,799.80	35.10%	19.20	72.86	825.66	917.72
G&A Income - Expenses	\$15,062	(\$14,571.05)	-96.74%	(\$19.20)	(\$52.97)	\$16,198.36	\$15,126.29
Water Income	56,000	35,598.06	63.57%	0.00	4,268.08	0.00	4,268.08
Water Expenses	66,440	38,132.86	57.39%	33.88	500.77	2,736.61	3,271.26
Water Income - Expenses	(\$10,440)	(\$2,534.90)	N.A.	(\$33.88)	\$3,767.31	(\$2,736.61)	\$996.92
Recreational Income	26,690	4,720.43	17.69%	120.25	879.00	0.00	999.25
Recreational Expenses	39,642	8,498.46	21.44%	120.66	465.35	940.77	1,526.78
Recreational Income - Expenses	(\$12,952)	(\$3,779.03)	N.A.	(\$0.41)	\$413.65	(\$940.77)	(\$527.53)
Road & Easement Income	0	0.00	N.A.	0.00	0.00	0.00	0.00
Road & Easement Expenses	18,630	3,202.65	17.19%	0.00	0.00	914.45	914.45
R&E Income - Expenses	(\$18,630)	(\$3,202.65)	N.A.	\$0.00	\$0.00	(\$914.45)	(\$914.45)
Fire Income	29,482	22,338.61	75.77%	0.00	0.00	0.00	0.00
Fire Expenses	19,487	9,525.39	49.39%	0.00	1,521.69	225.00	1,746.69
Fire Income - Expenses	9,995	\$12,713.22	1.27195798	\$0.00	(\$1,521.69)	(\$225.00)	(\$1,746.69)
General Funds budgeted year-end balances =	\$92,280	Month end balances =		\$199.05	\$82,440.20	\$12,844.26	\$76,483.50

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Total General Fund Income =	\$146,609	\$54,885.85	37.44%	\$120.25	\$5,167.07	\$16,024.02	\$21,311.34
Total General Fund Expenses =	163,574	66,259.16	40.51%	173.74	2,560.67	5,642.49	8,376.90
General Fund Income - Expenses =	(\$16,965)	(\$11,373.31)	N.A.	(\$53.49)	\$2,606.40	\$10,381.53	\$12,934.44

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 429	12/31/96 TOTAL
Insurance	2059	\$600	\$600.00	100.00%				\$0.00
ABCC Administrative fees	2117	2,800	900.00	32.14%				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	84.83	0.52%		34.11		0.00
TOTAL HARRIS FUND EXPENSES =		\$22,286	\$1,584.93	7.11%	\$0.00	\$34.11	\$0.00	\$0.00

INVESTMENT & HARRIS FUND CAPITAL IMPROVEMENT INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	INVESTMENT FUND 429	12/31/96 TOTAL
Surcharge Income	9031	\$540	\$270.00	50.00%		\$45.00		\$45.00
Interest	9377	1,482	5,233.72	353.10%				0.00
TOTAL HARRIS FUND INCOME =		\$2,022	\$5,503.72	272.16%	\$0.00	\$45.00	\$0.00	\$45.00

SUMMARY OF INVESTMENT & HARRIS FUND INCOME AND EXPENSES

						INVESTMENT FUND 429	NET TOTAL HARRIS 429
Opening Harris Fund Balance	\$20,264	\$23,105.76	114.02%	Balances on 12/01/96		\$51,434.69	\$22,481.65
Harris Fund Income	2,022	5,503.72	272.16%	0.00	45.00	0.00	45.00
Harris Fund Expenses	22,286	1,584.83	7.11%	0.00	34.11	0.00	34.11
Harris Fund Income - Expenses	0	3,918.89	N.A.	0.00	10.89	0.00	10.89
Account balances at month's end =		\$27,024.65	N.A.	\$199.05	\$82,451.09	\$51,434.58	\$22,492.54

GROSS DISTRICT EQUITY AT CURRENT MONTH'S END = \$126,928.97 Less Total Trust Funds of \$14,439.23 Net Equity = \$112,489.74

TRUST FUND RESERVES = Rental = \$772.73 Water = \$3,200.00 Fire Station* = \$10,466.50

NOTE:

*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 = \$29,942.04

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF DECEMBER 1996**

FY IS
50.41%
COMPLETE

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	12/31/96 TOTAL
Conferences	2049	\$1,200	231.87	19.32%				\$0.00
Insurance	2059	1,400	1,400.00	100.00%				0.00
ABCC Administrative fees	2117	7,000	3,625.00	51.79%			500.00	500.00
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	32.00	25.60%	19.20			19.20
Office Supplies	2133	300	41.11	13.70%				0.00
Copier Maintenance	2137	800	100.83	12.60%				0.00
County Fees	2352	1,000	252.50	25.25%			252.50	252.50
Mileage	2479	1,250	444.21	35.54%			73.16	73.16
Telephone	2534	1,250	672.28	53.78%		72.86		72.86
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	\$6,799.80	35.10%	\$19.20	\$72.86	\$825.66	\$917.72

20% of general G&A Costs =

\$3,875

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	12/31/96 TOTAL
Property Tax Revenue	9001	\$27,650	16,196.17	58.58%			\$16,024.02	\$16,024.02
Interest Income	9203	1,487	1,401.58	94.26%		19.99		19.99
Inter Fund Transfers	9377	5,000	(25,500.00)	-510.00%				0.00
Copier Income	9772	300	131.00	43.67%				0.00
TOTAL ADMINISTRATIVE INCOME =		\$34,437	(\$7,771.25)	-22.57%	\$0.00	\$19.99	\$16,024.02	\$16,044.01

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	12/31/96 TOTAL
Maint. Mgr.	1028	\$2,500	469.00	18.76%			\$385.00	\$385.00
Extra Hire	1073	4,500	0.00	0.00%				0.00
FICA	1404	536	35.89	6.70%			29.45	29.45
Work Compensation. Insurance.	1701	394	79.34	20.13%				0.00
Insurance	2059	500	500.00	100.00%				0.00
Repairs	2077	2,500	257.42	10.30%				0.00
Gen. Maint.	2078	2,500	11.00	0.44%				0.00
ABCC Administrative fees	2117	3,000	1,850.00	61.67%			500.00	500.00
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 =		\$18,830	\$3,202.65	17.19%	\$0.00	\$0.00	\$914.45	\$914.45

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	12/31/96 TOTAL
Miscellaneous income	9772	0						\$0.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF DECEMBER 1996**

FY IS
50.41%
COMPLETE

WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	12/31/96 TOTAL
Maint. Mgr. Wages	1028	11,000	7,192.25	65.38%			\$672.00	\$672.00
Extra Hire Wages	1073	600	1,096.50	182.75%			168.00	168.00
FICA	1404	687	634.16	71.46%			64.28	64.28
Benefits	1506	1,250	613.98	49.12%			102.33	102.33
Work. Compensation Insurance	1701	653	452.99	69.36%				0.00
Annual Fee	2058	500	0.00	0.00%				0.00
Gen. Insurance	2059	1,200	1,200.00	100.00%				0.00
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	544.87	36.32%		71.19		71.19
ABCC Administrative & clerical fees	2117	22,200	9,900.00	44.59%			1,650.00	1,650.00
Misc.. Exp..	2121	1,000	997.49	99.75%				0.00
Refunds	2122	1,000	200.00	20.00%				0.00
Postage	2130	400	249.50	62.38%	29.60			29.60
Office supplies	2133	500	68.94	17.79%	4.28	84.66		88.94
Contract Repairs	2325	12,000	7,401.77	61.68%				0.00
Travel	2479	1,100	475.00	43.18%			80.00	80.00
Telephone	2534	450	362.91	80.65%		33.59		33.59
Electricity	2535	6,700	2,272.12	33.91%		311.33		311.33
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	\$38,132.86	57.39%	\$33.88	\$500.77	\$2,736.61	\$3,271.28

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 426	12/31/96 TOTAL
Service Billing	9025	\$56,000	31,316.23	55.92%		\$4,273.83		\$4,273.83
Late penalties & interest billed	9772	1,000	684.52	68.45%		140.93		140.93
Receipts Collected	9025	56,000	34,988.06	62.48%		4,288.08		4,288.08
Accounts Receivable	9025		6,334.26 ON CLOSE OF 12/31/96 BUSINESS DAY					
Security Deposits billed and collected	9025SD	1,000	600.00	60.00%				0.00
Miscellaneous water income	9772	0	10.00	N.A.				0.00
TOTAL WATER INCOME =		\$56,000	\$34,996.06	62.50%	\$0.00	\$4,268.09	\$0.00	\$4,268.08

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	12/31/96 TOTAL
Work. Compensation Insurance	1701	\$2,587	643.41	24.87%				\$0.00
Gen. & Vehicle Insurance	2059	5,700	5,369.00	94.19%				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	8,500	2,262.98	26.62%		1,521.69		1,521.69
TOTAL FIRE EXPENSES =		\$10,487	\$9,625.39	49.39%	\$0.00	\$1,521.69	\$225.00	\$1,746.69

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	12/31/96 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%				0.00
TOTAL FIRE INCOME =		\$29,482	\$22,338.61	75.77%	\$0.00	\$0.00	\$0.00	\$0.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF DECEMBER 1996**

FY IS
50.41%
COMPLETE

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	12/31/96 TOTAL
Maint. Mgr. Wages	1028	\$750	98.00	13.07%			\$14.00	\$14.00
Janitorial Wages	1073	1,820	780.00	42.86%			120.00	120.00
FICA	1404	239	211.85	88.47%			43.77	43.77
Work. Compensation Insurance	1701	1,980	96.12	4.86%				0.00
Basketball	2041BA	0	0.00	N.A.				0.00
Bistro	2041BI	2,760	638.74	23.14%	13.80		180.00	193.80
Community Dinners	2041CD	700	272.93	38.99%				0.00
Children's Programs	2041CP	115	73.55	63.96%				0.00
Labor Day BBQ	2041LD	1,000	0.00	0.00%				0.00
Tai Chi	2041TC	1,080	801.00	74.17%			178.00	178.00
Insurance	2059	1,200	1,200.00	100.00%				0.00
Repairs	2077	1,500	48.84	3.12%				0.00
Bldg. Maintenance	2096	1,500	160.00	10.67%				0.00
Ground Maintenance	2097	560	480.00	85.71%			80.00	80.00
ABCC Administrative fees	2117	3,500	1,575.00	45.00%			325.00	325.00
Publications	2119	250	0.00	0.00%				0.00
Misc. Expenses	2121	150	0.00	0.00%				0.00
Deposit Refunds	2122	3,500	715.73	20.45%		150.00		150.00
Postage & Off. Sup.	2139	100	9.60	9.60%				0.00
Refuse Removal	2259	410	200.40	48.88%				0.00
Building Supplies	2366	300	105.21	35.07%				0.00
Pay Telephone	2534	528	254.90	48.28%		51.19		51.19
Electricity for Community Center	2535	1,100	459.05	41.73%		264.16		264.16
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	319.54	53.26%	106.86			106.86
Playground Imp.	4243	0	0.00	N.A.				0.00
TOTAL RECREATION EXPENSES =		\$39,642	\$8,498.46	21.44%	\$120.66	\$465.35	\$940.77	\$1,528.78

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	12/31/96 TOTAL
Children's Programs	9248	125	196.50	157.20%		\$196.50		\$196.50
Community Center. Rental	9255	4,000	1,440.00	36.00%		420.00		420.00
Refundable Deposits	9255RD	3,500	715.73	20.45%		150.00		150.00
Bistro	9811BI	2,000	917.95	45.90%	118.25			118.25
Community Dinners	9811CD	1,200	631.00	52.58%				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	811.25	50.08%		112.50		112.50
Res. Handbooks	9834	120	8.00	6.67%	2.00			2.00
Community Development Block Grant	9900	12,500	0.00	0.00%				0.00
TOTAL RECREATION INCOME =		\$26,690	\$4,720.43	17.69%	\$120.25	\$879.00	\$0.00	\$999.25

Gerald Pearlman stated that grant funds are available for construction of a new storage tank and expressed his opposition to the tax measure as unnecessary. He feels that the District should get the funds through grants and that there is no rush to renovate the water distribution system. He further expressed his belief that there is no problem with the district's water rights.

Karla Andersdatter indicated some question concerning the water rights and suggested that we contact the original developers of the Seacape property for their input. She noted that she felt the Plan is good and indicated her general support of improving the water system.

Walter Postle stipulated his support of the plan.

Ken Praszker said he had read the Plan and believes it is a good one. He is concerned about the water rights as a possible cloud on the real estate values.

Ming Hwang expressed agreement that the water system needs improvement, but agreed with Mr. Pearlman that we should pursue grants as a primary funding method.

At this point, the **General Manager** explained that it is the District's intent to pursue all possible grants available for possible funding. However, he pointed out that grant funding has decreased considerably during the last two decades, as the Federal and State governments struggle to balance their budgets. In addition, grants are usually project specific to alleviate social problems versus capital improvement and that the District's loss of its low income community status has rendered it ineligible for some grants.

John Sorn of 60 Sunset Way expressed his support of the Plan, providing we seek all available grant funding as we go.

At this point there was some simultaneous discussion, particularly concerning the amount of funding being requested. **Director Kamradt** called attention to the Board's reasoning for the combined tax measure and monthly surcharge on water consumption. She noted that the need is to raise approximately \$50,000 annually and this requires an annual tax of \$180 combined with a 25% surcharge.

Marilyn Laatsch asked how the Board had received input on the details of the proposed measure and questioned the equity of the additional tax on multi family properties.

Gerald Pearlman again stood to voice his opposition of the measure, indicating that we have always had problems with the system and we have always corrected problems as they arise. He sees no need to do anything until something goes wrong and feels the money is not needed.

Judith Yamamoto expressed her feelings that as a community we have a responsibility to make certain the water system is properly maintained and constructed. She indicated her support of the Plan and feels the request for increased funding is a wise endeavor.

Alish Schutz voiced her support of the Plan and the funding measure.

Linda Van Haste voiced her support of the Plan and the funding measure.

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS PUBLIC HEARING
HELD ON WEDNESDAY, NOVEMBER 20, 1996**

Directors present: President Rudnick; Directors: Daniel Cressman, Deborah Kamradt, Erin Pinto. and Steven Shaffer.

- I. **Call to order.** President Rudnick called the public hearing to order at 6:44 P.M.
- II. **Roll call:** The Board Secretary called the roll and the President and Directors responded as present.
- III. **President Rudnick announced the Public Hearing**, stating the purpose is to consider the adoption 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. **President Rudnick opened the public hearing at 6:48 P.M.** He then requested the General Manager to present an overview of the District needs for the Ordinances, and invited Water Committee member Gordon Bennett to sit at the Board table to assist in responding to the input.
- V. **Staff presentation:** The General Manager briefly reviewed the Twenty Year Plan for Water System Capital Improvements and noted that the Ordinances called for an election to approve a fund raising tax measure for the next four years, becoming effective in fiscal year 1997-98, if approved by the voters.
- VI. **Public Input:** President Rudnick opened the floor to Public input, requesting that each person desiring to speak stand and clearly state their name.

Gerald Pearlman stated that he had read the plan and felt it was well prepared but questioned the need and asked if there wasn't a conflict of interest in the General Manager's participation in the plan's preparation as an employee of the District. He also questioned the cost of the plan. The General Manager responded that he serves the District in a consulting position and his company Associated Business & Community Consultants Inc., in cooperation with Henry Hyde and Associates had prepared the plan for a total cost of approximately \$4,000 to the District.

Leba Wine stated that she had heard rumors that the plan would include the sale of the Lower Storage Tank property. The GM responded that the Water Committee had suggested that if the need for the lower tank is done away with as a result of upper tank improvements, that sale of the lower tank property might be a reasonable method to raise money. Before this could be done, the Board would be required to hold a public hearing as there are many other possible District uses for this property.

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, NOVEMBER 20, 1996**

Directors present: President Rudnick and Directors: Daniel Cressman, Deborah Kamradt, Erin Pinto, and Steven Shaffer.

- I. Call to order:** President Rudnick called the meeting to order at 8:30 P.M., following a brief recess after the closing of the earlier scheduled public hearing.
- II. Review and consideration of the November 20, 1996 Agenda:** There was a brief discussion of the Agenda and Director Pinto *moved* to approve the Agenda as submitted; seconded by Director Shaffer; ayes all.
- III. Bills to be paid:** The GM indicated that there was just one bill in addition to those listed on the bills to be paid report. The additional bill is to reimburse Barbara Harwitz \$73.55 for expenses in conducting the children's Halloween Party. There was a brief discussion of the Bills to be Paid report, and Director Shaffer *moved* to approve payment of the bills as submitted, including reimbursement to Barbara Herwitz. The bills approved include \$250 in Harris Fund expenses and \$5,849.99 in general fund expenses, for a total of \$6,099.99. The Herwitz check will be issued but listed on the November report. Seconded by Director Pinto; ayes all.
- IV. Public open time:** Gerald Pearlman reported that he has contacted F.E.M.A. concerning their billing the District. At this time, no final disposition has been determined, but he feels that the matter will be reasonably resolved.

Director Pinto delivered a letter from Mr. and Mrs. Brandt of 35 Sunset Way, indicating their displeasure with the drainage conditions on Sunset Way in front of their residence, including the unsightly 5" drain line installed by private parties to drain Juminth Whale. The GM reported that he has been in contact with the Brandts and assured them that we will monitor the drainage conditions during their forthcoming absence. The GM was instructed to reply to the letter by the following Monday. He indicated that he will inspect the area and contact the Brandts.

- V. Ordinance No. 96-11-01:** There was a general discussion of this Ordinance and review of the community input during the Public Hearing. Following the discussion a general consensus developed and Director Kamradt *moved* to approve the Ordinance, changing the dollar values in Section 2 from \$1,750 to \$2,100 for commercially zoned properties and from \$150 to \$180 for the parcels described in Section 2-B&C. The motion also included changing the wording of Section 3 to read:

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 not to exceed an amount of twenty-five percent (25%) of the monthly billing for water service consumption. Funds from the surcharge will be used for implementation of the improvements.

The motion was seconded by Director Pinto; and approved by voice vote by all.

- VI. **Resolution 96-11-01:** There was a brief discussion of this resolution and Director Shaffer *moved* to approve the resolution, with the changes necessary to make it comply with the approval of Ordinance 96-11-01; seconded by director Pinto; ayes all.
- VII. **Fire Department and Emergency Committee:** there was no report from the fire Department.
- VIII. **General Manager's report:** The general manager reported on the following items:
- A. **Budget:** The GM briefly reviewed the modifications in the budget report summary page required to show the increased funding deposited in the County Investment Fund. He noted that it is necessary to report both the Harris Capital Improvement Fund and the District's General Fund Capital Reserve investments under County Fund 429. The gross funds in the Investment fund are shown under County fund 429, the net Harris Capital Improvement funds are shown as Net Total Fund 429, and the General fund reserves are shown as the difference in the final descriptive paragraph.
 - B. **Recreation:** The GM reported that there were no recreational activities planned during the forthcoming holidays.
 - C. **Roads and Easements:** The GM reported that the equipment contractor is scheduled to begin clearing the drainage swales using a backhoe, with a dump truck hauling the excavated materials away. The GM will inspect the work at the beginning to be certain that the backhoe can do the work properly.
 - D. **Water:** The GM reported that this had been a calm month for water operations and that there were no important operational activities to discuss.
- IX. **Review of the draft minutes for the October 9, 1996 meeting.** There was a brief discussion of the minutes and Director Shaffer *moved* to approve the minutes as submitted; seconded by Director Kamradt; ayes all with Director Cressman abstaining as he was not a Board member at this time.
- X. **Review of the draft minutes for the special meeting held on October 30, 1996:** There was a brief discussion of these minutes and the phrase "and then turned the meeting over to incoming President Rudnick" at the end of Section II was determined to be a typographical error. It was also determined that the Date October 30, in Section VIII should be October 9. Director Kamradt then *moved* to approve the minutes with the deletion of the typographical error and correcting the date in Section VIII; seconded by Director Pinto; ayes all.
- XI. **The next regular Board meeting** is scheduled for Wednesday, January 22, 1997.

The meeting was adjourned at 10:34 P.M.

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

Peter Rudnick, Board President

Donovan Macfarlane, Secretary

Tony Mekisich voiced her support of the Plan and supports raising as much funding as the Board feels is needed to accomplish the Plan's details.

Debra Farkas expressed her feeling that it is insane to wait until something breaks before fixing it and supports the Board in raising as much funding as is necessary to complete the Plan's objectives.

Gordon Bennett then noted that the water committee had spent considerable effort in reviewing the Plan, the needed funding and the possible funding methods. The Committee supports the Board in its efforts and recommends that we do it once and do it right.

VII. President Rudnick, following a lull in the input asked there was additional new comment to be heard. When there was no response, the General Manager noted that there were no written communications in opposition to the measures; therefor, the Board can take action on the resolution and Ordinance during the regular Board Meeting scheduled to follow. Had there been written objections, the Board is required to wait a minimum of ten days, so as to properly consider the written objections prior to taking action. We have received two written communication in support of the proposed tax measure.

VIII. President Rudnick closed the Public Hearing at 8:16 P.M. and declared a brief recess prior to convening the regular board of directors meeting scheduled to follow.

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

Peter Rudnick, Board President

Donovan Macfarlane, Secretary

Donora

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FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
RESCHEDULED BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, MARCH 5, 1997
THE MEETING WILL BEGIN AT 7:00 P.M.**

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**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY,
MARCH 5, 1997 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 vacant directorship.

- I. **Call the meeting to order.** President Rudnick will call the meeting to order. *7-15*
- II. **Review and consideration of the March 5, 1997 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".
Deborah, Erin
- 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 February 5, 1997 meeting.
Erin, Steve
- 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. *Dan Walsh - Water Rights problem*

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.

*Increase in motor vehicle activity
to drill on hillside or acrossable uphill pumping, etc.*

- V. **Fire Department, Emergency Disaster Committee:** It is anticipated that the Fire Chief will attend the meeting to update the report on the Fire Department's and Emergency Committee's activities.

The 1st response EMT is delayed. / —

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

— Signs for Roadways. —

- VI. **General Manager's report:** The General Manager ("GM") will report on the following activities. Where applicable, the Board will be requested to take action by approval motions, and/or resolutions.

- A. **Administrative activities:** The GM will give a budget overview, and report on communications with the county council regarding proposition 218.
- B. **Water:** Review of the previous month's water operations, a report on communications with the State Department of Health Services regarding grants, a request by Harvey to attend a water operations seminar, and communications with package water treatment manufacturers.

It is anticipated that the Board will review the results of the March 4, 1997 election and the District's tax measure.

- C. **Recreation:** Review of the community grant block funding and most recent request for additional funding.
- D. **Roads and Easements:** The GM will review the attendance to the Asphalt Maintenance Technology Expo and its benefits to the District.

In addition, the GM will review the District's application for funding from F.E.M.A. for grant funds to repair storm damages resulting from the 1995-96 storms.

- VII. **Review of the draft minutes for the February 5, 1997 Board meeting.**

Steve / Deb alt.

- VIII. **Next meeting date.** The Board should schedule the next meeting date. The normal meeting date is Wednesday, March 26, 1997.

ADJOURNMENT OR CONTINUATION

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 01/01/97 THROUGH 01/31/97**

VENDER NAME	USE CODE	DESCRIPTION	FUND AMOUNT
HARRIS FUND EXPENSES, FUND 429			
TOTAL HARRIS FUND EXP. =			\$0.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

ABC CONSULTANTS	2117	MANAGEMENT FEE FOR JANUARY 1997	B	500.00
US POST OFFICE	2130	POSTAGE STAMPS AND MAILING COSTS	P	76.08
OFFICE DEPOT	2137	BOARD PACKET PRINTING COSTS	P	6.56
SEARS	2137	HEATER FOR COPIER ROOM	B	48.25
AT&T	2534	415-388-7804 TOLL CALLS THRU 1/10/97	B	19.77
AT&T	2534	707-648-1305 TOLL CALLS THRU 12/22/96	B	19.30
PACIFIC BELL	2534	415-388-7804 THROUGH 1/11/97	B	21.84
PACIFIC BELL	2534	707-648-1305 THROUGH 12/20/96	B	17.10
TOTAL G&A EXPENSES =				\$708.90

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

HARVEY PEARLMAN	1028	WAGES THROUGH 1/16/97	C	286.35
LAND ART	2077	LABOR & EQUIPMENT RENTAL	B	3,335.00
GOODMAN BUILDING SUPPLY	2078	REFLECTORS, ETC.	B	30.16
ABC CONSULTANTS	2117	MANAGEMENT FEE FOR JANUARY 1997	B	500.00
TOTAL R&E EXPENSES =				\$4,151.51

WATER DIVISION EXPENSES, DIVISION CODE 9238

HARVEY PEARLMAN	1028	WAGES THROUGH 1/16/97	C	783.69
HARVEY PEARLMAN	1506	MEDICAL ALLOWANCE FOR JANUARY 1997	C	102.33
MARIN CO. HEALTH LABORATORY	2115	WATER TESTING 1/16/97	B	30.00
PARADISE POOL SERVICE	2115	CHLORINE SUPPLIES 12/31/96	B	41.83
ABC CONSULTANTS	2117	CLERICAL FEE FOR JANUARY 1997	B	875.00
ABC CONSULTANTS	2117	MANAGEMENT FEE FOR JANUARY 1997	B	800.00
COSTCO	2121	LEATHER WORK GLOVES	B	19.29
GOODMAN BUILDING SUPPLY	2121	MISC SMALL WATER FITTINGS	B	18.43
PHILLIP MILGROM	2122	PARTIAL WATER DEPOSIT REFUND	B	60.84
COSTCO	2366	DOOR MATS, SIMPLE GREEN, TOWELS,	B	123.31
HARVEY PEARLMAN	2479	TRAVEL ALLOWANCE FOR JANUARY 1997	C	80.00
PACIFIC BELL	2534	RELAY PHONE THROUGH 1/07/97	B	33.14
PACIFIC GAS & ELECTRIC	23534	LOWER TANK THROUGH 1/16/97	B	14.28
BELL'S MARKET	2041BI	BISTRO SUPPLIES	P	6.07
NANCY KNOX	2041BI	BISTRO PASTRIES	P	21.00
TOTAL WATER EXPENSES =				\$3,009.21

RECREATION EXPENSES, DIVISION CODE 9239

JUANA GONZALES	1073	JANITORIAL WAGES THROUGH 1/16/97	C	129.18
GOODMAN BUILDING SUPPLY	2077	ALUMINUM FLASHING	B	8.29
ABC CONSULTANTS	2117	MANAGEMENT FEE FOR JANUARY 1997	B	300.00
SHORELINE DISPOSAL	2259	GARBAGE COLLECTION THROUGH 3/97	B	117.00
MASTER PROTECTION CORPORATION	2366	RECHARGE FIRE EXTINGUISHERS	B	81.83
PACIFIC BELL	2534	PAY PHONE THROUGH 12/19/96	B	42.81
PACIFIC GAS & ELECTRIC	2535	COM. CENTER THROUGH 1/16/97	B	29.65
PACIFIC GAS & ELECTRIC	2535	CORRECTIVE BILLING FOR 5/17 - 8/14/96	B	154.26
TOTAL RECREATION EXPENSES =				\$863.02

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC CONSULTANTS	2117	MANAGEMENT FEE FOR JANUARY 1997	B	225.00
B & S INDUSTRIES	4827	HELMET LIGHTS	B	252.76
GTE MOBILNET	4827	CELLULAR SERVICE THROUGH 1/31/97	B	37.25
L.N.CURTIS & SONS	4827	MISC. FIRE CLOTHING ITEMS	B	126.61
TOTAL FIRE EXPENSES =				\$641.62

B = Paid thru 1 Nationwide Bank
C = Paid thru County depository
P = Paid thru Petty Cash Funds

TOTAL HARRIS FUND EXPENSES = \$0.00
TOTAL GENERAL FUND EXPENSES = 9,374.26
TOTAL OF ALL EXPENSES = \$9,374.26

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors, on _____

MUIR BEACH COMMUNITY SERVICES DISTRICT

Peter Rudnick, President

Donovan Macfarlane, General Manager

**MUIR BEACH COMMUNITY SERVICES DISTRICT
GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS
FOR THE BOARD OF DIRECTORS MEETING ON MARCH 5, 1997**

- I. ADMINISTRATION:** The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.
- A. Budget:** Review of the January Budget Report, with the fiscal year being 58.9% complete indicates that expenses for all divisions are generally beneath the budget allowances. While income is also below projections, this is primarily in recreation while administrative and water revenues are above budget projections. In administration, both tax revenues and interest income is above projections. In calendar year 1996, the interest earned from treasury bills was \$1,815.85. In general, the District's fiscal condition is sound.
- B. Proposition 218:** This is the proposition passed in the November election that impacts tax, assessment, fees and charges that fund governmental agencies. We have just recent received correspondence from the County Council that requires a review of the District's taxes, assessments and fees. A preliminary review of the District's income indicates no conflict with the provision of Proposition 218; however, the County Council's report request will be complied with so that office can make a more binding legal determination.
- II. Fire and emergency:** It is anticipated that the Fire chief will attend the meeting to update the Board.
- III. Water:** In addition to the water operations report, the following items deserve consideration.
- A. Tax Measure:** Results of the tax measure will be available for discussion. If the tax measure is successful, the Board should consider implementation of the provision for a monthly surcharge to be effective in the March billing. Further consideration of implementation of elements of the Twenty Year Plan can be delayed as adequate revenues will not be available until fiscal 1997-98.
Errata - 25 hrs 3/23/Dist. all.
In the event the tax measure fails to pass, the Board should consider the alternatives available for solving the most critical system and water rights problems.
- B. Grants:** Brain Blease, the County Environmental Health Officer has referred me to deal directly with the State Department of Health Services. My recent communications with that office indicates that the funding approved by congress for assistance in meeting the requirements of the Safe Drinking Water Act has not been implemented by the State agencies. This is an 80% Federal to 20% State/local funding program, but the State has not finalized their procedures or determined whether the State or local agencies will fund the 20% requirement. Funding through this program is limited to facilities subject to the provisions of the Safe Drinking Water Act, and the State has the authority to exempt small Districts, such as Muir Beach, from the act's provisions. If we are declared exempt, we will not be eligible for grants under this program. However, in the long run this would be a blessing for we would avoid the excessive costs of the long term annual testing and monitoring provisions. A report by a previous California Water Journal indicates these annual costs could be as much as \$10,000 per year for a District such as ours.

The State Health Services is currently developing up to date information on grants that are possibly available through the federal Rural Utilities Service, and have promised to send me all available information and forms as soon as they are available. At this time, the Health officer indicated this is the most applicable program available to us and that grants for system improvements, such as the water storage tank, is within the program's parameters.

The Health officer also mentioned the State's revolving fund; however, this is a low cost loan program and not generally suited to our needs. It was mentioned that this would possibly be available if the District is mandated to comply with possible water treatment of a surface water supply or other possible required compliance to raw water supply and /or treatment.

- C. **Operator Certification:** Recent publications indicate that the provisions of the Safe Drinking Water Act requiring improved operator certification will become a reality by the end of the year. Harvey, has requested permission to attend a training session offered by the Rural Water Association, that covers subjects applicable to our water operations. I will have the brochure, in time for the meeting, and will make a recommendation after reviewing the content.

Erm / Steve / Dick / Peter.

- D. **Water treatment:** Recent communications with J. R. Schneider Co. in Benicia reveals that they manufacture a package treatment plant that will eliminate our iron and acid problems, along with meeting the requirements of the Safe Drinking Water Act and State requirements for treatment of surface water. The facility, which is transportable, uses ozone for oxidation, diatomaceous earth for filtration, does not require a backwash (eliminating the need for waste water discharge), and sells for less than \$100,000. I am currently researching other similar and competitive facilities.

- IV. **RECREATION:** Regrettably, our request for additional Block Grant Funding (we requested an additional \$15,000) was denied for this fiscal year. Following the County Staff review, they felt the relocation of the children's playroom with our minimal number of children, general community income status, etc. was less applicable to the goals of the block grants than other west Marin requests. We have \$12,750 in available block grant funds for the replacement and extension of the exterior deck and it was suggested that with the matching funds applicable (District and Quilter's) we should complete the deck replacement and extension. Otherwise, we are in danger of losing the funds for lack of progress. Current plans are to do this prior to the next art faire.

Director Kamradt may desire to update the Board on the planned community dinner night.

V. **ROADS AND EASEMENTS:**

- A. **Attendance to the Asphalt Maintenance Technology Expo:** Harvey and I attended this event, which is the first time it has been offered. While there were some shortcomings, my general opinion is that it was beneficial for Harvey to learn the reasons and modern methods for maintaining asphalt. The exposure to current methodology, equipment, and supplies will enable me to re-evaluate our current operational and maintenance procedures. My preliminary estimate is that we will improve our preventative maintenance in areas where it yields effective results, and not waste efforts where the roadway is beyond preventative maintenance treatment. This should yield an annual cost saving of approximately \$1,000.

Newer methods of pavement renewal, including the recycling of existing asphalt surfaces into road base formation combined with slurry sealing using lightweight high friction aggregate, will result in substantially lower costs to renew roadway surface that are beyond general maintenance and repair methods. Discussions with various technicians and contractors attending the Expo indicated that this could reduce the cost of roadway improvements by more than 50% from the standard methods requiring removal of the aged asphalt, followed installation of a new base and asphalt surface. **Needless to say, both methods require mitigation of the surface and subbase drainage problems.**

- B. F.E.M.A.** I have filed a Notice of Intent to request F.E.M.A. grant funds to repair the considerable damages resulting from the 1995-96 storms. Our case number is 04191052, and we will be subject to two inspections by federal grant people. Locally, the emergency assistance is managed by the Sheriff's department. However, overall management is by the State Department of Emergency Services.

A brief list of damages and estimated costs being requested includes:

1. Reimbursement for the Cove Lane emergency repairs \$11,000
 2. Reconstruction of the retaining wall, roadway, drainage and waterline
on the westerly end of Pacific Way 75,000
 3. Reconstruction of the pedestrian easement from Pacific Way to big beach 6,000
 4. Construction of a retaining wall, drainage facilities, waterline relocation
and pavement repairs on easterly Pacific Way 45,000
 5. Reimbursement for emergency repairs, tree removal, electrical and final
repairs for the Community Center easement to Sunset Way 9,000
 6. Fallen tree removal and easement repairs for the easterly Sunset to Pacific
Way easement 2,000
 7. Repairs to the Sunset Way to Cove Lane (easterly) easement 6,000
 8. Repairs to the Ahab Drive to Sunset Way easement 8,000
 9. Bulkhead retaining walls along Sunset Way, restoration of drainage facilities,
tree removal and relocation of the water distribution line as necessary 80,000
 10. Repairs to the Seacape Drive to Starbuck Drive easement 11,500
- Total request approximately = \$253,500**

Frankly, it is doubtful that we will get most of these funds. However, we may be pleasantly surprised, any funding is better than none, and if we don't ask we don't have a chance.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
JANUARY 19, 1997 THROUGH FEBRUARY 28, 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.

TABULATION OF WATER PRODUCTION FACTORS: Note: Meters were read on 23rd day of each month. Production is based on the 31-day period between 12/23/96 and 01/23/97.

1.	Total volume of metered water billed for.	744,574	gallons
2.	Average daily service metered production	24,019	gallons/day
3.	Maximum daily production on 01/06/97.	34,990	gallons
4.	Minimum daily production on 01/07/97	12,660	gallons
4.	Volume of water billed by customer meters, total	744,574	gallons
5.	Average daily customer water use, per customer	163	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. The rains have inundated several meters, requiring some effort to drain the meters for reading. Harvey is compiling a list of meters requiring improved drainage. Also, we are preparing a map of meter locations, with recommendations to relocate some meters that are in locations that have difficult access for reading.
2. In general this was a calm month for water operations.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing for the 12/23/96 to 01/23/97 period was \$4,194.71, more than \$1,000 less than the November month's billing, which is normal for this time of year. Overall, water billing is within the budget parameters..

Accounts receivable just prior to the new billing were \$1,973.09. Late penalties and interest assessed were \$83.22, down up more than \$50 from last month.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JANUARY 1997**

FY IS
58.90%
COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

DESCRIPTION	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF JANUARY 1997			
				PETTY CASH	1ST BANK	COUNTY FUND 428	01/31/97 TOTAL
Opening Balance at beginning of fiscal year	\$109,245	Balances on 07/01/96 =		\$199.05	\$82,396.09	\$12,844.25	\$75,439.39
General and Admin. Income	34,437	(12,522.64)	-36.36%	0.00	219.53	248.40	487.93
General & Admin. Expenses	19,375	6,639.75	34.27%	82.59	519.04	0.00	601.63
G&A Income - Expenses	\$15,062	(\$19,162.39)	-127.22%	(\$82.59)	(\$299.51)	\$248.40	(\$133.70)
Water Income	56,000	33,330.77	59.52%	0.00	4,433.75	0.00	4,433.75
Water Expenses	66,440	37,719.02	56.77%	0.00	1,641.09	966.02	2,807.11
Water Income - Expenses	(\$10,440)	(\$4,388.25)	N.A.	\$0.00	\$2,592.66	(\$966.02)	\$1,626.64
Recreational Income	26,690	3,934.10	14.74%	101.15	112.50	0.00	213.65
Recreational Expenses	39,642	7,994.99	20.17%	217.92	733.91	129.18	1,081.01
Recreational Income - Expenses	(\$12,952)	(\$4,060.89)	N.A.	(\$116.77)	(\$821.41)	(\$129.18)	(\$867.36)
Road & Easement Income	0	0.00	N.A.	0.00	0.00	0.00	0.00
Road & Easement Expenses	18,630	7,050.82	37.85%	0.00	3,865.16	286.34	4,151.50
R&E Income - Expenses	(\$18,630)	(\$7,050.82)	N.A.	\$0.00	(\$3,865.16)	(\$286.34)	(\$4,151.50)
Fire Income	29,482	22,338.61	75.77%	0.00	0.00	0.00	0.00
Fire Expenses	19,487	10,042.01	51.53%	0.00	641.62	0.00	641.62
Fire Income - Expenses	9,995	\$12,296.60	123.03%	\$0.00	(\$641.62)	\$0.00	(\$641.62)
General Funds budgeted year-end balances =	\$92,280	Month end balances =		(\$0.31)	\$59,561.05	\$11,711.11	\$71,271.85

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Total General Fund Income =	\$146,609	\$47,080.64	32.11%	\$101.15	\$4,765.78	\$248.40	\$5,115.33
Total General Fund Expenses =	163,574	69,446.59	42.46%	300.51	7,600.82	1,381.54	9,282.87
General Fund Income - Expenses =	(\$16,965)	(\$22,365.75)	N.A.	(\$199.36)	(\$2,835.04)	(\$1,133.14)	(\$4,167.54)

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 429	01/31/97 TOTAL
Insurance	2059	\$600	\$600.00	100.00%				\$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	\$1,000.00	4.49%	\$0.00	\$0.00	\$0.00	\$0.00

HARRIS FUND CAPITAL IMPROVEMENT INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 429	01/31/97 TOTAL
Surcharge Income	9081	\$540	\$270.00	50.00%		\$45.00		\$45.00
Interest	9377	1,482	5,558.06	374.99%			742.02	324.34
TOTAL HARRIS FUND INCOME =		\$2,022	\$5,828.06	286.20%	\$0.00	\$45.00	\$742.02	\$369.34

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		\$51,434.58	\$22,481.65
Harris Fund Income	2,022	5,828.06	286.20%	0.00	45.00	742.02	369.34
Harris Fund Expenses	22,286	1,000.00	4.49%	0.00	0.00	0.00	0.00
Harris Fund Income - Expenses	0	4,828.06	N.A.	0.00	45.00	742.02	369.34
Account balances at month's end =		\$27,933.82	N.A.	(\$0.31)	\$59,606.05	\$52,176.60	\$22,850.99

GROSS DISTRICT EQUITY AT CURRENT MONTH'S END = \$123,493.45 Less Total Trust Funds of \$14,439.72 Net Equity = \$109,053.73

TRUST FUND RESERVES = Rental = \$150.00 Water = \$3,300.00 Fire Station* = \$10,989.72

NOTE: *Upon T-bill maturity 11/16/97

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 = \$29,325.61

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JANUARY 1997**

FY IS
58.90%
COMPLETE

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	01/31/97 TOTAL
Conferences	2049	\$1,200	6.87	0.57%				\$0.00
Insurance	2059	1,400	1,400.00	100.00%				0.00
ABCC Administrative fees	2117	7,000	3,825.00	54.64%		500.00		500.00
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	95.23	76.18%	76.03			76.03
Office Supplies	2133	300	9.83	3.28%				0.00
Copier Maintenance	2137	800	95.54	11.94%	6.56			6.56
County Fees	2352	1,000	252.50	25.25%				0.00
Mileage	2479	1,250	346.56	27.72%				0.00
Telephone	2534	1,250	608.22	48.66%		19.04		19.04
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	\$6,639.75	34.27%	\$62.59	\$519.04	\$0.00	\$601.63

20% of general G&A Costs =

\$3,875

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	01/31/97 TOTAL
Property Tax Revenue	9001	\$27,650	16,444.57	59.47%			\$248.40	\$248.40
Interest Income	9203	1,487	945.79	63.60%		219.53		219.53
Inter Fund Transfers	9377	5,000	(30,000.00)	-600.00%				0.00
Copier Income	9772	300	87.00	29.00%				0.00
TOTAL ADMINISTRATIVE INCOME =		\$34,437	(\$12,522.64)	-36.36%	\$0.00	\$219.53	\$248.40	\$467.93

SPECIAL NOTE:

In formation of the adopted budget, administrative expenses that could be predetermined as applicable to a specific operational department, were so allocated by the budget. Items too general to be allocated were left under Administration, and will be apportioned equally to each of the operational departments at the end of the fiscal year. The five operational departments include: (1) Harris 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	01/31/97 TOTAL
Maint. Mgr.	1028	\$2,500	700.00	28.00%			\$266.00	\$266.00
Extra Hire	1073	4,500	0.00	0.00%				0.00
FICA	1404	536	53.55	10.00%			20.34	20.34
Work Compensation. Insurance.	1701	394	79.34	20.13%				0.00
Insurance	2059	500	500.00	100.00%				0.00
Repairs	2077	2,500	3,587.77	143.51%		3,335.00		3,335.00
Gen. Maint.	2078	2,500	30.16	1.21%		30.16		30.16
ABCC Administrative fees	2117	3,000	2,100.00	70.00%		500.00		500.00
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	\$7,050.82	37.85%	\$0.00	\$3,865.16	\$286.34	\$4,151.50

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	01/31/97 TOTAL
Miscellaneous income	9772	0						\$0.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JANUARY 1997**

FY IS
58.90%
COMPLETE

WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	01/31/97 TOTAL
Maint. Mgr. Wages	1028	11,000	7,185.25	65.32%			\$728.00	\$728.00
Extra Hire Wages	1073	600	1,096.50	182.75%				0.00
FICA	1404	887	633.62	71.40%			55.89	55.69
Benefits	1506	1,250	613.98	49.12%			102.33	102.33
Work. Compensation Insurance	1701	653	452.99	69.36%				0.00
Annual Fee	2058	500	0.00	0.00%				0.00
Gen. Insurance	2059	1,200	1,200.00	100.00%				0.00
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	382.51	25.50%		(78.17)		(78.17)
ABCC Administrative & clerical fees	2117	22,200	9,925.00	44.71%		1,675.00		1,675.00
Misc.. Exp..	2121	1,000	1,055.75	105.58%		96.89		96.89
Refunds	2122	1,000	300.00	30.00%		100.00		100.00
Postage	2130	400	144.80	36.20%				0.00
Office supplies	2133	500	88.94	17.79%				0.00
Contract Repairs	2325	12,000	7,401.77	61.68%				0.00
Travel	2479	1,100	475.00	43.16%			80.00	80.00
Telephone	2534	450	362.46	80.55%		33.14		33.14
Electricity	2535	6,700	1,950.07	29.11%		14.23		14.23
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	\$37,719.02	56.77%	\$0.00	\$1,841.09	\$966.02	\$2,807.11

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1998-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	01/31/97 TOTAL
Service Billing	9025	\$56,000	30,261.14	54.04%		\$4,215.71		\$4,215.71
Late penalties & interest billed	9772	1,000	719.88	71.99%		106.65		106.65
Receipts Collected	9025	56,000	32,930.77	58.80%		4,433.75		4,433.75
Accounts Receivable	9025		6238.51	ON CLOSE OF 01/31/97 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	\$32,930.77	58.80%	\$0.00	\$4,433.75	\$0.00	\$4,433.75

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	01/31/97 TOTAL
Work. Compensation Insurance	1701	\$2,587	643.41	24.87%				\$0.00
Gen. & Vehicle Insurance	2059	5,700	5,369.00	94.19%				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	8,500	2,679.60	31.52%		416.62		416.62
TOTAL FIRE EXPENSES =		\$19,487	\$10,042.01	51.53%	\$0.00	\$641.62	\$0.00	\$641.62

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 429	01/31/97 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%				0.00
TOTAL FIRE INCOME =		\$29,482	\$22,338.61	75.77%	\$0.00	\$0.00	\$0.00	\$0.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JANUARY 1997**

FY IS
58.90%
COMPLETE

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	01/31/97 TOTAL
Maint. Mgr. Wages	1028	\$750	14.00	1.87%				\$0.00
Janitorial Wages	1073	1,820	780.00	42.86%			120.00	120.00
FICA	1404	239	170.68	71.28%			9.18	9.18
Work. Compensation Insurance	1701	1,980	96.12	4.86%				0.00
Basketball	2041BA	0	0.00	N.A.				0.00
Bistro	2041BI	2,760	373.94	13.55%	27.07			27.07
Community Dinners	2041CD	700	272.93	38.99%				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	697.00	64.54%				0.00
Insurance	2059	1,200	1,200.00	100.00%				0.00
Repairs	2077	1,500	55.73	3.72%		8.89		8.89
Bldg. Maintenance	2096	1,500	160.00	10.67%				0.00
Ground Maintenance	2097	560	400.00	71.43%				0.00
ABCC Administrative fees	2117	3,500	1,600.00	45.71%		300.00		300.00
Publications	2119	250	0.00	0.00%				0.00
Misc. Expenses	2121	150	0.00	0.00%				0.00
Deposit Refunds	2122	3,500	375.00	10.71%				0.00
Postage & Off. Sup.	2133	100	9.60	9.60%				0.00
Refuse Removal	2259	410	317.40	77.41%		117.00		117.00
Building Supplies	2366	300	238.26	79.42%	142.60	81.83		224.43
Pay Telephone	2534	528	297.18	56.28%		42.28		42.28
Electricity for Community Center	2535	1,100	569.36	51.76%		183.91		183.91
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	367.79	61.30%	48.25			48.25
Playground Imp.	4243	0	0.00	N.A.				0.00
TOTAL RECREATION EXPENSES =		\$39,642	\$7,994.99	20.17%	\$217.92	\$733.91	\$129.18	\$1,081.01

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	01/31/97 TOTAL
Children's Programs	9248	125	196.50	157.20%				\$0.00
Community Center. Rental	9255	4,000	835.00	20.88%				0.00
Refundable Deposits	9255RD	3,500	600.00	17.14%				0.00
Bistro	9811BI	2,000	873.85	43.69%	100.15			100.15
Community Dinners	9811CD	1,200	631.00	52.58%				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	788.75	48.69%		112.50		112.50
Res. Handbooks	9834	120	9.00	7.50%	1.00			1.00
Community Development Block Grant	9900	12,500	0.00	0.00%				0.00
TOTAL RECREATION INCOME =		\$26,690	\$3,934.10	14.74%	\$101.15	\$112.50	\$0.00	\$213.85

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, FEBRUARY 5, 1997**

Directors present: President Rudnick and Directors: Deborah Kamradt, Erin Pinto, and Steven Shaffer. There is one vacancy.

- I. **Call to order:** President Rudnick called the meeting to order at 7:15 P.M.
- II. **Review and consideration of the February 5, 1997 Agenda:** There was a brief discussion of the Agenda and Director Pinto *moved* to approve the Agenda as submitted; seconded by Director Shaffer; ayes all.
- III. **Bills to be paid:** The GM noted that the two reports submitted update the bills to be paid received since the previous Board meeting on November 20, 1996, through 12/31/96. Future reports will report in full monthly increments so as to coordinate with the County reports. Following a brief discussion, Director Shaffer *moved* to approve payment of the bills as submitted, including Harris Fund expenses of \$368.94 and \$11,134.18 in general fund expenses, for a total of \$11,503.12. Seconded by Director Pinto; ayes all.
- IV. **Public open time:** There was a general discussion of the letter authored by Gerry Pearlman, published in the most recent Beachcomber and the many errors, inconsistencies and inferences directed at the Board members and General Manager. It was finally decided that there should be a reasonable response, but that it should be by one or more of the directors as a personal action versus a Board action. Following this, it was also decided that the Board should publish an informational letter to include a brief summary of their decisions as a result of the public meetings and citizen interaction. Director Kamradt volunteered to coordinate this.

This was followed by a general discussion of Mr. Cressman's residency status. The GM reported that this should be cleared up within the next few months. A consensus developed that the Board seat should remain vacant until Mr. Cressman's status is resolved or until the November election of directors is completed, whichever is most timely completed.

- V. **Fire Department and Emergency Committee:** Chief Moore reported that all members currently certified for EMT have been recertified and that newer members are undergoing training. Future scheduled training includes the Fire Fighter 1 training with the County. He followed this with a general discussion and update of the new equipment, smog certification of the fire trucks, a training session using the "jaws of life" on junk cars (that the county will then tow away), volunteer association news, and the fire barn and future closing of the dairy. The GM then asked the Chief to investigate the possibility special event insurance through the County (for the annual BBQ) as the SDRMA coverage has become more difficult and expensive.

Chief Moore then reported for Ellen Mettler's emergency committee, indicating that she has essentially completed the development of an emergency response plan. Ellen is currently overloaded with fire department, work and personal responsibilities and needs assistance.

- VI. **General Manager's report:** The general manager reported on the following items:
 - A. **Budget:** The GM briefly reviewed the budget report with a summary that we have received the first increment of tax revenues in the amount of \$16,196.17, and commented that recent property sales yielded a projected 15% increase in anticipated tax revenues.

- B. **F.E.M.A.:** The GM reported that we have received correspondence for Mr. Jack Brannon of the State Disaster Assistance Division stipulating that their collection efforts are suspended pending further review of the problem.
- C. **Water:** The GM reported that this had been a reasonably calm period for water operations. One broken service line had been repaired, water consumption is normal (down) for this time of year, and accounts receivable are within the normal parameters.

This was followed by a general discussion of water rights and the GM reported that his recent conversations with the State Division of Water Rights have been cordial. It may be possible to have a representative attend a future meeting with the protestants. The Board asked if it might be possible for a representative to meet with the Board and instructed the GM pursue this possibility.

Director Shaffer offered to contact a friend that specializes in resolving water rights problems to see if a meeting with the Board is possible.

- D. **Recreation:** The GM noted that he had applied for a \$15,000 grant through the Community Black Grant Funds and expected the County Grant administrators to inspect the community center in the near future. He had no other recreational items to discuss and requested Director Kamradt to update the Board on planned activities.

Director Kamradt reported that she is currently coordinating a community dinner, to be held in March, with Karla Andersdatter. Karla has just recently published a new book on northern California and will organize a program of book readings by herself and fellow authors.

- E. **Roads and Easements:** The GM briefly reviewed a brochure for the "Asphalt Maintenance Technology Expo" that he recommends attending with Harvey. The early registration cost is \$99 per person, air fare \$134.50 (Southwest) and room rental approximately \$32 per night (two nights). Director Shaffer calculated the overall cost to be approximately \$600, and the GM indicated the budget has a \$1,200 provision for conferences. The Board agreed that attendance should be worthwhile, and instructed the GM to complete the arrangements.

- VII. **Review of the draft minutes for the November 20, 1996 public hearing.** There was a brief discussion of the minutes and Director Shaffer *moved* to approve the minutes as submitted; seconded by Director Kamradt; ayes all.
- VIII. **Review of the draft minutes for the Regular meeting held on November 20, 1996:** There was a brief discussion of these minutes and Director Shaffer *moved* to approve the minutes as submitted; seconded by Director Kamradt; ayes all.
- IX. **The next regular Board meeting:** Following a brief discussion the next Board meeting was scheduled for Wednesday, February 5, 1997.

The meeting was adjourned at 930 P.M.

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

Peter Rudnick, Board President

Donovan Macfarlane, Secretary

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BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
RESCHEDULED BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, MARCH 26, 1997
THE MEETING WILL BEGIN AT 7:00 P.M.**

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**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY,
MARCH 26, 1997 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 vacant directorship.

- I. **Call the meeting to order.** President Rudnick will call the meeting to order. 7:20
- II. **Review and consideration of the March 26, 1997 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".
Steve, Erin -
- 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 March 5, 1997 meeting.
Steve - move Sun → Thurs; Deb, all Erin sent 12th W.
- 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

*Ed
Gunn
Gould
Lefew*

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, Emergency Disaster Committee:** No report is anticipated from the fire department or Ellen Mettler, as they will be attending a different meeting.

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

- VI. **General Manager's report:** The General Manager ("GM") will report on the following activities. Where applicable, the Board will be requested to take action by approval motions, and/or resolutions.
- A. **Administrative activities:** The GM will give a budget overview, and other administrative activities.
 - B. **Water:** Review of the previous month's water operations, a report on communications with the State Department of Health Services regarding grants, the Gm's legal research and a discussion with the State Division of Water Rights.
 - C. **Recreation:** A discussion of the upcoming community dinner, possible future recreational events, and the Spindrift Point Nature Conservatory actions.
 - D. **Roads and Easements:** The GM will review the ongoing maintenance activities and any new information regarding the F.E.M.A. grant application.
- VII. **Review of the draft minutes for the March 5, 1997 Board meeting.**
- VIII. **Next meeting date.** The Board should schedule the next meeting date. The normal meeting date is Wednesday, April 23, 1997.

ADJOURNMENT OR CONTINUATION

10/05 pm

*Susan V. Vanden
Pole Allen*

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 02/01/97 THROUGH 02/28/97**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
ADMINISTRATION EXPENSES, DIVISION CODE 9236				
American Express	2049	Flight insurance	P	21.00
Budget Rent A Car	2049	Rental car use for seminar	P	84.55
Circus Circus Hotel	2049	Lodging for seminar	P	132.30
Donovan Macfarlane	2049	Seminar registration fees & per diem allowance	B	250.00
Harvey Pearlman	2049	Per diem allowance (IRS std) for travel	B	52.00
RBJ Parking	2049	Airport parking during seminar	P	14.00
Richmond San Rafael Bridge	2049	Bridge toll fee	P	1.00
Southwest Airlines	2049	Airfare to Asphalt seminar	B	248.00
ABC Consultants, Inc.	2117	Management fee for February 1997	B	500.00
Marin County Registrar of Voters Office	2129	General election fees for March election	C	274.00
Office Max	2133	Plain White envelopes	P	4.92
ABC Consultants, Inc.	2479	Local travel for 2/01/97 through 2/28/97	B	114.08
AT&T	2534	707-648-7220 toll calls through 1/22/97	B	23.40
Pacific Bell	2534	707-648-1305 through 1/20/97	B	19.18
Marin County Counsel's Office	2713	Legal consulting fees, Feb. 1997	C	37.50
TOTAL G&A EXPENSES =				\$1,775.93

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
Harvey Pearlman	1028	Maint. Mgr. wages through 2/28/97	C	15.07
Goodman Building Supply	2078	Misc. maint supplies	B	20.02
ABC Consultants, Inc.	2117	Management fee for February 1997	B	500.00
TOTAL R&E EXPENSES =				\$535.09

WATER DIVISION EXPENSES, DIVISION CODE 9238				
Harvey Pearlman	1028	Maint. Mgr. wages through 2/28/97	C	\$1,431.75
Robert Wurgalt	1073	Relief water maint. wages through 2/28/97	C	68.90
Harvey Pearlman	1506	Medical benefits, February 1997	C	102.33
State Fund	1701	Worker's Comp. insurance through 1/05/97	B	223.51
Marin County Health Laboratory	2115	Water testing 2/12/97	B	30.00
ABC Consultants, Inc.	2117	Management fee for February 1997	B	800.00
ABC Consultants, Inc.	2117	Clerical fee for February 1997	B	850.00
Martin Bros. Supply	2121	Hook for lifting meter covers	B	5.29
Office Depot	2133	Envelopes for billing	B	23.94
Harvey Pearlman	2479	Travel allowance, February 1997	C	80.00
TOTAL WATER EXPENSES =				\$3,615.71

RECREATION EXPENSES, DIVISION CODE 9239				
Juan Gonzales	1073	Janitorial wages through 2/28/97	C	\$203.46
State Fund	1701	Worker's Comp. insurance through 1/05/97	B	79.47
Rachael Culp	2041BI	Bistro wages through 2/28/97	C	290.66
Bell's Market	2041BI	Bistro supplies	P	4.79
Melissa Lasky	2041CP	Children's Halloween Party expenses (1996)	B	30.23
Justine Rosenthal	2041TC	Tai Chi instruction February & March 1997	C	251.90
ABC Consultants, Inc.	2117	Management fee for February 1997	B	325.00
USPO	2133	Mailing envelopes	P	0.78
Costco	2366	Paper towels, garbage bags and bld supplies	P	51.86
Home Depot	2366	Broom	P	5.08
Goodman Building Supply	2366	Dust broom, and mop	P	43.19
Pacific Bell	2534	Pay phone through 1/19/97	B	41.77
TOTAL RECREATION EXPENSES =				\$1,328.18

FIRE DIVISION EXPENSES, DIVISION CODE 9240				
ABC Consultants, Inc.	2117	Management fee for February 1997	B	\$225.00
GTE Mobilenet	4827	Cellular phone service through 2/28/97	B	37.25
L. N. Curtiss & Sons	4827	Extricator rescue kit	B	2,642.60
TOTAL FIRE EXPENSES =				\$2,904.85

B = Paid thru 1 Nationwide Bank
C = Paid thru County depository
P = Paid thru Petty Cash Funds

TOTAL HARRIS FUND EXPENSES = \$0.00
TOTAL GENERAL FUND EXPENSES = 10,159.77
TOTAL OF ALL EXPENSES = \$10,159.77

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors, on _____

MUIR BEACH COMMUNITY SERVICES DISTRICT

Peter Rudnick, President

Donovan Macfarlane, General Manager

**MUIR BEACH COMMUNITY SERVICES DISTRICT
GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS
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.:** The final submission requesting grants totaling \$291,000 has been submitted, and the federal inspectors are expected to contact me to arrange for site inspection within the next thirty days. Until the inspection is complete, there is no additional information.
- B. **Budget:** The District's net equity declined \$2741 during the Month of February, which is normal for this time of year when no tax revenue is received and water consumption is near its lows for the year. The District remains in sound fiscal condition, and no fiscal problems are projected.

We received an insurance rebate of \$872 from SDRMA as a result of their changing the coverage period to coincide with the normal fiscal year ending June 30. The rebate is reflected as a reduction in the insurance expenditures, on the budget report. The Fire Department's share of the rebate has been added to the Fire Station reserve.

- II. **Water:** In addition to the water operations report, I have been in contact with the Department of Health in Berkeley and in Sacramento. Both offices promised to send grant applications and direct contact information; however, as of the date of this report the information has not been received. At this time, the only potential grant funds available are as previously discussed, through the Federal Rural Utilities Service.

I have also been in contact with the Division of Water Rights, and will be preparing a special memorandum of my discussions, combined with my legal research. I should have the memo ready for delivery to your boxes by Monday evening.

- III. **RECREATION:** So far as I know, the dinner planned for April 2, 1997 featuring Karla Anderdatter's readings from her new book and other books is on schedule. Karla says that Gerry Pearlman has volunteered to be the Chef and will prepare spaghetti. So far I have received just one reservation.
- IV. **ROADS AND EASEMENTS:** We have started the maintenance operations including paving the Starbuck Drive areas, area on Pacific Way and on sunset Way. We are also doing additional drainage swale excavation to clear the slides that resulted from the rain season. Hopefully, the F.E.M.A. inspectors will approve this for funding along with additional funding for bulk heading where necessary to retain the uphill embankments, and necessary tree removal (we have several trees that are a potential hazard).

The current work may result in expenditures that exceed the budget allowances. However, this is necessary for preparation of the F.E.M.A. inspections and to complete swale clearing in time for vegetation growth to stabilize the banks prior to the next rain season. In the event the F.E.M.A. grant is inadequate, the overrun can be considered as reducing the next fiscal year's budgetary needs for roads and easements.

Hopefully, by the time of the meeting the "No Parking" sign at the top of Cove Lane will be in place. To speed this up, it was necessary to make another temporary sign.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
JANUARY 19, 1997 THROUGH FEBRUARY 28, 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; however, there has been some fluctuations requiring direct addition of chlorine in the upper tank.

TABULATION OF WATER PRODUCTION FACTORS: Note: Meters were read on 23rd day of each month. Production is based on the 31-day period between 01/23/97 and 02/23/97.

1.	Total volume of metered water billed for.	741,342	gallons
2.	Average daily service metered production	23,914	gallons/day
3.	Maximum daily production on 01/30/97.	37,050	gallons
4.	Minimum daily production on 02/05/97	2,090	gallons
4.	Volume of water billed by customer meters, total	741,342	gallons
5.	Average daily customer water use, per customer	163	gallons/day
6.	Estimated maintenance and fire consumption.	25,000	gallons
7.	Unaccounted for water loss (MASTER METER OUT)	NA.	gallons

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

1. This was a calm month for water operations and no special activities were necessary.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing for the 01/23/97 to 02/23/97 period was \$4,218.37, similar to month's billing, which is normal for this time of year. Overall, water billing is continues to be within the budget parameters..

Accounts receivable just prior to the new billing were \$1,468.14, down \$400 from last month. Late penalties and interest assessed were \$84.50, similar to last month.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF FEBRUARY 1997**

FY IS
66.58%
COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

DESCRIPTION	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF FEBRUARY 1997			
				PETTY CASH	1ST BANK	COUNTY FUND 428	02/28/97 TOTAL
Opening Balance at beginning of fiscal year	\$109,245	Balances on 02/01/97 =		(\$0.31)	\$59,606.05	\$11,711.11	\$71,316.85
General and Admin. Income	34,437	(6,418.21)	-18.64%	37.00	149.30	698.81	885.11
General & Admin. Expenses	19,375	9,053.56	46.73%	252.85	1,087.78	311.50	1,652.13
G&A Income - Expenses	\$15,062	(\$15,471.77)	-102.72%	(\$215.85)	(\$938.48)	\$387.31	(\$767.02)
Water Income	56,000	45,129.90	80.59%	60.00	5,038.09	0.00	5,098.09
Water Expenses	66,440	44,458.73	66.92%	4.92	1,830.84	1,683.00	3,518.76
Water Income - Expenses	(\$10,440)	\$671.17	N.A.	\$55.08	\$3,207.25	(\$1,683.00)	\$1,579.33
Recreational Income	26,690	5,908.61	22.14%	134.53	840.00	0.00	974.53
Recreational Expenses	39,642	10,805.75	27.26%	105.70	374.57	746.01	1,226.28
Recreational Income - Expenses	(\$12,952)	(\$4,897.14)	N.A.	\$28.83	\$465.43	(\$746.01)	(\$251.75)
Road & Easement Income	0	0.00	N.A.	0.00	0.00	0.00	0.00
Road & Easement Expenses	18,630	7,846.78	42.12%	0.00	477.56	15.07	492.63
R&E Income - Expenses	(\$18,630)	(\$7,846.78)	N.A.	\$0.00	(\$477.56)	(\$15.07)	(\$492.63)
Fire Income	29,482	22,338.61	75.77%	0.00	0.00	0.00	0.00
Fire Expenses	19,467	12,715.95	65.25%	0.00	2,448.94	0.00	2,448.94
Fire Income - Expenses	9,995	\$9,622.66	0.96274737	\$0.00	(\$2,448.94)	\$0.00	(\$2,448.94)
General Funds budgeted year-end balance =	\$92,280	Month end balances =		(\$132.25)	\$59,413.75	\$9,654.33	\$68,935.83

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Total General Fund Income =	\$146,609	\$66,958.91	45.67%	\$231.53	\$6,027.39	\$698.81	\$6,957.73
Total General Fund Expenses =	163,574	84,880.77	51.89%	363.47	6,219.69	2,755.59	9,338.75
General Fund Income - Expenses =	(\$16,965)	(\$17,921.86)	N.A.	(\$131.94)	(\$192.30)	(\$2,056.78)	(\$2,381.02)

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	02/28/97 TOTAL
Insurance	2059	\$600	\$549.05	91.51%		(\$50.95)		(\$50.95)
ABCC Administrative fees	2117	2,800	900.00	32.14%				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	84.63	0.52%				0.00
TOTAL HARRIS FUND EXPENSES =		\$22,286	\$1,533.88	6.88%	\$0.00	(\$50.95)	\$0.00	(\$50.95)

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	02/28/97 TOTAL
Surcharge Income	9031	\$540	\$360.00	66.67%		\$45.00		\$45.00
Interest	9377	1,482	5,558.06	374.99%				0.00
TOTAL HARRIS FUND INCOME =		\$2,022	\$5,918.06	292.65%	\$0.00	\$45.00	\$0.00	\$45.00

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 02/01/97		\$52,176.80	\$22,850.99
Harris Fund Income	2,022	5,918.06	292.65%	0.00	45.00	0.00	45.00
Harris Fund Expenses	22,266	1,533.88	6.88%	0.00	(50.95)	0.00	(50.95)
Harris Fund Income - Expenses	0	4,384.18	N.A.	0.00	95.95	0.00	95.95
Account balances at month's end =		\$27,489.94	N.A.	(\$132.25)	\$59,509.70	\$52,176.80	\$22,946.94

GROSS DISTRICT EQUITY AT CURRENT MONTH'S END = \$121,208.36 Less Total Trust Funds of \$14,895.63 Net Equity = \$106,312.75

TRUST FUND RESERVES = Rental = \$150.00 Water = \$3,300.00 Fire Station* = \$11,445.63
NOTE: *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 = **\$29,229.66**

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF FEBRUARY 1997**

FY IS
66.58%
COMPLETE

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	02/28/97 TOTAL
Conferences	2049	\$1,200	1,034.72	86.23%	\$252.85	\$550.00		\$802.85
Insurance	2059	1,400	1,281.12	91.51%		(118.88)		(118.88)
ABCC Administrative fees	2117	7,000	4,625.00	66.07%		500.00		500.00
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	108.03	86.42%				0.00
Office Supplies	2133	300	41.11	13.70%				0.00
Copier Maintenance	2137	800	107.39	13.42%				0.00
County Fees	2352	1,000	526.50	52.65%			274.00	274.00
Mileage	2479	1,250	558.29	44.66%		114.08		114.08
Telephone	2534	1,250	733.90	58.71%		42.58		42.58
Legal fees & expenses	2713	3,500	37.50	1.07%			37.50	37.50
Building Improvements	4048	0	0.00	N.A.				0.00
TOTAL ADMINISTRATIVE EXPENSES =		\$19,375	\$9,053.56	46.73%	\$252.85	\$1,087.78	\$311.50	\$1,652.13

20% of general G&A Costs =

\$3,875

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	02/28/97 TOTAL
Property Tax Revenue	9001	\$27,650	17,143.38	62.00%			\$698.81	\$698.81
Interest Income	9203	1,487	1,621.11	109.02%				0.00
Inter Fund Transfers	9377	5,000	(25,350.70)	-507.01%		149.30		149.30
Copier Income	9772	300	168.00	56.00%	37.00			37.00
TOTAL ADMINISTRATIVE INCOME =		\$34,437	(\$6,418.21)	-18.64%	\$37.00	\$149.30	\$698.81	\$985.11

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	02/28/97 TOTAL
Maint. Mgr.	1028	\$2,500	749.00	29.96%			\$14.00	\$14.00
Extra Hire	1073	4,500	0.00	0.00%				0.00
FICA	1404	536	57.30	10.70%			1.07	1.07
Work Compensation. Insurance.	1701	394	79.34	20.13%				0.00
Insurance	2059	500	457.54	91.51%		(42.46)		(42.46)
Repairs	2077	2,500	3,592.42	143.70%				0.00
Gen. Maint.	2078	2,500	61.18	2.45%		20.02		20.02
ABCC Administrative fees	2117	3,000	2,850.00	95.00%		500.00		500.00
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 =		\$18,830	\$7,846.78	42.12%	\$0.00	\$477.56	\$15.07	\$492.83

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	02/28/97 TOTAL
Miscellaneous income	9772	0						\$0.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF FEBRUARY 1997**

FY IS
66.58%
COMPLETE

WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	02/28/97 TOTAL
Maint. Mgr. Wages	1028	11,000	9,250.25	84.09%			\$1,330.00	\$1,330.00
Extra Hire Wages	1073	600	1,160.50	193.42%			64.00	64.00
FICA	1404	887	796.52	89.76%			106.67	106.67
Benefits	1506	1,250	818.64	65.49%			102.33	102.33
Work. Compensation Insurance	1701	653	676.50	103.59%		223.51		223.51
Annual Fee	2058	500	0.00	0.00%				0.00
Gen. Insurance	2059	1,200	1,098.10	91.51%		(101.90)		(101.90)
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	496.70	33.11%		30.00		30.00
ABCC Administrative & clerical fees	2117	22,200	13,225.00	59.57%		1,650.00		1,650.00
Misc. Exp.	2121	1,000	1,099.67	109.97%		5.29		5.29
Refunds	2122	1,000	300.00	30.00%				0.00
Postage	2130	400	249.50	62.38%				0.00
Office supplies	2133	500	117.80	23.56%	4.92	23.94		28.86
Contract Repairs	2325	12,000	7,401.77	61.68%				0.00
Travel	2479	1,100	635.00	57.73%			80.00	80.00
Telephone	2534	450	396.05	88.01%				0.00
Electricity	2535	6,700	2,286.35	34.12%				0.00
G&A Share	2720		0.00	N.A.				0.00
Equipment	4093	500	0.00	0.00%				0.00
Water Meters	4160	500	276.88	55.34%				0.00
TOTAL WATER EXPENSES =		\$66,440	\$44,458.73	66.92%	\$4.92	\$1,830.84	\$1,683.00	\$3,518.76

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	02/28/97 TOTAL
Service Billing	9025	\$56,000	35,531.94	63.45%				\$0.00
Late penalties & interest billed	9772	1,000	791.17	79.12%				0.00
Receipts Collected	9025	56,000	44,419.90	79.32%	60.00	4,938.09		4,998.09
Accounts Receivable	9025				\$5,624.84 ON CLOSE OF 02/28/97 BUSINESS DAY			
Security Deposits billed and collected	9025SD	1,000	700.00	70.00%		100.00		100.00
Miscellaneous water income	9772	0	10.00	N.A.				0.00
TOTAL WATER INCOME =		\$56,000	\$44,429.90	79.34%	\$60.00	\$5,038.09	\$0.00	\$5,098.09

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	02/28/97 TOTAL
Work. Compensation Insurance	1701	\$2,587	643.41	24.87%				\$0.00
Gen. & Vehicle Insurance	2059	5,700	4,913.09	86.19%		(455.91)		(455.91)
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	8,500	5,359.45	63.05%		2,679.85		2,679.85
TOTAL FIRE EXPENSES =		\$19,487	\$12,715.95	65.25%	\$0.00	\$2,448.94	\$0.00	\$2,448.94

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	02/28/97 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%				0.00
TOTAL FIRE INCOME =		\$29,482	\$22,338.61	75.77%	\$0.00	\$0.00	\$0.00	\$0.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF FEBRUARY 1997**

FY IS
66.58%
COMPLETE

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	02/28/97 TOTAL
Maint. Mgr. Wages	1028	\$750	98.00	13.07%				\$0.00
Janitorial Wages	1073	1,820	1,089.00	59.84%			189.00	189.00
FICA	1404	239	274.04	114.45%			53.01	53.01
Work. Compensation Insurance	1701	1,980	175.59	8.87%		79.47		79.47
Basketball	2041BA	0	0.00	N.A.				0.00
Bistro	2041BI	2,780	940.80	34.08%	4.79		270.00	274.79
Community Dinners	2041CD	700	272.93	38.99%				0.00
Children's Programs	2041CP	115	103.78	90.24%		30.23		30.23
Labor Day BBQ	2041LD	1,000	0.00	0.00%				0.00
Tai Chi	2041TC	1,080	1,035.00	95.83%			234.00	234.00
Insurance	2059	1,200	1,098.10	91.51%		(101.90)		(101.90)
Repairs	2077	1,500	55.73	3.72%				0.00
Bldg. Maintenance	2096	1,500	180.00	10.67%				0.00
Ground Maintenance	2097	560	480.00	85.71%				0.00
ABCC Administrative fees	2117	3,500	2,200.00	62.86%		325.00		325.00
Publications	2119	250	0.00	0.00%				0.00
Misc. Expenses	2121	150	0.00	0.00%				0.00
Deposit Refunds	2122	3,500	715.73	20.45%				0.00
Postage & Off. Sup.	2133	100	10.38	10.38%	0.78			0.78
Refuse Removal	2259	410	317.40	77.41%				0.00
Building Supplies	2366	300	429.77	143.26%	100.13			100.13
Pay Telephone	2534	528	338.95	64.20%		41.77		41.77
Electricity for Community Center	2535	1,100	642.96	58.45%				0.00
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	367.79	61.30%				0.00
Playground Imp.	4243	0	0.00	N.A.				0.00
TOTAL RECREATION EXPENSES =		\$39,642	\$10,805.75	27.26%	\$105.70	\$374.57	\$748.01	\$1,228.28

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	02/28/97 TOTAL
Children's Programs	9248	125	196.50	157.20%				\$0.00
Community Center. Rental	9255	4,000	2,020.00	50.50%		580.00		580.00
Refundable Deposits	9255RD	3,500	790.73	22.59%		75.00		75.00
Bistro	9811BI	2,000	1,152.83	57.63%	134.53			134.53
Community Dinners	9811CD	1,200	631.00	52.58%				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	1,108.75	68.44%		185.00		185.00
Res. Handbooks	9834	120	9.00	7.50%				0.00
Community Development Block Grant	9900	12,500	0.00	0.00%				0.00
TOTAL RECREATION INCOME =		\$26,690	\$5,908.61	22.14%	\$134.53	\$840.00	\$0.00	\$974.53

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, ~~FEBRUARY~~ 5, 1997**

March

Directors present: President Rudnick and Directors: Deborah Kamradt, Erin Pinto, and Steven Shaffer. There is one vacancy.

- I. **Call to order:** President Rudnick called the meeting to order at 7:15 P.M.
- II. **Review and consideration of the March 5, 1997 Agenda:** There was a brief discussion of the Agenda and Director Kamradt *moved* to approve the Agenda as submitted; seconded by Director Pinto, ayes all.
- III. **Bills to be paid:** There was a brief discussion of the bills to be paid report and Director Pinto *moved* to approve payment of the bills as submitted, including \$9,374.26 in general fund expenses; seconded by Director Shaffer; ayes all.
- IV. **Public open time:** Director Shaffer introduced Mr. Danny Walsh, a registered lobbyist to the State legislature, former supervisor of Humboldt County, and former member of the State Water Board.

Mr. Walsh briefly discussed his understanding of the District's water rights problem and revealed that he has learned that more than 15 districts have similar problems. He has discussed the general problem with division of water rights people and state legislators. He indicated that the District currently has several options including: 1. Continue as we are, which will most likely result in the need for a full blown E. I. R. costing many thousands of dollars (he indicated as much as \$200,000); 2. Petition the Water Rights Board for special consideration based on hardship, which has a marginal chance of success, but would most likely also require an E. I. R.; 3. Take legal action to resolve the problem, which would be the most expensive course of action; and 4. Pursue special legislation with other districts having similar problems.

His recommendation is that we pursue a legislative solution to the problem, which he feels will be successful, if other districts are included, as in the long run it will save the State money. The process should take approximately 12 to 18 months, during which time the District will be in a holding status. His initial fee would be \$7,000 to start the process and based on the number of districts that join in the effort, additional fees might be offset by their participation.

This was followed by a fairly lengthy discussion and question/answer period. The Board as a group thanked Mr. Walsh for his presentation and indicated they would take the matter under further consideration.

- V. **Fire Department and Emergency Committee:** Chief Moore reported that the training for 1st response EMT classes has been delayed, and that they have completed some joint training with the county in hillside and uphill pumping operations. The Chief noted that there has been an increase in motorcycle activity and that he has been in contact with the Sheriff's department to request their assistance in mitigating the problem. Further, he noted that the "No Parking" sign at the entrance to Cove Lane has been destroyed and requested a new sign be placed as soon as possible.

Ellen Mettler reported that she has completed the general draft of the emergency response plan, but needs assistance in forming an implementation group. She is currently involved in too many activities and feels she may not be able to continue with the Emergency Committee unless she has more assistance.

- VI. **General Manager's report:** The general manager reported on the following items:

- A. **Budget:** The GM briefly reviewed the budget report, noting that expenditures and income are generally within the budget parameters. He noted that during calendar year 1996 the District earned \$1,815.85 in interest from its Treasury bill investments.

- B. **F.E.M.A.:** The GM reported that the final submission to F.E.M.A. totaled \$291,000. He expects the federal inspectors to visit the area within the next sixty days, and until their inspection is completed there is no additional information available.
- C. **Water:** The GM briefly reviewed the monthly water report, and no additional operations were discussed. There was a brief review of Mr. Walsh's presentation and the GM indicated that he will continue researching the matter.

The GM reported that it appears that tax measure "D" has passed by a slim margin. However, the 14 absentee ballots have not been counted and if 9 of these are against, the measure will fail. The general consensus is that the absentee votes will be in favor of the measure.

A discussion followed concerning the implementation of the 25% surcharge and Director Pinto *moved* to implement the 25% surcharge on water consumption beginning with the March 23, 1997 water billing, if the tax measure is approved; seconded by Director Kamradt; ayes all.

The GM indicated that he has talked with Brian Blease, the County Environment Health Officer, who indicates that funding for the Safe Drinking Water Act has not been implemented by the State and most likely will not be ready until next year. Further, the funds not used last year were primarily low interest loans, which the district is not interested in. The GM is pursuing efforts to obtain a grant through the federal Rural Utilities Service, and will keep the Board informed.

The GM requested approval for he and Harvey to attend a water operations and maintenance seminar sponsored by the Rural Water Association. This is a one day seminar, in San Jose, that will cost approximately \$300 including travel and attendance. Following a brief discussion, Director Pinto *moved* to approve the GM and Harvey's attendance to the seminar; seconded by Director Kamradt; ayes all.

- D. **Recreation:** Director Kamradt reported that she is currently coordinating a community dinner, to be held in April, with Karla Andersdatter. Karla has just recently published a new book on northern California and will organize a program of book readings by herself and fellow authors. Gerry Pearlman has volunteered to be the chef.
- E. **Roads and Easements:** The GM noted that the weather has improved and indicated he is trying to schedule the completion of the paving activities, additional cleaning of the Pacific Way and Sunset Way swales, plus some work on the easements. He hopes to get this started prior to the F.E.M.A. inspections, but due to the heavy schedule of the contractors and laborers, it will take some time.

VII. **Review of the draft minutes for the Regular meeting held on February 5, 1997:** There was a brief discussion of these minutes and Director Shaffer *moved* to approve the minutes as submitted; seconded by Director Kamradt; ayes all.

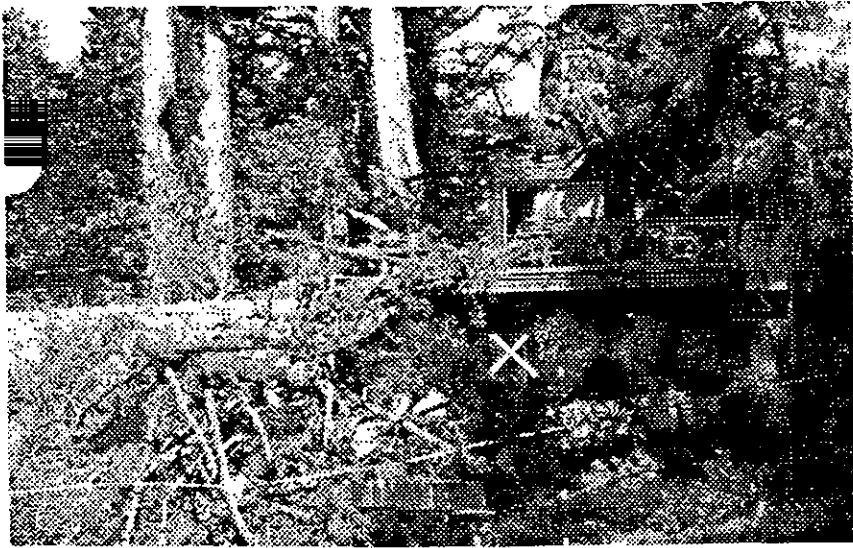
VIII. **The next regular Board meeting:** Following a brief discussion the next Board meeting was scheduled for Wednesday, March 26, 1997.

The meeting was adjourned at 930 P.M.

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

Peter Rudnick, Board President

Donovan Macfarlane, Secretary



Nine Ridge Ave.

Photo & Text by Robert Rydjord

WATCH OUT ABOVE

On the morning of February 24th, around 10:45 AM, a Monterey pine snapped off at the base and crashed down on the home of Terry and Ingrid Sullivan at 9 Ridge Avenue, resulting in enormous damage to their home. Fortunately, nobody was home since limbs crashed into the living quarters including bedroom and kitchen. One man who was outdoors at the time reported that it sounded like a bomb had exploded. The top snapped off upon impact and many large limbs penetrated the roof. According to the fire marshal, it struck the house so hard that it rammed the walls down through the floor.

Why did the tree fall?

In this case the root ball was not pulled out of the ground. The tree just broke at the base. A count of the tree rings established that this tree was fully 75 years old. Monterey pines are the fastest growing and shortest lived pines. They can live to about 75 years if not killed by disease. In old age their roots become brittle and atrophied. Then they fall. The future life expectancy of a 75 year old Monterey is, like a 100 year old person, better calculated in months rather than decades.

The pine that toppled onto the Sullivan house was the last of a stand of about five or six trees planted at the same time on what is now the Rowan property. Old aerial photos of the area can show where big trees have been long established. Numerous large pines on the ridge are at least 65 years old.

ANN MATRANGA
Agent

Life Insurance & Longterm Care

New York Life Insurance Co.
415-393-6357

WHAT TO DO ABOUT THE TREES

In the past several years dozens of pines, cypress and eucalyptus on Ridge Avenue were blown down by south winds when the ground was saturated, proving that hurricane force winds can easily rip up even well-rooted trees.

- Acacia trees have even more unreliable roots than pines. Bay trees often lean towards the light and are notorious for collapsing and pulling out half their roots. *Any large tree that is in soft ground, is diseased, leaning out-of-balance, poorly rooted, above a road cut, too heavily branched or too tall is likely to fall.* Especially if the ground is wet or the day exceptionally windy.

Trees tend to grow their strongest roots to brace against the prevailing winds, which sometimes exceed 100 mph on our hill. So they are easier to blow over when hit by a strong gust from another direction. A wind straight out the north toppled the pine on the Sullivan house, opposite from the typical direction of storm fronts. In the past two years our community has experienced high winds from the west, south, east, north and points in between. It just varies.

What to do about the neighbor's trees that could damage your property

Insurance companies routinely claim that when a tree falls it is an act of God, therefore not their liability if it falls on a neighbor's home. The victim is expected to pay. If one is concerned about a neighbor's tree that is likely to fall on their house or property, they should calmly talk to them and explain why the particular tree poses a hazard. Many people will do something about a problem that they agree exists.

Majestic trees are often felt to be an important asset to a property. But if the neighbor is unwilling to satisfy your concern about what you perceive to be a clear danger to your life or property, you should notify them in writing and send a copy to your own insurance company. This provides the neighbor with an opportunity to abate the hazard before damage occurs. Money is always an issue, but it is their choice. They can pay for the tree work now or risk a liability that may easily be a hundred times as great if major damage occurs to your property.

Watch out above. Take the time now to evaluate each large tree on your property for any potential problems. Evaluate your neighbor's property to see if their trees threaten to collapse on your structures. Talk with your neighbors and try to work something out.

Robert Rydjord

Editor's Note: Terry Sullivan asked that we encourage residents to work together to remove potentially hazardous trees so that what happened to him won't happen to you.

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FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
RESCHEDULED BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, APRIL 23, 1997
THE MEETING WILL BEGIN AT 7:00 P.M.

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Budget Report for the Month of November 1996	6 - 9
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Resolution 97-04-23 (For consolidated November election)	Attachment A

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY,
APRIL 23, 1997 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 vacant directorship.

- I. **Call the meeting to order.** President Rudnick will call the meeting to order. 7:21
- II. **Review and consideration of the April 23, 1997 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".
Steve - move POT to item #2, Deb.
- III. **Bills to be paid.** The Board will consider for payment approval, all bills received and requesting payment subsequent to the bills submitted and paid during the March 1 through March 31, 1997 time period.
Steve. Deb.
- 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.

*W/Marin 8,550 app'd Worker's comp down to 10, MBVFA
will consider paying extra to Co. / Kia is in critical course —*

- V. **Fire Department, Emergency Disaster Committee:** Due to annual BBQ activities, no report is anticipated from the fire department or Ellen Mettler, as they will be attending a different meeting.

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

- VI. **General Manager's report:** The General Manager ("GM") will report on the following activities. Where applicable, the Board will be requested to take action by approval motions, and/or resolutions.

- A. **Administrative activities:** The GM will give a budget overview, and other administrative activities. Also to be discussed is the three Directors seats open for election in November 1997, and plans for the proposed fiscal 1997-98 budget.

Deb / Stum
The Board will be asked to act on Resolution 97-04-23 requesting an election be held on November 4, 1997 to fill 3 directorships and to consolidate said election with any other elections conducted on that date.

- B. **Water:** Review of the previous month's water operations, and a review of the meeting with representatives of the Division of Water Rights and State Fish and Game.
- C. **Roads & Easements:** The GM will review his meetings with FEMA inspectors, and planned activities as a result of anticipated additional funding.
- D. **Recreation:** The GM will report on the success of the April community dinner and future planned recreational activities.

- VII. **Review of the draft minutes for the March 26, 1997 Board meeting.**

Staves Deb Alf

- VIII. **Next meeting date.** The Board should schedule the next meeting date. The normal meeting date is Wednesday, May 28, 1997.

ADJOURNMENT OR CONTINUATION *10:30*

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 03/01/97 THROUGH 03/31/97**

VENDER NAME	CODE	DESCRIPTION	FUND	AMOUNT
ADMINISTRATION EXPENSES, DIVISION CODE 9236				
ABC Consultants, Inc.	2117	Consulting mgt. fees March 1997	B	\$500.00
Discovery Office Systems	2137	Annual copier maint. policy	B	285.96
ABC Consultants, Inc.	2479	Mileage 2/01/97 - 2/28/97	B	117.50
AT&T	2534	415-388-7804 toll calls thru 3/10/97	B	48.78
AT&T	2534	Toll calls 415-388-7804 thru 2/10/97	B	36.40
Pacific Bell	2534	707-648-1305 through 2/20/97	B	23.21
Pacific Bell	2534	415-388-7804 through 3/11/97	B	22.80
Pacific Bell	2534	415-388-7804 through 2/1/97	B	34.08
TOTAL G&A EXPENSES =				\$1,068.73

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
Harvey Pearlman	1028	Maint. Mgr. wages paid in March 1997	C	\$128.10
Salvador Gonzales	1073	Maint. labor wages paid in March 1997	C	123.80
Home Depot	2078	Sign materials, etc.	P	41.36
ABC Consultants, Inc.	2117	Consulting mgt. fees March 1997	B	500.00
TOTAL R&E EXPENSES =				\$793.26

WATER DIVISION EXPENSES, DIVISION CODE 9238				
Harvey Pearlman	1028	Maint. Mgr. wages paid in March 1997	C	\$957.03
Harvey Pearlman	1506	Medical benefits paid in March 1997	C	102.33
Shamrock materials	2077	Roadway patch material "Starbuck Drive"	B	41.56
Marin County Health Laboratoy	2115	Water sample testing 3/14/97	B	30.00
Paradise Pool Service	2115	Chlorine supplies 2/27/97	B	38.61
ABC Consultants, Inc.	2117	Consulting mgt. fees March 1997	B	800.00
ABC Consultants, Inc.	2117	Clerical fees for March 1997	B	850.00
Marin County & IJ	2121	Document copies from Marin County	P	6.38
Terri Merritt	2122	Security deposit refund	B	100.00
USPO	2130	Stamps & proof of mailing	P	70.09
Harvey Pearlman	2479	Travel allowance paid in March 1997	C	80.00
Pacific Bell	2534	Relay phone thru 3/11/97	B	34.08
Pacific Bell	2534	Phone relay through 2/7/97	B	22.19
Pacific Gas & Electric	2535	Well electric through 2/14/97	B	560.22
Pacific Gas & Electric	2535	Well electric through 3/19/97	B	358.91
Sears	4093	New Weedwacker & 3 yr. maint policy	B	301.30
TOTAL WATER EXPENSES =				\$4,352.70

RECREATION EXPENSES, DIVISION CODE 9239				
Juana Gonzales	1073	Janitorial wages paid in March 1997	C	\$138.88
Goodman Building Supply	2077	Switch plates, glass, etc for fire code	B	30.61
ABC Consultants, Inc.	2117	Consulting mgt. fees March 1997	B	325.00
Christine Schultz	2122	Rental deposit refund	B	75.00
Pacific Bell	2534	C.C. pay phone through 2/19/97	B	42.81
Pacific Gas & Electric	2535	Com. Center electric through 3/19/97	B	73.77
Pacific Gas & Electric	2535	Com. Center electric through 2/17/97	B	72.34
Bells Market	2041BI	Bistro supplies	P	4.89
Rachael Culp	2041BI	Bistro wages paid in March 1997	C	193.77
TOTAL RECREATION EXPENSES =				\$957.07

FIRE DIVISION EXPENSES, DIVISION CODE 9240				
ABC Consultants, Inc.	2117	Consulting mgt. fees March 1997	B	\$225.00
Alabama Fire College Bookstore	4827	First responder manuals	B	467.04
Fire Protection Publications	4827	Various rescue manuals	B	218.00
GTE Mobilnet	4827	Cellular phone for March 1997	B	38.23
TOTAL FIRE EXPENSES =				\$948.27

B = Paid thru 1 Nationwide Bank
C = Paid thru County depository
P = Paid thru Petty Cash Funds

TOTAL GENERAL FUND EXPENSES = \$8,120.03

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

MUIR BEACH COMMUNITY SERVICES DISTRICT

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 APRIL 23, 1997**

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

- A. F.E.M.A.:** I have had six meetings with the FEMA inspectors and will have at least one more prior to the Board meeting. The next meeting is to review the inspector's "Damage Survey Report" which will include their recommendations for project approval and funding. I should be able to give a fairly complete verbal report to the Board during the April 23 meeting.
- B. Budget:** It is time to begin budget considerations for the coming fiscal year. If a budget committee is to be formed, it should be done as soon as possible, as we should consider the proposed budget during the June meeting. The budget for fiscal 1997⁹⁸ must be adopted prior to August 15, 1997. If individual Board members have any particular budget items to be considered, they should submit their requests during the next two Board meetings. *Steve —*
- C. November election:** Three Directorships will be open for election in the November 7, 1997 election. Directors Kamradt, Rudnick and the existing vacant seat terms will expire. The filing period is July 14, 1997 to August 8, 1997. If incumbents directors do not file, the period extends until August 13, 1997 (for non-incumbents only). All three directorships open for election are for four (4) year terms. It is hoped that existing Directors will run for re-election; however, if their current activities do not permit this we should be searching for other possible qualified candidates. The next fiscal year is an important year as it will begin the water system capital improvements program, hopefully see the resolution of the water rights problem, review/adopt the proposed operations and policy manual for Roads & Easements and Recreational activities, expand the District's fund raising events, and review the rental rates for the District's facilities..

II. WATER: In addition to the water operations report, Directors Pinto and Shaffer and the GM met with representatives from the State Division of Water Rights and Fish and Game.

Harvey and I attended the AWWA small water systems workshop. Regrettably, I must say the workshop had very limited value. The speakers were well qualified but made presentations that were too general in content to be of applicable value. However, I did meet the manager of the local USDA office and was able to discuss their grant programs. Also, he agree to meet with me early next month to discuss our possible qualifications for their programs. Oddly, to become eligible for a grant we must first qualify and take a loan.

Emi said the the consultant, thinks Trishy can do it all.

III. RECREATION: The April 2, 1997 community dinner was successful and everyone seemed to enjoy the spaghetti prepared by Gerry Pearlman and Flo Hess followed by Karla's readings her new book. Gross income was \$318 (\$225 for 30 dinners plus \$93 for beverages). After allowances for remaining inventory, the dinner netted \$106.58.

Oddly, we increased the wine and beer donations from \$1 to \$2, but even with increased wine and beer consumption, realized less income. The inventory indicates 1 soft drink, 5 beers, 2 bottles of white wine and 7 bottles of red wine were consumed. Using a very conservative estimate of 10 glasses of wine per bottle (5.2 oz per glass) the income should have been \$180 for wine, \$10 for beer and \$1 for soft drinks to total \$191 versus the \$93 realized. A more realistic portion of wine of 12 glasses per bottle (4.33 oz) would have yielded an additional \$36.

IV. ROADS AND EASEMENTS: The details for this will be offered in a verbal report which is dependent upon my next meeting with the FEMA inspectors.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
FEBRUARY 29, 1997 THROUGH MARCH 31, 1997**

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; however, there has been some fluctuations requiring direct addition of chlorine in the upper tank.

TABULATION OF WATER PRODUCTION FACTORS: Note: Meters were read on 23rd day of each month. Production is based on the 28-day period between 02/23/97 and 03/23/97.

1.	Total volume of metered water billed for.	748,910	gallons
2.	Average daily service metered production	26,747	gallons/day
3.	Maximum daily production on 01/30/97.	30,580	gallons
4.	Minimum daily production on 02/05/97	15,500	gallons
4.	Volume of water billed by customer meters, total	748,910	gallons
5.	Average daily customer water use, per customer	182	gallons/day
6.	Estimated maintenance and fire consumption.	25,000	gallons
7.	Unaccounted for water loss (MASTER METER OUT)	NA.	gallons

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

1. This was a calm month for water operations and no special activities were necessary.
2. Leakage at the upper storage tank has increased due to the fluctuations in ambient temperature and the resulting expansion and contraction in the tank structure. Also, there is some evidence that dry rot is increasing and developing in new areas of the lower redwood stays.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing for the 02/23/97 to 03/23/97 period was \$4,259.68, slightly greater than last month's billing, which is reflected in the higher average daily consumption during this shorter billing period.

Accounts receivable just prior to the new billing were \$1,381.45, down from last month. Late penalties and interest assessed were \$77.28, down from last month; and the new surcharge totaled \$1,064.92.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF MARCH 1997**

FY IS
75.07%
COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

DESCRIPTION	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF MARCH 1997			
				PETTY CASH	1ST BANK	COUNTY FUND 428	03/31/97 TOTAL
Opening Balance at beginning of fiscal year	\$109,245	Balances on 07/01/96 =		(\$132.25)	\$59,509.70	\$9,654.33	\$69,031.78
General and Admin. Income	34,437	(11,383.12)	-33.05%	37.00	72.82	144.59	254.41
General & Admin. Expenses	19,375	9,348.72	48.25%	0.00	1,056.84	0.00	1,056.84
G&A Income - Expenses	\$15,062	(\$20,731.84)	-137.64%	\$37.00	(\$984.02)	\$144.59	(\$862.43)
Water Income	56,000	43,014.18	76.81%	0.00	4,585.32	0.00	4,585.32
Water Expenses	66,440	45,560.83	68.57%	76.47	3,107.20	1,139.37	4,323.04
Water Income - Expenses	(\$10,440)	(\$2,546.65)	N.A.	(\$76.47)	\$1,478.12	(\$1,139.37)	\$282.28
Recreational Income	26,690	5,547.70	20.79%	151.57	487.50	0.00	639.07
Recreational Expenses	39,642	10,178.34	25.68%	4.89	619.53	332.64	957.06
Recreational Income - Expenses	(\$12,952)	(\$4,630.64)	N.A.	\$146.68	(\$132.03)	(\$332.64)	(\$317.99)
Road & Easement Income	0	0.00	N.A.	0.00	0.00	0.00	0.00
Road & Easement Expenses	18,630	8,378.27	44.97%	41.36	541.56	251.90	834.82
R&E Income - Expenses	(\$18,630)	(\$8,378.27)	N.A.	(\$41.36)	(\$541.56)	(\$251.90)	(\$834.82)
Fire Income	29,482	22,338.61	75.77%	0.00	0.00	0.00	0.00
Fire Expenses	19,487	13,439.22	68.97%	0.00	948.27	0.00	948.27
Fire Income - Expenses	9,995	\$8,899.39	0.89038419	\$0.00	(\$948.27)	\$0.00	(\$948.27)
General Funds budgeted year-end balances =	\$92,280	Month end balances =		(\$66.40)	\$58,381.94	\$8,075.01	\$66,390.55

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Total General Fund Income =	\$146,609	\$59,517.37	40.60%	\$188.57	\$5,145.64	\$144.59	\$5,478.80
Total General Fund Expenses =	163,574	86,905.38	53.13%	122.72	6,273.40	1,723.91	8,120.03
General Fund Income - Expenses =	(\$16,965)	(\$27,388.01)	N.A.	\$65.85	(\$1,127.76)	(\$1,579.32)	(\$2,641.23)

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	03/31/97 TOTAL
Insurance	2059	\$600	\$549.05	91.51%				\$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	\$949.05	4.26%	\$0.00	\$0.00	\$0.00	\$0.00

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	03/31/97 TOTAL
Surcharge Income	9031	\$540	\$360.00	66.67%		\$45.00		\$45.00
Interest	9377	1,482	5,558.06	374.99%				0.00
TOTAL HARRIS FUND INCOME =		\$2,022	\$5,918.06	292.65%	\$0.00	\$45.00	\$0.00	\$45.00

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		\$52,176.60	\$23,134.90
Harris Fund Income	2,022	5,918.06	292.65%	0.00	45.00	0.00	45.00
Harris Fund Expenses	22,286	949.05	4.26%	0.00	0.00	0.00	0.00
Harris Fund Income - Expenses	0	4,969.01	N.A.	0.00	45.00	0.00	45.00
Account balances at month's end =		\$28,074.77	N.A.	(\$66.40)	\$58,426.94	\$52,176.60	\$23,179.90

GROSS DISTRICT EQUITY AT CURRENT MONTH'S END = \$118,612.15 Less Total Trust Funds of \$15,070.63 Net Equity = \$103,541.52

TRUST FUND RESERVES = Rental = \$225.00 Water = \$3,400.00 Fire Station* = \$11,445.63

NOTE:

*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 = \$28,996.70

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF MARCH 1997**

FY IS
75.07%
COMPLETE

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	03/31/97 TOTAL
Conferences	2049	\$1,200	809.72	67.48%				\$0.00
Insurance	2059	1,400	1,281.12	91.51%				0.00
ABCC Administrative fees	2117	7,000	4,825.00	68.93%		500.00		500.00
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	95.23	76.18%				0.00
Office Supplies	2133	300	9.83	3.28%				0.00
Copier Maintenance	2137	800	381.50	47.69%		285.96		285.96
County Fees	2352	1,000	526.50	52.65%				0.00
Mileage	2479	1,250	578.14	46.25%		117.50		117.50
Telephone	2534	1,250	804.18	64.33%		153.38		153.38
Legal fees & expenses	2713	3,500	37.50	1.07%				0.00
Building Improvements	4048	0	0.00	N.A.				0.00
TOTAL ADMINISTRATIVE EXPENSES =		\$19,375	\$9,348.72	48.25%	\$0.00	\$1,056.84	\$0.00	\$1,056.84

20% of general G&A Costa = \$3,875

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	03/31/97 TOTAL
Property Tax Revenue	9001	\$27,650	17,287.97	62.52%			\$144.59	\$144.59
Interest Income	9203	1,487	964.61	64.87%		18.82		18.82
Inter Fund Transfers	9377	5,000	(29,850.70)	-597.01%				0.00
Copier Income	9772	300	215.00	71.67%	37.00	54.00		91.00
TOTAL ADMINISTRATIVE INCOME =		\$34,437	(\$11,383.12)	-33.05%	\$37.00	\$72.82	\$144.59	\$254.41

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	03/31/97 TOTAL
Maint. Mgr.	1028	\$2,500	833.00	33.32%			\$119.00	\$119.00
Extra Hire	1073	4,500	115.00	2.56%			115.00	115.00
FICA	1404	536	72.52	13.54%			17.90	17.90
Work Compensation. Insurance.	1701	394	79.34	20.13%				0.00
Insurance	2059	500	457.54	91.51%				0.00
Repairs	2077	2,500	3,587.77	143.51%				0.00
Gen. Maint.	2078	2,500	91.54	3.66%	41.36			41.36
ABCC Administrative fees	2117	3,000	3,100.00	103.33%		500.00		500.00
Travel	2479	200	0.00	0.00%				0.00
G&A Share	2720		0.00	N.A.				0.00
Road Const.	2741	2,000	41.56	2.08%		41.56		41.56
TOTAL EASEMENT EXPENSES =		\$18,630	\$8,378.27	44.97%	\$41.36	\$541.56	\$251.90	\$834.82

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	03/31/97 TOTAL
Miscellaneous income	9772	0						\$0.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF MARCH 1997**

FY IS
75.07%
COMPLETE

WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	03/31/97 TOTAL
Maint. Mgr. Wages	1028	11,000	9,404.25	85.49%			\$889.00	\$889.00
Extra Hire Wages	1073	600	1,160.50	193.42%				0.00
FICA	1404	887	808.34	91.09%			68.04	68.04
Benefits	1506	1,250	818.64	65.49%			102.33	102.33
Work. Compensation Insurance	1701	653	676.50	103.59%				0.00
Annual Fee	2058	500	0.00	0.00%				0.00
Gen. Insurance	2059	1,200	1,098.10	91.51%				0.00
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	481.12	32.07%		68.61		68.61
ABCC Administrative & clerical fees	2117	22,200	13,225.00	59.57%		1,650.00		1,650.00
Misc. Exp.	2121	1,000	1,067.42	106.74%	6.38			6.38
Refunds	2122	1,000	400.00	40.00%		100.00		100.00
Postage	2130	400	214.89	53.72%	70.09			70.09
Office supplies	2133	500	117.80	23.56%				0.00
Contract Repairs	2325	12,000	7,401.77	61.68%				0.00
Travel	2479	1,100	635.00	57.73%			80.00	80.00
Telephone	2534	450	430.62	95.69%		68.16		68.16
Electricity	2535	6,700	2,869.20	42.82%		919.13		919.13
G&A Share	2720		0.00	N.A.				0.00
Equipment	4093	500	301.30	60.26%		301.30		301.30
Water Meters	4160	500	276.68	55.34%				0.00
TOTAL WATER EXPENSES =		\$66,440	\$45,560.83	68.57%	\$76.47	\$3,107.20	\$1,139.37	\$4,323.04

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	03/31/97 TOTAL
Service Billing	9025	\$56,000	34,525.08	61.65%		\$4,263.94		\$4,263.94
Late penalties & interest billed	9772	1,000	797.16	79.72%		77.28		77.28
Receipts Collected	9025	56,000	42,314.18	75.56%		4,385.32		4,385.32
Accounts Receivable	9025		\$6,566.66 ON CLOSE OF 03/31/97 BUSINESS DAY					
Security Deposits billed and collected	9025SD	1,000	700.00	70.00%		200.00		200.00
Miscellaneous water income	9772	0	0.00	N.A.				0.00
TOTAL WATER INCOME =		\$56,000	\$42,314.18	75.56%	\$0.00	\$4,585.32	\$0.00	\$4,585.32

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	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	03/31/97 TOTAL
Work. Compensation Insurance	1701	\$2,587	643.41	24.87%				\$0.00
Gen. & Vehicle Insurance	2059	5,700	4,913.09	86.19%				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	8,500	6,082.72	71.56%		723.27		723.27
TOTAL FIRE EXPENSES =		\$19,487	\$13,438.22	68.97%	\$0.00	\$948.27	\$0.00	\$948.27

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	03/31/97 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%				0.00
TOTAL FIRE INCOME =		\$29,482	\$22,338.61	75.77%	\$0.00	\$0.00	\$0.00	\$0.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF MARCH 1997**

FY IS
75.07%
COMPLETE

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	03/31/97 TOTAL
Maint. Mgr. Wages	1028	\$750	14.00	1.87%				\$0.00
Janitorial Wages	1073	1,820	1,098.00	60.33%			129.00	129.00
FICA	1404	239	247.34	103.29%			23.64	23.64
Work. Compensation Insurance	1701	1,980	175.59	8.87%				0.00
Basketball	2041BA	0	0.00	N.A.				0.00
Bistro	2041BI	2,760	833.62	30.20%	4.89		180.00	184.89
Community Dinners	2041CD	700	272.93	38.99%				0.00
Children's Programs	2041CP	115	30.23	26.29%				0.00
Labor Day BBQ	2041LD	1,000	0.00	0.00%				0.00
Tai Chi	2041TC	1,080	931.00	86.20%				0.00
Insurance	2059	1,200	1,098.10	91.51%				0.00
Repairs	2077	1,500	86.34	5.76%		30.61		30.61
Bldg. Maintenance	2096	1,500	160.00	10.67%				0.00
Ground Maintenance	2097	560	400.00	71.43%				0.00
ABCC Administrative fees	2117	3,500	2,250.00	84.29%		325.00		325.00
Publications	2119	250	0.00	0.00%				0.00
Misc. Expenses	2121	150	0.00	0.00%				0.00
Deposit Refunds	2122	3,500	450.00	12.86%		75.00		75.00
Postage & Off. Sup.	2133	100	10.38	10.38%				0.00
Refuse Removal	2259	410	317.40	77.41%				0.00
Building Supplies	2366	300	338.39	112.80%				0.00
Pay Telephone	2534	528	381.76	72.30%		42.81		42.81
Electricity for Community Center	2535	1,100	715.47	65.04%		146.11		146.11
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	367.79	61.30%				0.00
Playground Imp.	4243	0	0.00	N.A.				0.00
TOTAL RECREATION EXPENSES =		\$39,642	\$10,178.34	25.68%	\$4.89	\$619.53	\$332.64	\$967.06

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	03/31/97 TOTAL
Children's Programs	9246	125	211.50	169.20%	\$15.00			\$15.00
Community Center. Rental	9255	4,000	1,445.00	36.13%		30.00		30.00
Refundable Deposits	9255RD	3,500	825.00	23.57%		150.00		150.00
Bistro	9811BI	2,000	1,133.95	56.70%	125.57			125.57
Community Dinners	9811CD	1,200	736.00	61.33%		105.00		105.00
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	1,187.25	73.29%	11.00	202.50		213.50
Res. Handbooks	9834	120	9.00	7.50%				0.00
Community Development Block Grant	9900	12,500	0.00	0.00%				0.00
TOTAL RECREATION INCOME =		\$26,690	\$5,547.70	20.79%	\$151.57	\$487.50	\$0.00	\$639.07

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, MARCH 26, 1997**

Directors present: President Rudnick and Directors: Deborah Kamradt, Erin Pinto, and Steven Shaffer.
There is one vacancy.

- I. Call to order:** President Rudnick called the meeting to order at 7:20 P.M.
- II. Review and consideration of the March 26, 1997 Agenda:** There was a brief discussion of the Agenda and Director Shaffer *moved* to approve the Agenda as submitted; seconded by Director Pinto, ayes all.
- III. Bills to be paid:** There was a brief discussion of the bills to be paid report concerning the proper departmental allocation of the Asphalt Conference expenses. Director Shaffer *moved* to approve payment of the bills, with the expenses for the Asphalt Conference to be included under Roads & Easements versus the current listing under administration, and including \$10,159.77 in total general fund expenses; seconded by Director Kamradt; ayes all with Director Pinto abstaining from the approval of Robert Wurgaft's wages to avoid any possible conflict of interest..
- IV. Public open time:** The General Manager introduced Mr. Ed Ditto from the State Division of Water Rights ("DWR") who came from Sacramento, at the GM's request, to review the status of the District's water rights. Mr. Ditto had briefly reviewed the GM's research report to the Board concerning the this matter He noted that the report was quite comprehensive and indicated that he agreed with parts and disagreed with parts.

Mr. Ditto presented the Board with copies of DWR's condensed booklets on the water rights law and regulations pertaining the appropriation of water in California. He then reviewed the history of the current problem and the need to resolve the issue in a manner acceptable to all concerned. He noted that the DWR cannot grant water rights without the preparation of an E. I. R, as long as there are unresolved protests on record. While he indicated that it was unlikely that the District would be absolutely barred from providing water to the residents of Muir Beach, the District is subject to the uncertainties of its current position.

Mr. Ditto reviewed various possible considerations for reasonable steps to resolve the current problem, but indicated that the suggestion that we obtain water from MMWD has most likely been negated by the recent severe reduction in MMWD's water allocation from the Lagunitas Creek watershed. This action has made it necessary for MMWD to seek additional water supply sources to meet their current needs.

The discussion then concentrated on the district's desire to resolve the problem in a friendly manner, avoiding the waste and inefficiency of superfluous studies, reports and legal expenses versus meaningful and affordable habitat improvements that might be accomplished in the Redwood Creek watershed. The discussion ended on this positive subject, with Mr. Ditto offering DWR's assistance in this pursuit and suggesting a meeting with the Department of Fish and Game to discuss possible courses of action. He indicated that a representative from the DWR would be available to attend the meeting and future meetings with the other protestants in hope of a reasonable resolution wherein a minimal negative declaration could be decided as adequate following an agreement habitat improvements within the District's limited fiscal means.

Letter from Gerry Pearlman: The GM distributed copies of a letter from Gerry Pearlman requesting reimbursement for his expenses in distributing his letters in opposition to the District's tax measure proposal. Following a brief discussion the GM was instructed to respond by letter to inform Mr. Pearlman that Board Policy cannot approve and reimburse expenses incurred by private citizens in their participation in the democratic process. For example, Director Pinto's letter was a private action paid entirely by Ms Pinto and not an action of the Board.

Letter from Gordon Bennett: The GM distributed copies of a letter from Gordon Bennett which urged the Board to consider other more reasonable actions to resolve the water rights issue before seriously considering the political course of action suggested by Mr. Walsh, during the previous Board meeting. The GM noted that he had just recently informed Mr. Bennett of the Board's desire to pursue other actions and his report to the Board on possible alternatives.

Letter from LAFCO: The GM read a letter from LAFCO announcing the opening of the alternate seat on their Board for a W. Marin representative. The GM encouraged any and all of the Directors to take interest in this vacancy and if possible to submit their names for candidacy. He noted that this is one of the most powerful agencies in local government and may some day consider the continued existence of the District.

V. **Fire Department and Emergency Committee:** Chief Moore and Ellen Mettler had previously notified the GM that they would not be able to attend tonight's meeting and there was no other information concerning these activities considered.

VI. **General Manager's report:** The general manager reported on the following items:

- A. **Budget:** The GM briefly reviewed the budget report, noting that expenditures and income continue to be within the budget parameters.
- B. **F.E.M.A.:** The GM reported that he has met with the F.E.M.A. inspectors and they have indicated that the District will be eligible for some storm damage reimbursement. However, only the cost of damage repairs necessary to restore to the prior existing conditions will be eligible. Additional work, improving conditions beyond those existing prior to the damages will not be covered, even though they may be necessary to prevent the same thing from happening again. The GM noted that he had requested funds to construct low level (2' & 3") timber retaining walls to prevent additional slides, and was told these would not be approved. However, the inspectors did say there was a program to use approved funds for alternative repairs to mitigate such conditions, if the District could substantiate that the alternate treatment was essential. This would require a separate submission and result in a 10% loss of funds.
- C. **Water:** The GM briefly reported that this has been a calm period for water operations and that most of the important information had been discussed during the earlier discussions with Mr. Ditto.
- D. **Recreation:** The GM reported that the scheduled community dinner has been further publicized and that several residents have indicated their intent to attend. He asked for recommendations for a beer preferred by local residents, as the beers purchased in the past have not been well received. After a brief discussion, "Sierra Nevada Pale Ale" was recommended.

- E. **Roads and Easements:** The GM noted that the final cleanup of storm damages has essentially been completed and that the paving of the damaged roadways will be completed in the very near future, if not completed earlier today.
- VII. **Review of the draft minutes for the Regular meeting held on March 5, 1997:** There was a brief discussion of these minutes and it was noted that the month of February appears in the title instead of the month of March. Director Shaffer *moved* to approve the minutes as submitted, after correcting the title month to March; seconded by Director Kamradt; ayes all.
- VIII. **The next regular Board meeting:** Following a brief discussion the next Board meeting was scheduled for Wednesday, 23, 1997.

The meeting was adjourned at 10:22 P.M.

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

Peter Rudnick, Board President

Donovan Macfarlane, Secretary

RESOLUTION 97-04-23

A resolution of the Board of Directors of the Muir Beach Community Services District Proposing an election be held in its jurisdiction; requesting the Board of Supervisors of Marin County to consolidate with any other election conducted on said date, and requesting election services by the County Clerk.

Whereas, it is the determination of said Board of Directors that a Consolidated General Election be held on the 4th day of November, 1997, at which election the issue to be presented to the voters shall be:

Nomination of candidates for the Board of Directors

Regular Term -3-

Short Term -0-

BE IT FURTHER RESOLVED that the Board of Supervisors of the County of Marin is hereby requested to:

- 1) Consolidate said election with any other applicable election conducted on the same day.
- 2) Authorize and direct the County Clerk, at District expense, to provide all necessary election services and to canvass the results of said election.

Passed and adopted this 23rd day of April, 1997 by the following vote, to wit:

Ayes:

Noes:

Absent:

Peter Rudnick, President of the Board

Attest: _____
Secretary for the Board

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
SPECIAL BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY,
May 7, 1997 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 vacant directorship.

- I. Call the meeting to order.** President Rudnick will call the meeting to order. 7:19
- II.** This is a single purpose special meeting to consider a proposal by Trihey & Associates, Inc., environmental consultants and engineers, to develop an ecologically sound and fiscally reasonable means for providing a safe and reliable water supply to the community of Muir Beach. The Board will consider the proposal and take what they determine as appropriate action.
- Steve / Deborah -*
- III. 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

Donovan

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BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, JUNE 18, 1997
THE MEETING WILL BEGIN AT 7:00 P.M.**

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Draft Minutes for the 05/07/97 Board Meeting	19
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**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
RESCHEDULED BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY,
JUNE 18, 1997 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 vacant directorship.

- I. **Call the meeting to order.** President Rudnick will call the meeting to order and then turn the meeting over to incoming President Kamradt. *7:09 → Deb.*
- II. **Review and consideration of the June 18, 1997 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".
Steve; Erin all
- III. **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.

440 Dc. - May → Nov. 8,800 A³ 150% of average
 Avg. 290 Avg. 5,800 Surf. Water. Avg Annual ground water 550 Af.
 A chain of cloud mty. 92-93 MB = 52.8 Af.

IV. **Environmental consultant's report.** It is anticipated that Lanette Davis from Trihey & Associates, Inc. will be present to discuss their findings in accord with Phases 1 and 2 of their study to offer prudent mitigation methodology for consideration by the District and for scheduling a meeting with the water rights protestants to discuss resolution of the problem. Note: This presentation may include information of a confidential nature to be used in legal negotiations; therefore, the Board may hold this part of the meeting in closed session under the conditions of the Brown Act.

V. **Bills to be paid.** The Board will consider for payment approval, all bills received and requesting payment subsequent to the bills submitted and paid during the April 1 through April 30, 1997 and May 1 through May 31, 1997 time periods.

VI. **Fire Department, Emergency Disaster Committee:** It is anticipated that Chief Moore will be in attendance with a report on the success of the annual MBVFA BBQ.

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:** The GM will give a budget overview, and other administrative activities. Also to be discussed is the three Directors seats open for election in November 1997, and plans for the proposed fiscal 1997-98 budget.

The Board will be asked to act on Resolution 97-05-28 confirming the District's interest in the Spindrift Point nature preserve.

B. **Water:** Review of the water operations during April and May.

C. **Roads & Easements:** The GM will review recent information from the State Office of Emergency Services, and the general scheduling of repairs to fulfill the F.E.M.A. fund requirements.

D. **Recreation:** The GM will request the Board's consideration of having a Labor Day BBQ and the scheduling of the community center deck repairs and extension.

VIII. **Review of the draft minutes for the April 23, 1997 Board meeting**

IX. **Review of the draft minutes for the May 7, 1997 Board meeting.**

X. **Next meeting date.** The Board should schedule the next meeting date. The normal meeting date is Wednesday, June 25, 1997. The fourth Wednesday, July 2, 1997. There is a fifth Wednesday in July.

ADJOURNMENT OR CONTINUATION 10:04

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 04/01/97 THROUGH 04/31/97**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
ADMINISTRATION EXPENSES, DIVISION CODE 9236				
ABC Consultants, Inc.	2117	Management fee for April 1997	B	500.00
USPO	2130	Postage, parcel & stamps	P	65.01
Office Max	2137	Paper for copy machine	B	46.77
Marin County	2352	March election expenses	B	296.00
ABC Consultants, Inc.	2479	Mileage for March 1997	B	132.93
AT&T	2534	707-648-1305 toll calls thru 3/23/97	B	13.62
AT&T	2534	415-388-7804 toll calls thru 4/10/97	B	43.05
TOTAL G&A EXPENSES =				\$1,097.38

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
Harvey Pearlman	1028	Wages through 4/28/97	C	97.96
Big 4 rents	2077	Roadway roller rental	B	413.69
Land Art	2077	Equipment, labor & materials for repairs	B	3,813.61
Office Max	2077	F.E.M.A. submission copies	P	5.48
Tam Rentals	2077	Compactor rental	B	66.00
ABC Consultants, Inc.	2117	Management fee for April 1997	B	500.00
TOTAL R&E EXPENSES =				\$4,896.74

WATER DIVISION EXPENSES, DIVISION CODE 9238				
Harvey Pearlman	1028	Wages through 4/28/97	C	1,017.29
Harvey Pearlman	1506	Medical benefits for April 1997	C	102.33
Donovan Macfarlane	2049	Reim. 2 AWWA workshop attendance fees	B	170.00
Golden Gate Bridge	2049	Bridge toll	P	3.00
Marin County Laboratory	2115	Water sample tests, 4/15/97	B	30.00
Office Max	2115	Annual Water Quality report copies	P	18.40
ABC Consultants, Inc.	2117	Clerical fees for April 1997	B	850.00
ABC Consultants, Inc.	2117	Management fee for April 1997	B	800.00
Goodman Building supply	2121	Spray paint for rust proofing	B	7.70
Office Max	2130	Telefax charges	B	6.00
USPO	2130	Postage	P	16.00
Office Max	2133	Envelopes, stencils, forms	B	39.65
Harvey Pearlman	2479	Mileage allowance for April 1997	C	80.00
PG&E	2535	Well & lower tank electric thru 4/17/97	B	341.09
TOTAL WATER EXPENSES =				\$3,481.46

RECREATION EXPENSES, DIVISION CODE 9239				
Harvey Pearlman	1028	Wages through 4/28/97	C	113.03
Juana Gonzales	1073	Wages through 4/28/97	C	138.87
Bell's Market	2041BI	Cream for Bistro	P	1.45
Costco	2041BI	Coffee supplies	P	35.96
Rachael Culp	2041BI	Wages through 4/28/97	C	193.77
Costco	2041CD	Dinner groceries	P	284.76
Safeway	2041CD	Besr and ice	P	24.81
Save Mart	2041CD	Dinner groceries	P	38.93
Justine Rosenthal	2041TC	Wages through 4/28/97	C	155.02
Salvador Gonzales	2097	Wages through 4/28/97	C	64.59
ABC Consultants, Inc.	2117	Management fee for April 1997	B	325.00
USPO	2130	Postage	P	16.00
Shoreline disposal	2259	Garbage disposal thru June 1997	B	108.60
Office Max	2366	Trash bags for com. center	B	19.28
Pacific Bell	2534	toll phone service thru 3/19/97	B	43.45
PG&E	2535	Com. Center electric thru 4/17/97	B	55.06
Costco	4093	Rubbermaid storage bins	P	26.47
Target	4093	Rubbermaid storage bins	P	14.24
TOTAL RECREATION EXPENSES =				\$1,659.29

FIRE DIVISION EXPENSES, DIVISION CODE 9240				
ABC Consultants, Inc.	2117	Management fee for April 1997	B	225.00
TOTAL FIRE EXPENSES =				\$225.00

B = Paid thru 1 Nationwide Bank
C = Paid thru County depository
P = Paid thru Petty Cash Funds

TOTAL GENERAL FUND EXPENSES = \$11,359.87

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

MUIR BEACH COMMUNITY SERVICES DISTRICT

Peter Rudnick, President

Donovan Macfarlane, General Manager

MUIR BEACH CSD, BILLS TO BE PAID

RECEIVED 05/01/97 THROUGH 05/31/97

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
ADMINISTRATION EXPENSES, DIVISION CODE 9236				
Costco	2049	Refreshment supplies for Board meetings	P	5.99
ABC Consultants, Inc.	2117	Travel, 4/01-30/97; 451 miles	B	142.07
ABC Consultants, Inc.	2117	Administrative fee for May 1997	B	500.00
AT&T	2534	415-388-7804 toll calls thru 5/10/97	B	37.51
AT&T	2534	707-648-1305 toll calls thru 4/22/97	B	32.54
Pacific Bell	2534	707-648-1305 thru 3/20/97	B	35.01
Pacific Bell	2534	415-388-7804 thru 5/11/97	B	22.12
Pacific Bell	2534	415-388-7804 thru 4/11/97	B	22.26
TOTAL G&A EXPENSES =				\$797.50

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

ABC Consultants, Inc.	2117	Administrative fee for May 1997	B	500.00
TOTAL R&E EXPENSES =				\$500.00

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Wages paid in May 1997	C	1,195.50
Robert Wurgaft	1073	Maintenance relief paid in May 1997	C	137.79
State Fund	1761	Worker's Comp. Insurance, 1st qtr. '97	B	275.06
Marin County Laboratory	2115	Coliform tests 5/14/97	B	30.00
Herb's Pool Service	2115	Chlorine supplies 4/09/97	B	34.32
ABC Consultants, Inc.	2117	Clerical fees for May 1997	B	850.00
ABC Consultants, Inc.	2117	Administrative fee for May 1997	B	800.00
Goodman Building Supply	2121	Drill pump & poly tubing	B	18.02
Anne Gueffi	2122	Security deposit refund	B	100.00
Philip Richardson	2122	Security deposit refund	B	100.00
Pacific Bell	2534	Upper tank control phone thru 3/20/97	B	34.08
Pacific Bell	2534	Upper tank control phone thru 5/11/97	B	34.08
Pacific Gas & Electric	2535	Well & lower tank electric thru 5/19/97	B	341.93
TOTAL WATER EXPENSES =				\$3,950.78

RECREATION EXPENSES, DIVISION CODE 9239

Harvey Pearlman	1028	Wages paid in May 1997	C	90.43
Juana Gonzales	1073	Jantorial wages paid in May 1997	C	138.87
State Fund	1761	Worker's Comp. Insurance, 1st qtr. '97	B	95.86
Salvador Gonzales	2097	Ground maintenance for April & May 1997	C	156.09
ABC Consultants, Inc.	2117	Administrative fee for May 1997	B	325.00
Tobin Giblin	2122	Refund rental security deposit	B	75.00
Pacific Bell	2534	Com. Ctr. pay phone thru 4/11/97	B	42.81
Pacific Gas & electric	2535	Community Center electric thru 5/19/97	B	50.97
Rachael Culp	2041BI	Bistro wages paid in May 1997	C	193.77
Justine Rosenthal	2041TC	Tai Chi instruction April & May 1997	C	358.47
TOTAL RECREATION EXPENSES =				\$1,527.27

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants, Inc.	2117	Administrative fee for May 1997	B	225.00
GTE Mobilnet	4827	Cellular phone thru 5/31/97	B	76.46
Gall's Inc.	4827	SCBA Mask Bag	B	51.09
TOTAL FIRE EXPENSES =				\$352.55

B = Paid thru 1 Nationwide Bank
 C = Paid thru County depository
 P = Paid thru Petty Cash Funds

TOTAL GENERAL FUND EXPENSES = \$7,128.10

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

MUIR BEACH COMMUNITY SERVICES DISTRICT

Deborah Kamradt, 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 JUNE 18, 1997**

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

A. Board presidency: I goofed. The Board Presidency was to have rotated to Director Kamradt during the April meeting. As indicated on the Agenda, the rotation is now scheduled for tonight. Director Kamradt's term of office will continue through October 1997, when Director Shaffer will take office. Following the November elections, I will develop a new rotation schedule to include the newly elected directors.

B. F.E.M.A.: We have received notification that funds in the amount of \$44,256 have been approved for damage repair. This is approximately \$7,000 less than the amount submitted for approval by the inspectors. I have contacted the State Office of Emergency Services and expect to have more information on the \$7,000 in time for a verbal report during the meeting. The good news is that we will receive 90% of the funds within the next thirty to forty five days, and the balance when the work has been inspected after completion.

Following several conversations with F.E.M.A. it seems that 3 of the damage survey reports (DSR's) are still being reviewed for possible additional funding. Additional information is anticipated in the near term.

In addition to the current projects, there is some good news and bad news concerning the 1988 F.E.M.A. grants. The good news is that the \$18,000 grant has been closed as a completed project and the District does not have refund the funds. The bad news is that the total lack of documentation on the \$2,000+ funds prevents a reasonable basis for considering the funds as properly used. The District is required to refund this grant; however, the refund is to be deducted from the funds approved in our new grant; therefore, in reality, the District is not paying an out of pocket refund. Further, this will properly close these pending accounts and the District is returned to good standing for future possible funding.

C. Budget: We received the major part of the second increment of tax revenues (\$10,931). In addition, the County Auditor has advised me that we are in line to receive a \$4,000+ refund (in late June) of unused Marin County ERAF funds. **A refund of \$4,002.08 was credited to our County account in late May.**

Spindrift Point: It appears that the Nature Conservancy is continuing in its divestiture actions for this property. For the District to be further considered as either the recipient of the property or to become the property administrator it is necessary for the representatives of Eleanor Borden to have a formal declaration of interest from the District. Resolution 97-04-28 is suggested for the Board's consideration and adoption so a copy may be delivered to Mrs. Borden's representatives.

Management contract: The District's contract with Associated Business and Community Consultants, Inc. expires June 30, 1997. A new contract has been submitted on the same basis as fiscal 1996-97. However, it should be noted that there may be possible additional fees for administration and supervision required for F.E.M.A. compliance and completion of the F.E.M.A. projects. If additional fees are required to compensate for extended administration, supervision and design, the fees will qualify as a part of the F.E.M.A. project costs.

- II. RECREATION:** No events are currently scheduled. However, if there is some interest in organizing a Labor Day BBQ, discussions should begin now. Each time we have had this event, more than 100 residents have attended and it has returned several hundred dollars to support the recreation fund.

Gail Falls has volunteered to design the community center deck renewal and expansion. This last month Harvey spent several hours repairing the railings, but the repairs must be considered temporary due to the deteriorated condition of the general deck and railing materials. The Quilters have agreed to increase their donation to augment the \$12,750 in block grant funds to assist in having the deck renewed and extended. We hope to have the work completed by the end of summer.

- III. ROADS AND EASEMENTS:** As noted above, we will be receiving F.E.M.A. funds in the near future and I am currently arranging for the beginning work to implement the F.E.M.A. requirements. It is advisable to have a general discussion on priorities during tonight's meeting.

The property lying east and west of the District's Seacape park area has been recently surveyed and a part of the lower pedestrian path from the Starbuck extension to Seacape Drive encroaches into private property. A small part of the F.E.M.A. funds are for repairs to this general area of the easement, so we can correct the encroachment when the repairs are implemented. **Once again, this serves as a reminder that we should not do costly repairs and/or improvements in an easement until the boundaries have been properly established.**

The paving on Starbuck Drive, Cove Lane, and areas of Sunset Way has been completed. With this done, our remaining efforts will be concentrated on easement improvements to fulfill the F.E.M.A. requirements, along with the reconstruction of the Pacific Way roadway adjacent to the retaining wall.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
MARCH 31, 1997 THROUGH MAY 23, 1997**

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 were maintained within operational parameters.;

TABULATION OF WATER PRODUCTION FACTORS: Note: Meters were read on 23rd day of each month. Production is based on the 31-day period between 03/23/97 and 04/23/97.

1.	Total volume of metered water billed for.	963,224	gallons
2.	Average daily service metered production	31,072	gallons/day
3.	Maximum daily production on	Meter out	gallons
4.	Minimum daily production on	Meter out	gallons
4.	Volume of water billed by customer meters, total	963,224	gallons
5.	Average daily customer water use, per customer	210	gallons/day
6.	Estimated maintenance and fire consumption.	25,000	gallons
7.	Unaccounted for water loss (MASTER METER OUT)	NA.	gallons

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

1. While this was a calm month for water operations, we did investigate two reports of possible water leaks. Both areas conformed to spring water versus potable water.
2. Leakage at the upper storage tank has increased and we are attempting to reduce the loss by using epoxy putty to fill the dry rot areas. Some of the redwood stays will require plugs the size of a tennis ball.
3. The master meter was reinstalled May 9, 1997 following detailed discussions with the manufacturer. The meter is the same as the meter installed in 1988. However, our reduced flow rate of under 45 gpm is less than the recommended minimum for this style meter. The manufacturer recommends cleaning the meter on a regular basis (we will start with monthly cleaning and modify with experience), as the low flow rate and idle time permits precipitate buildup on the impeller and the minimal operational rpm is inadequate to clean te blades. When this meter requires replacement, a turbo meter should be purchased (current price approximately \$1,600). However, a turbo meter is easily damaged by debris and requires more intensive gravel and sand removal before entering the meter than we currently have.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing for the 03/23/97 to 04/23/97 period was \$5,554.06, more than \$1,000 greater than last month's billing, which reflected the warm weather.

Accounts receivable just prior to the new billing were \$940.61 down from last month. Late penalties and interest assessed were \$59.04, down from last month; and the consumption surcharge totaled \$1,382.57.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
MAY 23, 1997 THROUGH JUNE 15, 1997**

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 monitored to be maintained within operational parameters.
3. 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 are read on the 23rd day of each month. Production is based on the 30-day period between 04/23/97 and 05/23/97.

1.	Total volume of metered water billed for.	1,012,478	gallons
2.	Average daily service metered production	31,072	gallons/day
3.	Maximum daily production on 5/18/97	32,700	gallons
4.	Minimum daily production on	NA	gallons
4.	Volume of water billed by customer meters, total	1,012,478	gallons
5.	Average daily customer water use, per customer	231	gallons/day
6.	Estimated maintenance and fire consumption.	25,000	gallons
7.	Unaccounted for water loss (Meter not in operation for full time)	NA.	gallons

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

1. Epoxy putty was placed in a large area of dry rot, in the High Zone tank, where a hole existed. While the leakage was not completely mitigated, the repair does seem to have decrease the flow.
2. We are experiencing problems with the pressure regulating stations. The most likely cause is a buildup of precipitates within the valving, indicating the need to schedule professional cleaning and adjustment.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing for the 04/23/97 to 05/23/97 period was \$5,801.4, approximately \$300 more than last month's billing. As we enter the summer months, water consumption is expected to increase to a monthly average of 1,200, 000 gallons per month.

Accounts receivable just prior to the new billing were \$1,299.95, up \$300 from last month. Late penalties and interest assessed were \$89.52, up \$30 from last month; and the consumption surcharge totaled \$1,496.92.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF APRIL 1997**

FY IS
63.29%
COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

DESCRIPTION	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF APRIL 1997			
				PETTY CASH	1ST BANK	COUNTY FUND 428	04/30/97 TOTAL
Opening Balance at beginning of fiscal year	\$109,245	Balances on 04/01/97 =		(\$66.40)	\$58,426.94	\$8,075.01	\$66,435.55
General and Admin. Income	34,437	(232.09)	-0.67%	4.00	215.65	10,931.38	11,151.03
General & Admin. Expenses	19,375	10,634.02	54.89%	0.00	1,032.80	252.50	1,285.30
G&A Income - Expenses	\$15,062	(\$10,666.11)	-72.14%	\$4.00	(\$817.15)	\$10,676.88	\$9,865.73
Water Income	56,000	47,632.48	85.06%	0.00	4,618.30	0.00	4,618.30
Water Expenses	66,440	49,107.33	73.91%	102.41	2,244.44	1,199.65	3,546.50
Water Income - Expenses	(\$10,440)	(\$1,474.85)	N.A.	(\$102.41)	\$2,373.86	(\$1,199.65)	\$1,071.80
Recreational Income	26,690	6,407.15	24.01%	334.45	525.00	0.00	859.45
Recreational Expenses	39,642	11,734.75	29.60%	339.75	551.39	665.28	1,556.42
Recreational Income - Expenses	(\$12,952)	(\$5,327.60)	N.A.	(\$5.30)	(\$26.39)	(\$665.28)	(\$696.97)
Road & Easement Income	0	0.00	N.A.	0.00	0.00	0.00	0.00
Road & Easement Expenses	18,630	13,275.01	71.26%	5.48	4,793.30	97.96	4,896.74
R&E Income - Expenses	(\$18,630)	(\$13,275.01)	N.A.	(\$5.48)	(\$4,793.30)	(\$97.96)	(\$4,896.74)
Fire Income	29,482	22,338.61	75.77%	0.00	0.00	0.00	0.00
Fire Expenses	19,487	13,664.22	70.12%	0.00	225.00	0.00	225.00
Fire Income - Expenses	9,995	\$8,674.39	86.79%	\$0.00	(\$225.00)	\$0.00	(\$225.00)
General Funds budgeted year-end balances =	\$92,280	Month end balances =		(\$175.59)	\$54,938.96	\$16,791.00	\$71,564.37

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Total General Fund Income =	\$146,609	\$76,146.15	51.94%	\$338.45	\$5,358.95	\$10,931.38	\$16,628.78
Total General Fund Expenses =	163,574	98,415.34	60.17%	447.64	8,846.93	2,215.39	11,509.96
General Fund Income - Expenses =	(\$16,965)	(\$22,269.19)	N.A.	(\$109.19)	(\$3,487.98)	\$8,715.99	\$5,118.82

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	04/30/97 TOTAL
Insurance	2059	\$600	\$549.05	91.51%				\$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	\$949.05	4.26%	\$0.00	\$0.00	\$0.00	\$0.00

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	04/30/97 TOTAL
Surcharge Income	9031	\$540	\$1,449.01	268.34%		\$1,089.01		\$1,089.01
Interest	9377	1,482	6,182.87	417.14%			624.81	624.81
TOTAL HARRIS FUND INCOME =		\$2,022	\$7,631.88	377.40%	\$0.00	\$1,089.01	\$624.81	\$1,713.82

SUMMARY OF CAPITAL FUND INCOME AND EXPENSES

						COUNTY FUND 429	NET TOTAL FUND 429
Opening Harris Fund Balance	\$20,264	\$23,105.76	114.02%	Balances on 04/01/97		\$52,176.80	\$23,179.90
Harris Fund Income	2,022	7,631.88	377.40%	0.00	1,089.01	624.81	1,416.00
Harris Fund Expenses	22,288	949.05	4.26%	0.00	0.00	0.00	0.00
Harris Fund Income - Expenses	0	6,682.83	N.A.	0.00	1,089.01	624.81	1,416.00
Account balances at month's end =		\$29,788.59	N.A.	(\$175.59)	\$56,027.97	\$52,801.41	\$24,595.90

NOTE: Interest earnings are allocated in proportion to the Harris Fund and General Fund capital base amounts. In 3rd quarter fiscal 96-97, the General fund average base of \$29,229.66 earned \$415.03, and the Harris Fund average base of \$22992.61 earned \$326.99

GROSS DISTRICT EQUITY AT CURRENT MONTH'S END = \$125,444.79 Less Total Trust Funds of \$14,860.52 Net Equity = \$110,584.27

TRUST FUND RESERVES = Rental = \$450.00 Water = \$3,400.00 Fire Station* = \$11,010.52
*Upon T-bill maturity 11/14/97

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 = **\$28,205.51**

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF APRIL 1997**

FY IS
83.29%
COMPLETE

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 426	04/30/97 TOTAL
Conferences	2049	\$1,200	809.72	67.48%				\$0.00
Insurance	2059	1,400	1,281.12	91.51%				0.00
ABCC Administrative fees	2117	7,000	5,325.00	76.07%		500.00		500.00
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	95.23	76.18%				0.00
Office Supplies	2133	300	9.83	3.28%				0.00
Copier Maintenance	2137	800	428.27	53.53%		46.77		46.77
County Fees	2352	1,000	1,075.43	107.54%		296.43	252.50	548.93
Mileage	2479	1,250	711.07	56.89%		132.93		132.93
Telephone	2534	1,250	860.85	68.87%		56.67		56.67
Legal fees & expenses	2713	3,500	37.50	1.07%				0.00
Building Improvements	4048	0	0.00	N.A.				0.00
TOTAL ADMINISTRATIVE EXPENSES =		\$19,375	\$10,634.02	54.89%	\$0.00	\$1,032.80	\$252.50	\$1,285.30

20% of general G&A Costs = \$3,875 \$2,126.80

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	04/30/97 TOTAL
Property Tax Revenue	9001	\$27,650	28,219.35	102.06%			\$10,931.38	\$10,931.38
Interest Income	9203	1,487	1,180.26	79.37%		215.65		215.65
Inter Fund Transfers	9377	5,000	(29,850.70)	-597.01%				0.00
Copier Income	9772	300	219.00	73.00%	4.00			4.00
TOTAL ADMINISTRATIVE INCOME =		\$34,437	(\$232.09)	-0.67%	\$4.00	\$215.65	\$10,931.38	\$11,151.03

SPECIAL NOTE:

In formation of the adopted budget, administrative expenses that could be predetermined as applicable to a specific operational department, were so allocated by the budget. Items too general to be allocated were left under Administration, and will be apportioned equally to each of the operational departments at the end of the fiscal year. The five operational departments include: (1) Harris 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	04/30/97 TOTAL
Maint. Mgr.	1028	\$2,500	924.00	36.96%			\$91.00	\$91.00
Extra Hire	1073	4,500	115.00	2.56%				0.00
FICA	1404	536	79.48	14.84%			6.96	6.96
Work Compensation. Insurance.	1701	394	79.34	20.13%				0.00
Insurance	2059	500	457.54	91.51%				0.00
Repairs	2077	2,500	7,886.55	315.46%	5.48	4,293.30		4,298.78
Gen. Maint.	2078	2,500	91.54	3.66%				0.00
ABCC Administrative fees	2117	3,000	3,600.00	120.00%		500.00		500.00
Travel	2479	200	0.00	0.00%				0.00
G&A Share	2720		0.00	N.A.				0.00
Road Const.	2741	2,000	41.56	2.03%				0.00
TOTAL EASEMENT EXPENSES =		\$18,630	\$13,275.01	71.26%	\$5.48	\$4,793.30	\$97.96	\$4,996.74

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	04/30/97 TOTAL
Miscellaneous income	9772	0						\$0.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF APRIL 1997**

FY IS
83.29%
COMPLETE

WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	04/30/97 TOTAL
Maint. Mgr. Wages	1028	11,000	10,349.25	94.08%			\$945.00	\$945.00
Extra Hire Wages	1073	600	1,160.50	193.42%				0.00
FICA	1404	887	880.66	99.24%			72.32	72.32
Benefits	1506	1,250	920.97	73.68%			102.33	102.33
Work. Compensation Insurance	1701	653	676.50	103.59%				0.00
Conferences/Training	2049					170.00		170.00
Annual Fee	2058	500	0.00	0.00%				0.00
Gen. Insurance	2059	1,200	1,098.10	91.51%				0.00
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	529.52	35.30%	18.40	30.00		48.40
ABCC Administrative & clerical fees	2117	22,200	14,875.00	67.00%		1,650.00		1,650.00
Misc. Exp.	2121	1,000	1,078.12	107.81%	3.00	7.70		10.70
Refunds	2122	1,000	400.00	40.00%				0.00
Postage	2130	400	301.90	75.48%	81.01	6.00		87.01
Office supplies	2133	500	157.45	31.49%		39.65		39.65
Contract Repairs	2325	12,000	7,401.77	61.68%				0.00
Travel	2479	1,100	715.00	65.00%			80.00	80.00
Telephone	2534	450	430.62	95.69%				0.00
Electricity	2535	6,700	3,210.29	47.91%		341.09		341.09
G&A Share	2720		0.00	N.A.				0.00
Equipment	4093	500	301.30	60.26%				0.00
Water Meters	4160	500	276.88	55.34%				0.00
TOTAL WATER EXPENSES =		\$66,440	\$48,937.33	73.66%	\$102.41	\$2,244.44	\$1,199.65	\$3,546.50

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	04/30/97 TOTAL
Service Billing	9025	\$56,000	44,297.51	79.10%		5,554.06		\$5,554.06
Late penalties & interest billed	9772	1,000	940.83	94.08%		59.04		59.04
Receipts Collected	9025	56,000	46,932.48	83.81%		\$4,618.30		4,618.30
Accounts Receivable	9025				\$7,958.26 ON CLOSE OF 04/30/97 BUSINESS DAY			
Security Deposits billed and collected	9025SD	1,000	700.00	70.00%				0.00
Miscellaneous water income	9772	0	0.00	N.A.				0.00
TOTAL WATER INCOME =		\$56,000	\$46,932.48	83.81%	\$0.00	\$4,618.30	\$0.00	\$4,618.30

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	04/30/97 TOTAL
Work. Compensation Insurance	1701	\$2,587	643.41	24.87%				\$0.00
Gen. & Vehicle Insurance	2059	5,700	4,913.09	66.19%				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.				0.00
W. Marin G. Exp.	4827	8,500	6,082.72	71.56%				0.00
TOTAL FIRE EXPENSES =		\$19,487	\$13,664.22	70.12%	\$0.00	\$225.00	\$0.00	\$225.00

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	04/30/97 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%				0.00
TOTAL FIRE INCOME =		\$29,482	\$22,338.61	75.77%	\$0.00	\$0.00	\$0.00	\$0.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF APRIL 1997**

FY IS
83.20%
COMPLETE

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	04/30/97 TOTAL
Maint. Mgr. Wages	1028	\$750	119.00	15.87%			\$105.00	\$105.00
Janitorial Wages	1073	1,820	1,227.00	67.42%			129.00	129.00
FICA	1404	239	294.61	123.04%			47.28	47.28
Work. Compensation Insurance	1701	1,980	175.59	8.87%				0.00
Basketball	2041BA	0	0.00	N.A.				0.00
Bistro	2041BI	2,760	1,051.03	38.08%	37.41		180.00	217.41
Community Dinners	2041CD	700	534.56	76.37%	261.63			261.63
Children's Programs	2041CP	115	30.23	26.29%				0.00
Labor Day BBQ	2041LD	1,000	0.00	0.00%				0.00
Tai Chi	2041TC	1,080	1,075.00	99.54%			144.00	144.00
Insurance	2059	1,200	1,098.10	91.51%				0.00
Repairs	2077	1,500	86.34	5.76%				0.00
Bldg. Maintenance	2096	1,500	160.00	10.67%				0.00
Ground Maintenance	2097	560	460.00	82.14%			60.00	60.00
ABCC Administrative fees	2117	3,500	2,575.00	73.57%		325.00		325.00
Publications	2119	250	0.00	0.00%				0.00
Misc. Expenses	2121	150	0.00	0.00%				0.00
Deposit Refunds	2122	3,500	450.00	12.86%				0.00
Postage & Off. Sup.	2133	100	10.38	10.38%				0.00
Refuse Removal	2259	410	426.00	103.90%		108.60		108.60
Building Supplies	2366	300	357.67	119.22%		19.28		19.28
Pay Telephone	2534	528	425.21	80.53%		43.45		43.45
Electricity for Community Center	2535	1,100	770.53	70.05%		55.06		55.06
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	408.50	68.08%	40.71			40.71
Playground Imp.	4243	0	0.00	N.A.				0.00
TOTAL RECREATION EXPENSES =		\$39,642	\$11,734.75	29.60%	\$339.75	\$551.39	\$665.28	\$1,556.42

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	04/30/97 TOTAL
Children's Programs	9248	125	231.50	185.20%		\$20.00		\$20.00
Community Center. Rental	9255	4,000	1,505.00	37.63%		60.00		60.00
Refundable Deposits	9255RD	3,500	1,050.00	30.00%		225.00		225.00
Bistro	9811BI	2,000	1,294.40	64.72%	160.45			160.45
Community Dinners	9811CD	1,200	949.00	79.08%	173.00	40.00		213.00
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	1,367.25	84.40%		180.00		180.00
Res. Handbooks	9834	120	10.00	8.33%	1.00			1.00
Community Development Block Grant	9900	12,500	0.00	0.00%				0.00
TOTAL RECREATION INCOME =		\$26,890	\$6,407.15	24.01%	\$334.45	\$525.00	\$0.00	\$859.45

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF MAY 1997**

FY IS
91.78%
COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

DESCRIPTION	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF MAY 1997			
				PETTY CASH	1ST BANK	COUNTY FUND 428	05/31/97 TOTAL
Opening Balance at beginning of fiscal year	\$109,245	Balances on 05/01/97 =		(\$175.59)	\$56,030.97	\$16,791.00	\$72,846.38
General and Admin. Income (See trans. of capital)	34,437	4,568.80	13.27%	25.00	148.87	4,627.02	4,800.89
General & Admin. Expenses	19,375	11,431.52	59.00%	5.99	791.51	0.00	797.50
G&A Income - Expenses	\$15,062	(\$6,862.72)	-45.56%	\$19.01	(\$642.64)	\$4,627.02	\$4,003.39
Water Income	56,000	52,785.11	94.26%	0.00	5,152.63	0.00	5,152.63
Water Expenses	66,440	53,058.11	79.86%	0.00	2,617.49	1,333.29	3,950.78
Water Income - Expenses	(\$10,440)	(\$273.00)	N.A.	\$0.00	\$2,535.14	(\$1,333.29)	\$1,201.85
Recreational Income	26,690	7,707.35	28.88%	116.76	1,183.44	0.00	1,300.20
Recreational Expenses	39,642	13,262.02	33.45%	0.00	589.64	937.63	1,527.27
Recreational Income - Expenses	(\$12,952)	(\$5,554.67)	N.A.	\$116.76	\$593.80	(\$937.63)	(\$227.07)
Road & Easement Income	0	0.00	N.A.	0.00	0.00	0.00	0.00
Road & Easement Expenses	18,630	13,775.01	73.94%	0.00	500.00	0.00	500.00
R&E Income - Expenses	(\$18,630)	(\$13,775.01)	N.A.	\$0.00	(\$500.00)	\$0.00	(\$500.00)
Fire Income	29,482	22,338.61	75.77%	0.00	0.00	0.00	0.00
Fire Expenses	19,487	14,016.77	71.93%	0.00	352.55	0.00	352.55
Fire Income - Expenses	9,995	\$8,321.84	0.8326003	\$0.00	(\$352.55)	\$0.00	(\$352.55)
General Funds budgeted year-end balances =	\$92,280	Month end balances =		(\$39.82)	\$57,664.72	\$19,147.10	\$76,772.00

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Total General Fund Income =	\$146,609	\$87,399.87	59.61%	\$141.76	\$6,484.94	\$4,627.02	\$11,253.72
Total General Fund Expenses =	163,574	105,543.44	64.52%	5.99	4,851.19	2,270.92	7,128.10
General Fund Income - Expenses =	(\$16,965)	(\$18,143.57)	N.A.	\$135.77	\$1,633.75	\$2,356.10	\$4,125.62

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	05/31/97 TOTAL
Insurance	2059	\$600	\$549.05	91.51%				\$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	\$949.05	4.26%	\$0.00	\$0.00	\$0.00	\$0.00

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	05/31/97 TOTAL
Surcharge Income	9031	\$540	\$3,211.55	594.73%		\$1,762.54		\$1,762.54
Interest	9377	1,482	6,182.87	417.14%				0.00
TOTAL HARRIS FUND INCOME =		\$2,022	\$9,394.42	464.56%	\$0.00	\$1,762.54	\$0.00	\$1,762.54

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 05/01/97		\$52,801.41	\$24,595.90
Harris Fund Income	2,022	9,394.42	464.56%	0.00	1,762.54	0.00	1,762.54
Harris Fund Expenses	22,286	949.05	4.26%	0.00	0.00	0.00	0.00
Harris Fund Income - Expenses	0	8,445.37	N.A.	0.00	1,762.54	0.00	1,762.54
Account balances at month's end =		\$31,551.13	N.A.	(\$39.82)	\$59,427.26	\$52,801.41	\$26,358.44

GROSS DISTRICT EQUITY AT CURRENT MONTH'S END = \$129,335.95 Less Total Trust Funds of \$15,476.46 Net Equity = \$113,859.49

TRUST FUND RESERVES = Rental = \$1,265.94 Water = \$3,200.00 Fire Station* = \$11,010.52
*Upon T-bill maturity 11/14/97

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 = ~~\$22,442.97~~

26,442.97

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF MAY 1997**

FY IS
91.78%
COMPLETE

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	05/31/97 TOTAL
Conferences	2049	\$1,200	815.71	67.98%	\$5.99			\$5.99
Insurance	2059	1,400	1,281.12	91.51%				0.00
ABCC Administrative fees	2117	7,000	5,825.00	83.21%		500.00		500.00
Miscellaneous expenses	2121	150	0.00	0.00%				0.00
General Election Expense	2129	1,400	822.93	58.78%				0.00
Postage	2130	125	95.23	76.18%				0.00
Office Supplies	2133	300	9.83	3.28%				0.00
Copier Maintenance	2137	800	428.27	53.53%				0.00
County Fees	2352	1,000	505.00	50.50%				0.00
Mileage	2479	1,250	853.14	68.25%		142.07		142.07
Telephone	2534	1,250	1,010.29	80.82%		149.44		149.44
Legal fees & expenses	2713	3,500	37.50	1.07%				0.00
Building Improvements	4048	0	0.00	N.A.				0.00
TOTAL ADMINISTRATIVE EXPENSES =		\$19,375	\$11,684.02	60.30%	\$5.99	\$791.51	\$0.00	\$797.50

20% of general G&A Costs = \$3,875 \$2,336.80

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	05/31/97 TOTAL
Property Tax Revenue	9001	\$27,650	32,846.37	118.79%			\$4,627.02	\$4,627.02
Interest Income	9203	1,487	1,329.13	89.38%		148.87		148.87
Inter Fund Transfers	9377	5,000	(29,850.70)	-597.01%				0.00
Copier Income	9772	300	244.00	81.33%	25.00			25.00
TOTAL ADMINISTRATIVE INCOME =		\$34,437	\$4,568.80	13.27%	\$25.00	\$148.87	\$4,627.02	\$4,900.89

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	05/31/97 TOTAL
Maint. Mgr.	1028	\$2,500	924.00	36.96%				\$0.00
Extra Hire	1073	4,500	115.00	2.56%				0.00
FICA	1404	536	79.48	14.84%				0.00
Work Compensation. Insurance.	1701	394	79.34	20.13%				0.00
Insurance	2059	500	457.54	91.51%				0.00
Repairs	2077	2,500	7,886.55	315.46%				0.00
Gen. Maint.	2078	2,500	91.54	3.66%				0.00
ABCC Administrative fees	2117	3,000	4,100.00	136.67%		500.00		500.00
Travel	2479	200	0.00	0.00%				0.00
G&A Share	2720		0.00	N.A.				0.00
Road Const.	2741	2,000	41.56	2.08%				0.00
TOTAL EASEMENT EXPENSES =		\$18,630	\$13,775.01	73.94%	\$0.00	\$500.00	\$0.00	\$500.00

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	05/31/97 TOTAL
Miscellaneous income	9772	0						\$0.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF MAY 1997**

FY IS
91.78%
COMPLETE

WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	05/31/97 TOTAL
Maint. Mgr. Wages	1028	11,000	11,459.76	104.18%			\$1,110.51	\$1,110.51
Extra Hire Wages	1073	600	1,288.50	214.75%			128.00	128.00
FICA	1404	887	975.44	109.92%			94.78	94.78
Benefits	1506	1,250	920.97	73.68%				0.00
Work. Compensation Insurance	1701	653	951.56	145.70%		275.06		275.06
Conferences/Training	2049							0.00
Annual Fee	2058	500	0.00	0.00%				0.00
Gen. Insurance	2059	1,200	1,098.10	91.51%				0.00
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	593.84	39.59%		64.32		64.32
ABCC Administrative & clerical fees	2117	22,200	16,525.00	74.44%		1,650.00		1,650.00
Misc. Exp.	2121	1,000	1,096.14	109.61%		18.02		18.02
Refunds	2122	1,000	600.00	60.00%		200.00		200.00
Postage	2130	400	301.90	75.48%				0.00
Office supplies	2133	500	157.45	31.49%				0.00
Contract Repairs	2325	12,000	7,401.77	61.68%				0.00
Travel	2479	1,100	715.00	65.00%				0.00
Telephone	2534	450	498.78	110.84%		68.16		68.16
Electricity	2535	6,700	3,552.22	53.02%		341.93		341.93
G&A Share	2720		0.00	N.A.				0.00
Equipment	4093	500	301.30	60.26%				0.00
Water Meters	4160	500	276.68	55.34%				0.00
TOTAL WATER EXPENSES =		\$66,440	\$52,888.11	79.60%	\$0.00	\$2,617.49	\$1,333.29	\$3,950.78

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	05/31/97 TOTAL
Service Billing	9025	\$58,000	50,098.91	89.46%		\$5,801.40		\$5,801.40
Late penalties & interest billed	9772	1,000	1,030.35	103.04%		89.52		89.52
Receipts Collected	9025	56,000	52,085.11	93.01%		5,152.63		5,152.63
Accounts Receivable	9025		\$8,370.87 ON CLOSE OF 05/31/97 BUSINESS DAY					
Security Deposits billed and collected	9025SD	1,000	700.00	70.00%				0.00
Miscellaneous water income	9772	0	0.00	N.A.				0.00
TOTAL WATER INCOME =		\$56,000	\$52,085.11	93.01%	\$0.00	\$5,152.63	\$0.00	\$5,152.63

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	05/31/97 TOTAL
Work. Compensation Insurance	1701	\$2,587	643.41	24.87%				\$0.00
Gen. & Vehicle Insurance	2059	5,700	4,913.09	86.19%				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.	4827	8,500	6,210.27	73.06%		127.55		127.55
TOTAL FIRE EXPENSES =		\$19,487	\$14,016.77	71.93%	\$0.00	\$352.55	\$0.00	\$352.55

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	05/31/97 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%				0.00
TOTAL FIRE INCOME =		\$29,482	\$22,338.61	75.77%	\$0.00	\$0.00	\$0.00	\$0.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF MAY 1997**

FY IS
91.78%
COMPLETE

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	05/31/97 TOTAL
Maint. Mgr. Wages	1028	\$750	203.00	27.07%			\$84.00	\$84.00
Janitorial Wages	1073	1,820	1,356.00	74.51%			129.00	129.00
FICA	1404	239	361.24	150.86%			66.63	66.63
Work. Compensation Insurance	1701	1,980	271.45	13.71%		95.86		95.86
Basketball	2041BA	0	0.00	N.A.				0.00
Bistro	2041BI	2,760	1,231.03	44.60%			180.00	180.00
Community Dinners	2041CD	700	534.56	76.37%				0.00
Children's Programs	2041CP	115	30.23	26.29%				0.00
Labor Day BBQ	2041LD	1,000	0.00	0.00%				0.00
Tai Chi	2041TC	1,080	1,408.00	130.37%			333.00	333.00
Insurance	2059	1,200	1,098.10	91.51%				0.00
Repairs	2077	1,500	86.34	5.76%				0.00
Bldg. Maintenance	2096	1,500	160.00	10.67%				0.00
Ground Maintenance	2097	560	605.00	108.04%			145.00	145.00
ABCC Administrative fees	2117	3,500	2,900.00	82.86%		325.00		325.00
Publications	2119	250	0.00	0.00%				0.00
Misc. Expenses	2121	150	0.00	0.00%				0.00
Deposit Refunds	2122	3,500	525.00	15.00%		75.00		75.00
Postage & Off. Sup.	2133	100	10.36	10.36%				0.00
Refuse Removal	2259	410	426.00	103.90%				0.00
Building Supplies	2366	300	357.67	119.22%				0.00
Pay Telephone	2534	528	468.02	88.64%		42.81		42.81
Electricity for Community Center	2535	1,100	821.50	74.68%		50.97		50.97
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	408.50	68.08%				0.00
Playground Imp.	4243	0	0.00	N.A.				0.00
TOTAL RECREATION EXPENSES =		\$39,642	\$13,262.02	33.45%	\$0.00	\$589.64	\$937.63	\$1,527.27

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	05/31/97 TOTAL
Children's Programs	9248	125	231.50	185.20%				\$0.00
Community Center. Rental	9255	4,000	1,595.00	39.88%		90.00		90.00
Refundable Deposits	9255RD	3,500	1,940.94	55.46%		890.94		890.94
Bistro	9811BI	2,000	1,411.16	70.56%	116.76			116.76
Community Dinners	9811CD	1,200	949.00	79.08%				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	1,569.75	96.90%		202.50		202.50
Res. Handbooks	9834	120	10.00	8.33%				0.00
Community Development Block Grant	9900	12,500	0.00	0.00%				0.00
TOTAL RECREATION INCOME =		\$26,690	\$7,707.35	28.88%	\$116.76	\$1,183.44	\$0.00	\$1,300.20

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, APRIL 23, 1997**

Directors present: President Rudnick and Directors: Deborah Kamradt, Erin Pinto, and Steven Shaffer. There is one vacancy.

- I. Call to order:** President Rudnick called the meeting to order at 7:21 P.M.
- II. Review and consideration of the April 23, 1997 Agenda.** There was a brief discussion of the Agenda and Director Shaffer *moved* to approve the Agenda changing Public Open time to Item II so as to accommodate the representative from Trihey & Associates; seconded by Director Kamradt; ayes all.
- III. Public Open Time:** Ms Lannett Davis from Trihey & Associates, Inc., environmental consultants and engineers was in attendance in response to the GM's request for a proposal to develop a plan for stream mitigation that would be accepted by the water rights protestants.

The GM explained that no formal action could be taken tonight, as the presentation had not been included in the agenda. However, Ms Davis could present the Trihey proposal and respond to the Board's questions.

A lengthy question and answer session followed, wherein Ms Davis briefly reviewed the Qualifications of Trihey and Associates, emphasizing their experience in West Marin including work on Lagunitas Creek and her personal experience with Redwood Creek/Big Lagoon. The Board emphasized the limited funds available for this project and the need to resolve the problem through environmentally sound and fiscally prudent methodology.

A time schedule was then discussed, with the Board's desire to have a viable plan for presentation to the protestants, within ninety days, and preferably within sixty days. Ms Davis indicated that this schedule could be realized if the Board makes a timely decision to accept their proposal. On this note, the board thanked Ms Davis for her attendance and indicated that they would schedule a special meeting for their final consideration.

- IV. Bills to be paid.** There was a brief discussion of the Bills to be Paid Report and Director Shaffer *moved* to approve the Bills to be paid as submitted, totaling \$8,120.03 in general fund expenses.
- V. Fire Department:** Chief Moore reported that the department had been rewarded \$8,550 in West Marin funds. Regrettably, he was also informed by the Marin County Fire Department that it would be necessary for them to reduce the worker's compensation insurance coverage from 13 volunteers to 10 volunteers. This is necessary due to the county's budget limitations. Chief Moore said he would discuss this with the volunteer association for them to pay the county for the cost of additional volunteers.

In a separate matter, Chief Moore reported that Kaia, the contract mail carrier serving the area for the past several years, is in the hospital critical care facility. Ellen Mettler and Barbara Schoenfeld have been delivering the mail in Kaia's stead. He requested assistance from the CSD to notify residents of the situation and to encourage residents to more clearly identify their mail boxes. He noted that the many boxes have no meaningful identification, at least to the substitute carriers. The GM concurred with this, quoting from his experience in delivering the water bills. It was decided that the GM should prepare a notice and that volunteers would assist in delivering the notice to all boxes and bulletin boards.

- VI. General Manager's report.** The GM briefly reviewed the budget report, noting that in general the District is within the parameters of the budget provisions. He then pointed out that consideration of the budget for the next fiscal year. After some brief general discussion, Director Shaffer offered to head a budget committee. The GM will prepare a general outline while Director Shaffer seeks committee volunteers.

F.E.M.A. The GM reported that he had meet with the F.E.M.A. inspectors, for several inspections and discussion to review their recommendations. Yesterday, he reviewed their recommendations to approve funding for various damage repair totaling \$51,172. While their recommendation is not a final approval, these inspectors have been very meticulous in their work and indicated that their recommendations are generally approved. Of the \$51,172, the District should realize as much as \$47,000 after their proportional share of the cost is deducted. Hopefully, the final approval will be received in time for a report during the next board meeting.

Election. The GM reminded the directors that Directors Kamradt and Rudnick term of office will expire at the end of November. Also, the current vacant seat will be included in the election. The filing date for the November election is July 14 through August 8, 1997, or until August 13, 1997 if no incumbent directors file as a candidate.

The November election requires a resolution of the Board requesting consolidation with the county's general election. The GM submitted Resolution 97-04-23 and Director Kamradt *moved* to approve the resolution as submitted; seconded by Director Shaffer, ayes all.

Water: The GM briefly reviewed the water report and then there was a discussion of the Trihey presentation and Directors Pinto and Shaffer reported on the meeting with representatives from State Fish and Game and the division of Water Rights. Director Pinto discussed the qualifications of Trihey & Associates, indicating that in her opinion they were well qualified to do all the work indicated as necessary to meet the suggestions by the protestants.

The GM was requested to contact MMWD re: the Lagunitas Creek restrictions on their water supply and its effect on their interest to supply us with water and their experience with Trihey & Associates. Following this, the GM should contact the Board members to arrange a special meeting, if deemed appropriate, to formally consider the Trihey proposal.

Recreation: The GM reported that the April 2, 1997 community had been a social and fiscal success. The attendees enjoyed the readings by Karla Andersdatter and the dinner netted \$106.58 after all expenses.

- VII. Review of the Draft Minutes for the March 26, 1997 meeting.** Director Shaffer *moved* to approve the minutes as submitted; seconded by Director Kamradt; ayes all.

- VIII. Next meeting date.** The next meeting date was approved as Wednesday, may 28, 1997.

The meeting was adjourned at 10:32 P.M.

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

Peter Rudnick, Board President

Donovan Macfarlane, Secretary

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING
HELD ON WEDNESDAY, MAY 7, 1997**

Directors present: President Rudnick and Directors: Deborah Kamradt, Erin Pinto, and Steven Shaffer.
There is one vacancy.

- I. Call to order:** President Rudnick called the meeting to order at 7:19 P.M.
- II. Single purpose meeting:** President Rudnick stated that the single business matter to be discussed was the proposal by Trihey & Associates, environmental consultants and engineers, offering their services to develop an ecologically sound and fiscally reasonable means to provide a safe and reliable water supply to serve the Muir Beach community.

The floor was opened to a general discussion of the Trihey proposal, including input from the audience members Gordon Bennet and Gerald Pearlman. In general, the Trihey proposal was considered as fulfilling the goals set forth by the Board during their April 23, 1997 meeting including their preference to stay at the existing well site, perform reasonable and economical stream enhancement for mitigation of suggested and/or possible effect the District's well may have on Redwood Creek.

There was some concern that the proposal by Trihey & Associates had an open end via the clause "Labor hours may not include all travel time incurred by the staff". The general consensus was that the District should be assured that there would not be additional costs without district approval. This was followed by a discussion that recognized the importance of having sufficient data and analysis to support the findings and recommendations, while maintaining a reasonable cost.

Following considerable additional discussion of possible costs, additional analysis, etc. Director Shaffer *moved* to approve the expenditure of \$4,105 to hire Trihey & Associates to complete the four (4) tasks outlined in their proposal dated April 25, 1997 with the following provisions: (1) The General Manager presents the approval to Trihey & Associates with a contingency that a Trihey representative attend a CSD meeting subsequent to the completion of Tasks 1 & 2 to review their findings; (2) The General Manager has the authority to approve additional costs of \$500, after consulting with a Board member; and (3) our offer is presented with a limit that charges for additional travel time cannot exceed five (5) hours; seconded by Director Kamradt. There was a brief discussion to clarify the meeting attendance requirement and travel charge cap followed by a unanimous vote of approval.

The meeting was adjourned at 9:08 P.M.

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

Peter Rudnick, Board President

Donovan Macfarlane, Secretary

RESOLUTION 97-06-18

A resolution of the Board of Directors of the Muir Beach Community Services District expressing their conditional interest in ownership and/or management of Assessor's Parcel 199-251-44 deeded to the Nature Conservancy by the Borden family, and otherwise known as Spindrift Point.

WHEREAS, the District has been informed that the Nature Conservancy is interested in or is considering divesting its interest in the subject property, which was conditionally deeded as a gift to be a perpetual nature preserve, and

WHEREAS, the District has been requested by many of its residents and concerned representatives of Eleanor Borden to take action to make certain that this property is protected as a nature preserve for the enjoyment of all in accord with the wishes expressed by the late Charles Borden and his surviving wife Eleanor Borden and outlined in the Deed of gift, without detriment to the community, and

WHEREAS, the District is a public agency for the benefit of its residents and the general public for the facilities under its authority, including the management of parks and recreational facilities and its general policy to support the community's nature preserve character, and

WHEREAS, the District intends the property to be self supporting without the use of District tax revenues. Therefore, the District proposes to seek the establishment of an endowment trust fund through the accumulation of donations, fund raising efforts, and appropriate grants for the purpose of providing adequate revenues to properly maintain and where necessary to restore the subject property to a condition satisfactory for the safe enjoyment and education of the public, and

WHEREAS, the District proposes to seek the formation of a continuing advisory committee of seven members comprised of at least three local residents, including one member of the Board, and four qualified naturalists experienced in environmental preservation and nature educational requirements of West Marin County, California.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Muir Beach Community Services District as follows:

Section 1: The Board of Directors instructs the General Manager to pursue all courses of action deemed necessary to fulfill the intent of this resolution as outlined above.

Section 2: The Board of Directors authorizes the General Manager to establish a trust account for the accumulation of funds needed to establish the aforesaid endowment fund.

PASSED, APPROVED AND ADOPTED at a regular meeting of the board of Directors of the Muir Beach community Services District on June 18, 1997.

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

Deborah Kamradt, President of the Board

Donovan Macfarlane, Secretary for the Board

Donovan

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BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, JULY 23, 1997
THE MEETING WILL BEGIN AT 7:00 P.M.**

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**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
RESCHEDULED BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY,
JULY 23, 1997 AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

DIRECTORS: President Deborah Kamradt; Directors: Erin Pinto, Peter Rudnick and Steve Shaffer.
There is one vacant directorship. *Pete not here.*

- I. Call the meeting to order.** President Kamradt will call the meeting to order. *7/14*
- II. Review and consideration of the July 23, 1997 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".
- Steve, Erin act*
- III. 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.

Linda Van Hest.

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

*Rate? 17% higher - 4% reduction of
Grosh W. Mann Waste Budget - 2/12, 800 removal / 1/40 major item.*

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.

12.5 CDBG

5. Criteria
Permit by Sept 25
Cost. 9/29 - Oct 14

Donated 2.5k last year: This year
2.5 last year.
17.5 12

- Stairs to playground for ramp.
- IV. **Community Center Deck:** It is anticipated that a representative from the Quilters and their ad hoc group, along with the volunteer architect Gail Falls (Reg. Architect) will make a presentation of their recommendations for reconstruction and extension of the community center deck, along with a request for Board approval to proceed with construction plans. *Store proceed w/ const plans, at Eric, all.*
- V. **Bills to be paid.** The Board will consider for payment approval, all bills received and requesting payment subsequent to the bills submitted and paid during the June 1 through June 30, 1997 time periods. *Store, Peter, all.*
- VI. **Fire Department, Emergency Disaster Committee:** It is anticipated that Chief Moore will be in attendance with a report.

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:** The GM will give an overview of the following items:

1. Recommendations to improve the earnings on the District's general operational funds.
2. General summation on the progress of the five year audit.
3. Review of the year end closing for fiscal year 1996-97.
4. Review of the proposed budget for fiscal 1997-98. The fiscal 1997-98 budget must be adopted no later than August 15, 1997.
5. A review of the final F.E.M.A. funding approval and plans to begin the completion work.
6. A review of the water operations report and recommendations for near term improvements. Also included will be a report on the progress on resolution of the water rights issue.

VIII. **Review of the draft minutes for the June 18, 1997 Board meeting** *Peter Ste*

- IX. **Next meeting date.** The Board should schedule the next meeting date. The fourth Wednesday in August is August 27, 1997.

13 if possible.
ADJOURNMENT OR CONTINUATION

22:14
District Budget FEMIA Road
G. M. H. 17/12 Road

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 06/01/97 THROUGH 06/30/97**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
ADMINISTRATION EXPENSES, DIVISION CODE 9236				
ABC Consultants	A2117	Management fee for June 1997	B	\$500.00
ABC Consultants	A2479	Travel 5/1 - 5/31/97, 317 miles	B	99.86
AT&T	A2534	707-648-1305 thru 5/22/97	B	34.91
Pacific Bell	A2534	415-388-7804 toll calls thru 6/10/97	B	22.11
Pacific Bell	A2534	707-648-1305 Apr & May 1997	B	48.24
TOTAL G&A EXPENSES =				\$705.12

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
Harvey Pearlman	E1028	Maint Wages paid in June '97 (F.E.M.A.)	C	\$346.65
Big 4 Rental	E2077	Roller rental for paving (F.E.M.A.)	B	321.00
Dutra Materials	E2077	Asphalt concrete for paving (F.E.M.A.)	B	346.98
Land Art	E2077	Backhoe, Dumptruck, operators (F.E.M.A.)	B	720.00
Shamrock Marerials	E2077	Tack coat fr paving (F.E.M.A.)	B	79.80
ABC Consultants	E2117	Management fee for June 1997	B	500.00
TOTAL R&E EXPENSES =				\$2,314.43

WATER DIVISION EXPENSES, DIVISION CODE 9238				
Harvey Pearlman	W1028	Maint wages paid in June '97	C	\$791.26
Robert Wurgaft	W1073	Maint relief wages paid in June '97	C	215.31
Harvey Pearlman	W1505	Medical benefits May & June 1997	C	204.60
County of Marin	W2058	Annual permit fee for water operations	B	500.00
Marina County Health Laboratory	W2115	Bacterial tests, June 1997	B	30.00
Herb's Pool Service	W2115	Chlorine supplies	B	34.32
ABC Consultants	W2117	Clerical fee for June 1997	B	850.00
ABC Consultants	W2117	Management fee for June 1997	B	800.00
Jackson's	W2121	Misc. small supplies	B	60.04
Goodman Bld. Supply	W2121	Epoxy Putty	B	11.35
Harvey Pearlman	W2121	Spray paint, smali supplies	P	17.70
U.S.P.O.	W2130	Postage and stamps	P	38.40
Harvey Pearlman	W2479	Travel May & June 1997	C	160.00
TOTAL WATER EXPENSES =				\$3,712.98

RECREATION EXPENSES, DIVISION CODE 9239				
Juana Gonzales	R1028	Janitorial wages paid in June 1997	C	138.87
Nancy Knox	R2041BI	Pastries for Bistro	P	3.00
Rachael Culp	R2041BI	Bistro wages paid in June 1997	C	145.33
Justine Rosenthal	R2041TC	Tai Chi wages paid in June 1997	C	174.39
Salvador Gonzales	R2097	Ground maint. wages paid in June 1997	C	86.12
ABC Consultants	R2117	Management fee for June 1997	B	325.00
U.S.P.O.	R2133	Postage stamps	P	\$19.20
Pacific Bell	R2534	CC Toll phone thru 5/19/97	B	42.81
TOTAL RECREATION EXPENSES =				\$934.72

FIRE DIVISION EXPENSES, DIVISION CODE 9240				
Diversified Insurance	F2059	Liability Insurance for BBQ	B	665.94
ABC Consultants	F2117	Management fee June 1997	B	225.00
GTE Mobilnet	F4827	Cell phone thru July 1997	B	76.46
Pacific Bell	F4827	Install phone and initial billing	B	106.18
TOTAL FIRE EXPENSES =				\$1,073.58

B = Paid thru 1 Nationwide Bank
C = Paid thru County depository
P = Paid thru Petty Cash Funds

TOTAL GENERAL FUND EXPENSES = \$8,740.84

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

MUIR BEACH COMMUNITY SERVICES DISTRICT

Deborah Kamradt, 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 JULY 23, 1997**

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

A. District depository: The District currently maintains their primary operating funds in the Cal Fed (formerly 1st Nationwide Bank) and earns approximately 1% interest on the average balance. There are no monthly charges, unless the balance declines to less than \$1,800; however, the District must purchase its own checks.

Over the past several months I have researched various depository alternatives including different banks, returning to the County, and investment firms. Careful consideration of the various possibilities indicates that the most beneficial alternative depository is offered by the Merrill Lynch "Working Capital Management Account" for businesses, government and non-profit agencies. While there is an annual fee of \$150 for the account, this is more than offset by the unlimited free checks, no minimum balance (the initial amount required to open the account is \$20,000), and the excellent earnings on the account balance. Currently the uninsured CMA accounts are earning 5.4% APR, and the FDIC (recommended for the District) insured accounts earn 4.6% APR. As a comparison the Cal Fed depository will yield net annual earnings of \$250 to \$300, versus an Merrill Lynch FDIC account annual earnings of \$1,000 to \$1,500. **I recommend that the Board authorize the establishment of a Merrill Lynch account, including the filing of the necessary resolutions and account documents by the GM and Board President.**

Erin - Steve. All.

B. Five Year Audit: We are currently undergoing the **required** five year audit with Marin County performing the audit. Their agreement was for approximately \$6,000, which is approximately ½ the lowest quote from private firms. Regrettably, the audit period begins with 1992-93 and includes 2 years of mixed authority prior to total consolidation of the District's finances. Thus far, I have produced more than five reams of computer data and converted the report forms trying to furnish documentation acceptable to the auditor. We are making progress, but there is still considerable work to be done. The problem is not with bad information, it is in assimilating the earlier data into an acceptable accounting methodology.

C. Fiscal 1996-97 Budget: The year end report (June 1997) shows the District's overall equity improved from the previous year's gross equity of \$113,417.59 to \$130,173.79 (a 14.77% improvement), even though we did more extensive maintenance, repairs and improvements than in previous years. A brief departmental review follows:

- 1. Water Capital Improvement Fund 429:** Continued delay of the easterly Sunset to Pacific Way intertie permitted additional interest earnings and conserved the capital base. Also, the voter approval of the initial funding for the Twenty Year Plan yielded more than \$4,000 in consumption surcharge income.
- 2. Administration:** Administrative expenses were more than \$7,000 below the budget allocation and the receipt of a \$4,000 refund of 1995-96 ERAF transfer funds increased property tax revenues.

3. **Roads & Easements:** Expenses were \$2,000 below the budget allocation and approximately \$11,000 of the expenses qualify for reimbursement from the F.E.M.A. grant funds to be received next year. We completed more maintenance and repairs with an improved standard than originally scheduled.
4. **Fire:** Fire expenses recorded thru the District were \$4,000 less than budgeted (\$2,000 in worker's compensation taken over by the County). While income was below the budget projection, the District was fully reimbursed by the Volunteer Association for out of pocket expenses. The Fire Station reserve equity improved substantially by interest earnings from T-Bill investments and partial reimbursement of prior years worker's compensation expenses from the County.
5. **Recreation:** Even recreational expenses versus revenue showed improvement. Both were substantially below budget provisions; however, the delay in capital improvements (deck and building improvements) accounted for most of this difference. The original budget had projected an operational loss of \$12,952 versus the actual loss of \$6,142.
6. **Water operations:** Operational expenses were approximately \$10,000 below the budget allocation and income was \$559 more than projected. Overall, the operational expenses were just \$41.93 more than income. Almost a perfect break even year.

D. Fiscal 1997-98 Budget Proposal: The suggested budget for Fiscal 1997-98 (included in the Board Meeting Packet) was submitted to the ad hoc Budget Committee chairperson for the committee's review. In general, the suggested budget allocations are comparable to fiscal 1996-97. The District's overall cash equity is projected to decline by approximately \$17,000. However, most of this will be in capital improvements throughout the District. A brief review, by department, of the primary considerations follows:

1. **Format:** The report format changes primarily in the summary page, to include all of the District's finances by depository, trust funds, etc. In previous years these funds were properly reported but not clearly designated as separate items for consideration.
2. **Administration:** Essentially the administrative expenses are less than last year. However, provision for the five year audit (\$6,000) increase the overall expenses by the audit cost. Income for next year is projected to be \$2,000 less than last year as we will not receive an ERAF refund. The state budget for 1996-97 eliminated the refunds and transferred any surplus to special education. One substantial factor, good for all departments is that our liability insurance premium is approximately \$2,000 less than previous years.
3. **Roads and easements:** This budget is expanded to \$57,000 to use the F.E.M.A. funds. Actually, the amount of expenditures will be \$4,000 more than the shown, as the final F.E.M.A. approval has been increased (see II. Roads and Easements).
4. **Fire:** The expenses and income are comparable to previous years and scheduled to break even at the year end.
5. **Recreation:** The normal income and expenses are projected to be comparable to prior years. However, capital expenditures (offset by grants and donations) are substantially increased to complete a new community center deck and to provide more storage security.

- delay as funds review*
6. **Water:** General operating income and expenses are anticipated to be comparable with prior years. Budget allocations project a net operating loss of approximately \$4,000 due to projected minor increases in expenses versus no income growth.
 7. **Water capital improvements:** Needed capital improvements and resolution of the water rights are projected to be \$74,350. This will substantially consume the existing capital improvement reserves, the consumption surcharge income and the tax revenues from the special assessment. However, as indicated in the separate water operations report, many of these improvements can no longer be deferred.

Check w/ Com. Wgt Limit

II. **ROADS AND EASEMENTS:** Continued repair and maintenance operations have been delayed due to vacations, continued F.E.M.A. negotiations, etc. Essential planning and site information work is scheduled for completion during early August, with repair and maintenance operations to immediately follow. While we have not received our first allotment from F.E.M.A., we have received confirmation of additional funding for mitigation and repairs.

The total amount approved is \$56,467 of which 75% (\$42,350) is funded by F.E.M.A., 18.75% (\$10,588) by the State, and 6.25% (\$3,259) from the District. In addition, \$2,505 will be deducted from the State/Federal funding to finally end the 1982-3 F.E.M.A. problem. In summary, the District will have a total of \$50,373 available for repair of the damages covered by F.E.M.A. To make certain that we will not repeat the previous problems that resulted negation of the 1982 & 83 grants, I visited with the state emergency services office in Sacramento, timely filed the first required quarterly report and reviewed the overall process.

III. **Recreation:** A meeting of an ad hoc group of residents, sponsored by the Quilters, met last Thursday to review architectural sketches of the proposed deck renovation and extension. President Kamradt was actively present during the meeting. There is considerable debate as to the most appropriate design involving either a single level deck or a multi level deck. Funding for the deck will come from a \$10,000 community development block grant (CDBG) secured in fiscal 1993-94, plus \$2,750 in unused previous CDBG funds, which will be augmented by donations from the Quilters. It is anticipated that the Quilters and the volunteer architect (Gail Falls, Reg. Architect) will attend the meeting to make a presentation and request Board approval for the architect to proceed with construction plans.

Contest Committee to

IV. **Water:** In addition to the water operations report, Director Pinto and I attended a meeting of the water rights protestants, representatives from the Division of Water Rights (DWR), and representatives from our environmental consultants. The meeting lasted for several hours and while G.G.N.R.A. is inflexible in their preference that MBCSD obtain water from Marin Municipal Water District (MMWD), the meeting was not a total waste. The general consensus of the other protestants (State Parks and Fish and Game) and DWR indicated that the adverse fiscal and environmental elements of the MMWD option substantially outweigh the benefits. The general conclusion was that all parties would benefit most if a Negative Declaration EIR (Neg. Dec.) is prepared with reasonable mitigation to enhance the stream conditions.

↑
The environmental consultants, Entrix, have submitted a proposal to prepare the Neg Dec for a fee of \$17,595. While it is desirable to continue the timely pursuit of a reasonable resolution of the water rights issue, I recommend further investigation of the alternative means to complete this course of action.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
JUNE 15, 1997 THROUGH JULY 17, 1997**

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 monitored to be maintained within parameters.
3. 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 are read on the 23rd day of each month. Production is based on the 31-day period between 05/23/97 and 06/23/97.

1.	Total volume of metered water billed for.	1,114,040	gallons
2.	Average daily service metered production	35,937	gallons/day
3.	Maximum daily production on	NA	gallons
4.	Minimum daily production on	NA	gallons
4.	Volume of water billed by customer meters, total	1,014,040	gallons
5.	Average daily customer water use, per customer	245	gallons/day
6.	Estimated maintenance and fire consumption.	25,000	gallons
7.	Unaccounted for water loss (Meter out of service)	NA.	gallons

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

1. Due to heavy demand and severe fire conditions, the pumping hours were extended to maintain fire reserve levels. The automatic flow level controls were reset to activate when the upper tank water level declines to 16 feet (previously 14 feet) and deactivate when the tank reaches capacity.
2. To assist the demand, an alternate flow rate control was installed to permit a pumping rate of 50 gallons per minute. (3,000 g.p.h.). On an average day, this still requires more than 12 hours to replace the average daily metered water consumption. During installation of the alternative 50 g.p.m. flow control we removed the non functioning sand separator. Failure of the separator resulted in destruction of the old master meter.
3. During the 4th of July weekend, the slow close slow open valve controls malfunctioned and we lost approximately 50,000 gallons of water (6+ feet in the upper tank) via back flow at the wells. It also appears that the check valve system at the wells failed, for the master meter ran backwards as water back flowed into the wells (this broke the master meter).
4. We are experiencing more frequent complaints about brown and/or cloudy water along Seacape Drive. A notice has been circulated advising residents along Seacape to be aware of the potential for cloudy water, along with an explanation of the most likely cause which results from the longer pumping hours versus increased consumption during the time of well operation. For the immediate present, this is a catch 22 situation for we cannot minimize the pumping hours without degrading the fire reserves. We have reduced the chlorine input levels from an 0.2 ratio to an 0.166 ratio which will retard the

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
JUNE 15, 1997 THROUGH JULY 17, 1997**

development of iron precipitate. The reduced chlorine input when combined with the longer pumping hours will not degrade the chlorine sanitary capability.

5. All of the above problems have been experienced in prior years and mitigation procedures have been forestalled due to a lack of funds and uncertainty about the final location of the District's raw water supply. While the location problem has not been totally resolved, it is reasonably certain that the well site location will remain at the present site. Further, while the funds for mitigation are not fully available, the "Twenty Year Plan" did schedule \$22,000 for well supply, piping and controls for the first year. The following recommendations are offered for the immediate future:
- a. Replacement of the damaged master flow meter with the recommended turbo-flow meter, along with a protective sand filter or solids separator. This should be considered as an operational maintenance expense versus a capital expense from the Twenty Year Plan. The estimated cost is less than \$3,000.
 - b. Replacement of the slow close slow open valve system with an electronic decelerator-decelerator control for the pump. This type of system has proven to be more reliable and requires less maintenance than the present system. This should be considered as a capital improvement under the "Twenty Year Plan" as was intended. The estimated cost is less than \$5,000 and if this is combined with the sand/solids separator a \$1,000 savings is possible.
 - c. It will be some time before a more extensive treatment and filtration system is required for the District and installation of a dedicated water supply line to the upper tank is not a viable option at this time. Regrettably, the distance from the well to the 1st water service on Seacape is less than the distance required for iron precipitate to develop and be filtered out prior to possible resident consumption. Therefore, installation of a sand filter at the beginning of the Seacape entrance would not be fully successful in removing precipitate prior to introduction into the primary distribution system.

The District does need to increase its water storage capacity, and a possible low cost mitigation method for clearing the iron precipitate would be to consider installation of a small (5-10,000 gallon) storage tank at the well site. The well would pump into this tank which is adequate to retain the water for at least twice the required precipitate formation period and then the water could be filtered prior to pumping into the primary distribution system. The estimated cost for this is less than \$20,000 including the tank, filter, pump and piping installation. This should be considered as a capital improvement under the "Twenty Year Plan" as it will serve as an alternate mitigation method to other recommendations in the Plan. Also, there is a slim possibility that a 50% grant can be obtained for this. While this installation should mitigate the current casual introduction of cloudy water, it will not remove the precipitate buildup in the pipelines. Earth tremors and occasional turbulent water flow may still result in precipitate deposits becoming colloidal to cloud the water.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing for the 05/23/97 to 06/23/97 period was \$5,974.04, approximately \$100 more than last month's billing. As we enter the summer months, water consumption is expected to increase to a monthly average of 1,200, 000 gallons per month.

Accounts receivable just prior to the new billing were \$2,474.12, up \$1,000+ from last month. Late penalties and interest assessed were \$162.10, up \$75 from last month; and the consumption surcharge totaled \$1,4917.12.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JUNE 1997**

FY IS
100.00%
COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

DESCRIPTION	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF JUNE 1997			06/30/97 TOTAL
				PETTY CASH	1ST BANK	COUNTY FUND 428	
Opening Balance at beginning of fiscal year	\$109,245	Balances on 06/01/97 =		(\$39.82)	\$59,427.26	\$19,147.10	\$78,534.54
General and Admin. Income (See trans. of capital)	34,437	5,840.27	16.96%	0.00	22.24	1,249.23	1,271.47
General & Admin. Expenses	19,375	12,136.64	62.64%	0.00	705.12	0.00	705.12
G&A Income - Expenses	\$15,062	(\$6,296.37)	-41.80%	\$0.00	(\$682.88)	\$1,249.23	\$566.35
Water Income	56,000	57,259.13	102.25%	0.00	4,474.02	0.00	4,474.02
Water Expenses	66,440	56,771.09	85.45%	56.10	2,285.71	1,371.17	3,712.98
Water Income - Expenses	(\$10,440)	\$488.04	N.A.	(\$56.10)	\$2,188.31	(\$1,371.17)	\$761.04
Recreational Income	26,690	8,054.75	30.18%	144.90	202.50	0.00	347.40
Recreational Expenses	39,642	14,196.76	35.81%	22.20	367.81	544.73	934.74
Recreational Income - Expenses	(\$12,952)	(\$6,142.01)	N.A.	\$122.70	(\$165.31)	(\$544.73)	(\$587.34)
Road & Easement Income	0	0.00	N.A.	0.00	0.00	0.00	0.00
Road & Easement Expenses	18,630	16,089.44	86.36%	0.00	1,967.78	346.65	2,314.43
R&E Income - Expenses	(\$18,630)	(\$16,089.44)	N.A.	\$0.00	(\$1,967.78)	(\$346.65)	(\$2,314.43)
Fire Income	29,482	22,338.61	75.77%	0.00	0.00	0.00	0.00
Fire Expenses	19,487	15,090.35	77.44%	0.00	1,073.58	0.00	1,073.58
Fire Income - Expenses	9,995	\$7,248.26	0.72518859	\$0.00	(\$1,073.58)	\$0.00	(\$1,073.58)
General Funds budgeted year-end balance =	\$92,280	Month end balances =		\$26.78	\$57,726.02	\$18,133.79	\$75,886.59

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Total General Fund Income =	\$146,609	\$93,492.76	63.77%	\$144.90	\$4,698.76	\$1,249.23	\$6,092.89
Total General Fund Expenses =	163,574	114,284.28	69.87%	78.30	6,400.00	2,262.54	8,740.84
General Fund Income - Expenses =	(\$16,965)	(\$20,791.52)	N.A.	\$66.60	(\$1,701.24)	(\$1,013.31)	(\$2,647.95)

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	06/30/97 TOTAL
Insurance	2059	\$600	\$549.05	91.51%				\$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	\$949.05	4.26%	\$0.00	\$0.00	\$0.00	\$0.00

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	06/30/97 TOTAL
Surcharge Income	9031	\$540	\$4,697.34	869.88%		\$1,485.79		\$1,485.79
Interest	9377	1,482	6,182.87	417.14%				0.00
TOTAL HARRIS FUND INCOME =		\$2,022	\$10,880.21	538.04%	\$0.00	\$1,485.79	\$0.00	\$1,485.79

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 06/01/97		\$52,801.41	\$26,358.44
Harris Fund Income	2,022	10,880.21	538.04%	0.00	1,485.79	0.00	1,485.79
Harris Fund Expenses	22,286	949.05	4.26%	0.00	0.00	0.00	0.00
Harris Fund Income - Expenses	0	9,931.16	N.A.	0.00	1,485.79	0.00	1,485.79
Account balances at month's end =		\$33,036.92	N.A.	\$26.78	\$59,211.81	\$52,801.41	\$27,844.23

GROSS DISTRICT EQUITY AT CURRENT MONTH'S END = \$130,173.79 Less Total Trust Funds of \$14,810.52 **Net Equity = \$115,363.27**

TRUST FUND RESERVES = Rental = \$600.00 Water = \$3,200.00 Fire Station* = \$11,010.52
*Upon T-bill maturity 11/14/97

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 = **\$24,957.18**

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JUNE 1997**

FY IS
100.00%
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GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	06/30/97 TOTAL
Conferences	2049	\$1,200	815.71	67.98%				\$0.00
Insurance	2059	1,400	1,281.12	91.51%				0.00
ABCC Administrative fees	2117	7,000	6,325.00	90.36%		500.00		500.00
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	95.23	76.18%				0.00
Office Supplies	2133	300	9.83	3.28%				0.00
Copier Maintenance	2137	800	428.27	53.53%				0.00
County Fees	2352	1,000	1,075.43	107.54%				0.00
Mileage	2479	1,250	953.00	76.24%		99.86		99.86
Telephone	2534	1,250	1,115.55	89.24%		105.26		105.26
Legal fees & expenses	2713	3,500	37.50	1.07%				0.00
Building Improvements	4048	0	0.00	N.A.				0.00
TOTAL ADMINISTRATIVE EXPENSES =		\$19,375	\$12,136.64	62.64%	\$0.00	\$705.12	\$0.00	\$705.12

20% of general G&A Costs =

\$3,875 \$2,427.33

$\frac{1}{4} = 3034$

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	06/30/97 TOTAL
Property Tax Revenue	9001	\$27,650	34,095.60	123.31%			\$1,249.23	\$1,249.23
Interest Income	9203	1,487	1,351.37	90.88%		22.24		22.24
Inter Fund Transfers	9377	5,000	(29,850.70)	-597.01%				0.00
Copier Income	9772	300	244.00	81.33%				0.00
TOTAL ADMINISTRATIVE INCOME =		\$34,437	\$5,840.27	16.96%	\$0.00	\$22.24	\$1,249.23	\$1,271.47

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	06/30/97 TOTAL
Maint. Mgr.	1028	\$2,500	1,246.00	49.84%			\$322.00	\$322.00
Extra Hire	1073	4,500	115.00	2.56%				0.00
FICA	1404	536	104.13	19.44%			24.65	24.65
Work Compensation. Insurance.	1701	394	79.34	20.13%				0.00
Insurance	2059	500	457.54	91.51%				0.00
Repairs	2077	2,500	9,354.33	374.17%		1,467.78		1,467.78
Gen. Maint.	2078	2,500	91.54	3.66%				0.00
ABCC Administrative fees	2117	3,000	4,600.00	153.33%		500.00		500.00
Travel	2479	200	0.00	0.00%				0.00
G&A Share	2720		0.00	N.A.				0.00
Road Const.	2741	2,000	41.56	2.08%				0.00
TOTAL EASEMENT EXPENSES =		\$18,630	\$16,089.44	86.36%	\$0.00	\$1,967.78	\$346.65	\$2,314.43

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	06/30/97 TOTAL
Miscellaneous income	9772	0						\$0.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JUNE 1997**

FY IS
100.00%
COMPLETE

WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	06/30/97 TOTAL
Maint. Mgr. Wages	1028	11,000	12,194.76	110.86%			\$735.00	\$735.00
Extra Hire Wages	1073	600	1,488.50	248.08%			200.00	200.00
FICA	1404	887	1,047.01	117.99%			71.57	71.57
Benefits	1506	1,250	1,125.57	90.05%			204.60	204.60
Work. Compensation Insurance	1701	653	951.56	145.70%				0.00
Conferences/Training	2049							0.00
Annual Fee	2058	500	500.00	100.00%		500.00		500.00
Gen. Insurance	2059	1,200	1,098.10	91.51%				0.00
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	658.16	43.88%		64.32		64.32
ABCC Administrative & clerical fees	2117	22,200	18,175.00	81.87%		1,650.00		1,650.00
Misc.. Exp..	2121	1,000	1,185.23	118.52%	17.70	71.39		89.09
Refunds	2122	1,000	600.00	60.00%				0.00
Postage	2130	400	340.30	85.08%	38.40			38.40
Office supplies	2133	500	157.45	31.49%				0.00
Contract Repairs	2325	12,000	7,401.77	61.68%				0.00
Travel	2479	1,100	875.00	79.55%			160.00	160.00
Telephone	2534	450	498.78	110.84%				0.00
Electricity	2535	6,700	3,552.22	53.02%				0.00
G&A Share	2720		0.00	N.A.				0.00
Equipment	4093	500	301.30	60.26%				0.00
Water Meters	4160	500	276.68	55.34%				0.00
TOTAL WATER EXPENSES =		\$66,440	\$56,601.09	85.19%	\$56.10	\$2,285.71	\$1,371.17	\$3,712.98

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	06/30/97 TOTAL
Service Billing	9025	\$56,000	55,755.62	99.56%		\$5,656.71		\$5,656.71
Late penalties & interest billed	9772	1,000	1,192.45	119.25%		162.10		162.10
Receipts Collected	9025	56,000	56,559.13	101.00%		4,474.02		4,474.02
Accounts Receivable	9025		6396.03 6/30	XXX ON CLOSE OF 00/00/00 BUSINESS DAY				
Security Deposits billed and collected	9025SD	1,000	700.00	70.00%				0.00
Miscellaneous water income	9772	0	0.00	N.A.				0.00
TOTAL WATER INCOME =		\$56,000	\$56,559.13	101.00%	\$0.00	\$4,474.02	\$0.00	\$4,474.02

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	06/30/97 TOTAL
	1701	\$2,587	643.41	24.87%				\$0.00
Gen. & Vehicle Insurance	2059	5,700	5,579.03	97.88%		665.94		665.94
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	8,500	6,392.91	75.21%		182.64		182.64
TOTAL FIRE EXPENSES =		\$19,487	\$15,090.35	77.44%	\$0.00	\$1,073.58	\$0.00	\$1,073.58

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	06/30/97 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%				0.00
TOTAL FIRE INCOME =		\$29,482	\$22,338.61	75.77%	\$0.00	\$0.00	\$0.00	\$0.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JUNE 1997**

FY IS
100.00%
COMPLETE

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 429	06/30/97 TOTAL
Maint. Mgr. Wages	1028	\$750	203.00	27.07%				\$0.00
Janitorial Wages	1073	1,820	1,485.00	81.59%			129.00	129.00
FICA	1404	239	399.97	167.04%			38.73	38.73
Work. Compensation Insurance	1701	1,980	271.45	13.71%				0.00
Basketball	2041BA	0	0.00	N.A.				0.00
Bistro	2041BI	2,760	1,369.03	49.60%	3.00		135.00	138.00
Community Dinners	2041CD	700	534.56	76.37%				0.00
Children's Programs	2041CP	115	30.23	26.29%				0.00
Labor Day BBQ	2041LD	1,000	0.00	0.00%				0.00
Tai Chi	2041TC	1,080	1,570.00	145.37%			162.00	162.00
Insurance	2059	1,200	1,098.10	91.51%				0.00
Repairs	2077	1,500	86.34	5.76%				0.00
Bldg. Maintenance	2096	1,500	160.00	10.67%				0.00
Ground Maintenance	2097	560	685.00	122.32%			80.00	80.00
ABCC Administrative fees	2117	3,500	3,225.00	92.14%		325.00		325.00
Publications	2119	250	0.00	0.00%				0.00
Misc. Expenses	2121	150	0.00	0.00%				0.00
Deposit Refunds	2122	3,500	525.00	15.00%				0.00
Postage & Off. Sup.	2133	100	29.58	29.58%	19.20			19.20
Refuse Removal	2259	410	426.00	103.90%				0.00
Building Supplies	2366	300	357.67	119.22%				0.00
Pay Telephone	2534	528	510.83	96.75%		42.81		42.81
Electricity for Community Center	2535	1,100	821.50	74.68%				0.00
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	408.50	68.08%				0.00
Playground Imp.	4243	0	0.00	N.A.				0.00
TOTAL RECREATION EXPENSES =		\$39,842	\$14,196.76	35.81%	\$22.20	\$367.81	\$544.73	\$934.74

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	06/30/97 TOTAL
Children's Programs	9248	125	231.50	185.20%				\$0.00
Community Center. Rental	9255	4,000	1,595.00	39.88%				0.00
Refundable Deposits	9255RD	3,500	1,940.94	55.46%				0.00
Bistro	9811BI	2,000	1,556.06	77.80%	144.90			144.90
Community Dinners	9811CD	1,200	949.00	79.08%				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	1,772.25	109.40%		202.50		202.50
Res. Handbooks	9834	120	10.00	8.33%				0.00
Community Development Block Grant	9900	12,500	0.00	0.00%				0.00
TOTAL RECREATION INCOME =		\$26,690	\$8,054.75	30.18%	\$144.90	\$202.50	\$0.00	\$347.40

**MUIR BEACH COMMUNITY SERVICES DISTRICT
SUGGESTED FISCAL 1997-98 BUDGET
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

GENERAL FUND ACCOUNTS, SUMMARY

DESCRIPTION	1996-97 BUDGET	ESTIMATED 1996-97 YEAR END	SUGGESTED 1997-98 BUDGET	COMMENTS & EXPLANATION
Beginning rental deposit trust fund	NA	NA	\$525	Carry over from fiscal 1996-97
Beginning water deposit trust fund	NA	NA	3,400	Carry over from fiscal 1996-97
Beginning fire station trust fund	NA	NA	11,011	The fire station balance is effective when t-bill matures in 11/97
Beginning West Marin Emergency Services Fund	NA	NA	2,250	Carry over from fiscal 1996-97
Beginning recreation trust fund	NA	NA	1,200	This is from the walkathon carryover from previous years
Unobligated T-bill investments	NA	NA	23,989	T-bill investments including fire station is \$35,000
Cal Fed Depository unobligated balance	NA	NA	17,513	Total deposit, including non T-bill trust funds is \$22,000
County General fund balance	NA	NA	15,000	Carry over from fiscal 1996-97
Combined beginning balance of all deposits	\$102,901	\$102,901	\$74,888	
General and Admin. Income	34,437	34,419	32,025	
General & Admin. Expenses	19,375	41,535	19,047	Includes transfer deposits to investment accounts
G&A Income - Expenses	\$15,062	(\$7,116)	\$12,978	
Water Income	56,000	56,869	56,500	
Water Expenses	66,440	56,200	60,844	
Water Income - Expenses	(\$10,440)	\$669	(\$4,344)	
Recreational Income	26,690	6,126	26,450	
Recreational Expenses	38,142	14,848	37,723	
Recreational Income - Expenses	(\$11,452)	(\$6,722)	(\$11,273)	
Road & Easement Income	0	0	48,500	
Road & Easement Expenses	18,630	23,068	57,560	
R&E Income - Expenses	(\$18,630)	(\$23,068)	(\$9,060)	
Fire Income	29,482	22,339	16,997	
Fire Expenses	16,900	14,114	16,997	
Fire Income - Expenses	12,582	\$8,224	\$0	
General Funds budgeted combined balances =	(\$12,878)	\$74,888	\$78,190	
Total General Fund Income =	\$146,609	\$87,102	\$180,472	
Total General Fund Expenses =	159,487	121,435	192,171	
General Fund Income - Expenses =	(\$12,878)	(\$34,334)	(\$11,699)	

CAPITAL IMPROVEMENT INVESTMENT FUND

WATER CAPITAL IMPROVEMENT EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	ESTIMATED 1996-97 YEAR END	SUGGESTED 1997-98 BUDGET	COMMENTS & EXPLANATION
Insurance	2059	\$600	\$549	\$300	SDRMA reallocation of property coverage reduces premium
County tax collection fees	2352			550	There was no special assessment last year
Administrative fees	2117	2,800	400	3,000	Increased capital improvement activities
Water rights resolution	2713	NA	NA	30,000	Consultant & mitigation costs
Water meter replacement	4160	NA	NA	3,500	Replace master & 15 service water meters
Project Improvements, high zone tank	4169UT	NA	NA	20,000	Upper tank inspection & preservation
East Sunset to Pacific enterie	4169SP	16,286	NA	17,000	
TOTAL HARRIS FUND EXPENSES =		\$19,686	\$549	\$74,350	

IMPROVEMENT & INVESTMENT INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	ESTIMATED 1996-97 YEAR END	SUGGESTED 1997-98 BUDGET	COMMENTS & EXPLANATION
Special Assessment tax	9001			\$36,000	
Surcharge Income	9031	\$540	\$4,961.00	14,000	
General fund investments	9377		39,500		
Interest earnings, capital improvements	9203CI		795	1,097	
Interest earnings, general fund inv.	9203GF	1,482	888	1,300	
TOTAL INCOME & INVESTMENTS =		\$2,022	\$46,144	\$52,397	

SUMMARY OF CAPITAL & INVESTMENT FUND INCOME AND EXPENSES

Opening Capital Fund Balance	\$20,264	\$23,106	\$28,313	
Total Capital Fund Income		5,756	52,397	
Total Capital Fund expenses		549	74,350	
Capital fund balance at month's end =	2,022	\$28,313	\$6,360	
Opening Gen. Fund Investment balance =	19,686	\$0	\$23,581	
Total General Fund investments & income		40,388	1,300	
Less Money transfers to General Fund		16,807	0	
Gen. Fund Investment Balance at month's end =	2,600	\$23,581	\$24,881	
Total Account balance at month's end =		\$51,894	\$31,241	

COMBINED BALANCES OF ALL ACCOUNTS

Total Capital Improvement Funds	NA	\$28,313	\$6,360	Funds in County Investment Fund
Total Investment Account Funds	NA	23,581	24,681	Funds in County Investment Fund
Total Funds in T-Bills	NA	35,000	35,000	Based on Maturity Values
Total General Account Funds	NA	39,688	43,190	Combined County & Cal Fed Depositories
TOTAL OF ALL FUNDS COMBINED	NA	\$126,782	\$108,431	

MUIR BEACH COMMUNITY SERVICES DISTRICT SUGGESTED FISCAL 1997-98 BUDGET

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	ESTIMATED 1996-97 YEAR END	SUGGESTED 1997-98 BUDGET	COMMENTS & EXPLANATION
Conferences	2049	\$1,200		\$600	1 conference required for insurance.
Insurance	2059	1,400	1,281	647	SDRMA reallocated property vs liability coverage
ABCC Administrative fees	2117	7,000	6,325	6,500	
Miscellaneous expenses	2121	150	0	200	
General Election Expense	2129	1,400	0	500	One election, no special elections
Postage	2130	125	95	100	
Office Supplies	2133	300	10	150	
Copier Maintenance	2137	800	522	600	Annual maintenance. agreement plus supplies
County Fees	2352	1,000	2,173	7,000	Includes 5 year audit fees (audit is required)
Mileage	2479	1,250	977	1,000	
Telephone	2534	1,250	974	1,250	
Legal fees & expenses	2713	3,500	38	500	
TOTAL ADMINISTRATIVE EXPENSES =		\$19,375	\$13,205	\$19,047	

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	ESTIMATED 1996-97 YEAR END	SUGGESTED 1997-98 BUDGET	COMMENTS & EXPLANATION
Property Tax Revenue	9001	\$27,650	32,900	\$29,800	ERAF refunds discontinued for this fiscal year
Interest Income	9203	1,487	1,180	2,025	Interest on general fund reserves & T-bills
Inter Fund Transfers	9377	5,000	(29,851)	0	As needed between capital investment and gen. funds
Copier Income	9772	300	219	200	
TOTAL ADMINISTRATIVE INCOME =		\$34,437	(\$232)	\$32,025	

ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	ESTIMATED 1996-97 YEAR END	SUGGESTED 1997-98 BUDGET	COMMENTS & EXPLANATION
Maintenance, Mgr.	1028	\$2,500	1,106	\$4,500	Labor increased to complete F.E.M.A. work.
Extra Hire	1073	4,500	115	5,500	
FICA	1404	536	18	842	
Work Compensation, Insurance.	1701	394	81	660	
Insurance	2059	500	458	794	SDRMA reallocated property vs liability coverage
Maintenance, repairs & construction	2077	7,000	9,200	36,564	96-97 3-codes combined, 97-98 complete F.E.M.A.
ABCC Administrative fees	2117	3,000	4,600	8,500	F.E.M.A. repairs require additional administration.
Travel	2479	200	0	200	
TOTAL EASEMENT EXPENSES =		\$18,630	\$23,068	\$57,560	

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	ESTIMATED 1996-97 YEAR END	SUGGESTED 1997-98 BUDGET	COMMENTS & EXPLANATION
Miscellaneous Income	9772	0		\$48,500	F.E.M.A. repair grant funds after \$2,500 repayment

FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	ESTIMATED 1996-97 YEAR END	SUGGESTED 1997-98 BUDGET	COMMENTS & EXPLANATION
Gen. & Vehicle Insurance	2059	5,700	4,913	3,772	SDRMA reallocated property vs liability coverage
ABCC Administrative fees	2117	2,700	2,475	2,475	
Fire Station Fund	4048		0		Dependent on donations from MBVFA
W. Marin G. Exp.	4827	8,500	6,083	10,750	Includes \$2,250 carryover from 96-97
TOTAL FIRE EXPENSES =		\$16,900	\$14,114	\$16,997	

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	ESTIMATED 1996-97 YEAR END	SUGGESTED 1997-98 BUDGET	COMMENTS & EXPLANATION
W. Marin Grant	9377	\$8,500	8,500	\$10,750	Includes \$2,250 carryover from 96-97
MBVFA & Marin County Donations	9763	20,982	13,839	6,247	
TOTAL FIRE INCOME =		\$29,482	\$22,339	\$16,997	

MUIR BEACH COMMUNITY SERVICES DISTRICT SUGGESTED FISCAL 1997-98 BUDGET

WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	ESTIMATED		SUGGESTED		COMMENTS & EXPLANATION
		1996-97 BUDGET	1996-97 YEAR END	1997-98 BUDGET	1997-98	
Maintenance, Mgr. Wages	1028	\$11,000	\$12,700	\$12,000		
Extra Hire Wages	1073	600	1,500	2,000		
FICA	1404	887	1,086	1,071		
Benefits	1506	1,250	1,228	1,560		Includes a \$27.67 per month increase
Work. Compensation Insurance	1701	653	952	924		
Conferences/Training	2049			1,000		Includes anticipated SDA certification requirements
Annual Fee	2058	500	500	500		
Gen. Insurance	2059	1,200	798	1,869		SDRMA reallocated property vs liability coverage
Repairs	2077	2,500	4,200	4,500		
Tests & chemicals	2115	1,500	650	1,000		Includes increased annual testing fees
ABCC Administrative & clerical fees	2117	22,200	18,175	19,800		
Misc. Exp.	2121	1,000	1,200	1,200		
Refunds	2122	1,000	600	600		
Postage	2130	400	476	600		Includes anticipated rate increase
Office supplies	2133	500	250	450		
Contract Repairs	2325	12,000	8,000	5,000		
Travel	2479	1,100	955	1,020		Includes a \$5 per month increase
Telephone	2534	450	431	450		
Electricity	2535	6,700	3,952	4,500		Includes adjustment for increased prime time use
Equipment	4093	500	301	400		
Water Meters	4160	500	277	400		Replacement of defective meters, not in capital program.
TOTAL WATER EXPENSES =		\$66,440	\$55,690	\$60,844		

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	ESTIMATED		SUGGESTED		COMMENTS & EXPLANATION
		1996-97 BUDGET	1996-97 YEAR END	1997-98 BUDGET	1997-98	
Service Billing	9025	\$56,000	\$56,000	\$56,000		
Late penalties & interest billed	9772	1,000	1,100	1,250		
Receipts Collected	9025	56,000	56,000	56,000		
Accounts Receivable	9025	\$8,000 ON CLOSE OF 06/30/97 BUSINESS				
Security Deposits billed and collected	9025SD	1,000	700	600		
Miscellaneous water income	9772	0	0	0		
TOTAL WATER INCOME =		\$56,000	\$56,169	\$56,500		

MUIR BEACH COMMUNITY SERVICES DISTRICT SUGGESTED FISCAL 1997-98 BUDGET

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	ESTIMATED 1996-97 YEAR END	SUGGESTED 1997-98 BUDGET	COMMENTS & EXPLANATION
Maintenance, Mgr. Wages	1028	\$750	\$500	\$750	
Janitorial Wages	1073	1,820	1,483	1,677	Includes 1st wage increase in 6 years
FICA	1404	239	385	473	
Work. Compensation Insurance	1701	1,980	272	414	
Basketball	2041BA	0	0	150	Includes half court marking on Starbuck cul d sac.
Bistro	2041BI	2,760	1,486	2,760	
Community Dinners	2041CD	700	535	1,000	Four dinners during the year
Children's Programs	2041CP	115	30	150	
Labor Day BBQ	2041LD	1,000	0	500	
Tai Chi	2041TC	1,080	1,408	1,500	
Insurance	2059	1,200	1,098	1,129	SDRMA reallocated property vs liability coverage
Repairs and maintenance	2077	1,500	286	350	Combines last year's repairs & maintenance \
Ground Maintenance	2097	560	605	1,000	Includes installing limited drip irrigation & landscaping
ABCC Administrative fees	2117	3,500	3,225	3,500	
Publications	2119	250	0	300	New telephone directory
Misc. Expenses	2121	150	0	150	
Deposit Refunds	2122	3,500	525	600	
Postage & Off. Sup.	2133	100	10	150	
Refuse Removal	2259	410	643	645	
Building Supplies	2366	300	396	500	
Pay Telephone	2534	528	512	525	
Electricity for Community Center	2535	1,100	881	900	
CDBG Improvements	4045	12,500	0	16,000	Includes new deck using CDBG funds & donations
Bldg. Improvements	4048	1,500	0	2,000	Includes doors for storage areas & exterior lighting improvements
Equip. & Furnishings	4093	600	490	600	
Playground Imp.	4243	0	0	0	
TOTAL RECREATION EXPENSES =		\$38,142	\$14,848	\$37,723	

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	ESTIMATED 1996-97 YEAR END	SUGGESTED 1997-98 BUDGET	COMMENTS & EXPLANATION
Child facility rentals	9248	\$125	\$25	\$100	
Community Center, Rental	9255	4,000	1,625	1,600	
Refundable Deposits	9255RD	3,500	1,940	1,500	
Bistro	9811BI	2,000	1,550	1,700	
Community Dinners	9811CD	1,200	949	1,000	
Children's programs	9811CP	125	232	250	
Labor Day BBQ	9811LD	1,500	0	1,000	
Tai Chi	9811TC	1,620	1,727	1,700	
Res. Handbooks	9834	120	10	150	Advertisizing & sale of new phone books
Walkathon trust fund	9800			1,200	This is actually a carryover from previous years
Donations from MB Quilters	9801			3,500	
Community Development Block Grant	9900	12,500	0	12,750	
TOTAL RECREATION INCOME =		\$26,690	\$8,126	\$26,450	

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, JUNE 18, 1997**

Directors present: President Kamradt and Directors: Peter Rudnick Erin Pinto, and Steven Shaffer. There is one vacancy.

- I. **Call to order:** Retiring President Rudnick called the meeting to order at 7:09 P.M. and turned the meeting over to incoming President Kamradt.
- II. **Review and consideration of the April 23, 1997 Agenda.** There was a brief discussion of the Agenda and Director Shaffer *moved* to approve the Agenda as submitted; seconded by Director Pinto; ayes all.
- III. **Public Open Time:** While there were members of the public present, they had no requests for the board to consider under public open time.
- IV. **Environmental Consultant's Report:** The General Manager explained that the Board could call for a closed session to hear this report. However, his review of the report indicated no sensitive legal and confidential material was included and recommended that the consultant's report be delivered during the open session. The board concurred.

Ms Lannett Davis from Entrix (formerly Trihey & Associates, Inc.), environmental consultants and engineers presented their report reviewing the District's well supply alternatives and mitigation. Essentially, the report confirmed the District's considerable efforts to minimize any potential impact that their taking of ground water might have on Redwood Creek, recommended that a copy of the report be forwarded to the water rights protestants with a request to conduct another meeting with the intent to resolve the protests.

Following an extensive question answer period, the Board requested minor modifications to the report to include information that District residents have implemented water conservation efforts and have a consumption rate below the state average. Further, residents use strict conservation and minimal irrigation during dry years. The Board then indicated their pleasure with the report and concurred with the consultant's request to schedule a meeting with the protestants, including representatives from the Division of Water Rights, the General Manager, and two Board members. The meeting should be scheduled prior to the next Board meeting, if possible.

- V. **Bills to be paid.** There was a brief discussion of the Bills to be Paid Report and Director Shaffer *moved* to approve the Bills to be Paid Report for April 1 through April 30, 1997 including general fund expenditures of \$11,359.97; seconded by Director Rudnick; ayes all.

Director Shaffer then *moved* to approve the Bills to be Paid Report for May 1 through May 31, 1997 including general fund expenditures of \$7,128.10; seconded by Director Rudnick; ayes all with Director Pinto abstaining from the approval where applicable to Robert Wurgaft wages.

- VI. **Fire Department:** Chief Moore reported that the department has answered several emergency calls for cliff rescue and injured bicyclist, one including an injury death from a cliff fall. He then indicated the improved training of the volunteers, with all having 1st responder classification and 4 having EMT qualification.

Regrettably, the County Fire Department has reduced their worker's compensation coverage from 13 volunteers to 10 volunteers. Chief Moore will try to have the Volunteer's Association pay the County for the additional personnel.

There was a brief discussion of the recent fire condition surveys by the County Fire Department, and the tree-electric power line hazards. The GM noted that the response indicating an interest in the District developing a tree removal/replacement program has been minimal.

This was followed with a brief discussion of the need for a new firehouse, particularly in consideration of the potential early closing of the horse facilities.

- VII. **General Manager's report.** The GM briefly reviewed the budget report, indicating that District received a refund of \$4,002.08 in 1985-96 ERAF (educational property tax appropriation) funds, this combined with prudent expense management will leave the District in a stronger than projected year end fiscal condition.

- A. **F.E.M.A.** The GM reported that he has received approval for \$44,256 in F.E.M.A. covered damages. Additional funding is being reviewed for two projects and should be approved within the next sixty days. In addition, the District has been relieved of further responsibility for repayment of the \$18,125 funding received in 1982. However, the District is held responsible to refund the \$2,505 received in 1983. This amount will be deducted from the District's recently approved entitlement so there will be no actual out of pocket expense.
- B. **Water:** The GM reported that the master meter had been cleaned and replaced after consultation with the meter manufacturer's technicians. Accuracy of the meter will not be determined until the next month's meter readings.

The GM then briefly discussed the increased leakage in the upper storage tank and explained that attempts have been made to reduce the leakage volume by plugging the dry rot area with epoxy cement treatment ad fillers. However, there is a strong indication that efforts to repair the tank and possibly install a liner should be elevated in priority.

- C. **Spindrift Point:** Kathy Sward reviewed the recent indications from the Nature Conservancy, to divest their interest in the Spindrift Point property. Restrictions placed by the Borden family in their deed of trust restrict the transfer of the property and require that the property be protected and maintained as a nature preserve. Mrs. Sward expressed concern for the continuation of the Borden's bequest, in the event of a divestiture to an unknown entity and encouraged the Board to become involved.

The GM reviewed the intent of proposed Resolution 97-06-18 to indicate the district's interest in seeing that the Borden's desires be maintained and to seek the establishment of an endowment adequate to make the property self sustaining.

Following some additional discussion, Director Shaffer *moved* to adopt Resolution 97-06-28 as submitted; seconded by Director Pinto; ayes all.

- D. Management Contract with ABC Consultants:** The GM reported that the current contract for management and clerical services expires on June 30, 1997. A new contract for the next fiscal year has been submitted with no increase in the basic retainer fees. However, the letter of transmittal does indicate possible cost increases for additional work in maintaining the F.E.M.A. required reports, design and supervision, along with possible increased costs required for completion of the five year audit now underway with the County Auditor.

Following a brief discussion Director Shaffer *moved* to approve the new contract under the conditions outlined; seconded by Director Pinto; ayes all.

- E. Recreation:** The GM reported that Gail Falls has volunteered to prepare a design for the community center deck extension and renewal. The District has \$12,750 in pending Community Development Block Grant funds for this project, and the Muir Beach Quilters have indicated that they will augment the grant funds with an additional \$3,000 (possibly more) in hopes that the project can be completed prior to the next Christmas Faire.

The General Manager briefly discussed a possible Labor Day BBQ. However, no further action was taken on this event.

- F. Roads and Easements:** In addition to the F.E.M.A. report, the GM reported that a recent survey of the Wilburn properties adjacent to the lower (Seacape) end of the Districts Seacape Parklands indicates that the pedestrian easement uphill from Seacape Drive to the Starbuck extension, encroaches on the Wilburn property. He indicated that this will be corrected when the F.E.M.A. repairs are completed for this pedestrian path. However, he also noted that this is further affirmation that surveys to locate easement right of way lines are necessary prior to doing extensive easement and roadway improvements.

- VIII. April 23, 1997 Minutes:** Following a brief review, Director Shaffer *moved* to adopt these minutes as drafted; seconded by Director Rudnick; ayes all.
- IX. May 7, 1997 Minutes:** Following a brief review, Director Rudnick *moved* to adopt these minutes as drafted; seconded by Director Shaffer; ayes all.
- X. Next meeting date:** Following a brief discussion, Wednesday July 23, 1997 was scheduled as the next regular Board meeting date.

The meeting was adjourned at 10:04 P.M.

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

Deborah Kamradt, Board President

Donovan Macfarlane, Secretary

Steve - 1.12 for Entry Erwin

Note: The budget report was done prior to receiving the County report. The County report includes income not included in this report and wages paid in July are not included in the County report. A new report in the

TABLE OF CONTENTS 1997-98 format
FOR THE replaces this report.
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, AUGUST 13, 1997
THE MEETING WILL BEGIN AT 7:00 P.M.

DESCRIPTION	PAGES
Agenda for the Meeting	1 - 2
Bills to be Paid Report for 07/01/97 through 07/31/97	3 - 4
General Manager's Report to the Board	5
Water Operations Report 07/17/97 through 08/20/97	7 6-7
Budget Report for the Month of July 1997	9 8-11
Draft Minutes for the 07/23/97 Board Meeting	13 12-14

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
RESCHEDULED BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY,
JULY 23, 1997 AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

DIRECTORS: President Deborah Kamradt; Directors: Erin Pinto, Peter Rudnick and Steve Shaffer.
There is one vacant directorship. *Peter is out of town.*

- I. Call the meeting to order.** President Kamradt will call the meeting to order. *7:18*
- II. Review and consideration of the August 13, 1997 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 Committee Davis, Steve, Brown, Erin said -
- III. 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.

An B - ad hoc. Brown
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

Sprindoff - 10th hub is per PRBO - strong his comp
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.

IV. **Bills to be paid.** The Board will consider for payment approval, all bills received and requesting payment subsequent to the bills submitted and paid during the June 1 through June 30, 1997 time periods.

Enri, Stu all.

V. **Fire Department, Emergency Disaster Committee:** It is anticipated that Chief Moore will be in attendance with a report. *There will find 2 new members.*

Don ride - per meeting at fire station. G was

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

Committee Supervisor may get involved w/ Don Parker.

VI. **General Manager's report:** The General Manager ("GM") will report on the following activities. Where applicable, the Board will be requested to take action by approval motions, and/or resolutions.

A. **Administrative activities:** The GM will give an overview of the following items:

1. General summation on the progress of the five year audit.
2. Review of the proposed budget for fiscal 1997-98. The fiscal 1997-98 budget must be adopted no later than August 15, 1997.
Spice as submitted and reviewed by J/Enri, all.
3. A review of the water operations report and the steps being taken to resolve the current water leak problem.

VII. **Review of the draft minutes for the July 23, 1997 Board meeting**

Enri, Stu -

VIII. **Next meeting date.** The Board should schedule the next meeting date. The fourth Wednesday in September is September ~~24~~, 1997.

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ADJOURNMENT OR CONTINUATION

9:37

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 07/01/97 THROUGH 07/31/97

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
HARRIS FUND 429 EXPENSES				
SDRMA	H2059	Liability insurance fiscal 1997-98	B	\$300.00
Total Harris Fund expenses =				\$300.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Costco	A2049	Meeting supplies	P	5.49
Office Max	A2049	Board meeting packets	P	11.58
SDRMA	A2059	Liability insurance fiscal 1997-98	B	647.00
ABC Consultants, Inc.	A2117	Administrative fee for July 1997	B	500.00
Office Max	A2121	Copies for auditor	P	1.89
Office Max	A2133	Copies, frames, paper for audit	B	26.55
Discovery Office Systems	A2137	Copier repairs, roller kit	B	159.14
Home Depot	A2137	Keys for copy room	P	10.40
Office Max	A2137	Copy toner, paper, copies	B	133.61
Wells Fargo Bank	A2352	Documents for auditor	B	5.00
ABC Consultants	A2479	Travel 6/01/97 - 6/30/97	B	126.63
AT&T	A2534	707-648-1305 toll charges thru 6/22/97	B	6.84
AT&T	A2534	415-388-7804 toll charges thru 6/10/97	B	30.93
AT&T	A2534	415-388-7804 toll charges thru 7/10/97	B	55.65
Pacific Bell	A2534	415-388-7804 thru 6/25/97	B	21.67
Pacific Bell	A2534	415-388-7804 thru 7/11/97	B	21.71
TOTAL G&A EXPENSES =				\$1,764.09

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Harvey Pearlman	E1028	Maint. wages paid in July 1997	C	128.10
SDRMA	E2059	Liability insurance fiscal 1997-98	B	794.00
Tam Rentals	E2077	Sharpen chain saw (F.E.M.A.)	B	9.00
ABC Consultants, Inc.	E2117	Administrative fee for July 1997	B	500.00
TOTAL R&E EXPENSES =				\$1,431.10

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	W1028	Maint. wages paid in July 1997	C	1,017.29
Harvey Pearlman	W1506	Medical benefits for July 1997	C	130.00
State Fund	W1701	Worker's Comp. Ins. 2 qtr. 1997	B	307.28
SDRMA	W2059	Liability insurance fiscal 1997-98	B	1,869.00
Herb's Poll Service	W2115	Filter cleaner	B	12.86
ABC Consultants, Inc.	W2117	Clerical fees for July 1997	B	850.00
ABC Consultants, Inc.	W2117	Administrative fee for July 1997	B	800.00
Goodman Building Supply	W2121	Misc. small supplies	B	36.15
Jackson's	W2121	Misc. supplies, cleaner, battery, etc.	B	67.05
USPO	W2130	Stamps and postage	P	32.00
Office Max	W2133	Envelopes, paper, etc.	P	140.40
Office Max	W2133	Window envelopes	B	26.48
Forster Pump & Engineering	W2325	Pump control repairs, flow restrictor	B	887.24
Harvey Pearlman	W2479	Travel allowance for July 1997	C	85.00
Pacific Bell	W2534	Relay phone thru 7/7/97	B	34.08
Pacific Bell	W2534	Well relay phone thru 6/7/97	B	34.40
Pacific Gas & Electric	W2535	Well and lower tank elec. thru 6/18/97	B	338.40
Pacific Gas & Electric	W2535	Well and lower tank elec. thru 7/18/97	B	434.33
TOTAL WATER EXPENSES =				\$7,101.96

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 07/01/97 THROUGH 07/31/97

RECREATION EXPENSES, DIVISION CODE 9239

Juana Gonzales	R1073	Janitorial wages paid in July 1997	C	208.30
State Fund	R1701	Worker's Comp. Ins. 2 qtr. 1997	B	103.81
Rachael Culp	R2041BI	Bistro wages paid in July 1997	C	290.66
Save Mart	R2041BI	Coffee for Bistro	P	23.85
Justine Rosenthal	R2041TC	Tai Chi instruction wages for July 1997	C	174.39
SDRMA	R2059	Liability insurance fiscal 1997-98	B	828.00
Salavador Gonzales	R2097	Ground maint. wages paid in July 1997	C	172.24
Home Depot	R2121	Cleaner solution	P	4.27
Office Max	R2133	Binders, clips, etc.	B	37.90
Shoreline Disposal	R2259	Garbage collection thru Sept. 1997	B	108.60
Costco	R2366	Paper towels, soap, etc.	P	17.14
Pacific Bell	R2534	Com. Center pay phone thru 6/25/97	B	43.45
McPhail	R2535	Refill propane tank	B	167.43
Pacific Gas & electric	R2535	Com. Center electric thru 7/18/97	B	53.36
Pacific Gas & electric	R2535	Com. Center electric thru 6/18/97	B	41.90

TOTAL RECREATION EXPENSES = \$2,275.30

FIRE DIVISION EXPENSES, DIVISION CODE 9240

SDRMA	F2059	Liability insurance fiscal 1997-98	B	3,772.00
ABC Consultants, Inc.	F2117	Administrative fee for July 1997	B	225.00
Pacific Bell	H4827	Station phone thru 7/7/97	B	14.71

TOTAL FIRE EXPENSES = \$4,011.71

B = Paid thru 1 Nationwide Bank

C = Paid thru County depository

P = Paid thru Petty Cash Funds

TOTAL GENERAL FUND EXPENSES = \$16,584.16

TOTAL HARRIS FUND EXPENSES = 300.00

TOTAL OF ALL EXPENSES = \$16,884.16

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

MUIR BEACH COMMUNITY SERVICES DISTRICT

Deborah Kamradt, 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 AUGUST 13, 1997**

- I. **ADMINISTRATION:** The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.
- A. **Budget:** The Budget Report continues to use the format from fiscal year 1996-97, as the budget for fiscal 1997-98 is still under consideration. The District's gross expenses for the period ending July 31, 1997 were \$17,209.37 versus gross income of \$15,717.70, for a net reduction in equity of \$1,491.67. The large expenditures are primarily due to the annual insurance premium of \$8,210 and regular expenses of \$9,000. In general, expenses were normal in July and the District's equity is within sound operating parameters.
 - B. **Fiscal 1997-98 Budget:** The Board deferred consideration of the new budget proposal so additional input from the ad hoc budget committee could be gained. Further, tonight's meeting date was scheduled so as to permit adoption of a budget for fiscal 1997-98 prior to the August 15, 1997 deadline.
 - C. **Five year audit:** The auditor is requiring a separate consolidated trial balance report to be developed for each of the five years, versus the monthly operating profit/loss budget reports. I am currently reviewing various methods for accomplishing this, including the development of a new budget report format that will simplify this requirement in future audits.
- II. **Water:** In addition to the operations report, the following steps are in progress in pursuit of resolving the apparent leak problem:
- A. On Monday, August 11, 1997 we have requested Marin Municipal Water District (MMWD) technical crews assistance in locating the leak. If they are not available, it may be necessary to retain the services of American Leak Detection Service from Novato. In addition, I have reviewed a methodical step by step pressure test analysis with Harvey and that will begin on Monday. Due to our valve problems, the pressure test method (which is a standard method) may be limited in accuracy. In addition, I am researching the purchase of minimal cost electronic testing equipment and will have more information available for a verbal report during the meeting.
 - B. On Monday, we will install a gate valve on the uphill side of the Redwood Creek, with emergency bypass connections so we can bypass the creek with a high pressure hose. This will permit us to continue pumping during repair operations (located in the creek) in the future. Inability to bypass the creek, during the current crisis, exacerbated the problem.
 - C. I have discussed the Entrix proposal with Lanette Davis and she indicated that they are receptive to as much of the report being prepared by the District as possible. Hopefully, this will save the District several thousand dollars; however, my current work load is extensive and the Board may feel it is more prudent to have Entrix complete entire report.
- III. **RECREATION:** We have been unable to secure the approval of all community center neighbors to avoid the necessity of a planning review for approval of the proposed new deck. The architect is proceeding with the preparation of the construction drawings, but it will now be necessary to go through the entire plan approval process. Therefore, it is not likely that we will be able to repair and construct the new deck prior the early part of next year.
- IV. **ROADS AND EASEMENTS:** We will begin completion of the less complicated F.E.M.A. work as soon as the water leak problems have been resolved. I will be meeting with the F.E.M.A. people, prior to the meeting to discuss the more extensive needs for the Pacific Way slide repairs.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

5 of 14

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
JULY 17, 1997 THROUGH AUGUST 10, 1997**

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 monitored to be maintained within parameters.
3. 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 are read on the 23rd day of each month. Production is based on the 30-day period between 06/23/97 and 07/23/97.

1.	Total volume of metered water billed for.	1,128,102	gallons
2.	Average daily service metered production	37,603	gallons/day
3.	Maximum daily production on	NA	gallons
4.	Minimum daily production on	NA	gallons
4.	Volume of water billed by customer meters, total	1,128,102	gallons
5.	Average daily customer water use, per customer	258	gallons/day
6.	Estimated maintenance and fire consumption.	25,000	gallons
7.	Unaccounted for water loss (Meter out of service)	NA.	gallons

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

1. During the billing period, average customer demand increased from 245 gallons per day g.p.d.) to 258 g.p.d., a 5% increase. This has intensified the recent problems with maintaining the fire reserve.
2. A substantial leak was discovered in the vicinity of the Shoreline Highway bridge crossing over Redwood Creek. Due to the danger of introducing chlorine into the creek water, we immediately instigated emergency leak procedures and temporarily closed the wells down. When we experienced difficulty in locating the pipeline and precise leak area, we requested assistance from MMWD and they gracefully gave assistance. During this time it was necessary instigate overland hauling of water by a licensed potable water hauler (the nearest source was Petaluma) and to activate the pumps without chlorinating the water. Emergency notices were distributed to alert all residents to boil water intended for human consumption.

With the technical assistance of MMWD and labor assistance of Lindhold Engineering Contractors (Forster Engineering was unable to assist), two leaks were located in the pipe on the north side of the creek. These leaks were repaired with leak compression clamps; however, resumption of pumping (still without chlorination) indicated that a substantial leak still existed. Further assistance from MMWD failed to locate a probable location of another leak, and continued excavation in a suspect area also failed to locate a leak.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
JULY 17, 1997 THROUGH AUGUST 10, 1997**

We are requesting additional assistance from MMWD, and in addition will take measurements on the production rate of the well pump to make certain that the problem is not with a faulty pump. Currently, it appears that we have a leak with a volume range of 20 to 30 g.p.m. and we are just barely able to meet the minimized demand.

3. **Storage tank cleaning:** A detailed cleaning and physical inspection of the tanks was scheduled for later in the fiscal year. However, the recent low storage levels and excessive cloudy water indicate that there is most likely a substantial buildup of precipitate in the storage tanks. A consultant will inspect the tanks for a vacuum cleaning procedure (Monday, August 11, 1997) and I will present the cost estimate to the Board during the meeting.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing for the 06/23/97 to 07/23/97 period was \$6,341.63, approximately \$700 more than last month's billing.

Accounts receivable just prior to the new billing were \$1,992, down slightly from last month. Late penalties and interest assessed were \$123.89, down \$40; and the consumption surcharge totaled \$1,562.36.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JULY 1997**

FY IS
8.49%
COMPLETE

SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

GENERAL FUND ACCOUNTS, SUMMARY

DESCRIPTION	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF JULY 1997			
				PETTY CASH	1ST BANK	COUNTY FUND 428	07/31/97 TOTAL
Opening Balance at beginning of fiscal year	\$109,245	Balances on 07/01/97 =		\$26.78	\$59,211.81	\$18,133.79	\$77,372.38
General and Admin. Income (See trans. of capital)	34,437	216.58	0.63%	0.00	216.58	0.00	216.58
General & Admin. Expenses	19,375	1,764.09	9.10%	29.36	1,734.73	0.00	1,764.09
G&A Income - Expenses	\$15,062	(\$1,547.51)	-10.27%	(\$29.36)	(\$1,518.15)	\$0.00	(\$1,547.51)
Water Income	56,000	6,628.30	11.64%	120.00	6,508.30	0.00	6,628.30
Water Expenses	66,440	7,139.86	10.75%	172.40	5,735.17	1,232.29	7,139.86
Water Income - Expenses	(\$10,440)	(\$511.56)	N.A.	(\$52.40)	\$773.13	(\$1,232.29)	(\$511.56)
Recreational Income	26,690	938.70	3.52%	146.20	792.50	0.00	938.70
Recreational Expenses	39,642	2,562.60	6.46%	45.26	1,671.75	845.59	2,562.60
Recreational Income - Expenses	(\$12,952)	(\$1,623.90)	N.A.	\$100.94	(\$879.25)	(\$845.59)	(\$1,623.90)
Road & Easement Income	0	0.00	N.A.	0.00	0.00	0.00	0.00
Road & Easement Expenses	18,630	1,431.10	7.68%	0.00	1,303.00	128.10	1,431.10
R&E Income - Expenses	(\$18,630)	(\$1,431.10)	N.A.	\$0.00	(\$1,303.00)	(\$128.10)	(\$1,431.10)
Fire Income	29,482	6,472.00	21.95%	0.00	6,472.00	0.00	6,472.00
Fire Expenses	19,487	4,011.71	20.59%	0.00	4,011.71	0.00	4,011.71
Fire Income - Expenses	9,995	\$2,460.29	24.62%	\$0.00	\$2,460.29	\$0.00	\$2,460.29
General Funds budgeted year-end balances =	\$92,280	Month end balances =		\$45.96	\$58,744.83	\$15,927.80	\$74,718.59

SUMMARY OF TOTAL GENERAL FUND INCOME AND EXPENSES

Total General Fund Income =	\$146,609	\$14,255.58	9.72%	\$266.20	\$13,989.38	\$0.00	\$14,255.58
Total General Fund Expenses =	163,574	16,909.37	10.34%	247.02	14,456.36	2,205.99	16,909.37
General Fund Income - Expense =	(\$16,965)	(\$2,653.79)	N.A.	\$19.18	(\$466.98)	(\$2,205.99)	(\$2,653.79)

HARRIS FUND CAPITAL IMPROVEMENT EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	07/31/97 TOTAL
Insurance	2059	\$600	\$300.00	50.00%		\$300.00		\$300.00
ABCC Administrative fees	2117	2,800	0.00	0.00%				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	\$300.00	1.35%	\$0.00	\$300.00	\$0.00	\$300.00

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	07/31/97 TOTAL
Surcharge Income	9031	\$540	\$1,462.12	270.76%		\$1,462.12		\$1,462.12
Interest	9377	1,482	0.00	0.00%				0.00
TOTAL HARRIS FUND INCOME =		\$2,022	\$1,462.12	72.30%	\$0.00	\$1,462.12	\$0.00	\$1,462.12

SUMMARY OF HARRIS FUND INCOME AND EXPENSES

						COUNTY FUND 429	NET TOTAL FUND 429
Opening Harris Fund Balance	\$20,264	BALANCES ON	07/01/97			\$52,801.41	\$27,844.23
Harris Fund Income	2,022	1,462.12	72.30%	0.00	1,462.12	0.00	1,462.12
Harris Fund Expenses	22,286	300.00	1.35%	0.00	300.00	0.00	300.00
Harris Fund Income - Expenses	0	1,162.12	N.A.	0.00	1,162.12	0.00	1,162.12
Account balances at month's end =		\$1,162.12	N.A.	\$45.96	\$59,906.95	\$52,801.41	\$29,006.35

GROSS DISTRICT EQUITY AT CURRENT MONTH'S END = \$128,682.12 Less Total Trust Funds of \$14,810.52 Net Equity = \$113,871.60

TRUST FUND RESERVES = Rental = \$600.00 Water = \$3,200.00 Fire Station* = \$11,010.52
*Upon T-bill maturity 11/14/97

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 = \$23,795.06

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JULY 1997**

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	07/31/97 TOTAL
Conferences	2049	\$1,200	17.07	1.42%	\$17.07			\$17.07
Insurance	2059	1,400	647.00	46.21%		647.00		647.00
ABCC Administrative fees	2117	7,000	500.00	7.14%		500.00		500.00
Miscellaneous expenses	2121	150	6.89	4.59%	1.89	5.00		6.89
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	26.55	8.85%		26.55		26.55
Copier Maintenance	2137	800	303.15	37.89%	10.40	292.75		303.15
County Fees	2352	1,000	0.00	0.00%				0.00
Mileage	2479	1,250	126.63	10.13%		126.63		126.63
Telephone	2534	1,250	136.80	10.94%		136.80		136.80
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	\$1,764.09	9.10%	\$29.36	\$1,734.73	\$0.00	\$1,764.09

20% of general G&A Costs = \$3,875 \$352.82

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	07/31/97 TOTAL
Property Tax Revenue	9001	\$27,650	0.00	0.00%				\$0.00
Interest Income	9203	1,487	216.58	14.56%		216.58		216.58
Inter Fund Transfers	9377	5,000	0.00	0.00%				0.00
Copier Income	9772	300	0.00	0.00%				0.00
TOTAL ADMINISTRATIVE INCOME =		\$34,437	\$216.58	0.63%	\$0.00	\$216.58	\$0.00	\$216.58

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	07/31/97 TOTAL
Maint. Mgr.	1028	\$2,500	119.00	4.76%			\$119.00	\$119.00
Extra Hire	1073	4,500	0.00	0.00%				0.00
FICA	1404	536	9.10	1.70%			9.10	9.10
Work Compensation. Insurance.	1701	394	0.00	0.00%				0.00
Insurance	2059	500	794.00	158.80%		794.00		794.00
Repairs	2077	2,500	9.00	0.36%		9.00		9.00
Gen. Maint.	2078	2,500	0.00	0.00%				0.00
ABCC Administrative fees	2117	3,000	500.00	16.67%		500.00		500.00
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	\$1,431.10	7.68%	\$0.00	\$1,303.00	\$128.10	\$1,431.10

ROADS & EASEMENTS INCOME

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

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JULY 1997**

FY IS
8.49%
COMPLETE

WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	07/31/97 TOTAL
Maint. Mgr. Wages	1028	11,000	945.00	8.59%			\$945.00	\$945.00
Extra Hire Wages	1073	600	0.00	0.00%				0.00
FICA	1404	887	72.29	8.15%			72.29	72.29
Benefits	1506	1,250	130.00	10.40%			130.00	130.00
Work. Compensation Insurance	1701	653	307.28	47.05%		307.28		307.28
Conferences/Training	2049							0.00
Annual Fee	2058	500	0.00	0.00%				0.00
Gen. Insurance	2059	1,200	1,869.00	155.75%		1,869.00		1,869.00
Repairs	2077	2,500	0.00	0.00%				0.00
Bldg. Repair	2096	0	0.00	N.A.				0.00
Tests & chemicals	2115	1,500	12.86	0.86%		12.86		12.86
ABCC Administrative & clerical fees	2117	22,200	1,650.00	7.43%		1,650.00		1,650.00
Misc., Exp.	2121	1,000	103.20	10.32%		103.20		103.20
Refunds	2122	1,000	0.00	0.00%				0.00
Postage	2130	400	32.00	8.00%	32.00			32.00
Office supplies	2133	500	204.78	40.96%	140.40	64.38		204.78
Contract Repairs	2325	12,000	887.24	7.39%		887.24		887.24
Travel	2479	1,100	85.00	7.73%			85.00	85.00
Telephone	2534	450	68.48	15.22%		68.48		68.48
Electricity	2535	6,700	772.73	11.53%		772.73		772.73
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 =		\$68,440	\$7,139.86	10.75%	\$172.40	\$5,735.17	\$1,232.29	\$7,139.86

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	07/31/97 TOTAL
Service Billing	9025	\$56,000	6,341.63	11.32%		\$6,341.63		\$6,341.63
Late penalties & interest billed	9772	1,000	123.89	12.39%		123.89		123.89
Receipts Collected	9025	56,000	6,428.30	11.48%	120.00	6,308.30		6,428.30
Accounts Receivable	9025							
Security Deposits billed and collected	9025SD	1,000	200.00	20.00%		200.00		200.00
Miscellaneous water income	9772	0	0.00	N.A.		0.00		0.00
TOTAL WATER INCOME =		\$56,000	\$6,428.30	11.48%	\$120.00	\$6,608.30	\$0.00	\$6,628.30

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	07/31/97 TOTAL
Work. Compensation Insurance	1701	\$2,587	0.00	0.00%				\$0.00
Gen. & Vehicle Insurance	2059	5,700	3,772.00	66.18%		3,772.00		3,772.00
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	14.71	0.17%		14.71		14.71
TOTAL FIRE EXPENSES =		\$19,487	\$4,011.71	20.59%	\$0.00	\$4,011.71	\$0.00	\$4,011.71

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	07/31/97 TOTAL
W. Marin Grant	9377	\$8,500	0.00	0.00%				\$0.00
MBVFA & Marin County Donations	9763	20,982	6,472.00	30.85%		6,472.00		6,472.00
TOTAL FIRE INCOME =		\$29,482	\$6,472.00	21.95%	\$0.00	\$6,472.00	\$0.00	\$6,472.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT
FOR THE MONTH OF JULY 1997**

FY IS
8.49%
COMPLETE

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	07/31/97 TOTAL
Maint. Mgr. Wages	1028	\$750	0.00	0.00%				\$0.00
Janitorial Wages	1073	1,820	193.50	10.63%			193.50	193.50
FICA	1404	239	60.09	25.10%			60.09	60.09
Work, Compensation Insurance	1701	1,960	103.81	5.24%		103.81		103.81
Basketball	2041BA	0	0.00	N.A.				0.00
Bistro	2041BI	2,760	293.85	10.65%	23.85		270.00	293.85
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	162.00	15.00%			162.00	182.00
Insurance	2059	1,200	828.00	69.00%		828.00		828.00
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	160.00	28.57%			160.00	160.00
ABCC Administrative fees	2117	3,500	325.00	9.29%		325.00		325.00
Publications	2119	250	0.00	0.00%				0.00
Misc. Expenses	2121	150	4.27	2.85%	4.27			4.27
Deposit Refunds	2122	3,500	0.00	0.00%				0.00
Postage & Off. Sup.	2133	100	0.00	0.00%				0.00
Refuse Removal	2259	410	108.60	26.49%		108.60		108.60
Building Supplies	2366	300	17.14	5.71%	17.14			17.14
Pay Telephone	2534	528	43.45	8.23%		43.45		43.45
Electricity for Community Center	2535	1,100	262.89	23.90%		262.89		262.89
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	\$2,562.80	6.46%	\$45.26	\$1,671.75	\$845.59	\$2,562.80

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1996-97 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	1ST BANK	COUNTY FUND 428	07/31/97 TOTAL
Children's Programs	9246	125	0.00	0.00%				\$0.00
Community Center, Rental	9255	4,000	375.00	9.33%		375.00		375.00
Refundable Deposits	9255RD	3,500	215.00	6.14%		215.00		215.00
Bistro	9811BI	2,000	146.20	7.31%	146.20			146.20
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	202.50	12.50%		202.50		202.50
Res. Handbooks	9834	120	0.00	0.00%				0.00
Community Development Block Grant	9900	12,500	0.00	0.00%				0.00
TOTAL RECREATION INCOME =		\$26,690	\$938.70	3.52%	\$146.20	\$792.50	\$0.00	\$938.70

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, ~~JUNE 18~~ 1997**

July 23

Directors present: President Kamradt and Directors: Erin Pinto, Peter Rudnick, and Steven Shaffer. There is one vacancy.

- I. **Call to order:** President Kamradt called the meeting to order at 7:14 PM.
- II. **Review and consideration of the July 23, 1997 Agenda.** There was a brief discussion of the Agenda and Director Shaffer *moved* to approve the Agenda as submitted; seconded by Director Pinto; ayes all.
- III. **Public Open Time:** there were two requests to present information to the Board.
 - A. **Cloudy water:** Linda Van Haste, a Seacape resident requested information on the water quality and reported that her water was very cloudy. The GM displayed a bottle of water taken from the residence of Barbara Schoenfeld to show the Board an example of the heavy iron precipitate deposit in the water. The GM then went on to explain that on the weekend of July 5, we had experienced a failure in the control valves in the pump house. This resulted in a loss of approximately 50,000 gallons of water from the upper tank, which caused turbulent flow in the main pipes resulting in iron precipitate deposits becoming colloidal. Subsequently, the extended pumping of raw water to replenish the fire reserves have continued to hold the precipitate in suspension and introduced new concentrations of precipitate into the system.

This was followed by a lengthy discussion seeking a method for correcting the condition, including a special flushing of the system. The GM cautioned that this could be counter productive as the flushing can exacerbate the situation if adverse conditions exist: that we are having problems maintaining the fire reserves due to high summer consumption; and it is necessary to "Notice" the residents if a special flushing is to take place.

This was followed by further discussion, and the Fire Chief offered to assist if the flushing could be coordinated with the department's training exercises this next Sunday. The GM cautioned that Sunday was a high consumption day which might deter the ability to maintain fire reserves. Following additional discussion, it was decided that a flushing should occur, if the cloudy water prevails, sometime between Friday and the following Tuesday. Further, the flushing should be coordinated with the Fire Department's exercise if possible. Resident's should be noticed that flushing will occur if the water does not clear.
 - B. **Refuse rates, Shoreline Disposal:** Gordon Bennett has been attending the meetings reviewing Shoreline Disposal's request for a rate increase for their service. Originally, Shoreline had requested a 17% increase in their rates, however, it now appears that the District may actually experience a 4% rate reduction along with increased green debris removal and a once per year major item (appliance, bed, etc) removal. The Board thanked Gordon for his efforts and the good news.
- IV. **Community Center Deck:** Judith Yamamoto submitted typed notes and a verbal report on meetings by the Quilter's in support of replacing the existing deck with a new deck to extend along the entire rear side of the community center. The GM explained that this will be funded by \$12,750 in existing "Community Block Grant Funds", plus \$5,000 in donations from the Quilters, plus other possible grant funds and donations.

Mrs. Yamamoto introduce Ms Gail Falls, registered architect, who has volunteered to prepare the plans for the new deck. Ms falls presented sketches of the proposed deck design and a general discussion followed to review the sketches, community needs, etc. The GM noted that the bulk of the grant funds (\$10,000) had been secured in fiscal 1994-95 and that we needed to complete the project to prevent the funds from being reallocated. He requested Board approval for Ms Falls to continue with construction drawings (including the revisions suggested during the general discussion) and submission for a building permit. This was followed by a brief discussion including the possibility that the project could be done in stages if funding was short. Director Shaffer then *moved* that the architect should proceed with the preparation of construction plans and permit submission; seconded by Director Pinto; ayes all.

- V. **Bills to be paid:** There was a brief discussion of the Bills to Be Paid Report and Director Shaffer *moved* to approve the bills as submitted in the amount of \$8,740.84 in general fund expenditures; seconded by Director Pinto; ayes all, with Director Pinto abstaining from the approval of funds paid to Robert Wurgaft.
- VI. **Fire Department:** Due to the time and Board need to review several other items, Chief Moore limited his report to a quick review of training activities.
- VII. **General Manager's report.** The GM briefly reviewed the budget report, indicating that District's gross equity improved from \$113,417.59 to \$130,173.79 during fiscal 1996-97. He noted that some of the improvement was a result of receiving an ERAF refund and collecting \$4,000 in monthly consumption surcharge fees for capital improvements. However, the District also did more substantial roadway maintenance and improvements, and the water operations essentially broke even.
- A. **District depository:** The GM reported on his research to improve the District's interest earnings on the general depository funds and indicated that a Merrill Lynch "Working Capital management Account" seemed best suited for the District's needs. It will improve the earnings rate from approximately 1% APR to approximately 4.6% APR, in a FDIC insured account including unlimited checking and other benefits for a \$150 annual fee. There is a minimum opening deposit requirement of \$20,000 and no minimum maintenance deposit requirement. Following a general discussion, Director Pinto *moved* that the Board authorize the General Manager to take the necessary steps to establish the appropriate Merrill Lynch "Working Capital Management Account"; seconded by Director Shaffer; ayes all.
- B. **Five year audit:** The GM reported that the District's required five year audit is progressing, via the County Auditor's office. He noted that so far he has produced more than five reems of reports, general ledgers, trial balances, etc for the auditor and it appears that there will be additional requirements from the auditor.
- C. **Fiscal 1997-98 budget:** The GM briefly reviewed the budget proposal he submitted to the budget committee. Director Shaffer, said that he had not had time to review the proposed budget with Judith Yamamoto, as he had received the document just prior to his scheduled trip. His review of the proposed budget was that it was complete. President Kamradt indicated a desire for Mrs Yamamoto's input and suggested a delay in adoption until this was done. The GM noted that a budget must be adopted prior to August 15, and will require a special meeting date to be in compliance. Following some discussion, it was decided that the next Board meeting should be scheduled for August 13, 1997, to permit Director Shaffer and Mrs. Yamamoto to jointly review the proposed budget, in addition to giving the Board members additional review time.

- D. **Roads & Easements:** The GM reported that the final amount of F.E.M.A. funds approved totaled \$56,467. The District will receive \$42,350 from F.E.M.A., \$10,588 from the State and be responsible for the balance of \$3,259 which the District has already earned credit for. In addition, the 1982-3 unresolved F.E.M.A. grants will be resolved via a payment of \$2,505 deducted from the new grant funds awarded. He noted that he has timely filed the required quarterly report and expects to receive the funds withing the next sixty days.

The GM reported that he is concerned about the adequacy of the currently scheduled repairs for Pacific Way. His recent inspection indicates that the problem may be more severe than originally thought. He intends to discuss this with F.E.M.A. to see what may be done to secure additional funds for more extensive repair and renovation.

- E. **Recreation:** The GM had no additional recreation information to discuss in addition to the earlier discussion of the community center deck.
- F. **Water:** In addition to the earlier discussion of cloudy water, the GM quickly reviewed the monthly operational report to discuss the need to renovate the slow close slow open valve system, the sand separator and piping, the damaged master meter, and the need to consider steps to enable filtering the precipitate at the well site. This was followed by a general discussion with the consensus that the GM should proceed with costing the needed renovations.

A brief discussion of the Entrix's (environmental consultant) proposal and fee of \$17,595 to prepare the negative environmental declaration report for submission to the division of Water rights. The GM indicated that the price was most likely conservative, but that he felt parts of the report could be prepared by staff at a reduced cost. Director Pinto indicated that she understood that much of the report would be written by the GM and reviewed by the Entrix, and their completing the essential technical data. President Kamradt expressed her desire to proceed with the resolution of the problem. Following additional discussion, the GM was instructed to contact Entrix for further discussion and their possible presence at the next Board meeting.

Also discussed was whether the board could approve the contract proposal without going through a formal request for proposal and bidding process. The GM indicated that he would have to check with the County Attorney on this.

- VIII. **July 23, 1997 Minutes:** Following a brief review, Director Rudnick *moved* to adopt these minutes as drafted; seconded by Director Shaffer; ayes all.
- IX. **Next meeting date:** As previously discussed, Wednesday August 13, 1997 was scheduled as the next regular Board meeting date.

The meeting was adjourned at 10:14 P.M.

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

Deborah Kamradt, Board President

Donovan Macfarlane, Secretary

Donovan

Green board
3812

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BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, SEPTEMBER 24, 1997
THE MEETING WILL BEGIN AT 7:00 P.M.**

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**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
RESCHEDULED BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY,
SEPTEMBER 24, 1997 AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

DIRECTORS: President Deborah Kamradt; Directors: Erin Pinto, Peter Rudnick and Steve Shaffer.
There is one vacant directorship. *Harvey here.*

- I. **Call the meeting to order.** President Kamradt will call the meeting to order. *19:12*
- II. **Review and consideration of the September ~~14~~^{24th}, 1997 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".
Erin, Steve.
- III. **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.

Nygren

PUBLIC INPUT

Warren - 80 sec paid for by / Dist. liability

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.

- IV. **Bills to be paid.** The Board will consider for payment approval, all bills received and requesting payment subsequent to the bills submitted and paid during the August 1 through August 31, 1997 time periods. *Steve, Peter* *Erin abstained.*
- V. **Fire Department, Emergency Disaster Committee:** It is not anticipated that Chief Moore will be in attendance with a report, due to other fire meeting commitments.

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

- VI. **General Manager's report:** The General Manager ("GM") will report on the following activities. Where applicable, the Board will be requested to take action by approval motions, and/or resolutions.
- A. **Administrative activities:** The GM will give an overview of the following items:
1. General summation on the progress of the five year audit.
 2. Review of the August budget report.
 3. Review of the progress on the draft negative declaration concerning the well site.
 4. Review of the F.E.M.A. work in progress.
 5. Review of the recreation activities, and a report on the success of the volunteer rummage sale to raise funds for the community center.
- VII. **Review of the draft minutes for the August 13, 1997 Board meeting** *Steve, Erin alt.*
- VIII. **Next meeting date.** The Board should schedule the next meeting date. The fourth Wednesday in October is October 22, 1997. There is a fifth Wednesday, October 29, 1997.

ADJOURNMENT OR CONTINUATION

20:19

MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 08/01/97 THROUGH 08/31/97

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
ADMINISTRATION EXPENSES, DIVISION CODE 9236				
ABC Consultants, Inc.	2117	Administrative fee for August 1997	B	\$500.00
Office Max	2133	Clean air, templates, labels	P	26.79
Radio Shack	2133	Answer machine head cleaner	P	4.80
ABC Consultants, Inc.	2479	Travel 7/01 thru 7/31/97, 384 miles	B	120.96
Pacific Bell	2534	707-648-1305 thru 7/28/97	B	13.52
TOTAL G&A EXPENSES =				\$666.07

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
Harley Pearlman	1073	Easement repairs (May paid in August)	C	\$68.90
Goodman Building Supply	2077	2x12 redwood, F.E.M.A. repairs	B	21.36
ABC Consultants, Inc.	2117	Administrative fee for July 1997	B	500.00
TOTAL R&E EXPENSES =				\$590.26

WATER DIVISION EXPENSES, DIVISION CODE 9238				
Pearlman, Harvey	1028	Maintenance Manager wages, August '97	C	\$2,320.93
Alberto Alcala	1073	Leak repair wages paid in August 1997	C	161.68
Alcala, Jose	1073	Leak repair wages paid in August 1997	C	269.13
Wurgaff, Robert	1073	Wages paid in August 1997	C	465.05
Pearlman, Harvey	1506	Medical Allowance for August 1997	C	130.00
Herb's Pool Service	2115	Chlorine supplies	B	25.52
Marin County Laboratory	2115	Water sample testing 7/16/97	B	30.00
ABC Consultants, Inc.	2117	Clerical fees for August 1997	B	850.00
ABC Consultants, Inc.	2117	Administrative fee for August 1997	B	800.00
Goodman Building Supply	2121	Tri-phosphate, and small supplies	B	25.89
Western Water Products, Inc.	2121	Water filter cartridges	B	200.72
U S Post Office	2130	Mailing & stamps	P	26.52
Forster Pump & Engineering	2325	Repair well pump electric controls	B	102.00
Lindscott Engineering, Inc.	2325	Leak repairs, labor, equipment, & materials	B	5,073.45
Nick Leras Water Trucks	2325	Water truck rental, leak repairs	B	3,715.65
Pearlman, Harvey	2479	Travel allowance for August 1997	C	85.00
Pacific Bell	2534	Relay phone thru 8/07/97	B	34.53
Pearlman, Harvey	2534	Reimburse for toll calls (water leak)	P	6.54
Pacific Gas & Electric	2535	Well and lower tank electric thru 8/19/97	b	475.52
TOTAL WATER EXPENSES =				\$14,798.13

RECREATION EXPENSES, DIVISION CODE 9239				
Culp, Rachael	1073	Bistro wages paid in August 1997	C	\$242.21
Gonzales, Juana	1073	Janitorial wages paid in August 1997	C	208.30
Gonzales, Salvador	2097	Ground maintenance wages in August '97	C	258.36
ABC Consultants, Inc.	2117	Administrative fee for August 1997	B	325.00
Mr. & Mrs. Paul Hotle	2122	Rental deposit refund	B	125.00
Nortehm California Sandplay Society	2122	Rental deposit refund	B	75.00
Scott Belmont	2122	Rental deposit refund	B	75.00
Pacific Bell	2534	Pay phone thru 7/18/97	B	42.38
Pacific Gas & Electric	2535	Community Center electric thru 8/19/97	B	68.55
Costco	2041BI	Coffee beans for Bistro	P	41.96
Save Max	2041BI	Coffee Filters for Bistro	P	6.92
Rosenthal, Justine	2041TC	Tai Chi instruction paid in August 1997	C	174.39
TOTAL RECREATION EXPENSES =				\$1,643.07

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants, Inc.	2117	Administrative fee for August 1997	B	\$225.00
GTE Mobilenet	4827	Cell phone thru August 1997	B	38.23
Pacific Bell	4827	Fire station phone thru 7/28/97	B	20.37

TOTAL FIRE EXPENSES = \$283.60**B = Paid thru Cal Fed Bank****C = Paid thru County depository****P = Paid thru Petty Cash Funds****TOTAL GENERAL FUND EXPENSES = \$17,981.13**

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on
the _____ day of _____ 199_____.

MUIR BEACH COMMUNITY SERVICES DISTRICT_____
Deborah Kamradt, 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 SEPTEMBER 17, 1997**

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

- A. Five year audit:** By agreement with the County Auditor's office, this audit is on temporary hold. The auditor insists on a consolidated trial balance of the District's county, T-Bill and independent bank accounts for each of the five years. This essentially requires reworking the general ledgers and year end reports into a different reporting system than the consolidated monthly budget reports. Due to activities with higher priority such as F.E.M.A., the pursuit of water rights resolution, and the required annual reports to the State Controller's office, there has not been adequate time to complete the necessary accounting entries. This work is scheduled for completion and submission to the county auditor in December.
- B. Monthly budget report:** The Board Packet for the September 17, 1997 meeting contains a revised budget report for the month of July, along with the report for the month of August. The original July report was prepared prior to the receipt of the monthly county report and did not reflect some late tax revenues received, and the county report did not include the July 28 payroll. Both reports use the new report format which includes additional details to show restricted funds such as rental security deposits, recreation funds raised by volunteers for specific uses, etc. This format also separates the different balances for water and general operations as well as the investment accounts for capital improvements and general funds.

The District's gross equity has declined by more than \$13,000 since the beginning of the fiscal year. This decline is somewhat more than normal, due primarily to the cost of the leak repairs completed in early August. Also, we have not received F.E.M.A. funds (explained below). In spite of the above normal equity decline, the District remains in sound fiscal condition. The general equity will continue a slow decline until December, when the initial tax revenues are received, or when the expected receipt of F.E.M.A. funds will restore the District equity.

II. ROADS AND EASEMENTS: We have received the first F.E.M.A. fund payment, in the amount of \$10,581. My most recent contact with the control office in Sacramento indicates that the payments were delayed as it seems that the State was late in funding the program and the disbursements were subsequently delayed. The control office indicated that funding was approved in late August and checks should be issued as soon as the funds are actually deposited in the proper disbursement account. The payment received was after this conversation.

We have commenced the less expensive repairs, and received delivery of most of the materials needed. Repair of the slide area on the Seacape to Starbuck easement, including a retaining wall, regrading, and replacement of needed stairs and would have been completed by the time of the meeting, except for lack of part time labor and a need to coordinate the equipment availability in the below Pacific Way project. This area was selected as a beginning point, due to its basic simplicity and moderate slope. These conditions facilitate training for workers to become familiar with easement improvement standards.

- Drainage Report

The change in the meeting date extended beyond the scheduled date for the equipment needed to begin construction of a retaining wall at the lower end of the middle sunset to Pacific Way easement. This area in front of the Hwang property has been a problem for several years as spring waters constantly cause the embankment to slide into the drainage swale. Last years storms, occurred too soon after the swale cleaning and bank excavation (prior to the soil holding growth) and a substantial slide resulted. F.E.M.A. approved a minimal retaining wall and Mr. Hwang has agreed to pay an additional approximate \$400 (estimated cost) to increase the height of the wall by one foot. Excavation was completed, column holes dug and hopefully the wall will be in place prior to the meeting.

Another problem exists in this area, to the west of the retaining wall being constructed. A constant spring flows from the west and floods the swale. Due to a very shallow water line, solving this will be difficult. We did some regrading and drainage improved. However, it may be possible to install a vertical french drain, or some other minimal drain to connect to the cross drain at further east. This will be considered when we are doing the work on the primary Pacific Way repairs (the slide opposite the Lindholdt property) when we have a backhoe available.

Discussions are still in progress regarding the downhill slide and retaining wall on Pacific Way opposite the Lindholdt/Lee property. I am trying to obtain additional funding and it seems that a new inspection may be required. Work on this area will be delayed until this issue is resolved.

Work on the remaining easements, including the Sunset to Ahab, Sunset to Cove Lane, and Community Center to Sunset will proceed as rapidly as possible, subject to available funds and labor.

- III. RECREATION:** Kathy Sward reports that the recent rummage sale at the community was a success in both gaining funds (almost \$500) for the community center deck and in enjoyment by the participants. The general feeling of the participants is that this is a good idea worthwhile repeating.

Plans for the deck repairs and extension have been submitted to the county building department for permit approval. Gail Falls submitted the plans and was told the approval should be completed in approximately four weeks.

- IV. WATER:** In addition to the operations report, progress on the draft negative declaration is approximately 50% complete. My work should be ready for submission to the consultant by September 12. Lanette Davis has contacted N. P. S. and State Fish and Game seeking their input for desired mitigation. However, as of the current date there has been no useable response.

Lanette has originally scheduled a joint inspection and sampling of the creek, with an N. P. S. biologist on September 6. Due to various time and duty conflicts this has been rescheduled for September 27, 1997.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
AUGUST 10, 1997 THROUGH SEPTEMBER 8, 1997**

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 monitored to be maintained within parameters.
3. 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 are read on the 23rd day of each month. Production is based on the 31-day period between 07/23/97 and 07/23/97.

1.	Total volume of metered water pumped	1,058,070	gallons
2.	Average daily service metered production	234	gallons/day
3.	Maximum daily production on	NA	gallons
4.	Minimum daily production on	NA	gallons
4.	Volume of water billed by customer meters, total	939,905	gallons
5.	Average daily customer water use, per customer	208	gallons/day
6.	Estimated maintenance and fire consumption.	35,000	gallons
7.	Unaccounted for water loss	83,165 = 8%	gallons

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

1. During the billing period, the average customer demand decreased from 258 gallons per day g.p.d.) to 234 g.p.d., a 9.1% decrease. This has relieved the difficulty to maintain fire reserves.
2. The lower area has experienced more severe problems with cloudy water than the high zone, during the most recent time frame. However, this seems to have abated in the final weeks of the billing period. We have cleaned the filters for the lower system more frequently, but the problem persevered. The general indication is that the lower water levels in the low zone storage tank permitted turbulence resulting in the precipitate deposits becoming colloidal, and as we restored the storage levels to normal the continued turbulence retarded the normal settlement of the colloidal precipitate. Normally this would be filtered out by the sand filter, but the high summer demand resulted in the filter being bypassed when the demand exceeds the filter maximum flow capacity.

Our inquiries for cleaning the storage tanks using a vacuum system has failed to locate a company with equipment adequate to do the cleaning. At this time, it seems that it will be necessary to wait until the rain season begins so we can clean and inspect the tanks on the normal schedule.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing for the 07/23/97 to 06/23/97 period was \$5,498.04 approximately \$900 less than last month's billing and less than the normal for this billing period. This possibly reflects the lesser quality of the water during this time.

Accounts receivable just prior to the new billing were \$1,504, down slightly from last month. Late penalties and interest assessed were \$108.96, down \$20; and the consumption surcharge totaled \$1,366.78.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR JULY 1997
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

Fiscal Year is
8.49%
Complete

SUMMARY OF GENERAL FUND ACCOUNTS				MONTH OF JULY 1997 ACTUALS			
DESCRIPTION	1997-98 BUDGET	BEGINNING FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	07/31/97 TOTAL
Beginning rental security deposit trust fund	\$600	\$600.00	100.00%	NA	\$600.00		\$600.00
Beginning water security deposit trust fund	3,200	3,200.00	100.00%	NA	3,200.00		3,200.00
Beginning fire station trust fund	11,011	NA	0.00%	Invested in T-Bill, not in general accounts			NA
Beginning West Marin Emergency Services Fund	3,645	3,644.92	100.00%	NA	3,644.92		3,644.92
Beginning Recreation trust fund (Walkathon \$440, Children \$201.21)	641	641.27	100.00%	NA	641.27		641.27
Beginning Water Operations Balance	7,590	7,590.34	100.00%	NA	7,590.34		7,590.34
Cal Fed Depository unobligated balance	7,049	8,535.28	121.08%	NA	8,535.28		8,535.28
Beginning Petty Cash on hand	27	26.78	99.19%	26.78			26.78
County General fund balance	18,134	18,133.79	100.00%	NA	NA	18,133.79	18,133.79
Combined beginning balance of all deposits	\$51,898	\$42,372.38	81.65%	\$26.78	\$24,211.81	\$18,133.79	42,372.38
General and Admin. Income	33,810	\$315.49	0.93%	0.00	216.58	98.91	315.49
General & Admin. Expenses	19,047	\$1,764.09	9.26%	29.36	1,734.73	0.00	1,764.09
G&A Income - Expenses	\$14,763	(\$1,448.60)	-9.81%	(\$29.36)	(\$1,518.15)	\$98.91	(1,448.60)
Water Income	56,600	\$6,628.30	11.71%	120.00	6,508.30	0.00	6,628.30
Water Expenses	60,844	\$7,569.39	12.44%	172.40	5,735.17	1,661.82	7,569.39
Water Income - Expenses	(\$4,244)	(\$941.09)	NA	(\$52.40)	\$773.13	(\$1,661.82)	(941.09)
Recreational Income	26,450	\$938.70	3.55%	146.20	792.50	0.00	938.70
Recreational Expenses	37,723	\$2,049.65	5.43%	45.26	1,671.75	332.64	2,049.65
Recreational Income - Expenses	(\$11,273)	(\$1,110.95)	NA	\$100.94	(\$879.25)	(\$332.64)	(1,110.95)
Road & Easement Income	48,500	\$0.00	0.00%	0.00	0.00	0.00	0.00
Road & Easement Expenses	57,560	\$1,303.00	2.26%	0.00	1,303.00	0.00	1,303.00
R&E Income - Expenses	(\$9,060)	(\$1,303.00)	NA	\$0.00	(\$1,303.00)	\$0.00	(1,303.00)
Fire Income	16,997	\$6,472.00	38.08%	0.00	6,472.00	0.00	6,472.00
Fire Expenses	16,997	\$4,011.71	23.60%	0.00	4,011.71	0.00	4,011.71
Fire Income - Expenses	\$0	\$2,460.29	NA	\$0.00	\$2,460.29	\$0.00	2,460.29
Intra Fund Transfers (non-income)	\$16,997	\$1,162.12	6.84%	\$0.00	\$1,162.12	\$0.00	1,162.12
General Funds budgeted combined balances =	\$60,218	\$41,191.15	68.40%	\$45.96	\$24,906.95	\$16,238.24	\$41,191.15
Total General Fund Income =	\$182,357	\$14,354.49	7.87%	\$266.20	\$13,989.38	\$98.91	\$14,354.49
Total General Fund Expenses =	192,171	16,697.84	8.69%	247.02	14,456.36	1,994.46	16,697.84
General Fund Income - Expenses =	(\$9,814)	(\$2,343.35)	NA	\$19.18	(\$466.98)	(\$1,895.55)	(\$2,343.35)
COMBINED BALANCES OF ALL ACCOUNTS							
Total County Fund 29 Capital Improvement Funds	\$29,000	\$29,256.79	100.89%	NA		\$29,256.79	\$29,256.79
Total General County Fund 429 Account Funds	(12,003)	24,048.04	NA	NA		24,048.04	24,048.04
Total Funds in T-Bills (Based on Maturity Value)	35,000	35,000.00	0.86%	NA	35,000.00		35,000.00
Petty Cash, Cash in Bank & Cash in County fund 428	25,218	41,191.15	163.34%	45.96	24,906.95	16,238.24	41,191.15
TOTAL OF ALL FUNDS COMBINED	\$77,215	\$129,495.98	167.71%	\$45.96	\$59,906.95	\$69,543.07	\$129,495.98

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR JULY 1997
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

Fiscal Year is
8.49%
Complete

CAPITAL IMPROVEMENT INVESTMENT FUND

WATER CAPITAL IMPROVEMENTS EXPENSES		MONTH OF JULY 1997 ACTUALS						
EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	07/31/97 TOTAL
Insurance	2059	\$300	\$300.00	100.00%	NA	\$300.00		\$300.00
County tax collection fees	2352	550	0.00	0.00%	NA			0.00
Administrative fees	2117	3,000	0.00	0.00%	NA			0.00
Water rights resolution	2713	30,000	0.00	0.00%	NA			0.00
Water meter replacement	4160	3,500	0.00	0.00%	NA			0.00
Project Improvements, high zone tank	4169UT	20,000	0.00	0.00%	NA			0.00
East Sunset to Pacific enterie	4169SP	17,000	0.00	0.00%	NA			0.00
TOTAL HARRIS FUND EXPENSES =		\$74,350	\$300.00	0.40%	\$0.00	\$300.00	\$0.00	\$300.00

CAPITAL IMPROVEMENT & GENERAL INVESTMENT INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	07/31/97 TOTAL
Special Assessment tax	9001	\$36,000	\$0.00	0.00%	NA			\$0.00
Surcharge Income (See Fund 429 Intrafund transfer)	9031MS	14,000	1,462.12	10.44%	NA	1462.12		1,462.12
Interest earnings, capital improvements (County 429)	9203CIC	1,097	250.44	22.82%	NA		250.44	250.44
Interest earnings, general fund inv. (County 429)	9203GFC	1,300	252.98	19.46%	NA		252.98	252.98
TOTAL INCOME & INVESTMENTS =		\$52,397	\$1,965.54	3.75%	\$0.00	\$1,462.12	\$503.42	\$1,965.54

SUMMARY COUNTY FUND 429 CAPITAL & GENERAL INVESTMENT INCOME AND EXPENSES

DESCRIPTION	1997-98	Beginning	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	07/31/97 TOTAL
	BUDGET	FIS. YEAR TOTALS					
Opening Capital Fund Balance	\$28,313	\$27,844.23	98.34%	Balance on 07/01/97		\$27,844.23	\$27,844.23
Total Capital Fund Income	52,397	250.44	0.48%	NA		250.44	250.44
Total Capital Fund expenses	74,350	300.00	0.40%	NA	300.00	0.00	300.00
Intra fund transfers from General Inv. 429 to Capital Imp. 429	As required	1,462.12	NA			1,462.12	1,462.12
Capital fund balance at month's end =	\$6,360	29,256.79	460.01%	NA	(\$300.00)	\$29,556.79	\$29,256.79
Opening Gen. Fund Investments In County Fund 429 =	\$23,581	\$24,957.18	105.84%	Balance on 07/01/97		\$24,957.18	\$24,957.18
General Fund Investment Transfers to County fund 429	1,300	300.00	23.08%	NA	300.00		300.00
Interest earnings on general funds in Fund 429	1,300	252.98	19.46%	NA		252.98	252.98
Less Money transfers from County Fund 429 to General Fund	As required	0.00	NA	NA			0.00
Less Intra fund transfers from General Inv. 429 to Capital Imp. 429	As required	1,462.12				1,462.12	1,462.12
General Fund Investments in County Fund 429 at month's end =	\$24,881	24,048.04	96.65%	NA	\$300.00	\$23,748.04	\$24,048.04
Total County Fund 429 balance at month's end =	\$31,241	Combined General & Capital Investments in Fund 429 =					\$53,304.83

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF JULY 1997 ACTUALS			
					PETTY CASH	CAL FED BANK	COUNTY FUNDS	07/31/97 TOTAL
Conferences	2049	\$600	\$17.07	2.85%	\$17.07			\$17.07
Insurance	2059	647	647.00	100.00%		647.00		647.00
ABCC Administrative fees	2117	6,500	500.00	7.69%		500.00		500.00
Miscellaneous expenses	2121	200	6.89	3.45%	1.89	5.00		6.89
General Election Expense	2129	500	0.00	0.00%				0.00
Postage	2130	100	0.00	0.00%				0.00
Office Supplies	2133	150	26.55	17.70%		26.55		26.55
Copier Maintenance	2137	600	303.15	50.53%	10.40	292.75		303.15
County Fees	2352	7,000	0.00	0.00%				0.00
Mileage	2479	1,000	126.63	12.66%		126.63		126.63
Telephone	2534	1,250	136.80	10.94%		136.80		136.80
Legal fees & expenses	2713	500	0.00	0.00%				0.00
TOTAL ADMINISTRATIVE EXPENSES =		\$19,047	\$1,764.09	9.26%	\$29.36	\$1,734.73	\$0.00	\$1,764.09

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	07/31/97 TOTAL
Property Tax Revenue	9001	\$29,800	\$98.91	0.33%			\$98.91	\$98.91
Bank Interest Income	9203BI	2,025	25.03	1.24%		25.03		25.03
T-Bill Interest Income	9203TB	1,785	0.00			191.55		
Inter Fund Transfers	9377	0	0.00	NA				0.00
Copier Income	9772	200	0.00	0.00%				0.00
TOTAL ADMINISTRATIVE INCOME =		\$33,810	\$123.94	0.37%	\$0.00	\$216.58	\$98.91	\$123.94

ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF JULY 1997 ACTUALS			
					PETTY CASH	CAL FED BANK	COUNTY FUNDS	07/31/97 TOTAL
Maintenance. Mgr.	1028	\$4,500	\$0.00	0.00%				\$0.00
Extra Hire	1073	5,500	0.00	0.00%				0.00
FICA	1404	842	0.00	0.00%				0.00
Work Compensation. Insurance.	1701	660	0.00	0.00%				0.00
Insurance	2059	794	794.00	100.00%		794.00		794.00
Maintenance, repairs & construction	2077	36,564	9.00	0.02%		9.00		9.00
ABCC Administrative fees	2117	8,500	500.00	5.88%		500.00		500.00
Travel	2479	200	0.00	0.00%				0.00
TOTAL EASEMENT EXPENSES =		\$57,560	\$1,303.00	2.26%	\$0.00	\$1,303.00	\$0.00	\$1,303.00

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	07/31/97 TOTAL
F.E.M.A. INCOME	9772	\$48,500	\$0.00	0.00%				\$0.00

FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	07/31/97 TOTAL
Gen. & Vehicle Insurance	2059	3,772	\$3,772.00	100.00%		\$3,772.00		\$3,772.00
ABCC Administrative fees	2117	2,475	225.00	9.09%		\$225.00		225.00
Fire Station Fund	4048		0.00	NA				0.00
W. Marin G. Exp.	4827	10,750	14.71	0.14%		\$14.71		14.71
TOTAL FIRE EXPENSES =		\$16,997	\$4,011.71	23.60%	\$0.00	\$4,011.71	\$0.00	\$4,011.71

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	07/31/97 TOTAL
W. Marin Grant	9377	\$10,750	\$0.00	0.00%				\$0.00
Fire Station T-Bill interest collected	9377TBFS	575	0.00		NA			
Muir Beach Volunteer Fire Association Donations	9763	6,247	6,472.00	103.60%		6,472.00		6,472.00
TOTAL FIRE INCOME =		\$16,997	\$6,472.00	38.08%	\$0.00	\$6,472.00	\$0.00	\$6,472.00

WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF JULY 1997 ACTUALS			
					PETTY CASH	CAL FED BANK	COUNTY FUNDS	07/31/97 TOTAL
Maintenance. Mgr. Wages	1028	\$12,000	\$1,344.00	11.20%			\$1,344.00	\$1,344.00
Extra Hire Wages	1073	2,000	0.00	0.00%				0.00
FICA	1404	1,071	102.82	9.60%			102.82	102.82
Benefits	1506	1,560	130.00	8.33%			130.00	130.00
Work. Compensation Insurance	1701	924	307.28	33.26%		307.28		307.28
Conferences/Training	2049	1,000	0.00	0.00%				0.00
Annual Fee	2058	500	0.00	0.00%				0.00
Gen. Insurance	2059	1,869	1,869.00	100.00%		1,869.00		1,869.00
Repairs	2077	4,500	0.00	0.00%				0.00
Tests & chemicals	2115	1,000	12.86	1.29%		12.86		12.86
ABCC Administrative & clerical fees	2117	19,800	1,650.00	8.33%		1,650.00		1,650.00
Misc.. Exp..	2121	1,200	103.20	8.60%		103.20		103.20
Refunds	2122	600	0.00	0.00%				0.00
Postage	2130	600	32.00	5.33%	32.00			32.00
Office supplies	2133	450	204.78	45.51%	140.40	64.38		204.78
Contract Repairs	2325	5,000	887.24	17.74%		887.24		887.24
Travel	2479	1,020	85.00	8.33%			85.00	85.00
Telephone	2534	450	68.48	15.22%		68.48		68.48
Electricity	2535	4,500	772.73	17.17%		772.73		772.73
Equipment	4093	400	0.00	0.00%				0.00
Water Meters	4160	400	0.00	0.00%				0.00
TOTAL WATER EXPENSES =		\$60,844	\$7,569.39	12.44%	\$172.40	\$5,735.17	\$1,661.82	\$7,569.39

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	07/31/97 TOTAL
Service Billing	9025	\$56,000	\$6,341.63	11.32%		\$6,341.63		\$6,341.63
Late penalties & interest billed	9772	1,250	123.89	9.91%		123.89		123.89
Receipts Collected	9025	56,000	6,428.30	11.48%	120.00	6,308.30		6,428.30
Accounts Receivable	9025		\$9873.66 ON CLOSE OF 07/31/97 BUSINESS DAY					
Security Deposits billed and collected	9025SD	600	200.00	33.33%		200.00		200.00
Miscellaneous water income	9772	0	0.00	NA				0.00
TOTAL WATER INCOME =		\$56,600	\$6,628.30	11.71%	\$120.00	\$6,508.30	\$0.00	\$6,628.30

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF JULY 1997 ACTUALS			
					PETTY CASH	CAL FED BANK	COUNTY FUNDS	07/31/97 TOTAL
Maintenance, Mgr. Wages	1028	\$750	\$0.00	0.00%				\$0.00
Janitorial Wages	1073	1,677	129.00	7.69%			129.00	129.00
FICA	1404	473	23.64	4.99%			23.64	23.64
Work. Compensation Insurance	1701	414	103.81	25.09%		103.81		103.81
Basketball	2041BA	150	0.00	0.00%				0.00
Bistro	2041BI	2,760	203.85	7.39%	23.85		180.00	203.85
Community Dinners	2041CD	1,000	0.00	0.00%				0.00
Children's Programs	2041CP	150	0.00	0.00%				0.00
Labor Day BBQ	2041LD	500	0.00	0.00%				0.00
Tai Chi	2041TC	1,500	0.00	0.00%				0.00
Insurance	2059	1,129	828.00	73.34%		828.00		828.00
Repairs and maintenance	2077	350	0.00	0.00%				0.00
Ground Maintenance	2097	1,000	0.00	0.00%				0.00
ABCC Administrative fees	2117	3,500	325.00	9.29%		325.00		325.00
Publications	2119	300	0.00	0.00%				0.00
Misc. Expenses	2121	150	4.27	2.85%	4.27			4.27
Deposit Refunds	2122	600	0.00	0.00%				0.00
Postage & Off. Sup.	2133	150	0.00	0.00%				0.00
Refuse Removal	2259	645	108.60	16.84%		108.60		108.60
Building Supplies	2366	500	17.14	3.43%	17.14			17.14
Pay Telephone	2534	525	43.45	8.28%		43.45		43.45
Electricity & Butane Gas for Community Center	2535	900	262.89	29.21%		262.89		262.89
CDBG Improvements	4045	16,000	0.00	0.00%				0.00
Bldg. Improvements	4048	2,000	0.00	0.00%				0.00
Equip. & Furnishings	4093	600	0.00	0.00%				0.00
Playground Imp.	4243	0	0.00	NA				0.00
TOTAL RECREATION EXPENSES =		\$37,723	\$2,049.65	5.43%	\$45.26	\$1,671.75	\$332.64	\$2,049.65

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	07/31/97 TOTAL
Child facility rentals	9248	\$100	\$0.00	0.00%				\$0.00
Community Center. Rental	9255	1,600	375.00	23.44%		375.00		375.00
Refundable Deposits	9255RD	1,500	215.00	14.33%		215.00		215.00
Bistro	9811BI	1,700	146.20	8.60%	146.20			146.20
Community Dinners	9811CD	1,000	0.00	0.00%				0.00
Children's programs	9811CP	250	0.00	0.00%				0.00
Labor Day BBQ	9811LD	1,000	0.00	0.00%				0.00
Tai Chi	9811TC	1,700	202.50	11.91%		202.50		202.50
Res. Handbooks	9834	150	0.00	0.00%				0.00
Walkathon trust fund	9800	1,200	0.00	0.00%				0.00
Donations from MB Quilters	9801	3,500	0.00	0.00%				0.00
Community Development Block Grant	9900	12,750	0.00	0.00%				0.00
TOTAL RECREATION INCOME =		\$26,450	\$938.70	3.55%	\$146.20	\$792.50	\$0.00	\$938.70

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR AUGUST 1997
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

Fiscal Year is
16.99%
Complete

SUMMARY OF GENERAL FUND ACCOUNTS				MONTH OF AUGUST 1997 ACTUALS			
DESCRIPTION	1997-98 BUDGET	BEGINNING FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	08/31/97 TOTAL
Beginning rental security deposit trust fund	\$600	\$600.00	100.00%	NA	\$600.00	75	\$600.00
Beginning water security deposit trust fund	3,200	3,200.00	100.00%	NA	3,200.00	3307	3,200.00
Beginning fire station trust fund	11,011	NA	0.00%	Invested in T-Bill, not in general accounts			NA
Beginning West Marin Emergency Services Fund	3,645	3,644.92	100.00%	NA	(3,644.92)	-73.31	3,644.92
Beginning Recreation trust fund (Walkathon \$440, Children \$201.21)	641	641.27	100.00%	NA	641.27		641.27
Beginning Water Operations Balance	7,590	7,590.34	100.00%	NA	(3,346.34)	-752.35	3,346.34
Cal Fed Depository unobligated balance	7,049	8,535.28	121.08%	NA	12,779.28		12,779.28
Beginning Petty Cash on hand	27	26.78	99.19%	26.78			26.78
County General fund balance	18,134	18,133.75	100.00%	NA	NA	16,238.24	16,238.24
Combined beginning balance of all deposits	\$51,898	\$42,372.38	81.65%	\$45.96	\$24,906.95	\$16,238.24	41,191.15
General and Admin. Income	33,810	\$469.81	1.39%	0.00	154.32	0.00	154.32
General & Admin. Expenses	19,047	\$2,419.24	12.70%	31.59	623.56	0.00	655.15
G&A Income - Expenses	\$14,763	(\$1,949.43)	-13.20%	(\$31.59)	(\$469.24)	\$0.00	(500.83)
Water Income	56,600	\$13,414.97	23.70%	0.00	6,786.67	0.00	6,786.67
Water Expenses	60,844	\$22,367.32	36.76%	33.06	11,333.28	3,431.59	14,797.93
Water Income - Expenses	(\$4,244)	(\$8,952.35)	NA	(\$33.06)	(\$4,546.61)	(\$3,431.59)	(8,011.26)
Recreational Income	26,450	\$1,351.37	5.11%	97.67	315.00	0.00	412.67
Recreational Expenses	37,723	\$3,812.74	10.11%	48.88	830.93	883.28	1,763.09
Recreational Income - Expenses	(\$11,273)	(\$2,461.37)	NA	\$48.79	(\$515.93)	(\$883.28)	(1,350.42)
Road & Easement Income	48,500	\$0.00	0.00%	0.00	0.00	0.00	0.00
Road & Easement Expenses	57,560	\$1,884.64	3.27%	0.00	521.36	60.28	581.64
R&E Income - Expenses	(\$9,060)	(\$1,884.64)	NA	\$0.00	(\$521.36)	(\$60.28)	(581.64)
Fire Income	16,997	\$6,472.00	38.08%	0.00	0.00	0.00	0.00
Fire Expenses	16,997	\$4,295.31	25.27%	0.00	283.60	0.00	283.60
Fire Income - Expenses	\$0	\$2,176.69	NA	\$0.00	(\$283.60)	\$0.00	(283.60)
Intra Fund Transfers (non-income)	\$16,997	\$2,769.48	16.29%	\$0.00	\$1,607.36	\$0.00	1,607.36
General Funds budgeted combined balances =	\$60,218	\$32,070.76	53.26%	\$30.10	\$20,177.57	\$11,863.09	\$32,070.76
Total General Fund Income =	\$182,357	\$21,708.15	11.90%	\$97.67	\$7,255.99	\$0.00	\$7,353.66
Total General Fund Expenses =	192,171	34,779.25	18.10%	113.53	13,592.73	4,375.15	18,081.41
General Fund Income - Expenses =	(\$9,814)	(\$13,071.10)	NA	(\$15.86)	(\$6,336.74)	(\$4,375.15)	(\$10,727.75)
COMBINED BALANCES OF ALL ACCOUNTS							
Total County Fund 29 Capital Improvement Funds	\$29,000	\$31,164.15	107.46%	NA		\$31,164.15	\$31,164.15
Total General County Fund 429 Account Funds	(12,003)	22,140.68	NA	NA		22,140.68	22,140.68
Total Funds in T-Bills (Based on Maturity Value)	35,000	35,000.00	0.86%	NA	35,000.00		35,000.00
Petty Cash, Cash in Bank & Cash in County fund 428	25,218	32,070.76	127.17%	30.10	20,177.57	11,863.09	32,070.76
TOTAL OF ALL FUNDS COMBINED	\$77,215	\$120,375.59	155.90%	\$30.10	\$55,177.57	\$65,167.92	\$120,375.59

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR AUGUST 1997
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

Fiscal Year Is
16.99%
Complete

CAPITAL IMPROVEMENT INVESTMENT FUND

WATER CAPITAL IMPROVEMENTS EXPENSES					MONTH OF AUGUST 1997 ACTUALS			
EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	08/31/97 TOTAL
Insurance	2059	\$300	\$300.00	100.00%	NA			\$0.00
County tax collection fees	2352	550	0.00	0.00%	NA			0.00
Administrative fees	2117	3,000	0.00	0.00%	NA			0.00
Water rights resolution	2713	30,000	0.00	0.00%	NA			0.00
Water meter replacement	4160	3,500	0.00	0.00%	NA			0.00
Project Improvements, high zone tank	4169UT	20,000	0.00	0.00%	NA			0.00
East Sunset to Pacific entertie	4169SP	17,000	0.00	0.00%	NA			0.00
TOTAL HARRIS FUND EXPENSES =		\$74,350	\$300.00	0.40%	\$0.00	\$0.00	\$0.00	\$0.00

CAPITAL IMPROVEMENT & GENERAL INVESTMENT INCOME								
INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	08/31/97 TOTAL
Special Assessment tax	9001	\$36,000	\$0.00	0.00%	NA			\$0.00
Surcharge Income (See Fund 429 Intrafund transfer)	9031MS	14,000	3,069.48	21.92%	NA	1607.36		1,607.36
Interest earnings, capital improvements (County 429)	9203CIC	1,097	250.44	22.82%	NA			0.00
Interest earnings, general fund inv. (County 429)	9203GFC	1,300	252.98	19.46%	NA			0.00
TOTAL INCOME & INVESTMENTS =		\$52,397	\$3,572.90	6.82%	\$0.00	\$1,607.36	\$0.00	\$1,607.36

SUMMARY COUNTY FUND 429 CAPITAL & GENERAL INVESTMENT INCOME AND EXPENSES

DESCRIPTION	1997-98 BUDGET	Beginning	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	08/31/97 TOTAL
		FIS. YEAR TOTALS					
Opening Capital Fund Balance	\$28,313	\$27,841.23	98.34%	Balance on 08/01/97		\$29,256.79	\$29,256.79
Total Capital Fund Income	52,397	250.44	0.48%	NA		0.00	0.00
Total Capital Fund expenses	74,350	300.00	0.40%	NA		0.00	0.00
Intra fund transfers from General Inv. 429 to Capital Imp. 429	As required	3,069.48	NA			1,607.36	1,607.36
Capital fund balance at month's end =	\$6,360	30,864.15	485.29%	NA	\$0.00	\$30,864.15	\$30,864.15
Opening Gen. Fund Investments in County Fund 429 =	\$23,581	\$24,957.18	105.84%	Balance on 08/01/97		\$24,048.04	\$24,048.04
General Fund Investment Transfers to County fund 429	1,300	300.00	23.08%	NA			0.00
Interest earnings on general funds in Fund 429	1,300	252.98	19.46%	NA			0.00
Less Money transfers from County Fund 429 to General Fund	As required	0.00	NA	NA			0.00
Less Intra fund transfers from General Inv. 429 to Capital Imp. 429	As required	3,069.48				1,607.36	1,607.36
General Fund Investments in County Fund 429 at month's end =	\$24,881	22,440.68	90.19%	NA	\$0.00	\$22,440.68	\$22,440.68
Total County Fund 429 balance at month's end =	\$31,241			Combined General & Capital Investments in Fund 429 =			\$53,304.83

Change to 1682-684

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR AUGUST 1997
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

Fiscal Year Is
16.99%
Complete

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF AUGUST 1997 ACTUALS			
					PETTY CASH	CAL FED BANK	COUNTY FUNDS	08/31/97 TOTAL
Conferences	2049	\$600	\$17.07	2.85%				\$0.00
Insurance	2059	647	647.00	100.00%				0.00
ABCC Administrative fees	2117	6,500	1,000.00	15.38%		500.00		500.00
Miscellaneous expenses	2121	200	6.89	3.45%				0.00
General Election Expense	2129	500	0.00	0.00%				0.00
Postage	2130	100	0.00	0.00%				0.00
Office Supplies	2133	150	58.14	38.76%	31.59			31.59
Copier Maintenance	2137	600	303.15	50.53%				0.00
County Fees	2352	7,000	0.00	0.00%				0.00
Mileage	2479	1,000	247.59	24.76%		120.96		120.96
Telephone	2534	1,250	139.40	11.15%		2.60		2.60
Legal fees & expenses	2713	500	0.00	0.00%				0.00
TOTAL ADMINISTRATIVE EXPENSES =		\$19,047	\$2,419.24	12.70%	\$31.59	\$623.56	\$0.00	\$655.15

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	08/31/97 TOTAL
Property Tax Revenue	9001	\$29,800	\$98.91	0.33%				\$0.00
Bank Interest Income	9203BI	2,025	48.65	2.40%		23.62		23.62
T-Bill Interest Income	9203TB	1,785	130.70	7.32%		130.70		130.70
Inter Fund Transfers	9377	0	0.00	NA				0.00
Copier Income	9772	200	0.00	0.00%				0.00
TOTAL ADMINISTRATIVE INCOME =		\$33,810	\$278.26	0.82%	\$0.00	\$154.32	\$0.00	\$154.32

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR AUGUST 1997
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

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Complete

ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF AUGUST 1997 ACTUALS			
					PETTY CASH	CAL FED BANK	COUNTY FUNDS	08/31/97 TOTAL
Maintenance. Mgr.	1028	\$4,500	\$0.00	0.00%				\$0.00
Extra Hire	1073	5,500	64.00	1.16%			64.00	64.00
FICA	1404	842	4.90	0.58%			4.90	4.90
Work Compensation. Insurance.	1701	660	0.00	0.00%				0.00
Insurance	2059	794	794.00	100.00%				0.00
Maintenance, repairs & construction	2077	36,564	30.36	0.08%		21.36		21.36
ABCC Administrative fees	2117	8,500	1,000.00	11.76%		500.00		500.00
Travel	2479	200	0.00	0.00%				0.00
TOTAL EASEMENT EXPENSES =		\$57,560	\$1,893.26	3.29%	\$0.00	\$521.36	\$68.90	\$590.26

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	08/31/97 TOTAL
F.E.M.A. INCOME	9772	\$48,500	\$0.00	0.00%				\$0.00

FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	08/31/97 TOTAL
Gen. & Vehicle Insurance	2059	3,772	\$3,772.00	100.00%				\$0.00
ABCC Administrative fees	2117	2,475	450.00	18.18%		225.00		225.00
Fire Station Fund	4048		0.00	NA				0.00
W. Marin G. Exp.	4827	10,750	73.31	0.68%		58.60		58.60
TOTAL FIRE EXPENSES =		\$16,997	\$4,295.31	25.27%	\$0.00	\$283.60	\$0.00	\$283.60

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	08/31/97 TOTAL
W. Marin Grant	9377	\$10,750	\$0.00	0.00%				\$0.00
Fire Station T-Bill interest collected	9377TBFS	575	0.00		NA			
Muir Beach Volunteer Fire Association Donations	9763	6,247	6,472.00	103.60%				0.00
TOTAL FIRE INCOME =		\$16,997	\$6,472.00	38.08%	\$0.00	\$0.00	\$0.00	\$0.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR AUGUST 1997
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

Fiscal Year Is
16.99%
Complete

WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF AUGUST 1997 ACTUALS			
					PETTY CASH	CAL FED BANK	COUNTY FUNDS	08/31/97 TOTAL
Maintenance, Mgr. Wages	1028	\$12,000	\$3,500.00	29.17%			\$2,156.00	\$2,156.00
Extra Hire Wages	1073	2,000	832.00	41.60%			832.00	832.00
FICA	1404	1,071	331.41	30.94%			228.59	228.59
Benefits	1506	1,560	260.00	16.67%			130.00	130.00
Work. Compensation Insurance	1701	924	307.28	33.26%				0.00
Conferences/Training	2049	1,000	0.00	0.00%				0.00
Annual Fee	2058	500	0.00	0.00%				0.00
Gen. Insurance	2059	1,869	1,869.00	100.00%				0.00
Repairs	2077	4,500	0.00	0.00%				0.00
Tests & chemicals	2115	1,000	68.38	6.84%		55.52		55.52
ABCC Administrative & clerical fees	2117	19,800	3,300.00	16.67%		1,650.00		1,650.00
Misc. Exp.	2121	1,200	329.81	27.48%		226.61		226.61
Refunds	2122	600	0.00	0.00%				0.00
Postage	2130	600	58.52	9.75%	26.52			26.52
Office supplies	2133	450	204.78	45.51%				0.00
Contract Repairs	2325	5,000	9,778.34	195.57%		8,891.10		8,891.10
Travel	2479	1,020	170.00	16.67%			85.00	85.00
Telephone	2534	450	109.55	24.34%	6.54	34.53		41.07
Electricity	2535	4,500	1,248.25	27.74%		475.52		475.52
Equipment	4093	400	0.00	0.00%				0.00
Water Meters	4160	400	0.00	0.00%				0.00
TOTAL WATER EXPENSES =		\$60,844	\$22,367.32	36.76%	\$33.06	\$11,333.28	\$3,431.59	\$14,797.93

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	08/31/97 TOTAL
Service Billing	9025	\$56,000	\$11,839.67	21.14%		\$5,498.04		\$5,498.04
Late penalties & interest billed	9772	1,250	232.85	18.63%		108.96		108.96
Receipts Collected	9025	56,000	13,214.97	23.60%		6,786.67		6,786.67
Accounts Receivable	9025	\$9873.66 ON CLOSE OF 07						
Security Deposits billed and collected	9025SD	600	200.00	33.33%				0.00
Miscellaneous water income	9772	0	0.00	NA				0.00
TOTAL WATER INCOME =		\$56,600	\$13,414.97	23.70%	\$0.00	\$6,786.67	\$0.00	\$6,786.67

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR AUGUST 1997
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

Fiscal Year is
16.99%
Complete

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF AUGUST 1997 ACTUALS			
					PETTY CASH	CAL FED BANK	COUNTY FUNDS	08/31/97 TOTAL
Maintenance. Mgr. Wages	1028	\$750	\$0.00	0.00%				\$0.00
Janitorial Wages	1073	1,677	322.50	19.23%			193.50	193.50
FICA	1404	473	86.40	18.25%			62.76	62.76
Work. Compensation Insurance	1701	414	103.81	25.09%				0.00
Basketball	2041BA	150	0.00	0.00%				0.00
Bistro	2041BI	2,760	477.73	17.31%	48.88		225.00	273.88
Community Dinners	2041CD	1,000	0.00	0.00%				0.00
Children's Programs	2041CP	150	0.00	0.00%				0.00
Labor Day BBQ	2041LD	500	0.00	0.00%				0.00
Tai Chi	2041TC	1,500	162.00	10.80%			162.00	162.00
Insurance	2059	1,129	828.00	73.34%				0.00
Repairs and maintenance	2077	350	0.00	0.00%				0.00
Ground Maintenance	2097	1,000	240.00	24.00%			240.00	240.00
ABCC Administrative fees	2117	3,500	650.00	18.57%		325.00		325.00
Publications	2119	300	0.00	0.00%				0.00
Misc. Expenses	2121	150	4.27	2.85%				0.00
Deposit Refunds	2122	600	395.00	65.83%		395.00		395.00
Postage & Off. Sup.	2133	150	0.00	0.00%				0.00
Refuse Removal	2259	645	108.60	16.84%				0.00
Building Supplies	2366	500	17.14	3.43%				0.00
Pay Telephone	2534	525	85.83	16.35%		42.38		42.38
Electricity & Butane Gas for Community Center	2535	900	331.44	36.83%		68.55		68.55
CDBG Improvements	4045	16,000	0.00	0.00%				0.00
Bldg. Improvements	4048	2,000	0.00	0.00%				0.00
Equip. & Furnishings	4093	600	0.00	0.00%				0.00
Playground Imp.	4243	0	0.00	NA				0.00
TOTAL RECREATION EXPENSES =		\$37,723	\$3,812.72	10.11%	\$48.88	\$830.93	\$883.26	\$1,763.07

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	08/31/97 TOTAL
Child facility rentals	9248	\$100	\$0.00	0.00%				\$0.00
Community Center. Rental	9255	1,600	615.00	38.44%		240.00		240.00
Refundable Deposits	9255RD	1,500	290.00	19.33%		75.00		75.00
Bistro	9811BI	1,700	243.87	14.35%	97.67			97.67
Community Dinners	9811CD	1,000	0.00	0.00%				0.00
Children's programs	9811CP	250	0.00	0.00%				0.00
Labor Day BBQ	9811LD	1,000	0.00	0.00%				0.00
Tai Chi	9811TC	1,700	202.50	11.91%				0.00
Res. Handbooks	9834	150	0.00	0.00%				0.00
Walkathon trust fund	9800	1,200	0.00	0.00%				0.00
Donations from MB Quilters	9801	3,500	0.00	0.00%				0.00
Community Development Block Grant	9900	12,750	0.00	0.00%				0.00
TOTAL RECREATION INCOME =		\$26,450	\$1,351.37	5.11%	\$97.67	\$315.00	\$0.00	\$412.67

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, AUGUST 13, 1997**

Directors present: President Kamradt and Directors: Erin Pinto, and Steven Shaffer. Director Rudnick is out of town and there is one vacancy.

- I. **Call to order:** President Kamradt called the meeting to order at 7:18 PM.
- II. **Review and consideration of the August 23, 1997 Agenda.** There was a brief discussion of the Agenda, with Director Pinto indicating that she is not feeling well and her request that we proceed as expediently as possible. Director Shaffer then *moved* to approve the Agenda with a change to move the discussion of water rights and consultant Lanette Davis' presentation to be the next item considered; seconded by Director Pinto; ayes all.
- III. **Water rights:** Consultant Lanette Davis from Entrix, Inc. reviewed their proposal to prepare the mitigated Negative Declaration for submission to the State Division of Water Rights (DWR). She noted that they had developed their proposal with the intent that it could be revised to reduce the proposed \$17,595 cost, depending on the amount of work that the District General Manager could complete. Time constraints in developing the proposal for consideration in tonight's meeting did not permit adequate consideration of the District' input. Lanette explained that they had just recently completed a joint effort with another client and that it had worked quite successfully.

Following considerable discussion, particularly concerning the District's input and the review by Intrix, it was decided that the GM would prepare the nontechnical portion of the study, which would be reviewed by Entrix and that Entrix would develop the majority of the mitigation proposal, including communication with the protestants and DWR. In this effort, a first step agreement would include \$1,000 for initial Entrix services.

At this point the GM indicated that his schedule is currently very crowded with the ongoing audit, F.E.M.A. repairs and reporting, and a slight medical problem. After some discussion, the GM indicated that he could meet a proposed date of September 17, 1997, for the next Board meeting, provided none of the mentioned priorities gets more cumbersome than anticipated. With this, Director Shaffer, *moved* to approve the authorization of \$1,000 for initial services by Entrix and the GM to begin preparation of the draft mitigated negative declaration; seconded by Director Pinto; ayes all

- IV. **Public Open Time:** there were two requests to present information to the Board.

Ann Browning was present in the audience, at the request of the GM, and reviewed some of the recent problems with community center rentals. The GM noted that it has been several years since the community center's operational procedures and rental policies have been reviewed. He recommended that an ad hoc committee be formed, using a representative cross section of community residents, to review the policies, procedures and goals for recreation and the community center. Mrs. Browning indicated that she feels many of the potential committee members suggested by the GM would be willing to serve and that she is ~~is~~ willing to take an active part in the committee. After additional discussion, President Kamradt indicated that she is willing to be the Board's member of an ad hoc committee and the Board concurred that a committee should be formed to make recommendations for updating the recreation and community center policies and procedures.

Mrs. Kathy Sward was in attendance and offered a brief update on the Spindrift Point property. At this time, the Nature Conservatory has expressed some concern for the need to have a strong biological expertise in management of the property. She is seeking representation by highly qualified biologists, if the District effort to oversee the property is favored.

- V. **Bills to be paid 07/01/97 through 07/31/97:** There was a brief discussion of the Bills to be Paid report, with the GM indicating that the total amount is above average due to the annual renewal of the liability insurance which alone amounts to more than \$8,000. However, he also pointed out that this insurance is almost \$2,000 below last years premium. Director Shaffer *moved* to approve the Bills to be Paid Report, including expenses of \$300 in the capital improvement fund and \$16,584.16 in general fund expenses, for a combined total of \$16,884.16; seconded by Director Pinto; ayes all.

Bills to be paid 06/01/97 through 06/30/97: This Bills to be Paid Report was approved during the July 23, 1997 board meeting; however, the approval was not included in the minutes of the meeting. During the July 23, 1997 meeting, Director Shaffer *moved* to approve this Bills to be Paid Report, including general fund expenditures totaling \$8,740.84; seconded by Director Rudnick; ayes all.

- VI. **Fire Department:** Fire Chief Moore reported that the Muir Beach Volunteer Fire Association has agreed to pay the worker's compensation insurance costs for two volunteer positions deleted by Marin County.

He then reported that he has been in contact with the "Ocean Riders Association" and Supervisor Kensey in an effort to continue the joint use of the horse and fire barn facilities.

- VII. **Five year audit:** The GM reported that the auditor's office is insisting on a separate trial balance to consolidate the County Funds with the District's outside accounts. He is reviewing this, but feels it will probably require redoing the year end budget closing reports for each of the five years.

- VIII. **Water leak repairs:** The GM reported that efforts are still in progress to locate a suspected additional water leak. The primary leak has been repaired and we are making progress on restoring the minimum fire reserves. He will continue to inform the residents, continuing to distribute "Repair Updates."

- IX. **Recreation:** Signatures of approval from adjacent neighbors have been obtained for the new deck plans for the community center. The plans have been submitted to the County, and we should have construction approval within four to five weeks.

- X. **Proposed budget for Fiscal Year 1997-98:** Director Shaffer reported that he and Judith Yamamoto have reviewed the proposed budget and they recommend the Board adopt the budget as submitted. This was followed by a brief discussion and Director Shaffer then *moved* to adopt the proposed budget for fiscal year 1997-98 as submitted; seconded by Director Pinto; ayes all.

- XI. **Review of the draft minutes for the July 23, 1997 meeting:** Following a brief discussion, Director Pinto *moved* to approve the minutes as submitted; seconded by Director Shaffer; ayes all.

- XII. **Next meeting date:** Following a brief discussion of the need to proceed as timely as possible with the negative declaration, and a review of their schedules the Directors agreed to set the date for the next Board meeting to be Wednesday, September 17, 1997.

The meeting was adjourned at 9:37 P.M.

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

Deborah Kamradt, Board President

Donovan Macfarlane, Secretary

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FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, OCTOBER 29, 1997
THE MEETING WILL BEGIN AT 7:00 P.M.**

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Water Operations Report 09/09/97 through 10/22/97	6
Budget Report for the Month of September 1997	7 - 12
Draft Minutes for the 09/24/97 Board Meeting	13 - 14

*I Letter cc Board
cc Kinner
cc Board
cc P. ... } Signed By President all.
Cal Trans cc P. ... Response w/ 2 weeks - certified*

Send Steve, Eric all.

II - Transit survey of Sunset -

*III. Research
Write County Council re: downsize law.*

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
RESCHEDULED BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY,
OCTOBER 29, 1997 AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

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

- I. Call the meeting to order.** President Kamradt will call the meeting to order. *19:02*
- II. Review and consideration of the October 29, 1997 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".
Steve, Erin — all.
- III. 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.*

The Board's —

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.

BRBO Point Reyes Bios Off. Bob Stewart Marie G. Ryan Spence will right letter.

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.

Letter — see notes.

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.

West B called re: Shongate and add. 70 houses in Mill Valley. This was in Bucklecomber.

IV. **Bills to be paid.** The Board will consider for payment approval, all bills received and requesting payment subsequent to the bills submitted and paid during the September 1 through September 30, 1997 time periods. *Stan, Eric — all.*

V. **Fire Department, Emergency Disaster Committee:** It is not anticipated that Chief Moore will be in attendance with a report, due to other fire meeting commitments.

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

VI. **General Manager's report:** The General Manager ("GM") will report on the following activities. Where applicable, the Board will be requested to take action by approval motions, and/or resolutions.

The GM will give an overview of the following items:

- A. Review of the September budget report.
- B. Review of water operational and water rights activities
- C. Review of the recreation activities.
- D. Review of the Roads and Easement activities.

VII. **Review of the draft minutes for the September 24, 1997 Board meeting** *Stan
Peter.*

VIII. **Next meeting date.** The Board should schedule the next meeting date. The fourth Wednesday in October is November 26, 1997 (Thanksgiving is the 27th). In prior years, this meeting has been scheduled in early December (1st Wednesday is December 3, 1997) and no meeting is scheduled in December.

ADJOURNMENT OR CONTINUATION

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 09/01/97 THROUGH 09/30/97**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
CAPITAL IMPROVEMENT FUND EXPENSES				
Marin Outdoors	H2173	Geological maps for Redwood Creek	P	12.87
Trihey & Associates	H2713	Completion of initial well study	B	4,098.28
TOTAL HARRIS FUND EXP. =				\$4,111.15

ADMINISTRATION EXPENSES, DIVISION CODE 9236

ABC Consultants, Inc.	A2117	Gen Admin. 9/97	B	500.00
ABC Consultants, Inc.	A2479	Travel 8/1 - 8/31/97; 456 miles	B	143.64
Pacific Telephone	A2534	415-388-7804 thru 8/11/97	B	58.29
Pacific Telephone	A2534	415-388-7804 thru 9/11/97	B	52.60
TOTAL G&A EXPENSES =				\$754.53

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

ABC Consultants, Inc.	E2077	F.E.M.A. project coordination	B	500.00
Big 4 Rents	E2077	Equipment rental, FEMA	B	385.42
Channel Lumber Company	E2077	Lumber for F.E.M.A. repairs	B	4,550.30
Shamrock Materials	E2077	Mirafi cloth, FEMA	B	25.74
ABC Consultants, Inc.	E2117	Gen. admin. 9/97	B	500.00
Harvey Pearlman	W1028	Maint. Wages, 8/24 - 9/06/97	C	233.61
TOTAL R&E EXPENSES =				\$6,195.07

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	W1028	Maint. Wages, 8/24 - 9/06/97	C	308.96
Harvey Pearlman	W1406	Medical Ins. Allowance, 9/97	C	130.00
State Fund	W1701	Worker's Comp Ins.	B	7.41
Herb's Pool Service	W2115	Chlorine supplies purchased 8/14/97	B	34.92
Marin County Health	W2115	Water sample tests 8/28 & 9/15/97	B	60.00
ABC Consultants, Inc.	W2117	Clerical 9/97	B	850.00
ABC Consultants, Inc.	W2117	Gen Admin. 9/97	B	800.00
Calif. Rural Water Association	W2121	Annual membership	B	175.00
Goodman Building Supply	W2121	Misc small supplies	B	19.89
Marin County Assessor's office	W2121	Well site maps and deed copies	P	12.00
USPO	W2130	Postage & proof of mailing	P	34.71
Harvey Pearlman	W2479	Travel allowance 9/97	C	85.00
TOTAL WATER EXPENSES =				\$2,517.89

RECREATION EXPENSES, DIVISION CODE 9239

Juana Gonzales	R1073	Janitorial wages 8/24 - 9/06/97	C	69.43
Rachael Culp	R2041BI	Bistro wages, 8/24 - 9/06/97	C	48.44
ABC Consultants, Inc.	R2117	Gen. Admin. 9/97	B	325.00
Pacific telephone	R2534	Toll phone thru 10/19/97	B	42.54
Charles E. Main	R9255R	Security deposit refund	B	75.00
Diversified Risk Insurance	R9255R	Special event insurance, August '97	B	56.17
Nancy P. Barnes	R9255R	Security deposit refund	B	150.00
Harvey Pearlman	W1028	Maint. Wages, 8/24 - 9/06/97	C	15.07
TOTAL RECREATION EXPENSES =				\$781.66

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants, Inc.	F2117	Gen Admin. 9/97	B	225.00
GTE Mobilnet	F4827	Cell phone thru 9/97	B	38.23
Pacific Telephone	F4827	Fire Station phone thru 8/25/97	B	20.37
TOTAL FIRE EXPENSES =				\$283.60

B = Paid thru Cal Fed Bank

C = Paid thru County depository

P = Paid thru Petty Cash Funds

TOTAL HARRIS FUND EXPENSES =	\$4,111.15
TOTAL GENERAL FUND EXPENSES =	10,532.74
TOTAL OF ALL EXPENSES =	\$14,643.89

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on

the _____ day of _____ 199_____.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Deborah Kamradt, 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 29, 1997**

- I. **ADMINISTRATION:** The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.
- A. **Meeting date:** As the Directors know, the original meeting date was scheduled for October 22, 1997. I goofed, mentally set the date for October 29, 1997 and pursued all activities with that date in mind. No excuse, and I apologize to all for the error.
- B. **Budget:** Expenses are still running above normal. However, the combination of F.E.M.A. project work costs and progress on the water rights resolution efforts which amounted to \$10,000 in combined expenses caused this. The remaining \$4,600 of expenses is well within the norm. The District is in sound fiscal condition and the expenses are provided for in the budget and current revenues.

We have received our second increment of F.E.M.A. funds, in the amount of \$13,214 for a total received of \$24,065 to date. Receipt of these funds has restored the District's gross equity to \$122,832.44 as of the end of September. F.E.M.A. and water rights activities will continue to increase expenses until these activities are completed.

- II. **FIRE:** Invoices for Department purchases of equipment from West Marin funding included purchases from L. N. Curtiss & Sons (\$9,536.42) and Williams Communications (\$215.80) for a total in October purchases of \$9,752.22. These purchases, combined with the remaining monthly expenses for communications have essentially completed this budget allowance. Originally, it appeared that there was an overage of approximately \$2,000; however, receipt of a credit memo for the return of some equipment has corrected this. Regrettably, we have not yet received the \$8,500 in W. Marin Grant funds which were allocated for the current fiscal year. Contact with the county auditor's office indicates that the County was late in receiving their allocation. This is expected to be corrected prior to the meeting night, and the funds should be deposited to our account by that date. Payment of the invoices has been temporarily delayed pending receipt of the W. Marin Funds.
- III. **WATER:** In addition to the water operations report, the following update on the preparation of the Negative Declaration for submission the State Division of Water Rights is offered.

The physical profile of Redwood Creek, from the Highway Bridge to the well site has been completed, and reference points were established for further data collection. Preliminary analysis of the profile, plus physical inspection of the creek confirm the assumption that the apparent dry spots in the creek flow are the result of ground elevations above the hydraulic gradient causing the water to flow subsurface through those higher elevation areas. The creek bed was physically inspected for approximately 1,500 feet upstream from the well site, and similar high spots with subsurface flow were found upstream as well as downstream. Areas of stagnate water were found where debris and high ground dams were most severe. However, in general, water was moving with adequate flow to maintain oxygen levels. Pond areas ranged in size from a few hundred square feet to over 1,000 square feet, and varied in depth from a few inches to more than 24 inches. Stream velocity varied from location to location, depending on the variation of the streambed gradient, and subsurface flow velocity was not determined.

Additional data is being collected, and it is hoped that the preliminary draft of the negative declaration will be available to give to the Board by the time of the meeting.

down during open time.

IV. **RECREATION:** Due to some variables in structural design, questions concerning the suitability of special materials, and concern over available labor/supervision, combined with the probable event of inclement weather I recommended that construction of the deck be delayed until after the Christmas faire. While this resulted in some disappointment, this seemed preferable to the problems that would result from incomplete construction. Construction is now planned to begin at the beginning of Spring and if possible by Monday, March 30, 1998. This will also permit additional review of the plans and cost estimates. *Hot the remaining the sliding glass door.* *Quitter review plans and get back to the Board.*

V. **ROADS AND EASEMENTS:** Normal maintenance activities have commenced to clean the drainage swales and culverts prior to the beginning of the rain season. In general, we should be in better condition than we have been in previous years.

F.E.M.A. activities are now complete for the Starbuck extension to Seacape easement, the Ahab to Sunset easement, the uphill Pacific Way retaining wall, and parts of the community center easement. Work remains to be done of the community center easement, including additional stairs and lighting replacement. Additional work will be done on the Sunset to Cove Lane easement, and I am still seeking additional funding for the downhill Pacific Way retaining wall/road repairs. The F.E.M.A. repairs, excluding the downhill Pacific Way area, should be completed by the end of November.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

Stairs @ top of Starbuck

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
SEPTEMBER 9, 1997 THROUGH OCTOBER 22, 1997**

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 monitored to be maintained within parameters.
3. 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 are read on the 23rd day of each month. Production is based on the 31-day period between 08/23/97 and 09/23/97.

1.	Total volume of master meter water pumped	1,177,890	gallons
2.	Average daily service metered production	37,996	gallons/day
3.	Maximum daily production on 9/01/97	55,580	gallons
4.	Minimum daily production on 9/05/97	21,570	gallons
4.	Volume of water billed by customer meters, total	1,080,030	gallons
5.	Average daily customer water use, per customer	239	gallons/day
6.	Estimated maintenance and fire consumption.	15,000	gallons
7.	Unaccounted for water loss	96,360 = 8.1%	gallons

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

1. During the billing period, the average customer demand increased from 234 gallons per day g.p.d.) to 239 g.p.d. The dry conditions continue and a notice was circulated requesting residents to avoid excessive consumption on the weekends. Heavy weekend consumption has required extended pumping hours to replace fire storage reserves.
2. Complaints of cloudy water have declined and seem to be limited to isolated situations.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing for the 08/23/97 to 09/23/97 period was \$5,928.13 approximately \$500 more than last month's billing and above the normal for this billing period. This reflects the continued dry weather conditions.

Accounts receivable just prior to the new billing were \$1,424.09 down slightly from last month. Late penalties and interest assessed were \$132.02, up slightly; and the consumption surcharge totaled \$1,519.83.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR SEPTEMBER 1997
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

Fiscal Year is
25.21%
 Complete

SUMMARY OF GENERAL FUND ACCOUNTS				MONTH OF SEPTEMBER 1997 ACTUALS			
DESCRIPTION	1899 BUDGET	BEGINNING FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	09/30/97 TOTAL
Beginning rental security deposit trust fund	\$600	\$600.00	100.00%	NA	\$75.00		\$75.00
Beginning water security deposit trust fund	3,200	3,200.00	100.00%	NA	3,300.00		3,300.00
Beginning fire station trust fund	11,011	NA	0.00%	Invested in T-Bill, not in general accounts			NA
Beginning West Marin Emergency Services Fund	3,645	3,644.92	100.00%	NA	3,513.01		3,513.01
Beginning Recreation trust fund (Walkathon \$440, Children \$201.21)	641	641.27	100.00%	NA	641.21		641.21
Beginning Water Operations Balance	7,590	7,590.34	100.00%	NA	2,525.00		2,525.00
Cal Fed Depository unobligated balance	7,049	8,535.28	121.08%	NA	10,123.35		10,123.35
Beginning Petty Cash on hand	27	26.78	99.19%	30.10	NA		30.10
County General fund balance	18,134	18,133.79	100.00%	NA	NA	11,863.09	11,863.09
Combined beginning balance of all deposits	\$51,898	\$42,372.38	81.65%	\$30.10	\$20,177.57	\$11,863.09	32,070.76
General and Admin. Income	33,810	(\$838.06)	-2.48%	0.00	63.51	(1,371.38)	(1,307.87)
General & Admin. Expenses	19,047	3,173.77	16.66%	0.00	754.53	0.00	754.53
G&A Income - Expenses	\$14,763	(4,011.83)	-27.17%	\$0.00	(\$691.02)	(\$1,371.38)	(2,062.40)
Water Income	56,600	18,829.66	33.27%	0.00	5,414.69	0.00	5,414.69
Water Expenses	60,844	24,885.21	40.90%	46.71	1,947.22	523.96	2,517.89
Water Income - Expenses	(\$4,244)	(6,055.55)	NA	(\$46.71)	\$3,467.47	(\$523.96)	2,896.80
Recreational Income	26,450	1,833.52	6.93%	107.15	375.00	0.00	482.15
Recreational Expenses	37,723	4,313.23	11.43%	0.00	367.54	132.95	500.49
Recreational Income - Expenses	(\$11,273)	(2,479.71)	NA	\$107.15	\$7.46	(\$132.95)	(18.34)
Road & Easement Income	48,500	10,851.00	22.37%	0.00	10,851.00	0.00	10,851.00
Road & Easement Expenses	57,560	8,079.71	14.04%	0.00	5,961.46	233.61	6,195.07
R&E Income - Expenses	(\$9,060)	2,771.29	NA	\$0.00	\$4,889.54	(\$233.61)	4,655.93
Fire Income	16,997	6,472.00	38.08%	0.00	0.00	0.00	0.00
Fire Expenses	16,997	4,578.91	26.94%	0.00	283.60	0.00	283.60
Fire Income - Expenses	\$0	1,893.09	NA	\$0.00	(\$283.60)	\$0.00	(283.60)
Intra Fund Transfers (non-income)	\$16,997	25.06	0.15%	(\$12.87)	(\$2,731.55)	\$0.00	(2,744.42)
General Funds budgeted combined balances =	\$60,218	\$34,514.74	57.32%	\$77.67	\$24,835.87	\$9,601.20	\$34,514.74
Total General Fund Income =	\$182,357	\$37,148.12	20.37%	\$107.15	\$16,704.20	(\$1,371.38)	\$15,439.97
Total General Fund Expenses =	192,171	45,030.82	23.43%	46.71	9,314.35	890.51	10,251.57
General Fund Income - Expenses =	(\$9,814)	(\$7,882.70)	NA	\$60.44	\$7,389.85	(\$2,261.89)	\$5,188.40
COMBINED BALANCES OF ALL ACCOUNTS							
Total County Fund 29 Capital Improvement Funds	\$29,000	\$28,119.73	96.96%	NA		\$28,119.73	\$28,119.73
Total General County Fund 429 Account Funds	(12,003)	25,185.10	NA	NA		25,185.10	25,185.10
Total Funds in T-Bills (Based on Maturity Value)	35,000	35,000.00	0.86%	NA	35,000.00		35,000.00
Petty Cash, Cash in Bank & Cash in County fund 428	25,218	34,514.74	136.87%	77.67	24,835.87	9,601.20	34,514.74
TOTAL OF ALL FUNDS COMBINED	\$77,215	\$122,819.57	159.06%	\$77.67	\$59,835.87	\$62,906.03	\$122,819.57

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR SEPTEMBER 1997
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

Fiscal Year is
25.21%
Complete

CAPITAL IMPROVEMENT INVESTMENT FUND

WATER CAPITAL IMPROVEMENTS EXPENSES					MONTH OF SEPTEMBER 1997 ACTUALS			
EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	09/30/97 TOTAL
Insurance	2059	\$300	\$300.00	100.00%	NA			\$0.00
County tax collection fees	2352	550	0.00	0.00%	NA			0.00
Administrative fees	2117	3,000	0.00	0.00%	NA			0.00
Water rights resolution	2713	30,000	4,111.15	13.70%	12.87	4,098.28		4,111.15
Water meter replacement	4160	3,500	0.00	0.00%	NA			0.00
Project Improvements, high zone tank	4169UT	20,000	0.00	0.00%	NA			0.00
East Sunset to Pacific enterie	4169SP	17,000	0.00	0.00%	NA			0.00
TOTAL CAPITAL IMPROVEMENT FUND EXPENSES =		\$74,350	\$4,411.15	5.93%	\$12.87	\$4,098.28	\$0.00	\$4,111.15

CAPITAL IMPROVEMENT & GENERAL INVESTMENT INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	09/30/97 TOTAL
Special Assessment tax	9001	\$36,000	\$0.00	0.00%	NA			\$0.00
Surcharge Income (See Fund 429 Intrafund transfer)	9031MS	14,000	4,436.21	31.69%	NA	1366.73		1,366.73
Interest earnings, capital improvements (County 429)	9203CIC	1,097	250.44	22.82%	NA			0.00
Interest earnings, general fund inv. (County 429)	9203GFC	1,300	252.98	19.46%	NA			0.00
TOTAL INCOME & INVESTMENTS =		\$52,397	\$4,939.63	9.43%	\$0.00	\$1,366.73	\$0.00	\$1,366.73

SUMMARY COUNTY FUND 429 CAPITAL & GENERAL INVESTMENT INCOME AND EXPENSES

DESCRIPTION	1997-98 BUDGET	Beginning	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	09/30/97 TOTAL
		FIS. YEAR TOTALS					
Opening Capital Fund Balance	\$28,313	\$27,844.23	98.34%	Balance on	09/01/97	\$30,864.15	\$30,864.15
Total Capital Fund Income	52,397	1,617.17	3.09%	0.00	1,366.73	0.00	1,366.73
Total Capital Fund expenses	74,350	4,411.15	5.93%	12.87	4,098.28	0.00	4,111.15
Intra fund transfers from General Inv. 429 to Capital Imp. 429	As required	3,069.48	NA	NA			0.00
Capital fund balance at month's end =	\$6,360	28,119.73	442.13%	(\$12.87)	(\$2,731.55)	\$30,864.15	\$28,119.73
Opening Gen. Fund Investments in County Fund 429 =	\$23,581	\$24,957.18	105.84%	Balance on	09/01/97	\$22,440.68	\$22,440.68
General Fund Investment Transfers to County fund 429	1,300	4,398.28	338.33%	NA	4,098.28		4,098.28
Interest earnings on general funds in Fund 429	1,300	252.98	19.46%	NA			0.00
Less Money transfers from County Fund 429 to General Fund	As required	(12.87)	NA	NA		(12.87)	(12.87)
Less Intra fund transfers from General Inv. 429 to Capital Imp. 429	As required	4,436.21				1,366.73	1,366.73
General Fund Investments in County Fund 429 at month's end =	\$24,881	25,185.10	101.22%	NA	\$4,098.28	\$21,086.82	\$25,185.10
Total County Fund 429 balance at month's end =	\$31,241			Petty cash = \$77.67	Cobined Capital & general =		\$53,304.83

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR SEPTEMBER 1997
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

Fiscal Year is
25.21%
Complete

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GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF SEPTEMBER 1997 ACTUALS			
					PETTY CASH	CAL FED BANK	COUNTY FUNDS	09/30/97 TOTAL
Conferences	2049	\$600	\$17.07	2.85%				\$0.00
Insurance	2059	647	647.00	100.00%				0.00
ABCC Administrative fees	2117	6,500	1,500.00	23.08%		500.00		500.00
Miscellaneous expenses	2121	200	6.89	3.45%				0.00
General Election Expense	2129	500	0.00	0.00%				0.00
Postage	2130	100	0.00	0.00%				0.00
Office Supplies	2133	150	58.14	38.76%				0.00
Copier Maintenance	2137	600	303.15	50.53%				0.00
County Fees	2352	7,000	0.00	0.00%				0.00
Mileage	2479	1,000	391.23	39.12%		143.64		143.64
Telephone	2534	1,250	250.29	20.02%		110.89		110.89
Legal fees & expenses	2713	500	0.00	0.00%				0.00
TOTAL ADMINISTRATIVE EXPENSES =		\$19,047	\$3,173.77	16.66%	\$0.00	\$754.53	\$0.00	\$754.53

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	09/30/97 TOTAL
Property Tax Revenue	9001	\$29,800	(\$1,272.47)	-4.27%			(\$1,371.38)	(\$1,371.38)
Bank Interest Income	9203BI	2,025	70.46	3.48%		21.81		21.81
T-Bill Interest Income	9203TB	1,785	130.70	7.32%				0.00
Inter Fund Transfers	9377	0	0.00	NA				0.00
Copier Income	9772	200	41.70	20.85%		41.70		41.70
TOTAL ADMINISTRATIVE INCOME =		\$33,810	(\$1,029.61)	-3.05%	\$0.00	\$63.51	(\$1,371.38)	(\$1,307.87)

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR SEPTEMBER 1997
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

Fiscal Year is
25.21%
Complete

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ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF SEPTEMBER 1997 ACTUALS			
					PETTY CASH	CAL FED BANK	COUNTY FUNDS	09/30/97 TOTAL
Maintenance. Mgr.	1028	\$4,500	\$217.00	4.82%			\$217.00	\$217.00
Extra Hire	1073	5,500	56.00	1.02%				0.00
FICA	1404	842	20.89	2.48%			16.61	16.61
Work Compensation. Insurance.	1701	660	0.00	0.00%				0.00
Insurance	2059	794	794.00	100.00%				0.00
Maintenance, repairs & construction	2077	36,564	4,991.82	13.65%		4,961.46		4,961.46
ABCC Administrative fees	2117	8,500	2,000.00	23.53%		1,000.00		1,000.00
Travel	2479	200	0.00	0.00%				0.00
TOTAL EASEMENT EXPENSES =		\$57,560	\$8,079.71	14.04%	\$0.00	\$5,961.46	\$233.61	\$6,195.07

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	09/30/97 TOTAL
F.E.M.A. INCOME	9772	\$48,500	\$10,851.00	22.37%		\$10,851.00		\$10,851.00

FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	09/30/97 TOTAL
Gen. & Vehicle Insurance	2059	3,772	\$3,772.00	100.00%				\$0.00
ABCC Administrative fees	2117	2,475	675.00	27.27%		225.00		225.00
Fire Station Fund	4048		0.00	NA				0.00
W. Marin G. Exp.	4827	10,750	131.91	1.23%		58.60		58.60
TOTAL FIRE EXPENSES =		\$16,997	\$4,578.91	26.94%	\$0.00	\$283.60	\$0.00	\$283.60

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	09/30/97 TOTAL
W. Marin Grant	9377	\$10,750	\$0.00	0.00%				\$0.00
Fire Station T-Bill interest collected	9377TBFS	575	0.00		NA			
Muir Beach Volunteer Fire Association Donations	9763	6,247	6,472.00	103.60%				0.00
TOTAL FIRE INCOME =		\$16,997	\$6,472.00	38.08%	\$0.00	\$0.00	\$0.00	\$0.00

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR SEPTEMBER 1997
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

Fiscal Year is
25.21%
Complete

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF SEPTEMBER 1997 ACTUALS			
					PETTY CASH	CAL FED BANK	COUNTY FUNDS	09/30/97 TOTAL
Maintenance. Mgr. Wages	1028	\$750	\$14.00	1.87%			\$14.00	\$14.00
Janitorial Wages	1073	1,677	387.00	23.08%			64.50	64.50
FICA	1404	473	95.87	20.25%			9.45	9.45
Work. Compensation Insurance	1701	414	103.81	25.09%				0.00
Basketball	2041BA	150	0.00	0.00%				0.00
Bistro	2041BI	2,760	522.73	18.94%			45.00	45.00
Community Dinners	2041CD	1,000	0.00	0.00%				0.00
Children's Programs	2041CP	150	0.00	0.00%				0.00
Labor Day BBQ	2041LD	500	0.00	0.00%				0.00
Tai Chi	2041TC	1,500	162.00	10.80%				0.00
Insurance	2059	1,129	828.00	73.34%				0.00
Repairs and maintenance	2077	350	0.00	0.00%				0.00
Ground Maintenance	2097	1,000	240.00	24.00%				0.00
ABCC Administrative fees	2117	3,500	975.00	27.86%		325.00		325.00
Publications	2119	300	0.00	0.00%				0.00
Misc. Expenses	2121	150	4.27	2.85%				0.00
Deposit Refunds	2122	600	395.00	65.83%				0.00
Postage & Off. Sup.	2133	150	0.00	0.00%				0.00
Refuse Removal	2259	645	108.60	16.84%				0.00
Building Supplies	2366	500	17.14	3.43%				0.00
Pay Telephone	2534	525	128.37	24.45%		42.54		42.54
Electricity & Butane Gas for Community Center	2535	900	331.44	36.83%				0.00
CDBG Improvements	4045	16,000	0.00	0.00%				0.00
Bldg. Improvements	4048	2,000	0.00	0.00%				0.00
Equip. & Furnishings	4093	600	0.00	0.00%				0.00
Playground Imp.	4243	0	0.00	NA				0.00
TOTAL RECREATION EXPENSES =		\$37,723	\$4,313.23	11.43%	\$0.00	\$367.54	\$132.95	\$500.49

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	09/30/97 TOTAL
Child facility rentals	9248	\$100	\$0.00	0.00%				\$0.00
Community Center. Rental	9255	1,600	1,035.00	64.69%		420.00		420.00
Refundable Deposits	9255RD	1,500	65.00	4.33%		(225.00)		(225.00)
Bistro	9811BI	1,700	351.02	20.65%	107.15			107.15
Community Dinners	9811CD	1,000	0.00	0.00%				0.00
Children's programs	9811CP	250	0.00	0.00%				0.00
Labor Day BBQ	9811LD	1,000	0.00	0.00%				0.00
Tai Chi	9811TC	1,700	382.50	22.50%		180.00		180.00
Res. Handbooks	9834	150	0.00	0.00%				0.00
Walkathon trust fund	9800	1,200	0.00	0.00%				0.00
Donations from MB Quilters	9801	3,500	0.00	0.00%				0.00
Community Development Block Grant	9900	12,750	0.00	0.00%				0.00
TOTAL RECREATION INCOME =		\$26,450	\$1,833.52	6.93%	\$107.15	\$375.00	\$0.00	\$482.15

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR SEPTEMBER 1997
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

Fiscal Year is
25.21%
Complete

WATER EXPENSES					MONTH OF SEPTEMBER 1997 ACTUALS			
EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	09/30/97 TOTAL
Maintenance, Mgr. Wages	1028	\$12,000	\$3,787.00	31.56%			\$287.00	\$287.00
Extra Hire Wages	1073	2,000	832.00	41.60%				0.00
FICA	1404	1,071	353.37	32.99%			21.96	21.96
Benefits	1506	1,560	390.00	25.00%			130.00	130.00
Work. Compensation Insurance	1701	924	314.69	34.06%		7.41		7.41
Conferences/Training	2049	1,000	0.00	0.00%				0.00
Annual Fee	2058	500	0.00	0.00%				0.00
Gen. Insurance	2059	1,869	1,869.00	100.00%				0.00
Repairs	2077	4,500	0.00	0.00%				0.00
Tests & chemicals	2115	1,000	163.30	16.33%		94.92		94.92
ABCC Administrative & clerical fees	2117	19,800	4,950.00	25.00%		1,650.00		1,650.00
Misc.. Exp..	2121	1,200	536.70	44.73%	12.00	194.89		206.89
Refunds	2122	600	0.00	0.00%				0.00
Postage	2130	600	93.23	15.54%	34.71			34.71
Office supplies	2133	450	204.78	45.51%				0.00
Contract Repairs	2325	5,000	9,778.34	195.57%				0.00
Travel	2479	1,020	255.00	25.00%			85.00	85.00
Telephone	2534	450	109.55	24.34%				0.00
Electricity	2535	4,500	1,248.25	27.74%				0.00
Equipment	4093	400	0.00	0.00%				0.00
Water Meters	4160	400	0.00	0.00%				0.00
TOTAL WATER EXPENSES =		\$60,844	\$24,885.21	40.90%	\$46.71	\$1,947.22	\$523.96	\$2,517.89

WATER INCOME								
INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	09/30/97 TOTAL
Service Billing	9025	\$56,000	\$17,767.80	31.73%		\$5,928.13		\$5,928.13
Late penalties & interest billed	9772	1,250	364.87	29.19%		132.02		132.02
Receipts Collected	9025	56,000	18,629.66	33.27%		5414.69		5,414.69
Accounts Receivable	9025		\$9,004.07	ON CLOSE OF BUSINESS DAY			09/30/97	
Security Deposits billed and collected	9025SD	800	200.00	33.33%				0.00
Miscellaneous water income	9772	0	0.00	NA				0.00
TOTAL WATER INCOME =		\$56,600	\$18,829.66	33.27%	\$0.00	\$5,414.69	\$0.00	\$5,414.69

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, SEPTEMBER 24, 1997**

Directors present: President Kamradt and Directors: Erin Pinto, Peter Rudnick and Steven Shaffer. There is one vacancy.

- I. Call to order:** President Kamradt called the meeting to order at 7:12 PM.
- II. Review and consideration of the September 24, 1997 Agenda.** There was a brief discussion of the Agenda, and it was noted that the date September 14 in Item II should be corrected to September 24. With this correction, Director Pinto then *moved* to approve the Agenda as submitted; seconded by Director Shaffer; ayes all.
- III. Public Open Time:** Director Shaffer related that he had been contacted by Ms. Nygren and Ms Warren, and relayed their concern about possible heavy storm water flows, predicted by the "el Nino" prognosticators, damaging the pedestrian easement between their properties. This was followed by a brief discussion, and the Board directed the GM to inspect the area and report to the Board.

Director Shaffer commented on the retaining wall being constructed on Pacific Way, with F.E.M.A. funds, and suggested that additional gravel was needed behind the wall (for proper drainage). Also, he requested that a 2" x 10" treated wood cap be placed prior to completion.

- IV. Bills to be paid 08/01/97 through 08/31/97:** There was a brief discussion of the Bills to be Paid report, with the GM indicating that the total amount is above average, for the second month in a row. The overage is due to the cost of repairing the water main break at the Highway One bridge over Redwood Creek, which totaled more than \$9,000. Director Shaffer then *moved* to approve the Bills to be Paid Report, including \$17,981.13 in general fund expenses, seconded by Director Rudnick; ayes all, with Director Pinto abstaining in the approval of funds to Robert Wurgaft.
- V. Five year audit:** The GM reported that due to the auditor's office insistence on a separate trial balance to consolidate the County Funds with the District's outside accounts, completion of the audit has been placed on hold until December. Other District activities, including F.E.M.A. and water rights resolution require his attention and he is unable to take the time to do supervise the audit detail input until these activities are successfully completed. The County Auditor has concurred with this action.
- VI. Roads & Easements:** We have received the first increment of the F.E.M.A. funds, in the amount of \$10,851. Most of these funds have been substantially allocated for the ongoing repairs approved by the F.E.M.A. damage reports. Work is ongoing for the Pacific Way retaining wall (uphill), the Starbuck to Seacape easement, the community center easement to Sunset Way, and the Ahab to Sunset Way easement. Work is delayed on the Pacific Way (downhill) retaining wall area as additional funds and/or alternative repair methods are being pursued.

President Kamradt asked if the repairs on the Starbuck to Seacape easement would extend further uphill from the area where the retaining had been constructed. The GM responded that some additional work was planned, but noted that the F.E.M.A. funding was limited to the area below the lower Starbuck extension and was not available to the upper area.

- VII. Recreation:** The GM reported on the success of the Quilters' rummage sale fund raising event. Approximately \$500 was raised by the event, and the funds are dedicated to the community center deck reconstruction. The plans have been submitted to the County for permit and plan check should be completed within the next few weeks.

- VIII. Water:** The GM related that he had an opportunity to discuss the Negative Declaration process with a former associate professor, who has a doctoral degree based on a thesis in ground water hydrology. Several very helpful suggestions were offered, including the value of profiling Redwood Creek downstream from the well site, and inexpensive methods for collecting other informative data. It was also noted that the low volume of the District's well production was very unlikely to have any significant affect on the water flow in Redwood Creek, and that replacing the District's well via importing water from MMWD would be ineffective in changing the creek flow conditions. The G. M.'s work on the Negative Declaration is being revised to consider these factors, and is delayed as additional information is collected. The GM plans to profile Redwood Creek as soon as possible.
- IX. Review of the draft minutes for the August 13, 1997 meeting:** Following a brief discussion, Director Shaffer *moved* to approve the minutes as submitted; seconded by Director Pinto; ayes all.
- X. Next meeting date:** Following a brief discussion of the need to proceed as timely as possible with the negative declaration, and a review of their schedules the Directors agreed to set the date for the next Board meeting to be Wednesday, October 22, 1997.

The meeting was adjourned at 8:19 P.M.

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

Deborah Kamradt, Board President

Donovan Macfarlane, Secretary

March 4 Agenda
The housing project -

Donovan

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BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, DECEMBER 3, 1997
THE MEETING WILL BEGIN AT 7:00 P.M.**

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Draft Minutes for the 10/29/97 Board Meeting	13 - 14

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
RESCHEDULED BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY,
DECEMBER 3, 1997 AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

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

- Fire House Committee
with architect -
Debra Kichner
Funding*
- Goal - 4-6 months
proposal to C&NRA*
- I. **Call the meeting to order.** President Kamradt will call the meeting to order. *19:15*
 - II. **Oath of office:** The November election reelected Directors Kamradt (current president) and Rudnick to new four year terms. In addition, Matthew Schiffries was elected as a new director and the oath of office must be administered prior to his taking a seat on the Board. *DM administers all oaths and signed.*
 - III. **Review and consideration of the December 3, 1997 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".
Move Fire Dept -> IV as FC goes to mtg. Steve, Erin
 - 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.

Debra asked if we have heard from the Boardlets.

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.

Mital signs -

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. **Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the October 1 through October 31, 1997 fiscal period.

- Stun, E. m
VI. **Fire Department, Emergency Disaster Committee:** It is anticipated that Chief Moore will be in attendance with a report of the new emergency equipment purchased.

House of life - Doreen Budij 3 workers comp/poison

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.

The GM will give an overview of the following items:

- A. Review of the September budget report.
- B. Review of water operational and water rights activities
- C. Review of the recreation activities.
- D. Review of the Roads and Easement activities.

- VIII. **Review of the draft minutes for the October 29, 1997 Board meeting**

*Rich
Stun*

- IX. **Next meeting date.** The Board should schedule the next meeting date. The fourth Wednesday in January is January 28, 1988.

ADJOURNMENT OR CONTINUATION 20:50

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 10/01/97 THROUGH 10/31/97

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
CAPITAL IMPROVEMENT FUND EXPENSES				
ABC Consultants	H2713	Work on "Initial Study"	B	1,000.00
Engineering Supply Company	H2713	Transit rental	P	211.00
Home Depot	H2713	Stakes & sounding reinforcement rods	P	17.03
Office Max	H2713	Copies for "Initial Study"	P	4.01
TOTAL HARRIS FUND EXP. =				\$1,232.04

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Bell's Market	A2049	Refreshments for meetings	P	15.86
Costco	A2049	Refreshments for meetings	P	5.99
ABC Consultants	A2117	Management Oct '97	B	500.00
USPO	A2130	Stamps	P	38.40
Office Max	A2137	Copier paper	B	19.29
Marin County Voter Registrars Office	A2352	Election fee deposit	B	132.00
ABC Consultants	A2479	Travel 9/01/97 - 9/30/97, 478 mi @ 0.31	B	150.57
AT&T	A2534	415-648-7804 toll calls through 10/10/97	B	32.89
AT&T	A2534	707-648-7220 thru 9/22/97	B	23.31
Pacific Bell	A2534	415-388-7804 thru 10/11/97	B	44.81
TOTAL G&A EXPENSES =				\$963.12

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Harvey Pearlman	E1028	Maint. mgr. wages thru 10/22/97	C	783.69
Alberto & Jose Alcala (combined wages)	E1073	Maint labor wages thru 10/22/97 (2 emp)	C	1,900.06
Charnel Lumber	E2077	Timbers for easement repairs	B	1,602.10
Goodman Building Supply	E2077	Misc. supplies for easement repairs	B	92.74
Home Depot	E2077	Hardware for easement repairs	B	88.03
Jackson's	E2077	Hardware for easement repairs	B	109.83
Land Art	E2077	Equipment & operator rental	B	610.00
Martin Bros. Supply	E2077	Concrete, gravel, etc for easement repairs	B	521.18
Tam Rental	E2077	Equipment rental for easement repairs	B	77.00
ABC Consultants	E2117	Management Oct '97	B	1,000.00
TOTAL R&E EXPENSES =				\$6,784.63

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	W1028	Maint. manager wages thru 10/22/97	C	1,507.10
Harvey Pearlman	W1506	Medical benefits 10/97	C	130.00
State Fund	W1701	3rd Quarter worker's comp. insurance	B	293.94
Herb's Pool Service	W2115	Chlorine supplies	B	33.72
ABC Consultants	W2117	Management Oct '97	B	800.00
ABC Consultants	W2117	Clerical fees Oct '97	B	850.00
American Water Works Association	W2121	Annual membership fee	B	90.00
Ideal office	W2121	Logbook reinforcements	P	1.60
USPO	W2130	2nd day mail, mail proof, stamps, etc	P	8.40
Costco	W2133	Small security envelopes	P	4.17
Office Max	W2133	Window envelopes	P	26.27
Office Max	W2133	Binders, and misc. office supplies	B	33.59
Harvey Pearlman	W2479	Travel allowance 10/97	C	85.00
Pacific Bell	W2534	Well relay phone thru 10/07/97	B	68.16
PG&E	W2535	Well & L. Tank elec thru 9/18/97	B	319.40
PG&E	W2535	Well electice thru 10/17/97	B	349.35
TOTAL WATER EXPENSES =				\$4,600.70

RECREATION EXPENSES, DIVISION CODE 9239

Juana Gonzales	R1073	Janitorial wages through 10/18/97	C	208.30
State Fund	R1701	3rd Quarter worker's comp. insurance	B	62.75
Rachael Culp	R2041BI	Bistro wages through 10/18/97	C	339.10
Costco	R2041BI	Coffee supplies for Bistro	P	37.96
Junstine Rosenthal	R2041TC	Tai Chi Instruction Aug & Oct '97	C	290.66
Salvador Gonzales	R2097	Yard maintenance Sept & Oct. '97	C	172.24
ABC Consultants	R2117	Management Oct '97	B	325.00
USPO	R2133	Stamps	p	6.40
Shoreline Disposal	R2259	Waste collection thru 12/97	B	108.60
Costco	R2366	Paper towels, toilet tissue, etc.	P	43.40
Pacific Bell	R2534	Pay phone thru 9/19/97	B	42.54
PG&E	R2535	Community Center elec. through 10/17/97	B	72.73
PG&E	R2535	Community Center elec. through 9/18/97	B	53.66

TOTAL RECREATION EXPENSES = \$1,763.34

REFUND CHECKS ISSUED FROM TRUST FUNDS (Non income-expense)

Diversified Risk Insurance	R9255I	Special event insurance (from deposits)	B	174.36
Karen Mendelow	R9255R	Partial security deptsit refund	B	52.82

TOTAL REFUND ISSUED = \$227.18

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants	F2117	Management Oct '97	B	225.00
B&S Industries	F4827	Emergency equipment & clothing	B	307.48
GTE Mobilenet	F4827	Cell phone thru 10/31/97	B	38.23
L. N. Curtis & Sons	F4827	Emergency equipment	B	9,536.42
Pacific Bell	F4827	Fire Station phone thru 8/25/97	B	20.59
Williams Communications	F4827	Radio batteries	B	215.80

TOTAL FIRE EXPENSES = \$10,343.52

B = Paid thru Cal Fed Bank

C = Paid thru County depository

P = Paid thru Petty Cash Funds

TOTAL HARRIS FUND EXPENSES = \$1,232.04

TOTAL GENERAL FUND EXPENSES = 24,455.31

TOTAL OF ALL EXPENSES = \$25,687.35

TOTAL REFUNDS ISSUED = \$227.18

TOTAL OF ALL TRANSACTIONS = \$25,914.53

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on

the _____ day of _____ 199_____.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Deborah Kamradt, 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 DECEMBER 3, 1997**

- 1251
- I. ADMINISTRATION:** The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.
- A. Budget:** Expenses during October continued to be above the norm; However, the overages were primarily in Roads & Easements (\$6,784.63) and Fire emergency equipment purchases (\$10,343.52). The Roads & Easements expenditures continue the completion of the F.E.M.A. projects, but also include improvements over and above the F.E.M.A. approved work. The Fire purchases include the full allocation of the current year's West Marin grant, plus the carry over balance remaining from previous years. The emergency equipment purchased will be explained by the Fire Chief. The expenses are all within the adopted budget parameters and the District remains in sound fiscal condition.
- B. S.D.R.M.A Amendment approval:** The Special District Risk Management Authority (S.D.R.M.A.) Has requested approval to amend the joint powers agreement with the California Special Districts Association (C.S.D.A.). Essentially, the request reduces the C.S.D.A. participation on the S.D.R.M.A. board of directors from two directors, to one. This corrects a problem, as the president of the S.D.R.M.A. board also serves on the C.S.D.A. board resulting in 3 C.S.D.A. board members serving of the S.D.R.M.A. board. The amendment also requires the C.S.D.A. to pay the expenses of their member on the S.D.R.M.A. board. I recommend approval of this amendment, by a resolution from the M.B.C.S.D. Board.
Board does not indicate
- II. Roads & Easements:** Recent communications with F.E.M.A. indicate that they mailed a check in the amount of \$32,000 to us, that we have not received. They have been notified and reviewing the problem. If the check is not located, as in not having been properly mailed, it is my understanding that a replacement check will be forthcoming.
- Work on the easements is progressing well, except for the work on the Pacific Way slide area. I am still pursuing additional funds for this work and have not given up on the process. It is just that these things do take a great deal of time.
- III. Recreation:** Review of the deck plans and construction costing has been delayed due to higher priority items on my schedule. The architect and I will meet in the early part of January, after I have had an opportunity to make a detailed review of the plans. *Arch w/Architect re: Board*
- IV. Water:** You have received preliminary copies of the "Initial Study" which is required prior to reaching a conclusion that a negative declaration is declared negating the need for and EIR. Overall, I am convinced that the studies completed verify that the District's well has no meaningful effect on the water flow in Redwood Creek. However, the study does offer some steps to further reduce any possible effect that may be considered as caused by District operations.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
OCTOBER 23, 1997 THROUGH NOVEMBER 22, 1997**

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 monitored to be maintained within parameters.
3. 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 are read on the 23rd day of each month. Production is based on the 30-day period between 09/23/97 and 10/23/97.

1.	Total volume of master meter water pumped	1,132,480	gallons
2.	Average daily service metered production	33,308	gallons/day
3.	Maximum daily production on 10/06/97	55,480	gallons
4.	Minimum daily production on 10/22/97	20,970	gallons
4.	Volume of water billed by customer meters, total	999,237	gallons
5.	Average daily customer water use, per customer	227	gallons/day
6.	Estimated maintenance and fire consumption.	15,000	gallons
7.	Unaccounted for water loss	118,243 = 10.4%	gallons

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

1. The average customer demand declined from 239 gallons per day (g.p.d.) to 227 g.p.d., possibly reflecting the first rainfall of the season which occurred on October 8, 1997. We also had some heavy fog and temperatures moderated.
2. No reports of cloudy water were relayed to the general manager's office.
3. There have been some indications that the chlorine pump is in need of factory servicing. A new housing for the backup pump has been ordered, but as of the date of this report has not been received. Assuming the new housing repairs the backup pump, it will be placed into service and the current pump sent in for factory servicing.

ACCOUNTS RECEIVABLE & WATER BILLING: Gross water service billing for the 09/23/97 to 10/23/97 period was \$5,673.69 approximately \$250 less than last month's billing and above normal for this billing period. This reflects the continued dry and moderate temperature weather conditions.

Accounts receivable just prior to the new billing were \$1,750.5 up slightly from last month. Late penalties and interest assessed were \$129.89, down slightly; and the consumption surcharge totaled \$1,394.89.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR OCTOBER 1997
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

Fiscal Year is
33.70%
Complete

SUMMARY OF GENERAL FUND ACCOUNTS		BEGINNING		MONTH OF SEPTEMBER 1997 ACTUALS			
DESCRIPTION	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	10/31/97 TOTAL
Beginning rental security deposit trust fund	\$600	\$600.00	100.00%	NA	\$75.00		\$75.00
Beginning water security deposit trust fund	3,200	3,200.00	100.00%	NA	3,300.00		3,300.00
Beginning fire station trust fund	11,011	NA	0.00%	Invested in T-Bill, not in general accounts			NA
Beginning West Marin Emergency Services Fund	3,645	3,644.92	100.00%	NA	1,894.49		1,894.49
Beginning Recreation trust fund (Walkathon \$440, Children \$201.21)	641	641.27	100.00%	NA	641.21		641.21
Beginning Water Operations Balance	7,590	7,590.34	100.00%	NA	2,300.00		2,300.00
Cal Fed Depository unobligated balance	7,049	8,535.28	121.08%	NA	16,625.17		16,625.17
Beginning Petty Cash on hand	27	26.78	99.19%	77.67	NA		77.67
County General fund balance	18,134	18,133.79	100.00%	NA	NA	9,601.20	9,601.20
Combined beginning balance of all deposits	\$51,898	\$42,372.38	81.65%	\$77.67	\$24,835.87	\$9,601.20	\$34,514.74
General and Admin. Income	33,810	(\$596.61)	-1.76%	1.70	224.52	15.23	241.45
General & Admin. Expenses	19,047	4,136.89	21.72%	60.25	902.87	0.00	963.12
G&A income - Expenses	\$14,763	(4,733.50)	-32.06%	(\$58.55)	(\$678.35)	\$15.23	(721.67)
Water Income	56,600	25,997.00	45.93%	0.00	7,167.34	0.00	7,167.34
Water Expenses	60,844	29,485.91	48.46%	40.44	2,838.16	1,722.10	4,600.70
Water income - Expenses	(\$4,244)	(3,488.91)	NA	(\$40.44)	\$4,329.18	(\$1,722.10)	2,566.64
Recreational Income	26,450	2,597.49	9.82%	173.65	590.32	0.00	763.97
Recreational Expenses	37,723	6,076.56	16.11%	87.76	665.28	1,010.30	1,763.34
Recreational income - Expenses	(\$11,273)	(3,479.07)	NA	\$85.89	(\$74.96)	(\$1,010.30)	(999.37)
Road & Easement Income	48,500	24,065.00	49.62%	0.00	13,214.00	0.00	13,214.00
Road & Easement Expenses	57,560	14,864.34	25.82%	0.00	4,100.88	2,683.75	6,784.63
R&E income - Expenses	(\$9,060)	9,200.66	NA	\$0.00	\$9,113.12	(\$2,683.75)	6,429.37
Fire Income	16,997	14,972.00	88.09%	0.00	0.00	8,500.00	8,500.00
Fire Expenses	16,997	14,922.43	87.79%	0.00	10,343.52	0.00	10,343.52
Fire income - Expenses	\$0	49.57	NA	\$0.00	(\$10,343.52)	\$8,500.00	(1,843.52)
Intra Fund Transfers (non-income)	\$16,997	(8,187.15)	-48.17%	(\$232.04)	\$519.83	(\$8,500.00)	(8,212.21)
General Funds budgeted combined balances =	\$60,218	\$31,733.98	52.70%	(\$167.47)	\$27,701.17	\$4,200.28	\$31,733.98
Total General Fund Income =	\$182,357	\$67,034.88	36.76%	\$175.35	\$21,196.18	\$15.23	\$21,386.76
Total General Fund Expenses =	192,171	69,486.13	36.16%	188.45	18,850.71	5,416.15	24,455.31
General Fund income - Expenses =	(\$9,814)	(\$2,451.25)	NA	(\$13.10)	\$2,345.47	(\$5,400.92)	(\$3,068.55)
COMBINED BALANCES OF ALL ACCOUNTS							
Total County Fund 29 Capital Improvement Funds	\$29,000	\$28,715.63	99.02%	(232.04)		\$28,947.67	\$28,715.63
Total General County Fund 429 Account Funds	(12,003)	33,845.15	NA	NA		33,845.15	33,845.15
Total Funds in T-Bills (Based on Maturity Value)	35,000	35,000.00	0.86%	NA	35,000.00		35,000.00
Petty Cash, Cash in Bank & Cash in County fund 428	25,218	31,733.98	125.84%	(167.47)	27,701.17	4,200.28	31,733.98
TOTAL OF ALL FUNDS COMBINED	\$77,215	\$129,294.76	167.45%	(\$399.51)	\$62,701.17	\$66,993.10	\$129,294.76

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR OCTOBER 1997
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

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CAPITAL IMPROVEMENT INVESTMENT FUND

WATER CAPITAL IMPROVEMENTS EXPENSES					MONTH OF SEPTEMBER 1997 ACTUALS			
EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	10/31/97 TOTAL
Insurance	2059	\$300	\$300.00	100.00%	NA			\$0.00
County tax collection fees	2352	550	0.00	0.00%	NA			0.00
Administrative fees	2117	3,000	0.00	0.00%	NA			0.00
Water rights resolution	2713	30,000	5,343.19	17.81%	232.04	1,000.00		1,232.04
Water meter replacement	4160	3,500	0.00	0.00%	NA			0.00
Project Improvements, high zone tank	4169UT	20,000	0.00	0.00%	NA			0.00
East Sunset to Pacific enterrie	4169SP	17,000	0.00	0.00%	NA			0.00
TOTAL CAPITAL IMPROVEMENT FUND EXPENSES =		\$74,350	\$5,643.19	7.59%	\$232.04	\$1,000.00	\$0.00	\$1,232.04

CAPITAL IMPROVEMENT & GENERAL INVESTMENT INCOME								
INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	10/31/97 TOTAL
Special Assessment tax	9001	\$36,000	\$0.00	0.00%	NA			\$0.00
Surcharge Income (See Fund 429 Intrafund transfer)	9031MS	14,000	5,956.04	42.54%	NA	1,519.83		1,519.83
Interest earnings, capital improvements (County 429)	9203CIC	1,097	790.59	72.04%	NA		540.15	540.15
Interest earnings, general fund inv. (County 429)	9203GFC	1,300	700.82	53.91%	NA		447.84	447.84
TOTAL INCOME & INVESTMENTS =		\$52,397	\$7,447.45	14.21%	\$0.00	\$1,519.83	\$987.99	\$2,507.82

SUMMARY COUNTY FUND 429 CAPITAL & GENERAL INVESTMENT INCOME AND EXPENSES

DESCRIPTION	1997-98 BUDGET	Beginning	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	10/31/97 TOTAL
		FIS. YEAR TOTALS					
Opening Capital Fund Balance	\$28,313	\$27,844.23	98.34%	Balance on 10/01/97		28,119.73	\$28,119.73
Total Capital Fund Income	52,397	3,677.15	7.02%	0.00	1,519.83	540.15	2,059.98
Total Capital Fund expenses	74,350	5,643.19	7.59%	232.04	1,000.00	0.00	1,232.04
Intra fund transfers from General Inv. 429 to Capital Imp. 429	As required	3,069.48	NA	NA			0.00
Capital fund balance at month's end =	\$6,360	28,947.67	455.15%	(\$232.04)	\$519.83	\$28,659.88	\$28,947.67
Opening Gen. Fund Investments in County Fund 429 =	\$23,581	\$24,957.18	105.84%	Balance on 10/01/97		25,185.10	\$25,185.10
General Fund Investment Transfers to County fund 429	1,300	12,898.28	992.18%	NA		8,500.00	8,500.00
Interest earnings on general funds in Fund 429	1,300	700.82	53.91%	NA		447.84	447.84
Plus Money transfers from County Fund 429 to General Fund	As required	219.17	NA	NA		232.04	232.04
Less Intra fund transfers from General Inv. 429 to Capital Imp. 429	As required	4,956.04			519.83		519.83
General Fund Investments in County Fund 429 at month's end =	\$24,881	33,381.07	134.16%	NA	\$0.00	\$33,900.90	\$33,845.15
Total County Fund 429 balance at month's end =	\$31,241			Petty cash = (\$398.51)	Cobined Capital & general =		\$62,792.82

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR OCTOBER 1997
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

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GENERAL & ADMINISTRATIVE EXPENSES					MONTH OF SEPTEMBER 1997 ACTUALS			
EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	10/31/97 TOTAL
Conferences	2049	\$600	\$38.92	6.49%	\$21.85			\$21.85
Insurance	2059	647	647.00	100.00%				0.00
ABCC Administrative fees	2117	6,500	2,000.00	30.77%		500.00		500.00
Miscellaneous expenses	2121	200	6.89	3.45%				0.00
General Election Expense	2129	500	0.00	0.00%				0.00
Postage	2130	100	38.40	38.40%	38.40			38.40
Office Supplies	2133	150	58.14	38.76%				0.00
Copier Maintenance	2137	600	322.44	53.74%		19.29		19.29
County Fees	2352	7,000	132.00	1.89%		132.00		132.00
Mileage	2479	1,000	541.80	54.18%		150.57		150.57
Telephone	2534	1,250	351.30	28.10%		101.01		101.01
Legal fees & expenses	2713	500	0.00	0.00%				0.00
TOTAL ADMINISTRATIVE EXPENSES =		\$19,047	\$4,136.89	21.72%	\$60.25	\$902.87	\$0.00	\$963.12

GENERAL & ADMINISTRATIVE INCOME								
INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	10/31/97 TOTAL
Property Tax Revenue	9001	\$29,800	(\$1,257.24)	-4.22%			\$15.23	\$15.23
Bank Interest Income	9203BI	2,025	98.73	4.88%		28.27		28.27
T-Bill Interest Income	9203TB	1,785	233.95	13.11%		103.25		103.25
Inter Fund Transfers	9377	0	0.00	NA				0.00
Copier Income	9772	200	136.40	68.20%	1.70	93.00		94.70
TOTAL ADMINISTRATIVE INCOME =		\$33,810	(\$788.16)	-2.33%	\$1.70	\$224.52	\$15.23	\$241.45

MUIR BEACH COMMUNITY SERVICES DISTRICT
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ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF SEPTEMBER 1997 ACTUALS			
					PETTY CASH	CAL FED BANK	COUNTY FUNDS	10/31/97 TOTAL
Maintenance. Mgr.	1028	\$4,500	\$945.00	21.00%			\$728.00	\$728.00
Extra Hire	1073	5,500	1,821.00	33.11%			1,765.00	1,785.00
FICA	1404	842	211.64	25.15%			190.75	190.75
Work Compensation. Insurance.	1701	680	0.00	0.00%				0.00
Insurance	2059	794	794.00	100.00%				0.00
Maintenance, repairs & construction	2077	36,564	8,092.70	22.13%		3,100.88		3,100.88
ABCC Administrative fees	2117	8,500	3,000.00	35.29%		1,000.00		1,000.00
Travel	2479	200	0.00	0.00%				0.00
TOTAL EASEMENT EXPENSES =		\$57,580	\$14,864.34	25.82%	\$0.00	\$4,100.88	\$2,683.75	\$8,784.63

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	10/31/97 TOTAL
F.E.M.A. INCOME	9772	\$48,500	\$24,065.00	49.82%		\$13,214.00		\$13,214.00

FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	10/31/97 TOTAL
Gen. & Vehicle Insurance	2059	3,772	\$3,772.00	100.00%				\$0.00
ABCC Administrative fees	2117	2,475	900.00	36.36%		225.00		225.00
Fire Station Fund	4048		0.00	NA				0.00
W. Marin G. Exp.	4827	10,750	10,250.43	95.35%		10,118.52		10,118.52
TOTAL FIRE EXPENSES =		\$16,997	\$14,922.43	87.79%	\$0.00	\$10,343.52	\$0.00	\$10,343.52

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	10/31/97 TOTAL
W. Marin Grant	9377	\$10,750	\$8,500.00	79.07%			\$8,500.00	\$8,500.00
Fire Station T-Bill interest collected	9377TBFS	575	0.00		NA	284.95		
Muir Beach Volunteer Fire Association Donations	9783	6,247	6,472.00	103.60%				0.00
TOTAL FIRE INCOME =		\$16,997	\$14,972.00	88.09%	\$0.00	\$0.00	\$8,500.00	\$8,500.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR OCTOBER 1997
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RECREATIONAL EXPENSES

EXPENSE									
DESCRIPTION	OBJECT	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	TOTAL	10/31/97
Maintenance, Mgr. Wages	1028	\$750	\$14.00	1.87%				\$0.00	
Janitorial Wages	1073	1,677	580.50	34.62%			193.50	193.50	
FICA	1404	473	167.66	35.42%			71.80	71.60	
Work Compensation Insurance	1701	414	166.56	40.26%		62.75		62.75	
Basketball	2041BA	150	0.00	0.00%				0.00	
Bistro	2041BI	2,760	875.69	31.73%	37.96		315.00	352.86	
Community Dinners	2041CD	1,000	0.00	0.00%				0.00	
Children's Programs	2041CP	150	0.00	0.00%				0.00	
Labor Day BBQ	2041LD	500	0.00	0.00%				0.00	
Tai Chi	2041TC	1,500	432.00	28.80%			270.00	270.00	
Insurance	2059	1,129	828.00	73.34%				0.00	
Repairs and maintenance	2077	350	0.00	0.00%				0.00	
Ground Maintenance	2097	1,000	400.00	40.00%			160.00	160.00	
ABCC Administrative fees	2117	3,500	1,300.00	37.14%		325.00		325.00	
Publications	2119	300	0.00	0.00%				0.00	
Misc. Expenses	2121	150	4.27	2.85%				0.00	
Deposit Refunds	2122	600	395.00	65.83%				0.00	
Postage & Off. Sup.	2133	150	6.40	4.27%	6.40			6.40	
Refuse Removal	2259	645	217.20	33.67%		108.60		108.60	
Building Supplies	2366	500	60.54	12.11%	43.40			43.40	
Pay Telephone	2534	525	170.91	32.55%		42.54		42.54	
Electricity & Butane Gas for Community Center	2535	900	457.83	50.87%		126.39		126.39	
CDBG Improvements	4045	16,000	0.00	0.00%				0.00	
Bldg. Improvements	4048	2,000	0.00	0.00%				0.00	
Equip. & Furnishings	4093	600	0.00	0.00%				0.00	
Playground Imp.	4243	0	0.00	NA				0.00	
TOTAL RECREATION EXPENSES =									
		\$37,723	\$6,076.56	16.11%	\$87.76	\$665.28	\$1,010.30	\$1,763.34	

INCOME									
DESCRIPTION	OBJECT	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	TOTAL	10/31/97
Child facility rentals	9248	\$100	\$0.00	0.00%				\$0.00	
Community Center, Rental	9255	1,600	1,375.00	85.94%		340.00		340.00	
Refundable Deposits	9255RD	1,500	(22.18)	-1.48%		(87.18)		(87.18)	
Bistro	9811BI	1,700	524.67	30.86%	173.65			173.65	
Community Dinners	9811CD	1,000	0.00	0.00%				0.00	
Children's programs	9811CP	250	0.00	0.00%				0.00	
Labor Day BBQ	9811LD	1,000	0.00	0.00%				0.00	
Tai Chi	9811TC	1,700	720.00	42.35%		337.50		337.50	
Res. Handbooks	9834	150	0.00	0.00%				0.00	
Waikahan trust fund	9800	1,200	0.00	0.00%				0.00	
Donations from MB Quilters	9801	3,500	0.00	0.00%				0.00	
Community Development Block Grant	9900	12,750	0.00	0.00%				0.00	
TOTAL RECREATION INCOME =									
		\$26,450	\$2,597.49	9.82%	\$173.65	\$590.32	\$0.00	\$763.97	

MONTH OF SEPTEMBER 1997 ACTUALS

MUIR BEACH COMMUNITY SERVICES DISTRICT
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SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

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WATER EXPENSES					MONTH OF SEPTEMBER 1997 ACTUALS			
EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	10/31/97 TOTAL
Maintenance, Mgr. Wages	1028	\$12,000	\$5,187.00	43.23%			\$1,400.00	\$1,400.00
Extra Hire Wages	1073	2,000	832.00	41.60%				0.00
FICA	1404	1,071	460.47	42.99%			107.10	107.10
Benefits	1508	1,560	520.00	33.33%			130.00	130.00
Work. Compensation Insurance	1701	924	608.63	65.87%		293.94		293.94
Conferences/Training	2049	1,000	0.00	0.00%				0.00
Annual Fee	2058	500	0.00	0.00%				0.00
Gen. Insurance	2059	1,869	1,869.00	100.00%				0.00
Repairs	2077	4,500	0.00	0.00%				0.00
Tests & chemicals	2115	1,000	197.02	19.70%		33.72		33.72
ABCC Administrative & clerical fees	2117	19,800	6,600.00	33.33%		1,650.00		1,650.00
Misc. Expenses	2121	1,200	628.30	52.36%	1.60	90.00		91.60
Refunds	2122	600	0.00	0.00%				0.00
Postage	2130	600	101.63	18.94%	8.40			8.40
Office supplies	2133	450	268.81	59.74%	30.44	33.59		64.03
Contract Repairs	2325	5,000	9,778.34	195.57%				0.00
Travel	2479	1,020	340.00	33.33%			85.00	85.00
Telephone	2534	450	177.71	39.48%		68.18		68.18
Electricity	2535	4,500	1,917.00	42.80%		668.75		668.75
Equipment	4093	400	0.00	0.00%				0.00
Water Meters	4160	400	0.00	0.00%				0.00
TOTAL WATER EXPENSES =		\$60,844	\$29,485.91	48.46%	\$40.44	\$2,838.16	\$1,722.10	\$4,600.70

WATER INCOME								
INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	10/31/97 TOTAL
Service Billing	9025	\$56,000	\$23,695.93	42.31%		\$5,928.13		\$5,928.13
Late penalties & interest billed	9772	1,250	496.89	39.75%		132.02		132.02
Receipts Collected	9025	56,000	25,797.00	46.07%		7,167.34		7,167.34
Accounts Receivable	9025		\$8,114.83	ON CLOSE OF BUSINESS DAY			10/31/97	
Security Deposits billed and collected	9025SD	600	200.00	33.33%				0.00
Miscellaneous water income	9772	0	0.00	NA				0.00
TOTAL WATER INCOME =		\$56,600	\$25,997.00	45.93%	\$0.00	\$7,167.34	\$0.00	\$7,187.34

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, OCTOBER 29, 1997**

Directors present: President Kamradt and Directors: Erin Pinto, Peter Rudnick and Steven Shaffer. There is one vacancy.

- I. Call to order:** President Kamradt called the meeting to order at 7:02 PM.
- II. Review and consideration of the October 29, 1997 Agenda.** There was a brief discussion of the Agenda, and Director Shaffer then *moved* to approve the Agenda as submitted; seconded by Director Pinto; ayes all.
- III. Public Open Time:** Director Pinto introduce a letter from Mr. & Mrs. Brandt relating their concerns about adequate drainage of Sunset Way in front of their residence and introduced the Brandt's who were present in the audience. This was followed by a lengthy discussion including the G. M.'s comments on maintenance work that had been recently accomplished; the problems inherent to properties situated on the downhill side of a hillside roadway; the problems of runoff from Juminith Whale; correspondence to CalTrans and their failure to respond.

The Board instructed the G. M. to write a letter to CalTrans reaffirming the Board's concern and their formal request for action. The letter should be prepared to include the signatures of all Board members, with copies going to Supervisor Kinsey and the affected Muir Beach residents. In addition, the G. M. was instructed to physically inspect the area again and if necessary to take relative elevations with a level (to be borrowed from Green Gulch) so more accurate information could be considered in evaluating the situation.

Kathy Sward then gave the Board copies of a letter from Bob Stewart, Marin Open Space, concurring with the District's offer to oversee the management of Spindrift Point and the need to have strong qualified environmental biological management to preserve this natural area.

Mrs. Sward and Judith Yamamoto expressed some concern over the approved plans for the community center deck and their disappointment that the deck construction was delayed. The G. M. explained that there is a problem with the design of the support beams and their warranty to withstand exterior exposure. He said he reluctantly postponed construction when it appeared obvious that there was considerable doubt that the construction could be timely completed for the Christmas Faire, even if everything went perfectly. Prior to postponing construction, the G. M. consulted with the Quilters and they also reluctantly agreed that this was the most prudent course of action. Following some additional discussion, it was decided that the Quilters should review the plans for additional considerations that may be implemented prior to the new construction commencement date of March 30, 1998.

Director Shaffer reported that Ms Hester Burn-Callander had contacted him with her concerns about the expansion plans to add 70 new homes to the Shoregate area in Mill Valley. It was noted that this was reported in the Beachcomber for general information. ~~In keeping with long standing Board policy concerning such matters, no formal action was recommended for consideration.~~

- IV. Bills to be paid 09/01/97 through 09/3/97:** There was a brief discussion of the Bills to be Paid report, with the GM indicating that the total amount is above average for the third month in a row. However, expenditures are in accord with the new budget and include more than \$6,000 in road and drainage repairs under the F.E.M.A. grant work, plus water capital improvement expenses for water rights resolution. Director Shaffer then *moved* to approve the Bills to be Paid Report, including \$10,532.74 in general fund expenses and \$4,111.15 in capital fund expenses for a total of \$14,643.89, seconded by Director Pinto; ayes all.

- V. **General Manager's report:** The G. M. then reviewed his report and noted that we have received a second payment from F.E.M.A. and have now received a total of \$24,065.
- A. **Water:** The G. M. reported that the field work for the profile of Redwood Creek has been completed and that he is in the process of including this work and the findings in the "Initial Study" prior to preparing a Negative Declaration. The profile shows that while there are places in the creek bed where no water is visible, the profile shows that the water has merely gone below the surface. Generally, this is caused by earth and/or debris dams. He also noted that he is collecting additional and more precise data on the pump operations, which will be used for the study. He apologized for the delay in completing the study, but said the additional information was essential to clarify and answer many of the erroneous rumors .
- B. **Roads & Easements:** President Kamradt asked when the work on the stairs to the park easement from Seacape to lower Starbuck would be completed. The G. M. said that the F.E.M.A. project work was complete, but that additional work was in the planning process under regular maintenance activities. President Kamradt then mentioned that she had be informed that several of the older stairs at the upper end of the easement were unstable. The G. M. said he would inspect the area and implement actions to correct the problem.
- C. **Recreation:** The priority items for recreation had been discussed during the public input discussions and no further comments were considered necessary.
- VI. **Review of the draft minutes for the September 24, 1997 meeting:** Following a brief discussion, Director Shaffer *moved* to approve the minutes as submitted; seconded by Director Rudnick; ayes all.
- VII. **Next meeting date:** Following a brief discussion, and a review of their schedules the Directors agreed to set the date for the next Board meeting to be Wednesday, December 3, 1997.

The meeting was adjourned at 9:21 P.M.

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

Deborah Kamradt, Board President

Donovan Macfarlane, Secretary