

January 21, 1998

#461 #223 #1601 ~~SHORLINE~~ #285
To: Deborah Kamradt, Erin Pinto, Peter Rudneck, & Matthew Schiffries

Boys and Girls,

Attached is a draft of the Agenda for the January 28th meeting. If you have any changes or additions then either call me with same or scribble them on the face of this letter or the Agenda and stick it in my box (#251). 7

As always, it has made my heart soar like the great eagle to be of some small service to you, the truly worthy.

Your humble servant,

Steven Shaffer,
Assistant clerk

*Mark 4:21
The house is on fire*

Steven S. Shaffer
240 Pacific Way
Muir Beach
California
9 4 9 6 5

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BOARD OF DIRECTORS INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING
ON
WEDNESDAY, JANUARY 28, 1998
THE MEETING WILL BEGIN AT 7:00 P.M.**

<u>Description</u>	<u>Pages</u>
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Mia Monroe (1 month, former consultant.

Carolyn Shoultz Watershed specialists

Jim Boucher - Mant Forman

General info. - dev a bigger vision
re: watershed.

They are now collecting c. 100 fec
@ Muir Woods. - GGNRA funds - high
priority, to Redwood Creek watershed - restore the
natural health.

Studies required, motivated staff to
protect the resources.

#1 Fern creek - They are restoring access and
aquatic life is returning.

#2 - Certain areas of Redwood Creek have a
trunk that obstructs the creek and wildlife
This area is to be redesigned, removing
asphalt and placing a boardwalk

#3. Upgrading the signage

#4. Banducci - looking @ upgrading the area
to flow to the creek. What to do long
term @ that site. Removing cage iron, Eucalyptus
The lower area is important aquatic
life. Changing the amount of water flow.
- diversion.

#5. Eucalyptus containment - will yield more
water to creek. Non-native plants etc.

AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTOR'S MEETING TO BE HELD ON WEDNESDAY,
JANUARY 28, 1998 BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA

DIRECTORS: President Deborah Kamradt, Erin Pinto, Peter Rudneck, Matthew Schiffries, and Steve Shaffer

I. Call the meeting to order. President Kamradt will call the meeting to order. 19:16

II. Review and consideration of the January 28, 1998 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 proposed Agenda.** This public comment is subject to the same time and content limitations outlined above.

#7 Gold Gate dam - back to NPS is
March 1999 - What will happen - horses
are out and the downstream

#8. Studies on aquatic life - and horses
are no longer present - more

#9. Mrs. Black - Big Canyon not finished
and they are asking funding - are
updating the management policies.

#10. Most programs are run under by Williams.
Feeder to be replaced but some needed.
the - remember back to go to Bluff and
M.B. - Dog agency - horse law in Utah

Apprentice for a group of land owners that share
interest in the watershed NPS, SPS.
Green Gulch, & Mrs. Black

Apprentice for a grant for
technical study - horses
& studies etc.

Tealbe about camp at Mrs. County
and NPS.

IV. **Fire Department.** If a designated member of the Fire Department is present and wishes to present a report to the Board it will be heard at this time.

V. **Discussion of "Initial Study" completion.** Director Pinto to offer comments and suggestions regarding the possibility of directing Entrex to complete the **Initial Study** using the information collected by the General Manager.

VI. **Bills to be paid.** At the time of the posting of this Agenda it is anticipated that the General Manager will not be present at this meeting and the bills to be paid for this period will be listed for approval at the February 1998 Board meeting.

VII. **General Manager's report:** At the time of the posting of this Agenda it is anticipated that the General Manager will not be present at this meeting and there will be no General Manager's report.

VIII. **Review of the draft minutes for the December 3, 1997 Board meeting.** If the minutes from the December 3, 1997 Board meeting are unavailable they will listed for approval on the Agenda of the February 1998 Board meeting.

IX. **Next meeting date.** The Board should schedule the next meeting date. The normal meeting date is Wednesday February 25, 1998. This is "Ash Wednesday".

March 4th and 24th
11

Special Mtgs Feb ~~24th~~ Thurs.
Entrex 5th 7 PM

Ashy 22:06

\$200 unknown for.

150 Mr. Wood pass / year. other family.

Salmon / Stutter threatened again.

What are we made of the first

also present - a 6 yr. study of coffee
and moderation.

from Browning - No accident - common

St 1 hr. less to AB
the for \$500, Em, ad.

35
8
280
2
560
40
\$600

Open Tm
Milton: re function as a director -

Q

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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, MARCH 11, 1998
THE MEETING WILL BEGIN AT 7:00 P.M.**

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<i>Hardship request, not included in posted packet.</i>	30

[Signature]

Carmel Stavis
Honoring Project

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
RESCHEDULED BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY,
MARCH 11, 1998 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.~~ *Matthew Schaffries*

I. Call the meeting to order. President Kamradt will call the meeting to order and then turn the chair over to incoming President Shaffer. *19:15*

II. Review and consideration of the March 11, 1998 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 move R/E to item #4 after Deb. 2nd, 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.
Call Debra Allen re: pictures.
Waters Mtg 3/25 - will set up procedures and organization - for I have great involvement @ Muir Woods Brown Bluffs.

PUBLIC INPUT 331-5160
Brochure/Wrap-up. - April 25th NPS is having an Earth Day - 9/12

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.
for Bouche - New Toilets @ overlook - next week. / E. Shaffer a note point for public input @ overlook approved. / K. Wolf's @ Bd. S. overlook

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.
Not yet approved / being considered - Boardwalk. - April 1st

Conservation Trails @ Smt.

IV. **Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the November 1, 1997 through January 31, 1998 fiscal period, including three (3) separate monthly reports in chronological order. *Eric Matt all*

TTH
Sat 21st
V. **Fire Department, Emergency Disaster Committee:** It is anticipated that Chief Moore will be in attendance with a report of the new emergency equipment purchased. *15 People for West*
Nayhere L on Res Train 1st on last night Ark

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 November, December and January budget reports.
- B. Review of water operational and water rights activities, including a request for a closed session to review employee compensation and a request for hardship relief.
- C. Review of the recreation activities and storm damages to the Community Center property.
- D. Review of the Roads and Easement activities, including a request for additional F.E.M.A. funding, the need to correct prevailing drainage problems on upper Sunset Way, etc.

VII. **Next meeting date.** The Board should schedule the next meeting date. The next regular meeting was previously scheduled for Wednesday, March 25, 1998. However, due to the rescheduling of tonight's meeting, it is suggested that the next meeting be postponed until Wednesday April 1 or April 8. There are five (5) Wednesdays in April and four weeks separate April 8 and April 29, 1998.

ADJOURNMENT OR CONTINUATION

4/8/98

23:13

Waterbury committee
Matt
we must concentrate
on the water rights.

L. Eoin, Steve

MUIR BEACH CSD, BILLS TO BE PAID

RECEIVED 11/01/97 THROUGH 11/30/97

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
CAPITAL IMPROVEMENT FUND 429				
ABC Consultants	2713	Partial billing for Negative Dec. preparation	B	\$1,500.00
Total Fund 429 Expenses =				\$1,500.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

ABC Consultants	2117	Administration fees for Nov. '97	B	500.00
ABC Consultants	2479	Travel 10/1/97 - 10/31/97, 504 mi @ 0.315	B	158.76
TOTAL G&A EXPENSES =				\$658.76

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Harvey Pearlman	1028	Maint. wages paid in Nov. '97 F.E.M.A.	C	210.99
Alberto Alcala	1073	Labor wages paid in Nov. '97 F.E.M.A.	C	446.75
Jose Alcala	1073	Labor wages paid in Nov. '97 F.E.M.A.	C	452.13
General Hardware	2077	Hardware for stair repairs F.E.M.A.	P	6.44
Jackson's	2077	Nails, F.E.M.A.	B	10.62
Martin Bros. Supply	2077	Steel, concrete mix, hoses, etc. F.E.M.A.	B	601.31
ABC Consultants	2117	Administration fees for Nov. '97	B	500.00
TOTAL R&E EXPENSES =				\$2,228.24

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. wages paid in Nov. '97	C	776.17
Robert Wurgaft	1073	Relief. maint wages paid in Nov. '97	C	378.93
Harvey Pearlman	1406	Employee benefits for Nov. '97	C	130.00
ABC Consultants	2117	Administration fees for Nov. '97	B	800.00
ABC Consultants	2117	Clerical fees for Nov. '97	B	850.00
Harvey Pearlman	2479	Travel allowance for Nov. '97	C	85.00
Pacific Bell	2534	Relay phone control thru 11/07/97	B	34.40
TOTAL WATER EXPENSES =				\$3,054.50

RECREATION EXPENSES, DIVISION CODE 9239

Juana Gonzales	1073	Jaitorial wages paid in Nov. '97	C	138.87
ABC Consultants	2117	Administration fees for Nov. '97	B	325.00
Rachael Culp	2041BI	Bistro wages paid in Nov. '97	C	193.77
Justine Rosenthal	2041TC	Tai Chi instruction wages paid in Nov. '97	C	135.64
Ken Praszker	9255R	Refund rental security deposit	B	75.00
Mindy J. Murano	9255R	Refund rental security deposit	B	150.00
Suzanne Plan-Miller	9255R	Refund rental security deposit	B	75.00
TOTAL RECREATION EXPENSES =				\$1,093.28

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants	2117	Administration fees for Nov. '97	B	225.00
Pacific Bell	4827	Fire Station phone thru 10/25/97	B	20.41
TOTAL FIRE EXPENSES =				\$245.41

B = Paid thru Cal Fed Bank
 C = Paid thru County depository
 P = Paid thru Petty Cash Funds

TOTAL GENERAL FUND EXPENSES = \$7,280.19
TOTAL CAPITAL FUND 429 EXPENSES = 1,500.00
TOTAL OF ALL EXPENSES = \$8,780.19

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

Steven Shaffer, President

Donovan Macfarlane, General Manager

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**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 12/01/97 THROUGH 12/31/97**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
CAPITAL IMPROVEMENT FUND EXPENSES				
ABC Consultants	2713	Additional work on Neg. Dec. study	B	1,000.00
Marin County	2352	Tax Collection fees, 1st increment	C	244.50
TOTAL HARRIS FUND EXP. =				\$1,244.50

ADMINISTRATION EXPENSES, DIVISION CODE 9236				
C.S.D.A.	2049	Annual dues	B	231.00
ABC Consultants	2117	Admin. fees for December 97	B	500.00
Office Max	2133	Copies and misc. office supplies	B	25.57
Marin County	2352	Tax Collection fees, 1st increment	C	258.50
ABC Consultants	2479	Travel 11/01 thru 11/30/97, 445 mi. @ .31	B	137.95
AT&T	2534	415-388-7804 toll calls thru 11/10/97	B	47.29
Pacific Bell	2534	415-388-7804 thru 11/11/97	B	20.98
TOTAL G&A EXPENSES =				\$1,221.29

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
Harvey Pearlman	1028	Maint. Mgr. wages paid in December '97	C	226.07
Alberto Alcala	1073	Labor wages paid in Dec. '97 F.E.M.A.	C	457.51
Jose Alcala	1073	Labor wages paid in Dec. '97 F.E.M.A.	C	457.51
Home Depot	2077	Eyebolts, drains, etc. F.E.M.A. work	B	21.38
ABC Consultants	2117	F.E.M.A. work in December 1997	B	500.00
ABC Consultants	2117	Admin. fees for December 97	B	500.00
TOTAL R&E EXPENSES =				\$2,162.48

WATER DIVISION EXPENSES, DIVISION CODE 9238				
Harvey Pearlman	1028	Maint. Mgr. wages paid in December '97	C	836.44
Harvey Pearlman	1506	Benefits for Dec. '97	C	130.00
State Fund	1701	Worker's copensation insurance adjust.	B	53.87
Herb's Pool Service	2115	Chlorine suplies 11/04/97	B	25.74
Marin County Laboratory	2115	Water sample testing, Oct & Nov. 97	B	90.00
ABC Consultants	2117	Cleical fees for December 1997	B	850.00
ABC Consultants	2117	Admin. fees for December 97	B	800.00
Goodman Building Supply	2121	Roof patch, butane , nails	B	29.47
U. S. Post Office	2130	Postage stamps and mailing costs	P	63.00
Harvey Pearlman	2479	Travel allowance for Dec. '97	C	85.00
Pacific Bell	2534	Well control phone thru 11/11/87	B	20.73
PG&E	2535	Electric for well & lower tank thru 11/18/97	B	350.56
TOTAL WATER EXPENSES =				\$3,334.81

RECREATION EXPENSES, DIVISION CODE 9239				
Juana Gonzales	1073	Janitorial wages paid in December '97	C	138.87
National Appliance Company	2077	Service Com. Ctr. gas stove & oven	B	86.00
Salvador Gonzales	2097	Ground maintenance paid in Dec. '97	C	86.12
ABC Consultants	2117	Admin. fees for December 97	B	325.00
Costco	2366	Paper Towels & Com. Center supplies	P	12.32
McPhail Fuel Company	2535	Refill Com. Ctr. butane tank, 11/11/97	B	159.66
PG&E	2535	Electric for Com. Ctr. thru 11/18/97	B	83.49
Gail Falls	4048	Film, Blueline sets, and permit plans	B	72.74
Rachael Culp	2041BI	Bistro wages paid in December '97	C	145.33
Justine Rosenthal	2041TC	Tai Chi instruction wages paid in Dec. '97	C	155.02
Amy Stewart, PAID FROM TRUST*	9255R	Refund rental security deposit	B	150.00
TOTAL RECREATION EXPENSES =				\$1,414.54

*Items paid from Trust Accounts are not an actual expense, and Trust deposits are not income.

FIRE DIVISION EXPENSES, DIVISION CODE 9240				
ABC Consultants	2117	Admin. fees for December 97	B	225.00
GTE Mobilnet	4827	Cell phone thru Dec. '97	B	76.46
Pacific Bell	4827	Fire Station phone thru 11/25/97	B	20.29
TOTAL FIRE EXPENSES =				\$321.75

B = Paid thru Cai Fed Bank	TOTAL HARRIS FUND EXPENSES =			\$1,244.50
C = Paid thru County depository	TOTAL GENERAL FUND EXPENSES =			8,454.87
P = Paid thru Petty Cash Funds	TOTAL OF ALL EXPENSES =			\$9,699.37

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

Steven Shaffer, President

Donovan Macfarlane, General Manager

MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 01/01/98 THROUGH 01/31/98

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
CAPITAL IMPROVEMENT EXPENSES				
Entrix	2713	Review Draft Initial Study	B	346.50
TOTAL CAPITAL EXPENSES =				\$346.50

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Merrill Lynch	2049	Annual WCMA fee	B	150.00
ABC Consultants, Inc.	2117	Administrative fee for January 1998	B	500.00
Office Max	2133	Copy's of Board Packets, forms & files	B	66.53
ABC Consultants, Inc.	2479	Travel 12/01 thru 12/31/97, 145 mi. @ 0.315	B	44.95
AT&T	2534	707-648-1305 service thru 12/10/97	B	25.54
AT&T	2534	415-388-7804 toll calls thru 12/09/97	B	74.39
AT&T	2534	415-388-7804 toll calls thru 1/10/98	B	15.51
Pacific Bell	2534	415-388-7804 local service thru 12/11/97	B	20.29
Pacific Bell	2534	415-388-7804 local service thru 1/11/98	B	24.77
TOTAL G&A EXPENSES =				\$921.98

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Harvey Pearlman	1028	Maint. Mgr. wages paid in December '97	C	226.06
Alberto Alcala	1073	Labor wages paid in December '97	C	139.95
Jose Alcala	1073	Labor wages paid in December '97	C	139.95
Goodman Building Supply	2077	Treated Timbers & Quickcrete	B	120.03
Home Depot	2077	Redimix, timbers, & hardware for F.E.M.A.	B	238.50
Martin Bros. Supply	2077	120' - #4 rebars	B	24.45
ABC Consultants, Inc.	2117	Administrative fee for January 1998	B	500.00
ABC Consultants, Inc.	2117	Additional F.E.M.A. services	B	500.00
TOTAL R&E EXPENSES =				\$1,888.94

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. Mgr. wages paid in Dec. '97	C	889.22
Harvey Pearlman	1406	Medical benefits for Dec. '97	C	130.00
Marin County Laboratory	2115	Water tests 12/23/97 & 1/14/98	B	60.00
ABC Consultants, Inc.	2117	Clerical fee for January 1998	B	850.00
ABC Consultants, Inc.	2117	Administrative fee for January 1998	B	800.00
U. S. Post Office	2130	Postage & mailings	P	87.00
Harvey Pearlman	2479	Travel allowance for December '97	C	85.00
Pacific Bell	2534	Relay phone thru 12/07/98	B	34.08
Pacific Bell	2534	Well relay control phone thru 1/07/98	B	33.47
PG&E	2535	Well & lower tank electric thru 12/16/97	B	263.92
PG&E	2535	Well & lower tank electric thru 1/16/98	B	269.35
TOTAL WATER EXPENSES =				\$3,502.04

RECREATION EXPENSES, DIVISION CODE 9239

ABC Consultants, Inc.	2117	Administrative fee for January 1998	B	325.00
Juana Gonzales	1073	Janitorial wages paid in December '97	C	208.30
Costco	2041BI	Bistro coffee & supplies	P	75.71
Rachael Culp	2041BI	Bistro wages paid in December '97	C	193.77
Shoreline Disposal	2259	Garbage service thru 3/98	B	108.60
Pacific Bell	2534	Com. Center pay phone 8/97 - 12/19/97	B	133.12
PG&E	2535	Com. Center electric thru 12/16/97	B	77.41
PG&E	2535	Com. Center electric thru 1/16/98	B	64.29
Gail Falls	4048	Gift to compensate structural engineer	B	40.17
Diversified Risk (FROM TRUST FUNDS)	9255	Special event insurance paid from trust dep.	B	143.35
TOTAL RECREATION EXPENSES =				\$1,369.72

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants, Inc.	2117	Administrative fee for January 1998	B	225.00
Pacific Bell	4827	Fire Station phone thru 12/19/97	B	20.29
TOTAL FIRE EXPENSES =				\$245.29

B = Paid thru Cal Fed Bank

C = Paid thru County depository

P = Paid thru Petty Cash Funds

TOTAL CAPITAL EXPENSES = \$346.50

TOTAL GENERAL FUND EXPENSES = \$7,927.97

TOTAL OF ALL EXPENSES = \$8,274.47

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

Steven Shaffer, 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. Annual conflict of interest reports:** Copies of the "Statement of Economic Interests", including the guidelines, instructions, cover page, and a schedule C, will be distributed to Board members during the meeting. In general, most Board members need only complete the cover page and schedule B (real estate interest). However, if any Director is doing business (with local residents or business) within the District aggregating more than \$250 annually, a schedule C should be completed. If you need any of the additional forms, the original copies (for duplication) are available in the office. Also, copies of new legislation "Fact Sheet" and the "Limitations and other restrictions on gifts, honoraria, travel and loans will be distributed for each directors perusal. **These forms must be completed and filed with the County Clerk's office no later than April 1, 1998.** You can complete the forms and put them in Box 221 prior to **Wednesday, March 25, 1998** if you want me to take them to the Clerk's office.
 - B.** Due to the volume of the current packet, and the amount of business to be discussed the minutes of the two previous board meetings (December 3 and January 28) are not included in tonight's packet. These will be included in the next meeting packet, which should not be so busy.
 - C.** The budget reports for November, December, and January are included in the packet along with the Bills to be Paid reports for the same months. The District is operating well within the budget guidelines and the normal seasonal expenditure fluctuations. Overall, the District equity has increased from \$129,527 at the end of October 1997 to \$196,448 at the end of January 1998. The increase is primarily due to the receipt of the 1st fiscal tax revenue increment and the receipt of the balance of the 1997 F.E.M.A. funds (discussed under roads and Easements). Gross expenses have averaged less than \$9,000 per month for the three months reviewed, which is within the norms for this time of year. Expenses will begin to increase as the weather improves and enables the completion of the F.E.M.A. repairs.
 - D. Conflict of interest:** During the January meeting, a possible conflict of interest arose regarding Director Rudnick and his activities with the Banducci Ranch. Regrettably, Director Rudnick is unable to attend tonight's meeting, due to a last minute family emergency requiring his travel to the mid west area. He has reviewed the situation and had planned to clarify his position and belief that there is no conflict of interest. He will do this at the next meeting.
 - E. Insurance:** We have received a proposal from the American Water Works Association for insurance coverage, which seems to offer a considerable savings over our S.D.R.M.A. coverage. I am in the process of reviewing the proposal and will make a more detailed report to the Board when certain particulars have been clarified.
- II. FIRE:** It is anticipated that the fire Chief will attend the meeting and offer a brief update on the volunteer fire activities.
- III. RECREATION:** The recent storms have resulted in some damages from fallen trees into the playground area. George Lindholdt has been kind enough to give permission for us to fall the hazardous trees onto his lot area, providing we are timely in removing the fallen debris. I have applied for F.E.M.A. funding to repair the damages and cover the necessary removal of damaged trees. Hopefully, much of this work will be completed or at least in progress by the time of the Board meeting.

- A. Due to my recent illness, meetings to finalize the community center deck plans were postponed. Subsequently, the architect Gail Falls has taken a new full time position and we are trying to coordinate a meeting with Gail, Judith, Kathy, and myself to review the plans and schedule the work. As it now stands, with El Nino expected to continue into May, I have authorized Ann Browning to continue rentals through June, with construction to tentatively begin in July. A review by the County has extended our time restrictions on the C. D. B. G. funds.
- B. A survey of the Lindholdt property downhill from the community center has shown that we have a considerable area of land below the current fence. This is the area where the trees will be removed, as a safety measure and to eliminate potential District liability when the Lindholdt property is developed (a permit has been secured). While the area is sloped, it is not severe and offers an opportunity to improve the outdoor recreational facilities. Development of a master plan for outdoor recreational facilities would have considerable merit.
- C. Director Shaffer has offered to cooperate with me to have an "Old timers" community dinner in the near future. The event will feature music from the 40's, 50's and 60's, plus whatever else can be arranged for entertainment. We need volunteers to assist in serving, tending the bar, and cleanup. Also, we need to consider a suitable date, preferably on a week end night.

IV. ROADS AND EASEMENTS: Needless to say, the recent storms have caused some problems. However, in general the District survived much better than many adjacent areas. Our drainage generally worked well, a minimum number of trees fell, and most of the repairs from last year served well. The following conditions will require repairs and have been included in the most recent request for F.E.M.A. funds.

- A. It should first be noted that we have received the majority payment of F.E.M.A. funds for last years damages, including \$10,851 in August, \$13, 214 in September and \$30,321 in December, plus cancellation/satisfaction of the \$2,871.64 and \$18,000 prior F.E.M.A. obligations. Effectively, we have received a total of \$54,386.76 in cash funds and \$20,871.64 in debt satisfaction for a combined total of \$75,258.40 and have returned to a qualified status for additional funding.
- B. The preliminary request for F.E.M.A. assistance for the most recent storm damages include the following general areas:

1.	Upper slope repairs on Pacific Way	\$15,000
2.	Funding for Pacific Way repairs from #200 to # 270	10,000
3.	Additional funding for the Pacific Way retaining wall area	20,000
4.	Charlotte's Way slide repairs	50,000
5.	Charlotte's Way, entire length repairs of road base and grading	12,500
6.	Sunset Way slide and roadway damage repairs	35,000
7.	Pedestrian easement repairs above and below 200 Sunset Way	3,000
8.	Pedestrian easement repairs above and below #75 Sunset Way	6,500
9.	Lower area of Community Center property	4,500
10.	Starbuck Drive extension grading and replace roadway base	3,500
11.	Repair damages to picnic grounds and B. B. Q. area	7,500
		Total request = \$167,500

On the assumption that F.E.M.A. funds will be made available for most of these needed repairs and due to the pressing need for some of the repairs so as to avoid more extensive damage, some of the repair work is now in process, and other work requiring equipment with qualified operators is scheduled in the next two weeks.

- C. It seems that my letter and your phone calls to Supervisor Kinsey and Superintendent O'Neill have resulted in some action. Last Wednesday, the County had equipment working to relieve the flood waters on Pacific Way, and it is my understanding that the County engineer is preparing to do the necessary survey and engineering design necessary to eliminate the problem. Hopefully, we can continue this progress with a solution to the parking and sign problems.
- D. With the exception of the Pacific Way area by the retaining wall, and the pedestrian easement from Sunset Way to Cove Lane, last year's storm damage repairs have been completed. Both of the uncompleted areas have received additional damage this year and should qualify for the additional funding requested above. The drainage problem on Pacific Way from the ocean end of the retaining wall to the drainage culvert under the road at the Sunset to Pacific Way pedestrian easement at Pacific Way needs to be resolved. This year, sandbagging was necessary to avert further erosion of the embankment below the Kaplan property, and this diversion of storm flows contributed to the damages further down the hill. The culvert crossing beneath Pacific Way needs to be replaced and the perpetual spring water on the uphill side of the pavement plus storm runoff causes a potential health hazard and damages the road base. The problem is essentially continuous from 200 Pacific Way to 280 Pacific Way and extensive work is needed for correction. Further, the conditions and difficulty of repairs are exacerbated by the location and shallow depth of the water main, plus the improper paving of parking areas on the uphill side that do not provide a drainage swale.

The F.E.M.A. funds do not provide for solving this problem and in fact do even cover the relocation/replacement of the water main in the F.E.M.A. repair area. However, if the efforts are combined, the overall District cost of a solution is substantially reduced and may well amount to little more than the planned cost for replacing the water main. For this reason, I suggest that the District consider giving priority to replacement and upgrading of the water main in this area, at this time, rather than at a later future date and that the work be done in combination with the F.E.M.A. work to reach an overall solution.

- E. **Traffic signs:** We have finally received the official signs to replace the temporary no parking, fire lane and emergency staging area signs used last year. Hopefully, these more official appearing signs will be more effective in controlling the illegal parking. While the signs were expensive (particularly the custom signs), an error on the vendor's part yielded two additional "Emergency Staging Area" signs at no cost. The Fire Department may be able to use one of these signs at the Fire Station area.
- F. **District Authority:** In response to my request for clarification of the district's authority to maintain the roads and easements, particularly in light of the failure to include the authority in the voter approved measure, Alexis Mc Bride has responded. She researched the law and found that when the District submitted the measure for vote, the original law did not include the words "and maintain". In 1979, Chapter 157 was enacted which revised the law to expressly include maintaining the roadways and this added the express powers to the District without further action.

Also, in response to my request, Alexis has requested the Auditor's office to see if the additional funding provided for by Chapter 157, to maintain the roadways, was properly allocated to the District. If it wasn't, we may have a substantial amount of back tax revenue due to us.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
NOVEMBER 23, 1997 THROUGH MARCH 7, 1998**

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. The lower tank sample taken in February tested positive for non fecal coliform. A second sample was immediately sent in and tested as non positive. A discussion with Harvey indicated that the first test was taken during the adverse weather conditions and was considered as accidentally contaminated during the sampling process.
4. **TABULATION OF WATER PRODUCTION FACTORS:** Due to the number of months since the last production report and the fact that even with several leaks (discussed below) water production has been well within the lower rates for this time period, the production table is not included. It will be included in the next regular Board meeting report for the most current period.

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

5. During late January we experienced indications of a substantial water main leak (approximately 10,000 gallons per day) which was very difficult to locate due to the inclement weather conditions. We performed various tests, including isolation of the upper and lower systems, in order to determine the most likely general location. Fortunately, during the meter reading process, the leak was discovered and repaired. Subsequently, two additional leaks were repaired in different locations.
6. We experienced some severe cloudy water conditions during the month of January, and again in late February. There were no obvious reasons for the condition; however, it is possible that the water leak caused turbulent flow conditions resulting in disturbing the sedimentary precipitate deposits. Also, during the isolation of the upper and lower systems, the lower water elevation in the lower tank may have disturbed the tank sediment deposits. The entire system was flushed (once annually every fire hydrant) and the problem seems to have been alleviated.
7. The cleaning of the water storage tanks has been scheduled to be completed during the week of the board meeting. Hopefully, I will be able to give a verbal report of this during the meeting. Certified divers will vacuum filter the sedimentation, consuming 4,000± gallons of water per tank. This will be followed by an underwater inspection and video taping of the internal tank structures. The divers will also apply underwater sealants (health department approved) where required. The approximate cost of this is \$1,710 based on a sedimentation depth of no more than six (6) inches. Repairs and additional cleaning time (if sedimentation is greater in depth) is at \$150 per hour. It has been more than seven (7) years since the last tank cleaning and we will establish a regular cleaning schedule based on the findings and results of this cleaning.
8. The chlorine pump finally failed and has been replaced with a new pump. The old pump has been sent to the factory for rebuilding, as a standby backup. Following installation of the new pump, we experienced some fluctuations in chlorine levels as the regulator settings on the new pump were properly determined. The operation is now within normal standards.

WATER REPORT CONTINUED:

9. Due to an article in the San Francisco Chronicle, we received several calls concerning the use of chlorine in our water system. A "chlorine" notice was included with the February billing, offering basic information on the District's use, noting that the District's levels are well within standards.
10. The District received its annual "Small water system inspection" and passed. A few minor notations for operational activities were noted as follows:
 - A. Residual CL_2 was noted as less than 0.2 mg/l at the well head; however, it tested 0.4 mg/l in the pipe system and is okay.
 - B. Improved logging of the CL_2 and pH levels was requested, and annual sampling of NO_3 (nitrate) is required.
 - C. Sampling for radiological elements is required every four (4) years, and testing for inorganic, general physical and secondary chemicals is required every three (3) years. Harvey was also given guidelines for lead and copper rule sampling.
 - D. We are arranging for the required NO_3 sampling along with a current test of our trihalomethane levels and testing for radiological elements, in compliance with the inspector's requests.
11. **ACCOUNTS RECEIVABLE & WATER BILLING:** Details of the water billing and accounts receivable are including in the budget reports and will no longer be detailed in this report.
12. **CAPITAL IMPROVEMENTS:** We received the 1st increment of the tax surcharge for capital improvements and we also received our 1st payment of \$6,500 for installation of a new water meter. The capital improvement fund now has almost \$54,000 and it is time to consider the priority of some needed capital improvements in accord with the Twenty Year Plan and current events. To some extent, the cleaning of the water tanks and the physical inspection may contribute important information for this. Current events requiring consideration include the following:
 - A. Problems at the well house are becoming more severe including:
 - a. The roof requires reconstruction.
 - b. The main meter needs replacement. However, the slow close, slow open valve system also requires replacement. In the process, a redesign of the well house piping decreasing the line size to 2 or 2 ½ inches will permit the use of a less expensive and more accurate meter. The low pumping rate of our well (less than 60 g.p.m.) is below the minimums for standard meters and requires special meters costing two to three times normal.
 - c. The overhead electrical service is becoming a problem. Falling trees from recent storms just barely missed pulling the lines down.
 - B. The F.E.M.A. repairs of Pacific Way will not cover the cost of reconstructing the water main in the general repair area. For the repairs to be effective it and solve the basic drainage problem (further discussed under Roads & Easements) a portion of the main distribution line should be replaced (fire hydrant to fire hydrant) with properly constructed 6" pipe with a minimum of 24" cover above the pipe.
 - C. Recent line repairs have accentuated the need to replace defective main line valves and to add additional valves necessary for improved maintenance and repairs.

- D. The installation of a sand filter on the effluent line at the upper tank will reduce the introduction of iron precipitate into the general system. Also, in this process we can install a more convenient sampling control for our monthly water samples.
- E. At some point during the meeting, if necessary, I request a closed session to discuss employee compensation, benefits, and labor standards. The improved economy, combined with increased construction activities has exacerbated the District's problems in securing reliable labor.

On Thursday, March 12, 1998 Harvey and I will attend an A.W.W.A. satellite teleconference "Maintaining Water Quality in the Distribution System". The conference reviews optimizing water quality, specific techniques for flushing, system monitoring, biofilm control and a review of disinfection alternatives. The combined total cost for attending is less than \$350 and is within the budget provisions.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

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

Fiscal Year is
41.92%
Complete

SUMMARY OF GENERAL FUND ACCOUNTS		BEGINNING	MONTH OF NOVEMBER 1997 ACTUALS				
DESCRIPTION	1899 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	11/30/97 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	3,400.00		3,400.00
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	1,874.08		1,874.08
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	2,075.00		2,075.00
Cal Fed Depository unobligated balance	7,049	8,535.28	121.08%	NA	19,906.83		19,906.83
Beginning Petty Cash on hand	27	26.78	99.19%	(167.47)	NA		(167.47)
County General fund balance	18,134	18,133.79	100.00%	NA	NA	4,200.28	4,200.28
Combined beginning balance of all deposits	\$51,898	\$42,372.38	81.65%	(\$167.47)	\$27,972.12	\$4,200.28	32,004.93
General and Admin. Income	33,810	(\$408.21)	-1.21%	1.00	70.07	117.33	188.40
General & Admin. Expenses	19,047	4,795.65	25.18%	0.00	658.76	0.00	658.76
G&A Income - Expenses	\$14,763	(5,203.86)	-35.25%	\$1.00	(\$588.69)	\$117.33	(470.36)
Water Income	56,600	31,367.26	55.42%	0.00	5,370.26	0.00	5,370.26
Water Expenses	60,844	32,540.39	53.48%	0.00	1,684.40	1,370.08	3,054.48
Water Income - Expenses	(\$4,244)	(1,173.13)	NA	\$0.00	\$3,685.86	(\$1,370.08)	2,315.78
Recreational Income	26,450	3,867.45	14.62%	99.43	1,170.53	0.00	1,269.96
Recreational Expenses	37,723	7,169.84	19.01%	0.00	625.00	468.28	1,093.28
Recreational Income - Expenses	(\$11,273)	(3,302.39)	NA	\$99.43	\$545.53	(\$468.28)	176.68
Road & Easement Income	48,500	24,065.00	49.62%	0.00		0.00	0.00
Road & Easement Expenses	57,560	17,092.60	29.70%	6.44	1,111.93	1,109.89	2,228.26
R&E Income - Expenses	(\$9,060)	6,972.40	NA	(\$6.44)	(\$1,111.93)	(\$1,109.89)	(2,228.26)
Fire Income	16,997	14,972.00	88.09%	0.00	0.00	0.00	0.00
Fire Expenses	16,997	15,167.84	89.24%	0.00	245.41	0.00	245.41
Fire Income - Expenses	\$0	(195.84)	NA	\$0.00	(\$245.41)	\$0.00	(245.41)
Intra Fund Transfers (non-income)	\$16,997	11,752.74	69.15%	\$0.00	\$19,939.89	\$0.00	19,939.89
General Funds budgeted combined balances =	\$60,218	\$51,222.30	85.06%	(\$73.48)	\$50,197.37	\$1,369.36	\$51,493.25
Total General Fund Income =	\$182,357	\$73,863.50	40.50%	\$100.43	\$6,610.86	\$117.33	\$6,828.62
Total General Fund Expenses =	192,171	76,766.32	39.95%	6.44	4,325.50	2,948.25	7,280.19
General Fund Income - Expenses =	(\$9,814)	(\$2,902.82)	NA	\$93.99	\$2,285.36	(\$2,830.92)	(\$451.57)
COMBINED BALANCES OF ALL ACCOUNTS							
Total County Fund 29 Capital Improvement Funds	\$29,000	\$28,887.56	99.61%	NA		\$28,887.56	\$28,887.56
Total General County Fund 429 Account Funds	(12,003)	33,905.26	NA	NA		33,905.26	33,905.26
Total Funds in T-Bills (Based on Maturity Value)	35,000	15,000.00	0.86%	NA	15,000.00		15,000.00
Petty Cash, Cash in Bank & Cash in County fund 428	25,218	51,493.25	204.19%	(73.48)	50,197.37	1,369.36	51,493.25
TOTAL OF ALL FUNDS COMBINED	\$77,215	\$129,286.07	167.44%	(\$73.48)	\$65,197.37	\$64,162.18	\$129,286.07

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

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CAPITAL IMPROVEMENT INVESTMENT FUND

WATER CAPITAL IMPROVEMENTS EXPENSES					MONTH OF NOVEMBER 1997 ACTUALS			
EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	11/30/97 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	6,843.19	22.81%		1,500.00		1,500.00
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 CAPITAL IMPROVEMENT FUND EXPENSES =		\$74,350	\$7,143.19	9.61%	\$0.00	\$1,500.00	\$0.00	\$1,500.00

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	11/30/97 TOTAL
Special Assessment tax	9001	\$36,000	\$0.00	0.00%	NA			\$0.00
Surcharge Income (See Fund 429 Intrafund transfer)	9031MS	14,000	7,395.93	52.83%	NA	1,439.89		1,439.89
Interest earnings, capital improvements (County 429)	9203CIC	1,097	790.59	72.04%	NA			0.00
Interest earnings, general fund inv. (County 429)	9203GFC	1,300	700.82	53.91%	NA			0.00
TOTAL INCOME & INVESTMENTS =		\$52,397	\$8,887.34	16.96%	\$0.00	\$1,439.89	\$0.00	\$1,439.89

SUMMARY COUNTY FUND 429 CAPITAL & GENERAL INVESTMENT INCOME AND EXPENSES

DESCRIPTION	Beginning		FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	11/30/97 TOTAL
	1997-98 BUDGET	FIS. YEAR TOTALS					
Opening Capital Fund Balance	\$28,313	\$27,844.23	98.34%	Balance on 11/01/97		28,947.67	\$28,947.67
Total Capital Fund Income	52,397	5,117.04	9.77%	0.00	1,439.89	0.00	1,439.89
Total Capital Fund expenses	74,350	7,143.19	9.61%	0.00	1,500.00	0.00	1,500.00
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	28,887.56	454.21%	\$0.00	(\$60.11)	\$28,947.67	\$28,887.56
Opening Gen. Fund Investments in County Fund 429 =	\$23,581	\$24,957.18	105.84%	Balance on 11/01/97		33,845.15	\$33,845.15
General Fund Investment Transfers to County fund 429	1,300	12,958.39	996.80%	NA	60.11		60.11
Interest earnings on general funds in Fund 429	1,300	700.82	53.91%	NA			0.00
Less Money transfers from County Fund 429 to General Fund	As required	219.17	NA	NA			0.00
Less Intra fund transfers from General Inv. 429 to Capital Imp. 429	As required	4,956.04					0.00
General Fund Investments in County Fund 429 at month's end =	\$24,881	33,441.18	134.40%	NA	\$60.11	\$33,845.15	\$33,905.26
Total County Fund 429 balance at month's end =	\$31,241			Petty cash = (\$73.48)	Cobined Capital & general =		\$62,792.82

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

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GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF NOVEMBER 1997 ACTUALS			
					PETTY CASH	CAL FED BANK	COUNTY FUNDS	11/30/97 TOTAL
Conferences	2049	\$600	\$38.92	6.49%				\$0.00
Insurance	2059	647	647.00	100.00%				0.00
ABCC Administrative fees	2117	6,500	2,500.00	38.46%		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%				0.00
Office Supplies	2133	150	58.14	38.76%				0.00
Copier Maintenance	2137	600	322.44	53.74%				0.00
County Fees	2352	7,000	132.00	1.89%				0.00
Mileage	2479	1,000	700.56	70.06%		158.76		158.76
Telephone	2534	1,250	351.30	28.10%				0.00
Legal fees & expenses	2713	500	0.00	0.00%				0.00
TOTAL ADMINISTRATIVE EXPENSES =		\$19,047	\$4,795.65	25.18%	\$0.00	\$658.76	\$0.00	\$658.76

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	11/30/97 TOTAL
Property Tax Revenue	9001	\$29,800	(\$1,139.91)	-3.83%			\$117.33	\$117.33
Bank Interest Income	9203BI	2,025	118.80	5.87%		20.07		20.07
T-Bill Interest Income	9203TB	1,785	233.95	13.11%				0.00
Inter Fund Transfers	9377	0	0.00	NA				0.00
Copier Income	9772	200	187.40	93.70%	1.00	50.00		51.00
TOTAL ADMINISTRATIVE INCOME =		\$33,810	(\$599.76)	-1.77%	\$1.00	\$70.07	\$117.33	\$188.40

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR NOVEMBER 1997
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ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF NOVEMBER 1997 ACTUALS			
					PETTY CASH	CAL FED BANK	COUNTY FUNDS	11/30/97 TOTAL
Maintenance. Mgr.	1028	\$4,500	\$1,141.00	25.36%			\$196.00	\$196.00
Extra Hire	1073	5,500	2,656.00	48.29%			835.00	835.00
FICA	1404	842	290.53	34.53%			78.89	78.89
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	8,711.07	23.82%	6.44	611.93		618.37
ABCC Administrative fees	2117	8,500	3,500.00	41.18%		500.00		500.00
Travel	2479	200	0.00	0.00%				0.00
TOTAL EASEMENT EXPENSES =		\$57,560	\$17,092.60	29.70%	\$6.44	\$1,111.93	\$1,109.89	\$2,228.26

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	11/30/97 TOTAL
F.E.M.A. INCOME	9772	\$48,500	\$24,065.00	49.62%				\$0.00

FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	11/30/97 TOTAL
Gen. & Vehicle Insurance	2059	3,772	\$3,772.00	100.00%				\$0.00
ABCC Administrative fees	2117	2,475	1,125.00	45.45%		225.00		225.00
Fire Station Fund	4048		0.00	NA				0.00
W. Marin G. Exp.	4827	10,750	10,270.84	95.54%		20.41		20.41
TOTAL FIRE EXPENSES =		\$16,997	\$15,167.84	89.24%	\$0.00	\$245.41	\$0.00	\$245.41

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	11/30/97 TOTAL
W. Marin Grant	9377	\$10,750	\$8,500.00	79.07%				\$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	\$14,972.00	88.09%	\$0.00	\$0.00	\$0.00	\$0.00

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

Fiscal Year is
41.92%
Complete

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WATER EXPENSES					MONTH OF NOVEMBER 1997 ACTUALS			
EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	11/30/97 TOTAL
Maintenance. Mgr. Wages	1028	\$12,000	\$5,908.00	49.23%			\$721.00	\$721.00
Extra Hire Wages	1073	2,000	1,184.00	59.20%			352.00	352.00
FICA	1404	1,071	542.55	50.66%			82.08	82.08
Benefits	1506	1,560	650.00	41.67%			130.00	130.00
Work. Compensation Insurance	1701	924	608.63	65.87%				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	197.02	19.70%				0.00
ABCC Administrative & clerical fees	2117	19,800	8,250.00	41.67%		1,650.00		1,650.00
Misc.. Exp..	2121	1,200	628.30	52.36%				0.00
Refunds	2122	600	0.00	0.00%				0.00
Postage	2130	600	101.63	16.94%				0.00
Office supplies	2133	450	268.81	59.74%				0.00
Contract Repairs	2325	5,000	9,778.34	195.57%				0.00
Travel	2479	1,020	425.00	41.67%			85.00	85.00
Telephone	2534	450	212.11	47.14%		34.40		34.40
Electricity	2535	4,500	1,917.00	42.60%				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	\$32,540.39	53.48%	\$0.00	\$1,684.40	\$1,370.08	\$3,054.48

WATER INCOME								
INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	11/30/97 TOTAL
Service Billing	9025	\$56,000	\$28,721.37	51.29%		\$5,025.44		\$5,025.44
Late penalties & interest billed	9772	1,250	585.07	46.81%		88.18		88.18
Receipts Collected	9025	56,000	30,767.26	54.94%		4,970.26		4,970.26
Accounts Receivable	9025		\$7,866.85	ON CLOSE OF BUSINESS DAY				11/30/97
Security Deposits billed and collected	9025SD	600	600.00	100.00%		400.00		400.00
Miscellaneous water income	9772	0	0.00	NA				0.00
TOTAL WATER INCOME =		\$56,600	\$31,367.26	55.42%	\$0.00	\$5,370.26	\$0.00	\$5,370.26

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

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RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF NOVEMBER 1997 ACTUALS			
					PETTY CASH	CAL FED BANK	COUNTY FUNDS	11/30/97 TOTAL
Maintenance. Mgr. Wages	1028	\$750	\$14.00	1.87%				\$0.00
Janitorial Wages	1073	1,677	709.50	42.31%			129.00	129.00
FICA	1404	473	200.94	42.45%			33.28	33.28
Work. Compensation Insurance	1701	414	166.56	40.26%				0.00
Basketball	2041BA	150	0.00	0.00%				0.00
Bistro	2041BI	2,760	1,055.69	38.25%			180.00	180.00
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	558.00	37.20%			126.00	126.00
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%				0.00
ABCC Administrative fees	2117	3,500	1,625.00	46.43%		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	695.00	115.83%		300.00		300.00
Postage & Off. Sup.	2133	150	6.40	4.27%				0.00
Refuse Removal	2259	645	217.20	33.67%				0.00
Building Supplies	2366	500	60.54	12.11%				0.00
Pay Telephone	2534	525	170.91	32.55%				0.00
Electricity & Butane Gas for Community Center	2535	900	457.83	50.87%				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	\$7,169.84	19.01%	\$0.00	\$625.00	\$468.28	\$1,093.28

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	11/30/97 TOTAL
Child facility rentals	9248	\$100	\$0.00	0.00%				\$0.00
Community Center. Rental	9255	1,600	1,760.00	110.00%		385.00		385.00
Refundable Deposits	9255RD	1,500	583.35	38.89%		605.53		605.53
Bistro	9811BI	1,700	624.10	36.71%	99.43			99.43
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	900.00	52.94%		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	\$3,867.45	14.62%	\$99.43	\$1,170.53	\$0.00	\$1,269.96

MUIR BEACH COMMUNITY SERVICES DISTRICT
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SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

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SUMMARY OF GENERAL FUND ACCOUNTS				MONTH OF DECEMBER 1997 ACTUALS			
DESCRIPTION	1899 BUDGET	BEGINNING FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	GEN. FUNDS IN BANKS	COUNTY FUNDS	12/31/97 TOTAL
Beginning rental security deposit trust fund	\$600	\$600.00	100.00%	NA	\$155.53		\$155.53
Beginning water security deposit trust fund	3,200	3,200.00	100.00%	NA	3,700.00		3,700.00
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	1,777.33		1,777.33
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	1,850.00		1,850.00
Cal Fed Depository unobligated balance	7,049	8,535.28	121.08%	NA	42,073.30		42,073.30
Beginning Petty Cash on hand	27	26.78	99.19%	(73.48)	NA		(73.48)
County General fund balance	18,134	18,133.79	100.00%	NA	NA	1,369.36	1,369.36
Combined beginning balance of all deposits	\$51,898	\$42,372.38	81.65%	(\$73.48)	\$50,197.37	\$1,369.36	51,493.25
General and Admin. Income	33,810	\$16,414.98	48.55%	0.00	163.77	16,659.42	16,823.19
General & Admin. Expenses	19,047	6,016.94	31.59%	0.00	962.79	258.50	1,221.29
G&A Income - Expenses	\$14,763	10,398.04	70.43%	\$0.00	(\$799.02)	\$16,400.92	15,601.90
Water Income	56,600	35,404.66	62.55%	0.00	4,037.40	0.00	4,037.40
Water Expenses	60,844	35,875.20	58.96%	63.00	2,220.37	1,051.44	3,334.81
Water Income - Expenses	(\$4,244)	(470.54)	NA	(\$63.00)	\$1,817.03	(\$1,051.44)	702.59
Recreational Income	26,450	4,410.80	16.68%	63.35	480.00	0.00	543.35
Recreational Expenses	37,723	8,434.38	22.36%	12.32	726.89	525.33	1,264.54
Recreational Income - Expenses	(\$11,273)	(4,023.58)	NA	\$51.03	(\$246.89)	(\$525.33)	(721.19)
Road & Easement Income	48,500	24,065.00	49.62%	0.00		0.00	0.00
Road & Easement Expenses	57,560	19,255.08	33.45%	0.00	1,021.38	1,141.10	2,162.48
R&E Income - Expenses	(\$9,060)	4,809.92	NA	\$0.00	(\$1,021.38)	(\$1,141.10)	(2,162.48)
Fire Income	16,997	14,972.00	88.09%	0.00	0.00	0.00	0.00
Fire Expenses	16,997	15,489.59	91.13%	0.00	321.75	0.00	321.75
Fire Income - Expenses	\$0	(517.59)	NA	\$0.00	(\$321.75)	\$0.00	(321.75)
Intra Fund Transfers (non-income)	\$16,997	11,997.65	70.59%	\$0.00	\$301.55	\$0.00	
General Funds budgeted combined balances =	\$60,218	\$64,566.27	107.22%	(\$85.45)	\$49,926.91	\$15,052.41	\$64,992.32
Total General Fund Income =	\$182,357	\$95,267.44	52.24%	\$63.35	\$4,681.17	\$16,659.42	\$21,403.94
Total General Fund Expenses =	192,171	85,071.20	44.27%	75.32	5,253.18	2,976.37	8,304.87
General Fund Income - Expenses =	(\$9,814)	\$10,196.24	NA	(\$11.97)	(\$572.01)	\$13,683.05	\$13,099.07
COMBINED BALANCES OF ALL ACCOUNTS							
Total County Fund 29 Capital Improvement Funds	\$29,000	\$46,434.61	160.12%	NA		\$46,434.61	\$46,434.61
Total General County Fund 429 Account Funds	(12,003)	33,603.71	NA	NA		33,603.71	33,603.71
Total Funds in T-Bills (Based on Maturity Value)	35,000	15,000.00	0.86%	NA	15,000.00		15,000.00
Petty Cash, Cash in Bank & Cash in County fund 428	25,218	64,893.87	257.33%	(85.45)	49,926.91	15,052.41	64,893.87
TOTAL OF ALL FUNDS COMBINED	\$77,215	\$159,932.19	207.13%	(\$85.45)	\$64,926.91	\$95,090.73	\$159,932.19

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

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CAPITAL IMPROVEMENT INVESTMENT FUND

WATER CAPITAL IMPROVEMENTS EXPENSES		MONTH OF DECEMBER 1997 ACTUALS						
EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	12/31/97 TOTAL
Insurance	2059	\$300	\$300.00	100.00%	NA			\$0.00
County tax collection fees	2352	550	244.50	44.45%	NA		244.50	244.50
Administrative fees	2117	3,000	0.00	0.00%	NA			0.00
Water rights resolution	2713	30,000	7,843.19	26.14%		1,000.00		1,000.00
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 CAPITAL IMPROVEMENT FUND EXPENSES =		\$74,350	\$8,387.69	11.28%	\$0.00	\$1,000.00	\$244.50	\$1,244.50

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	12/31/97 TOTAL
Special Assessment tax	9001	\$36,000	\$17,490.00	48.58%	NA		\$17,490.00	\$17,490.00
Surcharge Income (See Fund 429 Intrafund transfer)	9031MS	14,000	8,697.48	62.12%	NA	1,301.55		1,301.55
Interest earnings, capital improvements (County 429)	9203CIC	1,097	790.59	72.04%	NA			0.00
Interest earnings, general fund inv. (County 429)	9203GFC	1,300	700.82	53.91%	NA			0.00
TOTAL INCOME & INVESTMENTS =		\$52,397	\$27,678.89	52.82%	\$0.00	\$1,301.55	\$17,490.00	\$18,791.55

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	12/31/97 TOTAL
		FIS. YEAR TOTALS					
Opening Capital Fund Balance	\$28,313	\$27,844.23	98.34%	Balance on 12/01/97		28,887.56	\$28,887.56
Total Capital Fund Income	52,397	23,908.59	45.63%	0.00	1,301.55	17,490.00	18,791.55
Total Capital Fund expenses	74,350	8,387.69	11.28%	0.00	1,000.00	244.50	1,244.50
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	46,434.61	730.10%	\$0.00	\$301.55	\$46,133.06	\$46,434.61
Opening Gen. Fund Investments in County Fund 429 =	\$23,581	\$24,957.18	105.84%	Balance on 12/01/97		33,905.26	\$33,905.26
General Fund Investment Transfers to County fund 429	1,300	13,958.39	1073.72%	NA	1,000.00		1,000.00
Interest earnings on general funds in Fund 429	1,300	700.82	53.91%	NA			0.00
Less Money transfers from County Fund 429 to General Fund	As required	219.17	NA	NA			0.00
Less Intra fund transfers from General Inv. 429 to Capital Imp. 429	As required	6,257.59				1,301.55	1,301.55
General Fund Investments in County Fund 429 at month's end =	\$24,881	33,139.63	133.19%	NA	\$1,000.00	\$32,603.71	\$33,603.71
Total County Fund 429 balance at month's end =	\$31,241			Petty cash = (\$85.45)	Cobined Capital & general =		\$80,038.32

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

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GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF DECEMBER 1997 ACTUALS			
					PETTY CASH	CAL FED BANK	COUNTY FUNDS	12/31/97 TOTAL
Conferences & Memberships	2049	\$600	\$269.92	44.99%		\$231.00		\$231.00
Insurance	2059	647	647.00	100.00%				0.00
ABCC Administrative fees	2117	6,500	3,000.00	46.15%		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%				0.00
Office Supplies	2133	150	83.71	55.81%		25.57		25.57
Copier Maintenance	2137	600	322.44	53.74%				0.00
County Fees	2352	7,000	390.50	5.58%			258.50	258.50
Mileage	2479	1,000	838.51	83.85%		137.95		137.95
Telephone	2534	1,250	419.57	33.57%		68.27		68.27
Legal fees & expenses	2713	500	0.00	0.00%				0.00
TOTAL ADMINISTRATIVE EXPENSES =		\$19,047	\$6,016.94	31.59%	\$0.00	\$962.79	\$258.50	\$1,221.29

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	12/31/97 TOTAL
Property Tax Revenue	9001	\$29,800	\$15,519.51	52.08%			\$16,659.42	\$16,659.42
Bank Interest Income	9203BI	2,025	282.57	13.95%		163.77		163.77
T-Bill Interest Income	9203TB	1,785	233.95	13.11%				0.00
Inter Fund Transfers	9377	0	0.00	NA				0.00
Copier Income	9772	200	187.40	93.70%				0.00
TOTAL ADMINISTRATIVE INCOME =		\$33,810	\$16,223.43	47.98%	\$0.00	\$163.77	\$16,659.42	\$16,823.19

**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 DECEMBER 1997 ACTUALS			
					PETTY CASH	CAL FED BANK	COUNTY FUNDS	12/31/97 TOTAL
Maintenance. Mgr.	1028	\$4,500	\$1,351.00	30.02%			\$210.00	\$210.00
Extra Hire	1073	5,500	3,506.00	63.75%			850.00	850.00
FICA	1404	842	371.63	44.16%			81.10	81.10
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	8,732.45	23.88%		21.38		21.38
ABCC Administrative fees	2117	8,500	4,500.00	52.94%		1,000.00		1,000.00
Travel	2479	200	0.00	0.00%				0.00
TOTAL EASEMENT EXPENSES =		\$57,560	\$19,255.08	33.45%	\$0.00	\$1,021.38	\$1,141.10	\$2,162.48

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	12/31/97 TOTAL
F.E.M.A. INCOME	9772	\$48,500	\$24,065.00	49.62%				\$0.00

FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	12/31/97 TOTAL
Gen. & Vehicle Insurance	2059	3,772	\$3,772.00	100.00%				\$0.00
ABCC Administrative fees	2117	2,475	1,350.00	54.55%		225.00		225.00
Fire Station Fund	4048		0.00	NA				0.00
W. Marin G. Exp.	4827	10,750	10,367.59	96.44%		96.75		96.75
TOTAL FIRE EXPENSES =		\$16,997	\$15,489.59	91.13%	\$0.00	\$321.75	\$0.00	\$321.75

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	12/31/97 TOTAL
W. Marin Grant	9377	\$10,750	\$8,500.00	79.07%				\$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	\$14,972.00	88.09%	\$0.00	\$0.00	\$0.00	\$0.00

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WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF DECEMBER 1997 ACTUALS			
					PETTY CASH	CAL FED BANK	COUNTY FUNDS	12/31/97 TOTAL
Maintenance. Mgr. Wages	1028	\$12,000	\$6,685.00	55.71%			\$777.00	\$777.00
Extra Hire Wages	1073	2,000	1,184.00	59.20%				0.00
FICA	1404	1,071	601.99	56.21%			59.44	59.44
Benefits	1506	1,560	780.00	50.00%			130.00	130.00
Work. Compensation Insurance	1701	924	662.50	71.70%		53.87		53.87
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	312.76	31.28%		115.74		115.74
ABCC Administrative & clerical fees	2117	19,800	9,900.00	50.00%		1,650.00		1,650.00
Misc.. Exp..	2121	1,200	657.77	54.81%		29.47		29.47
Refunds	2122	600	0.00	0.00%				0.00
Postage	2130	600	164.63	27.44%	63.00			63.00
Office supplies	2133	450	268.81	59.74%				0.00
Contract Repairs	2325	5,000	9,778.34	195.57%				0.00
Travel	2479	1,020	510.00	50.00%			85.00	85.00
Telephone	2534	450	232.84	51.74%		20.73		20.73
Electricity	2535	4,500	2,267.56	50.39%		350.56		350.56
Equipment	4093	400	0.00	0.00%				0.00
Water Meters	4160	400	0.00	0.00%				0.00
TOTAL WATER EXPENSES =		\$60,844	\$35,875.20	58.96%	\$63.00	\$2,220.37	\$1,051.44	\$3,334.81

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	12/31/97 TOTAL
Service Billing	9025	\$56,000	\$32,390.78	57.84%		\$3,669.41		\$3,669.41
Late penalties & interest billed	9772	1,250	752.21	60.18%		167.14		167.14
Receipts Collected	9025	56,000	34,504.66	61.62%		3,737.40		3,737.40
Accounts Receivable	9025		\$9,004.07	ON CLOSE OF BUSINESS DAY 09/30/97				
Security Deposits billed and collected	9025SD	600	900.00	150.00%		300.00		300.00
Miscellaneous water income	9772	0	0.00	NA				0.00
TOTAL WATER INCOME =		\$56,600	\$35,404.66	62.55%	\$0.00	\$4,037.40	\$0.00	\$4,037.40

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

Fiscal Year is
50.41%
Complete

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF DECEMBER 1997 ACTUALS			
					PETTY CASH	CAL FED BANK	COUNTY FUNDS	12/31/97 TOTAL
Maintenance. Mgr. Wages	1028	\$750	\$14.00	1.87%				\$0.00
Janitorial Wages	1073	1,677	838.50	50.00%			129.00	129.00
FICA	1404	473	238.27	50.34%			37.33	37.33
Work. Compensation Insurance	1701	414	166.56	40.26%				0.00
Basketball	2041BA	150	0.00	0.00%				0.00
Bistro	2041BI	2,760	1,190.69	43.14%			135.00	135.00
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	702.00	46.80%			144.00	144.00
Insurance	2059	1,129	828.00	73.34%				0.00
Repairs and maintenance	2077	350	86.00	24.57%		86.00		86.00
Ground Maintenance	2097	1,000	480.00	48.00%			80.00	80.00
ABCC Administrative fees	2117	3,500	1,950.00	55.71%		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	695.00	115.83%				0.00
Postage & Off. Sup.	2133	150	6.40	4.27%				0.00
Refuse Removal	2259	645	217.20	33.67%				0.00
Building Supplies	2366	500	72.86	14.57%	12.32			12.32
Pay Telephone	2534	525	170.91	32.55%				0.00
Electricity & Butane Gas for Community Center	2535	900	700.98	77.89%		243.15		243.15
CDBG Improvements	4045	16,000	0.00	0.00%				0.00
Bldg. Improvements	4048	2,000	72.74	3.64%		72.74		72.74
Equip. & Furnishings	4093	600	0.00	0.00%				0.00
Playground Imp.	4243	0	0.00	NA				0.00
TOTAL RECREATION EXPENSES =		\$37,723	\$8,434.38	22.36%	\$12.32	\$726.89	\$525.33	\$1,264.54

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	12/31/97 TOTAL
Child facility rentals	9248	\$100	\$0.00	0.00%				\$0.00
Community Center. Rental	9255	1,600	2,015.00	125.94%		255.00		255.00
Refundable Deposits	9255RD	1,500	808.35	53.89%		225.00		225.00
Bistro	9811BI	1,700	687.45	40.44%	63.35			63.35
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	900.00	52.94%				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	\$4,410.80	16.68%	\$63.35	\$480.00	\$0.00	\$543.35

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR JANUARY 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

Fiscal Year is
58.90%
Complete

SUMMARY OF GENERAL FUND ACCOUNTS				MONTH OF SEPTEMBER 1997 ACTUALS			
DESCRIPTION	1899 BUDGET	BEGINNING FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	GEN. FUNDS IN BANKS	COUNTY FUNDS	01/31/98 TOTAL
Beginning rental security deposit trust fund	\$600	\$600.00	100.00%	NA	\$380.53		\$380.53
Beginning water security deposit trust fund	3,200	3,200.00	100.00%	NA	3,700.00		3,700.00
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	1,757.04		1,757.04
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	625.00		1,625.00
Cal Fed Depository unobligated balance	7,049	8,535.28	121.08%	NA	41,823.13		41,823.13
Beginning Petty Cash on hand	27	26.78	99.19%	(85.45)	NA		(85.45)
County General fund balance	18,134	18,133.79	100.00%	NA	NA	15,052.41	15,052.41
Combined beginning balance of all deposits	\$51,898	\$42,372.38	81.65%	(\$85.45)	\$49,926.91	\$15,052.41	64,893.87
General and Admin. Income	33,810	\$17,516.56	51.81%	0.00	208.00	893.58	1,101.58
General & Admin. Expenses	19,047	6,938.92	36.43%	0.00	921.98	0.00	121.98
G&A Income - Expenses	\$14,763	10,577.64	71.65%	\$0.00	(\$713.98)	\$893.58	179.60
Water Income	56,600	39,577.40	69.92%	0.00	2,955.38	1,217.36	4,172.74
Water Expenses	60,844	39,377.24	64.72%	87.00	2,310.82	1,104.22	3,502.04
Water Income - Expenses	(\$4,244)	200.16	NA	(\$87.00)	\$644.56	\$113.14	670.70
Recreational Income	26,450	5,101.39	19.29%	83.25	607.34	0.00	690.59
Recreational Expenses	37,723	9,660.75	25.61%	75.71	748.59	402.07	1,226.37
Recreational Income - Expenses	(\$11,273)	(4,559.36)	NA	\$7.54	(\$141.25)	(\$402.07)	(535.78)
Road & Easement Income	48,500	54,386.76	112.14%	0.00	30,321.76	0.00	30,321.76
Road & Easement Expenses	57,560	21,144.02	36.73%	0.00	1,382.98	505.96	1,888.94
R&E Income - Expenses	(\$9,060)	33,242.74	NA	\$0.00	\$28,938.78	(\$505.96)	28,432.83
Fire Income	16,997	14,972.00	88.09%	0.00	0.00	0.00	0.00
Fire Expenses	16,997	15,734.88	92.57%	0.00	245.29	0.00	245.29
Fire Income - Expenses	\$0	(762.88)	NA	\$0.00	(\$245.29)	\$0.00	(245.29)
Intra Fund Transfers (non-income)	\$16,997	12,601.29	74.14%	\$0.00	\$603.64	\$0.00	603.64
General Funds budgeted combined balances =	\$60,218	\$93,671.97	155.55%	(\$164.91)	\$79,013.37	\$15,151.10	\$93,999.56
Total General Fund Income =	\$182,357	\$131,554.11	72.14%	\$83.25	\$34,092.48	\$2,110.94	\$36,286.67
Total General Fund Expenses =	192,171	92,855.81	48.32%	162.71	5,609.66	2,012.25	7,784.62
General Fund Income - Expenses =	(\$9,814)	\$38,698.30	NA	(\$79.46)	\$28,482.82	\$98.69	\$28,502.05
COMBINED BALANCES OF ALL ACCOUNTS							
Total County Fund 29 Capital Improvement Funds	\$29,000	\$53,993.84	186.19%	NA		\$53,993.84	\$53,993.84
Total General County Fund 429 Account Funds	(12,003)	33,454.16	NA	NA		33,454.16	33,454.16
Total Funds in T-Bills (Based on Maturity Value)	35,000	15,000.00	0.86%	NA	15,000.00		15,000.00
Petty Cash, Cash in Bank & Cash in County fund 428	25,218	93,999.56	372.75%	(164.91)	79,013.37	15,151.10	93,999.56
TOTAL OF ALL FUNDS COMBINED	\$77,215	\$196,447.56	254.42%	(\$164.91)	\$94,013.37	\$102,599.10	\$196,447.56

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR JANUARY 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

Fiscal Year is
58.90%
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	01/31/98 TOTAL
Insurance	2059	\$300	\$300.00	100.00%	NA			\$0.00
County tax collection fees	2352	550	244.50	44.45%	NA			0.00
Administrative fees	2117	3,000	0.00	0.00%	NA			0.00
Water rights resolution	2713	30,000	8,189.69	27.30%		346.50		346.50
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 CAPITAL IMPROVEMENT FUND EXPENSES =		\$74,350	\$8,734.19	11.75%	\$0.00	\$346.50	\$0.00	\$346.50

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	01/31/98 TOTAL
Special Assessment tax	9001	\$36,000	\$17,490.00	48.58%	NA			\$0.00
Surcharge Income (See Fund 429 Intrafund transfer)	9031MS	14,000	16,147.62	115.34%	NA	950.14	6,500.00	7,450.14
Interest earnings, capital improvements (County 429)	9203CIC	1,097	1,246.18	113.55%	NA		455.59	455.59
Interest earnings, general fund inv. (County 429)	9203GFC	1,300	1,154.91	88.84%	NA		454.09	454.09
TOTAL INCOME & INVESTMENTS =		\$52,397	\$36,038.71	68.78%	\$0.00	\$950.14	\$7,409.68	\$8,359.82

SUMMARY COUNTY FUND 429 CAPITAL & GENERAL INVESTMENT INCOME AND EXPENSE

DESCRIPTION	Beginning		FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	01/31/98 TOTAL
	1997-98 BUDGET	FIS. YEAR TOTALS					
Opening Capital Fund Balance	\$28,313	\$27,844.23	98.34%	Balance on 01/01/98		46,434.61	\$46,434.61
Total Capital Fund Income	52,397	31,814.32	60.72%	0.00	950.14	6,955.59	7,905.73
Total Capital Fund expenses	74,350	8,734.19	11.75%	0.00	346.50	0.00	346.50
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	53,993.84	848.96%	\$0.00	\$603.64	\$53,390.20	\$53,993.84
Opening Gen. Fund Investments in County Fund 429 =	\$23,581	\$24,957.18	105.84%	Balance on 01/01/98		33,603.71	\$33,603.71
General Fund Investment Transfers to County fund 429	1,300	14,304.89	1100.38%	NA	346.50		346.50
Interest earnings on general funds in Fund 429	1,300	1,154.91	88.84%	NA		454.09	454.09
Less Money transfers from County Fund 429 to General Fund	As required	219.17	NA	NA			0.00
Less Intra fund transfers from General Inv. 429 to Capital Imp. 429	As required	7,207.73				950.14	950.14
General Fund Investments in County Fund 429 at month's end =	\$24,881	32,990.08	132.59%	NA	\$346.50	\$33,107.66	\$33,454.16
Total County Fund 429 balance at month's end =	\$31,241			Petty cash = (\$164.91)	Combined Capital & general =		\$87,448.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR JANUARY 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

Fiscal Year is
58.90%
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 FEO BANK	COUNTY FUNOS	01/31/98 TOTAL
Conferences & Memberships	2049	\$600	\$419.92	69.99%		\$150.00		\$150.00
Insurance	2059	647	647.00	100.00%				0.00
ABCC Administrative fees	2117	6,500	3,500.00	53.85%		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%				0.00
Office Supplies	2133	150	150.24	100.16%		66.53		66.53
Copier Maintenance	2137	600	322.44	53.74%				0.00
County Fees	2352	7,000	390.50	5.58%				0.00
Mileage	2479	1,000	883.46	88.35%		44.95		44.95
Telephone	2534	1,250	580.07	46.41%		160.50		160.50
Legal fees & expenses	2713	500	0.00	0.00%				0.00
TOTAL ADMINISTRATIVE EXPENSES =		\$19,047	\$6,938.92	36.43%	\$0.00	\$921.98	\$0.00	\$921.98

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUOGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	01/31/98 TOTAL
Property Tax Revenue	9001	\$29,800	\$16,413.09	55.08%			\$893.58	\$893.58
Bank Interest Income	9203BI	2,025	490.57	24.23%		208.00		208.00
T-Bill Interest Income	9203TB	1,785	233.95	13.11%				0.00
Inter Fund Transfers	9377	0	0.00	NA				0.00
Copier Income	9772	200	187.40	93.70%				0.00
TOTAL ADMINISTRATIVE INCOME =		\$33,810	\$17,325.01	51.24%	\$0.00	\$208.00	\$893.58	\$1,101.58

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR JANUARY 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

Fiscal Year is
58.90%
Complete

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	01/31/98 TOTAL
Maintenance. Mgr.	1028	\$4,500	\$1,561.00	34.69%			\$210.00	\$210.00
Extra Hire	1073	5,500	3,766.00	68.47%			260.00	260.00
FICA	1404	842	407.59	48.44%			35.96	35.96
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	9,115.43	24.93%		382.98		382.98
ABCC Administrative fees	2117	8,500	5,500.00	64.71%		1,000.00		1,000.00
Travel	2479	200	0.00	0.00%				0.00
TOTAL EASEMENT EXPENSES =		\$57,560	\$21,144.02	36.73%	\$0.00	\$1,382.98	\$505.96	\$1,888.94

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	01/31/98 TOTAL
F.E.M.A. INCOME	9772	\$48,500	\$54,386.76	112.14%		\$30,321.76		\$30,321.76

FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	01/31/98 TOTAL
Gen. & Vehicle Insurance	2059	3,772	\$3,772.00	100.00%				\$0.00
ABCC Administrative fees	2117	2,475	1,575.00	63.64%		225.00		225.00
Fire Station Fund	4048		0.00	NA				0.00
W. Marin G. Exp.	4827	10,750	10,387.88	96.63%		20.29		20.29
TOTAL FIRE EXPENSES =		\$16,997	\$15,734.88	92.57%	\$0.00	\$245.29	\$0.00	\$245.29

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	01/31/98 TOTAL
W. Marin Grant	9377	\$10,750	\$8,500.00	79.07%				\$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	\$14,972.00	88.09%	\$0.00	\$0.00	\$0.00	\$0.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR JANUARY 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

Fiscal Year is
58.90%
Complete

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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	01/31/98 TOTAL
Maintenance. Mgr. Wages	1028	\$12,000	\$7,511.00	62.59%			\$826.00	\$826.00
Extra Hire Wages	1073	2,000	1,184.00	59.20%				0.00
FICA	1404	1,071	665.21	62.11%			63.22	63.22
Benefits	1506	1,560	910.00	58.33%			130.00	130.00
Work. Compensation Insurance	1701	924	662.50	71.70%				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	372.76	37.28%		60.00		60.00
ABCC Administrative & clerical fees	2117	19,800	11,550.00	58.33%		1,650.00		1,650.00
Misc.. Exp..	2121	1,200	657.77	54.81%				0.00
Refunds	2122	600	0.00	0.00%				0.00
Postage	2130	600	251.63	41.94%	87.00			87.00
Office supplies	2133	450	268.81	59.74%				0.00
Contract Repairs	2325	5,000	9,778.34	195.57%				0.00
Travel	2479	1,020	595.00	58.33%			85.00	85.00
Telephone	2534	450	300.39	66.75%		67.55		67.55
Electricity	2535	4,500	2,800.83	62.24%		533.27		533.27
Equipment	4093	400	0.00	0.00%				0.00
Water Meters	4160	400	0.00	0.00%				0.00
TOTAL WATER EXPENSES =		\$60,844	\$39,377.24	64.72%	\$87.00	\$2,310.82	\$1,104.22	\$3,502.04

WATER INCOME								
INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	01/31/98 TOTAL
Service Billing	9025	\$56,000	\$36,240.02	64.71%		\$3,849.24		\$3,849.24
Late penalties & interest billed	9772	1,250	876.20	70.10%		123.99		123.99
Receipts Collected	9025	56,000	38,677.40	69.07%		2,955.38	1217.36	4,172.74
Accounts Receivable	9025		\$7,202.31	ON CLOSE OF BUSINESS DAY :				
Security Deposits billed and collected	9025SD	600	900.00	150.00%				0.00
Miscellaneous water income	9772	0	0.00	NA				0.00
TOTAL WATER INCOME =		\$56,600	\$39,577.40	69.92%	\$0.00	\$2,955.38	\$1,217.36	\$4,172.74

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR JANUARY 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

Fiscal Year is
58.90%
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	01/31/98 TOTAL
Maintenance. Mgr. Wages	1028	\$750	\$14.00	1.87%				\$0.00
Janitorial Wages	1073	1,677	1,032.00	61.54%			193.50	193.50
FICA	1404	473	266.84	56.38%			28.57	28.57
Work. Compensation Insurance	1701	414	166.56	40.26%				0.00
Basketball	2041BA	150	0.00	0.00%				0.00
Bistro	2041BI	2,760	1,446.40	52.41%	75.71		180.00	255.71
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	702.00	46.80%				0.00
Insurance	2059	1,129	828.00	73.34%				0.00
Repairs and maintenance	2077	350	86.00	24.57%				0.00
Ground Maintenance	2097	1,000	480.00	48.00%				0.00
ABCC Administrative fees	2117	3,500	2,275.00	65.00%		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	695.00	115.83%				0.00
Postage & Off. Sup.	2133	150	6.40	4.27%				0.00
Refuse Removal	2259	645	325.80	50.51%		108.60		108.60
Building Supplies	2366	500	72.86	14.57%				0.00
Pay Telephone	2534	525	304.03	57.91%		133.12		133.12
Electricity & Butane Gas for Community Center	2535	900	842.68	93.63%		141.70		141.70
CDBG Improvements	4045	16,000	0.00	0.00%				0.00
Bldg. Improvements	4048	2,000	112.91	5.65%		40.17		40.17
Equip. & Furnishings	4093	600	0.00	0.00%				0.00
Playground Imp.	4243	0	0.00	NA				0.00
TOTAL RECREATION EXPENSES =		\$37,723	\$9,660.75	25.61%	\$75.71	\$748.59	\$402.07	\$1,226.37

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	01/31/98 TOTAL
Child facility rentals	9248	\$100	\$0.00	0.00%				\$0.00
Community Center. Rental	9255	1,600	2,352.50	147.03%		337.50		337.50
Refundable Deposits	9255RD	1,500	920.69	61.38%		112.34		112.34
Bistro	9811BI	1,700	770.70	45.34%	83.25			83.25
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	1,057.50	62.21%		157.50		157.50
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	\$5,101.39	19.29%	\$83.25	\$607.34	\$0.00	\$690.59

February 23, 1998

Dear M.B.C.S.D. Board Members,

Donovan suggested I write you regarding Eleanor Borden's water bill.

Currently one person is living in her home, but she pays the minimum bill of \$13.13 per month. At the end of February, she will most likely be going on welfare. To pay this small bill would indeed be a great hardship for her.

I'm asking the Board if it might consider waiving her fee, at least until something is resolved with Nature Conservancy regarding disposition of the property.

I feel it is important to keep the water available in case of an emergency.

Thank you for your consideration of this matter.

Sincerely,

Kathy Sward

Deb - CSD Board attn v D m

Borden prop to remain again with the water annual bill water or w report the CSD we be cost

If CSD is not made cost - the
the one cost is responsible as, by
Mick Stetson

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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, APRIL 8, 1998
THE MEETING WILL BEGIN AT 7:00 P.M.**

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**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY
APRIL 8, 1998 AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

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

I. **Call the meeting to order.** President Shaffer will call the meeting to order. *7:08*

II. **Review and consideration of the April 8, 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". *Peter, Deborah - move #4 to #1. Followed by Ann B.*

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.** *Jim Bochner - Dave Cunningham. Matthew Shaffer's boardwalk bridge. - Seeking more fence to protect the vegetation so dunes can reestablish. Vault Toilet @ Overlook opened today.*

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. *From Plumeria Grounds will join the old Porter Potty. - Overlook Vista View late this month.*

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. *Boardwalk - being 3 extremely (old) / Spruce S hill trails. Info keep up the summer. Bridge to be replaced.*

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. *Pacific Way - possible culvert through parking lot entrance. Chain, enviro. damaging debris.*

IV. **Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the February 1, 1998 through February 28, 1998 fiscal period.

V. **Fire Department, Emergency Disaster Committee:** No report is anticipated, unless there is are unusual emergency events or Fire Department needs to be reviewed.

VI. **Possible conflict of interest:** Director Rudnick has requested time to review his activities with the Banducci Ranch properties and clarify any possible conflicts of interest. *Super Sunset Way - missing 9/97 - Banducci talking to Peter.*

Mia info mtg w/ Restoration people re Band prop. No water avail to farm. Peter adv Com Supp Ag. - Cannot use boat water. CSD\Packet\Packet 04-08-98 Gen Mgt Plan design. Band. prop as Ag resource.

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 February budget report.
- B. Review of water operational and water rights activities, including a proposal to install a filter for removal of iron and manganese precipitates.
- C. Review of the recreation and community center activities. It is anticipated that Ann Browning will attend the meeting to discuss rental rates, policies and procedures. *Ann B.*
- D. Review of the Roads and Easement activities, including an update on F.E.M.A. repairs and the new F.E.M.A. grant submission. *Sunset Road Sign is gone. Call County - Temp. - Fire chs*

VIII. **Next meeting date:** During the March 11, 1998 meeting the board set the next meeting date as Wednesday, April 29, 1998.

ADJOURNMENT OR CONTINUATION

*Miss Schuty / Workshop -
Date - MB ~~2~~ 2 weeks not @ 250/day arranging
schedule around reg sched. events and no Wed.
Even - all.*

*Spendrift - Larry Shank, Mary Johnson - nothing
determined yet but feels the overall feeling is
that there be strong representation by the community.
Land Trust to hold title
7 per Bd w/ 3 from M.B.*

Watershed - Erin / Matthew

Adj 9:41

**MUIR BEACH COMMUNITY SERVICES DISTRICT
BILLS TO BE PAID REPORT FOR 02/01/98 THROUGH 02/28/98**

PAYMENT MADE TO	CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT FUND EXPENSES				
ABC Consultants	2713	Revisions to Initial Study 2/98	B	500.00
TOTAL CAPITAL IMPROVEMENT EXPENSES =				\$500.00

ADMINISTRATIVE EXPENSES				
Costco	2137	Copier paper	P	20.37
ABC Consultants	2117	Management fees 2/98	B	500.00
U S Post Office	2130	Postage stamps	B	25.60
Marin County	2129	November 1997 election fees	B	81.08
Marin County	2352	Legal counsel fees 7/01 - 9/30/97	B	18.75
TOTAL ADMINISTRATIVE EXPENSES =				\$645.80

ROADS & EASEMENT EXPENSES				
Harvey Pearlman	1028	Maintenance wages paid in <i>Feb</i>	C	\$452.13
Goodman Building Supply	E2077F	4 x 4 x 12 timbers	B	54.05
State Fund	1701	Work comp. Ins. 10/5/97 - 1/5/98	B	308.66
Big 4 Rents	E2077F	Bobcat & Truck rental for Pacific	B	1,031.93
Jose Alcala	E2077F	Cement bags & dump truck use	B	35.00
Seton	2077	Traffic signs	B	462.55
ABC Consultants	1701	Management Fees 2/98	B	500.00
ABC Consultants	1701	F.E.M.A. project fees 2/98	B	1,000.00
Robert Wurgaft	1073	Maintenance wages paid in	C	103.34
Filmworks	E2077F	Photos of new storm damage for	P	34.85
TOTAL ROADS & EASEMENT EXPENSES				\$3,982.51

WATER EXPENSES				
Harvey Pearlman	1506	Medical benefits for February 1998	C	\$130.00
Harvey Pearlman	2479	Travel allowance for February 1998	C	85.00
Harvey Pearlman	1028	Maintenance wages paid in	C	1,486.42
Robert Wurgaft	1073	Maintenance relief wages paid in	C	826.76
U S Post Office	2130	Postage stamps	P	12.80
State Fund	1701	Work Comp. Ins. 10/5/97 - 1/5/98	B	221.80
ABC Consultants	1701	Management fees 2/98	B	800.00
ABC Consultants	1701	Clerical fees 2/98	B	850.00
J. L. Wingert	4093	Chlorine pump for well house	B	710.05
Herb's Pool Service	2115	Chlorine Supplies 1/5/98	B	34.32
TOTAL WATER EXPENSES =				\$5,157.15

**MUIR BEACH COMMUNITY SERVICES DISTRICT
BILLS TO BE PAID REPORT FOR 02/01/98 THROUGH 02/28/98**

RECREATIONAL EXPENSES

Juana Gonzales	1073	Janitorial wages paid in February	C	\$138.87
Rachael Culp	R2041B	Bistro wages paid in February 1998	C	145.33
Pacific Bell	2534	Community Center pay phone Thru	B	43.99
State Fund	1701	Worker's Comp. Ins. 10/5 /97 -	B	104.37
Deborah Kamradt	9255R	Refund of rental security deposit	B	75.00
ABC Consultants	2117	Management fees 2/98	B	325.00

TOTAL RECREATIONAL EXPENSES = \$832.56

FIRE EXPENSES

GTE Mobilnet	4827	Cellular phone service through	B	37.93
Pacific Bell	4827	Fire Station phone thru 1/19/98	B	21.14
ABC Consultants	2117	Management fees 2/98	B	225.00

TOTAL FIRE EXPENSES = \$284.07

B = Paid through Bank Accounts

C = Paid through County

P = Paid through Petty Cash funds

CAPITAL IMPROVEMENT EXPENSES = \$500.00

TOTAL GENERAL FUND EXPENSES = \$10,902.09

COMBINED TOTAL OF ALL EXPENSES = \$11,402.09

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

MUIR BEACH COMMUNITY SERVICES DISTRICT

Steven Shaffer, President

Donovan Macfarlane, General Manager

Deb. Matt.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS
FOR THE BOARD OF DIRECTORS MEETING ON APRIL 8, 1998**

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

A. Budget review: During the month of February, the District's overall cash equity declined from \$196,447.56 to \$191,785.06 as expenses exceeded revenues by \$4,662.50. The major expenses were in continued F.E.M.A. repairs, and in water operations, and the decline was in general funds versus an increase in capital funds from \$53,993.84 to \$54,501.80. This decline in general fund equity is normal, within budget parameters, and will continue until the 2nd increment of tax revenues is received in June. The District is in sound fiscal condition and has adequate funds.

B. Recreation: Due to a scheduling conflict, the community dinner planned for April 16, 1998 has been postponed. Director Shaffer and the G. M. should have a new date set in time to be considered by the Board.

A meeting is scheduled for consideration of the new deck plans, on Tuesday, April 7, 1998 and the G. M. will make a verbal report to the Board during the April 8, 1998 meeting.

budget - M's last mtg. Stat 2/15 1st Stg. del.

C. Roads & Easements: We have not received F.E.M.A. approval for the 1997-98 submission. My most recent communications with the State Office of Emergency Services indicates that we should have notification that the F.E.M.A. inspectors will be in the area soon, or we will receive authority for the G. M. to prepare the damage survey reports. In the meantime, the following repairs are in various stages of completion.

1. Charlotte's Way: The roadbed has been re-graded, with approximately 100 tons of new road base added for stabilization. This completes the roadway repairs, except for the far west end where another 30 tons of road base is needed to complete the stabilization. Time restrictions, equipment problems, delivery problems and other contract commitments of the grader operator prevented the completion at this time.

Work has not commenced on the slide repairs. I have been in communication with the engineer suggested by Julian Knox and we are in accord with the methodology necessary for the repairs. Essentially, this will involve the use of a sizeable backhoe that can create a base at the lower portion of the slide, where we can place large boulders that will support the placement of rip rap boulders above to the edge of the roadway. During the process, sub-drains will be installed to insure proper drainage of the ground water that caused the original slide. Observation of the slide area confirms the existence of a flowing spring which has previously remained unseen due to the vegetation. The final work will be to place some earth in the rip rap crevices, to permit the growth of native vegetation.

2. Community Center trees: Harvey and his laborers have completed falling the damaged trees that are within their expertise. We have retained the services of a licensed tree person who will complete the falling of the remaining trees covered by F.E.M.A. funds.

3. Pacific and Sunset Ways: Equipment to begin the repair of slides and roadway damages has been scheduled and canceled, twice, due to continued inclement weather. This work will proceed as soon as weather permits the scheduling of equipment with operators.

4. **Clearing debris in Sunset to Ahab Easement:** The storm debris blocking this pedestrian easement has been cleared. Work on this easement is considered completed.

*Wrote letter
re: delay*

D. **Water Rights Initial Study:** The equipment required to drill the holes for the well draw down test has been scheduled and canceled twice, due to inclement weather. We need at least ten (10) days of dry weather prior to setting the test observation points. Until this work is completed, the completion of the Initial Study is on hold. As of the composition of this report, it appears that the weather will not permit scheduling the equipment until late in April or later.

E. **Filtration of precipitates:** Subsequent to attending the A.W.W.A. Water Quality Seminar in Fairfield, I have been in contact with Dennis Peters of N. Marin Water District and Loprest Water Treatment in Rodeo, CA. Mr. Peters has been using a filtration system perfected by Loprest, to remove iron and manganese precipitates from their Pt. Reyes raw water supply. Mr. Peters speaks highly of their system, and Paul Richy of Loprest says the system has been substantially improved since the Pt. Reyes installation. They have submitted a proposal to install a filter system at our water well site at a basic cost of \$30,000. This is approximately \$65,000 less than the least expensive system previously investigated and is worth serious consideration by the Board.

The system uses a filter media of 18" of manganese green sand and 12" of anthracite over 12" of support gravel. The system does not require extended retention time for development of the precipitates, but may require a retention stack due to the proximity of our well. The designer suggested an initial installation without the stack as a test, and addition of the stack only if absolutely required after a trial period. The system requires a backwash every three days, and due to our proximity to Redwood Creek, Mr. Richy suggests the use of a 1,000 gallon retention tank for the backwash. The backwash water would be returned to the system through the filter after the backwash precipitates settle out and the precipitates should be removed to the dump as required.

Mr. Richy is available for a presentation to the Board, if desired. While I do not believe we should do this until the Initial Study is completed and the rights resolved, I do feel the Board would be wise to seriously consider this for installation as soon as possible as it promises to provide a substantial improvement in the District's water quality, while eliminating one of our major problems at a very reasonable cost.

*Get info.
for map mfg.*

F. **Survey of the well site:** As we need to complete improvements to the well house, expand the storage facilities, and eventually install treatment equipment, I believe we should have the property properly surveyed. The existing map of the area (based on an approximate survey using existing fences, etc.) indicates that the northeasterly corner of the storage shed may not be on District property. The land area available for the installation of additional facilities is limited. The cost of a survey is estimated to be \$3,000.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
MARCH 8, 1998 THROUGH APRIL 4, 1998**

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 e-coli coliform content. The lower tank sample taken in March tested positive for non fecal coliform. A second sample was immediately sent in and tested as non positive. A discussion with Harvey did not indicate any cause for the defective sample. As a consequence, the testing methodology was reviewed in detail, and additional testing will be done next month, in accord with regulatory guidelines.

TABULATION OF WATER PRODUCTION FACTORS: Note: Meters are read on the 23rd day of each month. Production is based on the 28-day period between 2/23/98 and 3/23/98.

1.	Total volume of master meter water pumped	788,170	gallons
2.	Average daily service metered production	28,149	gallons/day
3.	Maximum daily production on 2/23/98	47,550	gallons
4.	Minimum daily production on 3/02/98	18,889 47,550	gallons
4.	Volume of water billed by customer meters, total	601,504	gallons
5.	Average daily customer water use, per customer	147	gallons/day
6.	Estimated maintenance and fire consumption.	65,000	gallons
7.	Unaccounted for water loss 15.44%	121,665	gallons

SUMMARY OF WATER BILLING FOR 2/23/98 THROUGH 3/23/98 BILLING PERIOD::

Water service billing \$3,223.23
Late payment penalties 84.34
Interest charges 6.04
Capital improvement surcharge 881.82
Gross Billing = \$4,192.43

Accounts receivable prior to invoicing for current billing \$2,000.94
Accounts receivable at closing on March 31, 1998 \$5,928.53

We have two suspected small water leaks. One in the filter installed for Green Way, and one in the pressure regulating station at the West end of Sunset Way. These leaks should be repaired by the Time of the Board Meeting.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR FEBRUARY 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

Fiscal Year is
66.58%
Complete

SUMMARY OF GENERAL FUND ACCOUNTS				MONTH OF FEBRUARY 1998 ACTUALS			
DESCRIPTION	1998 BUDGET	BEGINNING FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	02/28/98 TOTAL
Beginning rental security deposit trust fund	\$600	\$600.00	100.00%	NA	\$825.69		\$825.69
Beginning water security deposit trust fund	3,200	3,200.00	100.00%	NA	4,100.00		4,100.00
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	1,757.04		1,757.04
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	7,790.50		7,790.50
Combined Cal Fed & Merrill Lynch Depositories unobligated balance	7,049	8,535.28	121.08%	NA	63,898.87		63,898.87
Beginning Petty Cash on hand	27	26.78	99.19%	(164.91)	NA		(164.91)
County General fund balance	18,134	18,133.79	100.00%	NA	NA	15,151.10	15,151.10
Combined beginning balance of all deposits	\$51,898	\$42,372.39	81.65%	(\$164.91)	\$79,013.37	\$15,151.10	93,999.56
General and Admin. Income	33,810	\$17,984.01	53.19%	0.00	224.39	243.06	467.45
General & Admin. Expenses	19,047	7,584.72	39.82%	45.97	599.83	0.00	645.80
G&A Income - Expenses	\$14,763	10,399.29	70.44%	(\$45.97)	(\$375.44)	\$243.06	(178.35)
Water Income	56,600	43,906.92	77.57%	0.00	4,329.52	0.00	4,329.52
Water Expenses	60,844	44,534.38	73.19%	12.80	2,616.17	2,528.17	5,157.14
Water Income - Expenses	(\$4,244)	(627.46)	NA	(\$12.80)	\$1,713.35	(\$2,528.17)	(827.62)
Recreational Income	26,450	5,961.05	22.54%	143.32	716.34	0.00	859.66
Recreational Expenses	37,723	10,418.31	27.62%	0.00	473.36	284.20	757.56
Recreational Income - Expenses	(\$11,273)	(4,457.26)	NA	\$143.32	\$242.98	(\$284.20)	102.10
Road & Easement Income	48,500	54,386.76	112.14%	0.00		0.00	0.00
Road & Easement Expenses	57,560	25,126.54	43.65%	34.85	3,392.19	555.48	3,982.52
R&E Income - Expenses	(\$9,060)	29,260.22	NA	(\$34.85)	(\$3,392.19)	(\$555.48)	(3,982.52)
Fire Income	16,997	14,972.00	88.09%	0.00	0.00	0.00	0.00
Fire Expenses	16,997	16,018.95	94.25%	0.00	284.07	0.00	284.07
Fire Income - Expenses	\$0	(1,046.95)	NA	\$0.00	(\$284.07)	\$0.00	(284.07)
Intra Fund Transfers (non-income)	\$16,997	13,109.25	77.13%	\$0.00	\$507.96		507.96
General Funds budgeted combined balances =	\$60,218	\$89,009.47	147.81%	(\$115.21)	\$77,425.96	\$12,026.31	\$89,337.06
Total General Fund Income =	\$182,357	\$137,210.74	75.24%	\$143.32	\$5,270.25	\$243.06	\$5,656.63
Total General Fund Expenses =	192,171	103,682.90	53.95%	93.62	7,365.62	3,367.85	10,827.09
General Fund Income - Expenses =	(\$9,814)	\$33,527.84	NA	\$49.70	(\$2,095.37)	(\$3,124.79)	(\$5,170.46)

COMBINED BALANCES OF ALL ACCOUNTS							
Total County Fund 29 Capital Improvement Funds	\$29,000	\$54,501.80	187.94%	NA		\$54,501.80	\$54,501.80
Total General County Fund 429 Account Funds	(12,003)	32,946.20	NA	NA		32,946.20	32,946.20
Total Funds in T-Bills (Based on Maturity Value)	35,000	15,000.00	0.86%	NA	15,000.00		15,000.00
Petty Cash, Cash in Bank & Cash in County fund 428	25,218	89,337.06	354.26%	(115.21)	77,425.96	12,026.31	89,337.06
TOTAL OF ALL FUNDS COMBINED	\$77,215	\$191,785.06	248.38%	(\$115.21)	\$92,425.96	\$99,474.31	\$191,785.06

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR FEBRUARY 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

Fiscal Year is
66.58%
Complete

CAPITAL IMPROVEMENT INVESTMENT FUND

WATER CAPITAL IMPROVEMENTS EXPENSES					MONTH OF FEBRUARY 1998 ACTUALS			
EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	02/28/98 TOTAL
Insurance	2059	\$300	\$300.00	100.00%	NA			\$0.00
County tax collection fees	2352	550	244.50	44.45%	NA			0.00
Administrative fees	2117	3,000	0.00	0.00%	NA			0.00
Water rights resolution	2713	30,000	8,689.69	28.97%		500.00		500.00
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 CAPITAL IMPROVEMENT FUND EXPENSES =		\$74,350	\$9,234.19	12.42%	\$0.00	\$500.00	\$0.00	\$500.00

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	02/28/98 TOTAL
Special Assessment tax	9001	\$36,000	\$17,490.00	48.58%	NA			\$0.00
Surcharge Income (See Fund 429 Intrafund transfer)	9031MS	14,000	17,155.58	122.54%	NA	1,007.96		1,007.96
Interest earnings, capital improvements (County 429)	9203CIC	1,097	1,246.18	113.55%	NA			0.00
Interest earnings, general fund inv. (County 429)	9203GFC	1,300	1,154.91	88.84%	NA			0.00
TOTAL INCOME & INVESTMENTS =		\$52,397	\$37,046.67	70.70%	\$0.00	\$1,007.96	\$0.00	\$1,007.96

SUMMARY COUNTY FUND 429 CAPITAL & GENERAL INV

DESCRIPTION	Beginning		FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	02/28/98 TOTAL
	1997-98 BUDGET	FIS. YEAR TOTALS					
Opening Capital Fund Balance	\$28,313	\$27,844.23	98.34%	Balance on 02/01/98		53,993.84	\$53,993.84
Total Capital Fund Income	52,397	32,822.28	62.64%	0.00	1,007.96	0.00	1,007.96
Total Capital Fund expenses	74,350	9,234.19	12.42%	0.00	500.00	0.00	500.00
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	54,501.80	856.95%	\$0.00	\$507.96	\$53,993.84	\$54,501.80
Opening Gen. Fund Investments in County Fund 429 =	\$23,581	\$24,957.18	105.84%	Balance on 02/01/98		33,454.16	\$33,454.16
General Fund Investment Transfers to County fund 429	1,300	14,804.89	1138.84%	NA	500.00		500.00
Interest earnings on general funds in Fund 429	1,300	1,154.91	88.84%	NA			0.00
Less Money transfers from County Fund 429 to General Fund	As required	219.17	NA	NA			0.00
Less Intra fund transfers from General Inv. 429 to Capital Imp. 429	As required	8,215.69				1,007.96	1,007.96
General Fund Investments in County Fund 429 at month's end =	\$24,881	32,482.12	130.55%	NA	\$500.00	\$32,446.20	\$32,946.20
Total County Fund 429 balance at month's end =	\$31,241			Petty cash = (\$115.21)	Combined Capital & general =		\$87,448.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR FEBRUARY 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

Fiscal Year is
66.58%
Complete

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GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF FEBRUARY 1998 ACTUALS			
					PETTY CASH	CAL FED BANK	COUNTY FUNDS	02/28/98 TOTAL
Conferences	2049	\$600	\$419.92	69.99%				\$0.00
Insurance	2059	647	647.00	100.00%				0.00
ABCC Administrative fees	2117	6,500	4,000.00	61.54%		500.00		500.00
Miscellaneous expenses	2121	200	6.89	3.45%				0.00
General Election Expense	2129	500	81.08	16.22%		81.08		81.08
Postage	2130	100	64.00	64.00%	25.60			25.60
Office Supplies	2133	150	150.24	100.16%				0.00
Copier Maintenance	2137	600	342.81	57.14%	20.37			20.37
County Fees	2352	7,000	409.25	5.85%		18.75		18.75
Mileage	2479	1,000	883.46	88.35%				0.00
Telephone	2534	1,250	580.07	46.41%				0.00
Legal fees & expenses	2713	500	0.00	0.00%				0.00
TOTAL ADMINISTRATIVE EXPENSES =		\$19,047	\$7,584.72	39.82%	\$45.97	\$599.83	\$0.00	\$645.80

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	02/28/98 TOTAL
Property Tax Revenue	9001	\$29,800	\$16,656.15	55.89%			\$243.06	\$243.06
Bank Interest Income	9203BI	2,025	714.96	35.31%		224.39		224.39
T-Bill Interest Income	9203TB	1,785	233.95	13.11%				0.00
Inter Fund Transfers	9377	0	0.00	NA				0.00
Copier Income	9772	200	187.40	93.70%				0.00
TOTAL ADMINISTRATIVE INCOME =		\$33,810	\$17,792.46	52.62%	\$0.00	\$224.39	\$243.06	\$467.45

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR FEBRUARY 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

Fiscal Year is 66.58% Complete

ROADS & EASEMENTS EXPENSES										
MONTH OF FEBRUARY 1998 ACTUALS										
EXPENSE	DESCRIPTION	OBJECT	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	02/28/98 TOTAL	
	Maintenance, Mgr.	1028	\$4,500	\$1,981.00	44.02%			\$420.00	\$420.00	
	Extra Hire	1073	5,500	3,862.00	70.22%			96.00	96.00	
	FICA	1404	842	447.07	53.13%			39.48	39.48	
	Work Compensation, Insurance.	1701	660	308.66	46.77%		308.66		308.66	
	Insurance	2059	794	794.00	100.00%				0.00	
	Maintenance, repairs & construction	2077	36,564	10,733.81	29.36%	34.85	1,583.53		1,618.38	
	ABCC Administrative fees	2117	8,500	7,000.00	82.35%		1,500.00		1,500.00	
	Travel	2479	200	0.00	0.00%				0.00	
TOTAL EASEMENT EXPENSES =			\$57,560	\$25,126.54	43.65%	\$34.85	\$3,392.19	\$555.48	\$3,982.52	

ROADS & EASEMENTS INCOME

INCOME	DESCRIPTION	OBJECT	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	02/28/98 TOTAL	
	F.E.M.A. INCOME	9772	\$48,500	\$54,386.76	112.14%				\$0.00	

EXPENSE	DESCRIPTION	OBJECT	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	02/28/98 TOTAL	
	Gen. & Vehicle Insurance	2059	3,772	\$3,772.00	100.00%				\$0.00	
	ABCC Administrative fees	2117	2,475	1,800.00	72.73%		225.00		225.00	
	Fire Station Fund	4048		0.00	NA				0.00	
	W. Marin G. Exp.	4827	10,750	10,446.95	97.18%		59.07		59.07	
TOTAL FIRE EXPENSES =			\$16,997	\$16,018.95	94.25%	\$0.00	\$284.07	\$0.00	\$284.07	

FIRE INCOME

INCOME	DESCRIPTION	OBJECT	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	02/28/98 TOTAL	
	W. Mann Grant	9377	\$10,750	\$8,500.00	79.07%				\$0.00	
	Fire Station T-Bill interest collected	9377/BFS	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	\$14,972.00	88.09%	\$0.00	\$0.00	\$0.00	\$0.00	

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR FEBRUARY 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

Fiscal Year is
66.58%
Complete

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WATER EXPENSES					MONTH OF FEBRUARY 1998 ACTUALS			
EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	02/28/98 TOTAL
Maintenance. Mgr. Wages	1028	\$12,000	\$8,891.79	74.10%			\$1,380.79	\$1,380.79
Extra Hire Wages	1073	2,000	1,952.00	97.60%			768.00	768.00
FICA	1404	1,071	829.59	77.46%			164.38	164.38
Benefits	1506	1,560	1,040.00	66.67%			130.00	130.00
Work. Compensation Insurance	1701	924	884.30	95.70%		221.80		221.80
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	407.08	40.71%		34.32		34.32
ABCC Administrative & clerical fees	2117	19,800	13,200.00	66.67%		1,650.00		1,650.00
Misc.. Exp..	2121	1,200	657.77	54.81%				0.00
Refunds	2122	600	0.00	0.00%				0.00
Postage	2130	600	264.43	44.07%	12.80			12.80
Office supplies	2133	450	268.81	59.74%				0.00
Contract Repairs	2325	5,000	9,778.34	195.57%				0.00
Travel	2479	1,020	680.00	66.67%			85.00	85.00
Telephone	2534	450	300.39	66.75%				0.00
Electricity	2535	4,500	2,800.83	62.24%				0.00
Equipment	4093	400	710.05	177.51%		710.05		710.05
Water Meters	4160	400	0.00	0.00%				0.00
TOTAL WATER EXPENSES =		\$60,844	\$44,534.38	73.19%	\$12.80	\$2,616.17	\$2,528.17	\$5,157.14

WATER INCOME								
INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	02/28/98 TOTAL
Service Billing	9025	\$56,000	\$39,501.43	70.54%		\$3,261.41		\$3,261.41
Late penalties & interest billed	9772	1,250	981.76	78.54%		105.56		105.56
Receipts Collected	9025	56,000	42,906.92	76.62%		4,229.52		4,229.52
Accounts Receivable	9025		\$9,004.07	ON CLOSE OF BUSINESS DAY			02/28/98	\$1,864.83
Security Deposits billed and collected	9025SD	600	1,000.00	166.67%		100.00		100.00
Miscellaneous water income	9772	0	0.00	NA				0.00
TOTAL WATER INCOME =		\$56,600	\$43,906.92	77.57%	\$0.00	\$4,329.52	\$0.00	\$4,329.52

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR FEBRUARY 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

Fiscal Year is
66.58%
Complete

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RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF FEBRUARY 1998 ACTUALS			
					PETTY CASH	CAL FED BANK	COUNTY FUNDS	02/28/98 TOTAL
Maintenance. Mgr. Wages	1028	\$750	\$14.00	1.87%				\$0.00
Janitorial Wages	1073	1,677	1,161.00	69.23%			129.00	129.00
FICA	1404	473	287.04	60.65%			20.20	20.20
Work. Compensation Insurance	1701	414	270.93	65.49%		104.37		104.37
Basketball	2041BA	150	0.00	0.00%				0.00
Bistro	2041BI	2,760	1,581.40	57.30%			135.00	135.00
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	702.00	46.80%				0.00
Insurance	2059	1,129	828.00	73.34%				0.00
Repairs and maintenance	2077	350	86.00	24.57%				0.00
Ground Maintenance	2097	1,000	480.00	48.00%				0.00
ABCC Administrative fees	2117	3,500	2,600.00	74.29%		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	695.00	115.83%				0.00
Postage & Off. Sup.	2133	150	6.40	4.27%				0.00
Refuse Removal	2259	645	325.80	50.51%				0.00
Building Supplies	2366	500	72.86	14.57%				0.00
Pay Telephone	2534	525	348.02	66.29%		43.99		43.99
Electricity & Butane Gas for Community Center	2535	900	842.68	93.63%				0.00
CDBG Improvements	4045	16,000	0.00	0.00%				0.00
Bldg. Improvements	4048	2,000	112.91	5.65%				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	\$10,418.31	27.62%	\$0.00	\$473.36	\$284.20	\$757.56

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	02/28/98 TOTAL
Child facility rentals	9248	\$100	\$0.00	0.00%				\$0.00
Community Center. Rental	9255	1,600	2,482.50	155.16%		130.00		130.00
Refundable Deposits	9255RD	1,500	1,183.03	78.87%		262.34		262.34
Bistro	9811BI	1,700	909.02	53.47%	138.32			138.32
Community Dinners	9811CD	1,000	0.00	0.00%				0.00
Children's programs	9811CP	250	166.50	66.60%		166.50		166.50
Labor Day BBQ	9811LD	1,000	0.00	0.00%				0.00
Tai Chi	9811TC	1,700	1,220.00	71.76%	5.00	157.50		162.50
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	\$5,961.05	22.54%	\$143.32	\$716.34	\$0.00	\$859.66


**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, DECEMBER 3, 1997**

Directors present: President Kamradt and Directors: Erin Pinto, Peter Rudnick and Steven Shaffer. There is one vacancy that will be filled by newly elected Director Schiffries.

- I. Call to order:** President Kamradt called the meeting to order at 7:02 PM.
- II. Oath of office:** The November general election confirmed the re-election of President Kamradt and Director Rudnick, plus the election of Matthew Schiffries as a new Director. The Secretary administered the Oath of Office to President Kamradt, Director Rudnick and Director Schiffries. After taking the oath, and being welcomed by the seated members, Director Schiffries assumed his seat on the Board.
- III. Review and consideration of the December 3, 1997 Agenda.** There was a brief discussion of the Agenda, and Director Shaffer *moved* to approve the Agenda as submitted except that the Fire Department report was moved up to item #IV to accommodate Chief Moore's need to go to another meeting; seconded by Director Pinto; ayes all.
- IV. Fire Department:** The Fire Chief explained that the large expenditures of the West Marin funds, which temporarily indicated an over expenditure included the purchase of a full sized "jaws of life" and that the G. M. had received the invoice for that purchase prior to receiving the credit memo for the return of the previously purchased smaller set. The G. M. confirmed the refund and reported that adequate funds remain to cover the anticipated W. Marin fund expenditures through the end of the fiscal year. The Chief then reported that several volunteers have been trained in the proper use of the equipment and that the County Fire Department has indicated that these are a substantial asset for the area.

The Chief also reported that Fire Association has funded the worker's compensation insurance for the three volunteer positions that the County had stopped funding.

- V. Public Open Time:** President Kamradt asked if we had heard for Mr. & Mrs Brandt regarding the drainage in front of their house. The G. M. reported that during the recent storms both he and Harvey had checked the drainage and found it to be working well. The Brandt's seem to be satisfied for the present.

 President Kamradt then asked about the metal traffic signs to be placed on Sunset Way and Cove Lane. The G. M. explained that the signs have been ordered, but that as they are a custom design the finished signs have not been delivered yet. He expects delivery prior to the end of the year.

- VI. Bills to be paid 10/01/97 through 10/31/97:** There was a brief discussion of the Bills to be Paid report, with the GM indicating that the total amount is approximately twice the normal expenditures due to the West Marin Fund expenditures. The West Marin fund expenditures follow the department's list of equipment submitted with their grant request and are within the budget allocation. Expenditures for the completion of F.E.M.A. funded repairs continue, and the preparation of the initial study for submission to the State Division of Water Rights continues. Director Shaffer then *moved* to approve the Bills to be Paid Report, including \$24,455.31 in general fund expenses, \$1,232.04 in capital fund expenses, and \$227.18 in refunds from the rental trust funds for a combined total of \$25,914.53; seconded by Director Pinto; ayes all.

VII. General Manager's report: The G. M. then reviewed his report as follows:

- A. District budget:** Expenditures and income are within the budget parameters for this time of year. The fiscal year was 33.7% completed at the end of October and the operational departments income versus expenses were: Administration (-1.76%), 21.72%; Fire 88.09%, 87.79%; Recreation 9.82%, 16.11%; Roads & Easements 49.62%, 25.82%; Water 45.93%, 48.46%; and Capital Improvements 14.21%, 7.59%. Administrative income will improve in December when the first tax revenue increment is received; and Roads & Easements income has not received the full F.E.M.A. allocation. Water income is normal for this time of year, while expenses due to leak repairs are somewhat above normal. All in all, the District is in a sound fiscal status.
- B. Roads & Easements:** The G. M. reported that F.E.M.A. indicated they have forwarded the final grant allocation of approximately \$32,000. When informed that we have not received the check, they initiated a tracer to see if it has actually been mailed. They later called and informed the G. M. that the check has not been mailed, but will be in the near future.
- C. Recreation:** There was some discussion of the community center's deck plans, when the G. M. reported that the plans do not include provisions for trellis/removable roof provisions over the entire deck area. The G. M. is scheduling a meeting with the architect and interested residents to review the plans and develop a construction cost.
- D. Water:** The G. M. reported that we are experiencing problems with the chlorine pump and that it may be necessary to purchase a new pump. The cost of a new pump is approximately \$700 and the old pump will be sent in for factory servicing to become a backup.

VIII. Review of the draft minutes for the October 29, 1997 meeting: Following a brief discussion, Director Rudnick *moved* to approve the minutes as submitted; seconded by Director Shaffer; ayes all.

IX. 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, January 28, 1997.

The meeting was adjourned at 8:50 P.M.

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

Steven Shaffer, Board President

Donovan Macfarlane, Secretary

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, JANUARY 28, 1998**

Directors present: President Kamradt and Directors: Erin Pinto, Peter Rudnick, Steven Shaffer, and Matthew Schiffries.

- I. Call to order:** President Kamradt called the meeting to order at 7:16 PM.
- II. Review and consideration of the January 28, 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:** Mia Monroe, G. G. N. R. A. Ranger introduced herself along with Carolyn Shoulders a newly appointed watershed specialist for the G. G. N. R. A. and Jim Boucher the G. G. N. R. A. maintenance supervisor for the Muir Woods area.

Mia then went on to report that she will continue to make efforts to improve communications with the Muir Beach community and reviewed several of the planned G. G. N. R. A. activities, including the solicitation of a "watershed committee" comprised of the major land owners and public agencies in the Redwood Creek/Big Lagoon watershed. The committee will consider the overall area needs and develop goals and plans for the preservation and enhancement of the watershed resources. The committee will be advisory and not have enforcement authority.

Mia reported that G. G. N. R. A. is now collecting a fee for visiting Muir Woods and that she hopes this will make funds available to restore the natural health of Redwood Creek. However, the funds are in an N. P. S. pool and not exclusively reserved for Redwood Creek. She noted that G. G. N. R. A. has a motivated staff and is currently considering the following:

- A. Controlling access to the Fern Creek area. Controls already implemented seem to have been effective and it appears that aquatic life is being restored to acceptable levels.
- B. Certain areas of Redwood creek have trails that are harmful to the creek and wildlife. These areas are being redesigned; asphalt areas will be removed, and a boardwalks are planned for key pedestrian observation areas.
- C. They are upgrading the signage throughout the park and beach area. Mia asked if the Directors had seen some of the new signs, and the Directors indicated their pleasure with the aesthetic sign designs. The G. M. concurred, but also mentioned that it appeared that the new sign for Muir Beach Overlook may be encroaching on the District's property.
- D. They are studying the Banducci ranch area for possible regrading and what may be appropriate long term use of the ranch land. Along with this, they are trying to contain the spread of cape ivy, eucalyptus trees and other invasive non native plant life. They hope their efforts will improve the quality and volume of water flow in the creek so as to enhance aquatic life.
- E. The golden Gate dairy lease expires in March 1999 and as of this time the use of the area for horses is scheduled for closure. They are discussing the use of the fire department's use of the fire barn as a fire station, but further study is required before decisions are made.

*Deb
Erin*

- F. While the N. P. S. has assumed the lead position for carrying out the Big Lagoon restoration, the project has not been funded. N. P. S. is seeking funding and are updating the management policies.
- G. They have received funds to perform some aquatic and wildlife studies. For instance the red legged frog no longer exists in the creek area and they are considering the needs for restoration while mitigating the decline of other species.
- H. They have applied for a grant to further study the parking needs of the area, and hope to have a cooperative study effort with Marin County.
- I. Most of the N. P. S. programs are augmented by volunteers and it is hoped that the improved communication with the District will enhance the volunteer efforts and increase the District's resident participation.

The Board thanked Mia, Carolyn and Jim for their input and assured them that the District will cooperate in all mutually beneficial efforts.

- IV. Director Pinto then discussed the completion of "Initial Study" for submission to the State Division of Water Rights and the proposal by Entrix to complete the study in the absence of the G. M.; however, with the G. M.'s unexpected early return from the hospital this action was considered as possibly premature. The G. M. explained that has completed most of the needed revisions and is in the process of establishing one final test of the well. Regrettably at least ten days of dry weather are required prior to doing the work necessary to complete the test. As soon as the test is completed he will finish the initial study. He said that, subsequent to completion of the test, if it is deemed necessary, Entrix should be retained to enhance the biological section of the study, as this is outside his field of expertise. Further action was delayed to give the G. M. time to consult with Entrix, and if necessary a special meeting of the Board could be scheduled for February 5, 1998 to further consider this.
- V. **Next meeting date:** Due to the G. M.'s absence there were no draft minutes, bills to be paid reports, etc. and the Board considered the next meeting dates. Following a brief discussion, the next regular meeting date was set for Wednesday, March 4, 1998.

The meeting was adjourned at 10:06 P.M.

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

Steven Shaffer, Board President

Donovan Macfarlane, Secretary

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, MARCH 11, 1998**

Directors present: President Kamradt and Directors: Erin Pinto, Steven Shaffer, and Matthew Schiffries. Director Peter Rudnick had previously called to say he will be absent.

- I. Call to order:** President Kamradt called the meeting to order at 7:15 p. m. and then turned the meeting over to incoming President Shaffer
- II. Review and consideration of the March 11, 1997 Agenda.** There was a brief discussion of the Agenda, and Director Pinto *moved* to approve the Agenda after a revision to move the discussion of Roads & Easements up to become Item IV ; seconded by Director Kamradt; ayes all.
- III. Public Open Time:** Mia Monroe and Jim Boucher from G. G. N. R. A. were in attendance and Mr. Boucher submitted copies of several proposed N. P. S. improvements. He then reviewed the proposed plans and asked for the Board's comments. Three improvements of primary interest to the Board included:
 - A. A boardwalk to the beach:** This improvement involves construction of a pedestrian boardwalk from the current parking area to the beach, crossing Redwood Creek. The Board expressed their concurrence with this.
 - B. Consolidation of several existing paths** going uphill from the beach to the hillside south of the beach, into a single controlled path. This improvement will eliminate the erosion that results from the numerous existing paths, improve the regrowth of native vegetation, and improve pedestrian safety. The Board concurred with this.
 - C. Improvement of the path from the beach to Sunset Way:** This improvement will consist of rope anchored stairs along the existing earthen path from the beach to Sunset Way. The intersection with Sunset Way occurs just west of the retaining wall on the downhill side of the roadway in front of the Lee & Lindholdt properties. The Board suggested that the adjacent land owners including Kaplan, Lee, Lindholdt, Cunningham, Nygren and Stump be contacted by the N. P. S. With this caveat, the Board concurred with the improvement and recognized that it will improve the safety the current pathway.
 - D. New toilets at Muir Beach overlook:** Mr. Boucher explained that these facilities will be a more modern self contained unit that has proven to be successful in other national parks. The Board indicated they will take an opportunity to inspect the units when completed.

The date for the initial watershed committee meeting is set for March 25, 1998 at 10 A.M. and it will be held in the maintenance meeting room at Mir Woods. The Board deferred discussion of their participation in this until later in the meeting. In addition, on that day the N. P. S. is having and earth day.

- E. Hardship request:** Kathy Sward, custodian for Eleanor Borden has requested hardship relief to delay payment of the Spindrift property water bills. Eleanor is in a home for the aged and at the end of February was placed on welfare relief. The payment of even the minimum water bills is a substantial hardship on Eleanor's limited funds and as the District is interested in preserving the Spindrift property she asks for temporary relief in paying the bills until such time as the negotiations for management jurisdiction of the property are reconciled with the nature conservatory.

This was followed by a lengthy discussion, as while the Board is interested in the property, they do not desire to set a precedent that can be misconstrued. Director Kamradt *moved* to permit the Spindrift property water bill to remain unpaid, without penalty and with continued minimum water service consumption, until such time as the District becomes custodian/manager. If the District is not appointed as the custodian/manager of the property, then the outstanding water bill will become immediately payable by the newly appointed custodian /manager. Seconded by Director Pinto; ayes Kamradt, Pinto, Shaffer. Director Schiffries abstained and Director Rudnick is absent.

- IV. **Roads & Easements:** Prior to the departure of Mia Monroe and Jim Boucher, and in response to Mr. Boucher's acknowledgment of the G. M.'s letters to Park Superintendent O'Neill and Supervisor Kinsey concerning the flooding of Pacific Way, this subject was discussed. Mr. Boucher said that the N. P. S. is concerned with this problem as it interferes with he access t the beach . However, funds are not currently available for a solution and the N. P. S. is studying the matter as a part of the Big Lagoon restoration.

The G. M. commented that this confirms the information offered in Mr. O'Neill's reply, and then went on to say that Supervisor Kinsey's office had responded to calls from Pacific Way residents by sending the County Engineer's people out. The County did send some equipment and some relief was provided as a temporary measure. This will be further addressed when Supervisor Kinsey is able to visit Muir Beach. Director Kamradt explained that Supervisor Kinsey had been in communications with her, but that her schedule had delayed his visit to the community. She apologized as she had not realized the problem was so severe.

- A. **F.E.M.A. funds:** The G. M. reported that we have received the final increment of F.E.M.A. funds for the 1996-97 damage repairs. Total funds received are \$54,386.76 plus the cancellation of previous F.E.M.A. obligations of \$20,871.64 for a grand total of \$75,258.40.

- B. **F.E.M.A. repairs:** The G. M. noted that repairs of the 1996-97 storm damages are essentially complete, except for the major repair needed for Pacific Way at the retaining wall in front of the Lee and Lindholdt properties and some work on the easement from Sunset Way to Cove Lane. He noted that the recent storms have exacerbated the problems in these areas, and that he has requested additional funding (discussed below) in the request for F.E.M.A. funds to repair the recent storm damages as well as completing the original repairs.

He then described the current damages in this area of Pacific Way, noting that there has been a continual drainage problem from the West side of the Lee property to the East side of the Hwang property where the drainage culvert is located. Recent work in this area indicates that the water main is located in the drainage swale area and is just 6" to 8" below the surface. He recommended that the repairs include replacement of the water main in this area, from fire hydrant to fire hydrant, with a 6" main with a minimum cover of 30". This would be done as a part of the capital improvement plans to upgrade the distribution system, and if combined with the F.E.M.A. work and solution of the drainage problem there would be a substantial cost reduction in the water capital improvement. The Board generally concurred and requested more detailed cost estimates to complete the work.

The G. M. then went on to review his submission for F.E.M.A. funds to repair the 1997-98 storm damages, totaling and estimated \$167,500. He noted that the submission has been received, but has not yet been approved.

- C. **Traffic signs:** The G. M. reported that the official traffic signs have been received and that due to an error on the part of the sign maker, we have two extra "Emergency Staging Area" signs. He suggested that one of these could be used by the Fire Department at the Fire Barn. Ellen Mettler volunteered that this had already been implemented. The remaining signs will be placed as soon as Harvey has the time to do the work.

- D. **District authority on roads and easement maintenance:** The G. M. reported that Alexis Mc Bride, the county attorney, has responded to his request for clarification of this issue. It seems that in 1979, Chapter 157 was enacted by the State Legislature and this automatically extends the authority to maintain the roads and easements to the District. Also, Alexis has requested a review of our tax revenues, by he county auditor's office, to see if we have been receiving the tax funds allocated by this measure.

Improvement standards: Director Kamradt expressed her concern with the railings installed in the pedestrian easements, which were against the desires expressed by residents in a previous board meeting. The G. M. explained that these railings are necessary to minimize the District liability. Director Kamradt ~~disagreed with the need and instructed the G. M. not install additional railings without Board approval.~~ ^{noted the}

The G. M. then went on to describe the design of poured in place concrete steps for future easement improvements. He indicated that these will more permanent and considerably less expensive than the current use of treated wood steps. Director Kamradt expressed concern with the aesthetics of concrete and after further discussion it was decided that the G. M. should have a limited sample of the concrete design put in place, using aesthetically colored concrete, for the Board's inspection and approval prior to the general adaptation of this as a standard.

- V. **Bills to be paid:** The Board reviewed the Bills to be Paid Reports for November, December and January. Following a brief discussion Director Pinto moved to approve these reports as submitted, including November 1997 general expenses of \$7,280.19 and capital expense of \$1,500, totaling \$8,780.19; December 1997 general expenses of \$8,454.87 and capital expenses of \$1,244.5, totaling \$9,699.37; and January 1998 general expenses of \$7,927.97 and capital expenses of \$346.50, totaling \$8,274.47; seconded by Director Schiffries; ayes all.
- VI. **Fire & Emergency:** Ellen Mettler reported that the neighborhood emergency response training (Nert.) meeting held on Saturday, February 21, 1998 was attended by 15 residents and all were pleased with the event. This is just a beginning of the more formal development of emergency response methodology for the community. The Board thanked Ellen for her sincere efforts and encouraged additional Nert activities.
- VII. **Watershed Committee:** At this point the Board began discussion of representation on this committee. The G. M. pointed out that no more than two Board members could attend the meetings together, and suggested a rotating membership of Board members comprised of one member from the water committee, one member from the remaining three Board members, plus the G. M. He noted that this flexibility would minimize the problems of the busy schedules of the Board members. This was followed by lengthy discussion, including some question as to the need for the water committee to have special consideration, versus the desire of each Board member to be a part of this activity. After some time and review of their schedules it was finally determined that the only members available for the scheduled initial meeting on March 25, 1998 were Directors Pinto and Shaffer. With the difficulty of matching schedules emphasized, a consensus developed that the rotation suggested by the G. M. was most likely appropriate.
- VIII. **General Manager's Report:** The G. M. began with a review of the November, December and January budget reports, and in particular the reports' summary on pages 1 and 2 of each report. He noted that with the receipt of the 1st tax revenue increment in December, plus \$30,321.76 in F.E.M.A. funds, the District's gross cash equity at the end of January 1998 totaled \$196, 447.56, including \$53,993.84 in capital improvement funds, and \$142,453.72 in general funds. Restrictions on the general funds include \$33,242.74 for F.E.M.A. repairs, \$1,757.04 for West Marin Emergency expenses, \$380.53 in the rental trust, \$3,700 in the water deposit trust, \$641.21 in the recreational trust, \$1,625 in water operational funds, and \$11, 011 in the fire station trust.
 - A. **Conflict of interest filings:** The G. M. distributed the forms for the annually required filing of these forms. He informed the Directors that these forms are due by April 1st and suggested that the Directors complete them tonight. Directors Kamradt, Pinto and Shaffer delivered their forms to the G. M. Director Schiffries said he would file his later, and the G. M. said he would deliver the forms to absent Director Rudnick
 - B. **Insurance:** The District has received an insurance proposal from the American Water Works Association that seems offer a substantial savings. The G. M. is seeking additional information prior to making a recommendation to the Board, but he has notified S.D.R.M.A. that we may not renew with them.
 - C. **Recreation:** Recent storms have damaged the trees located on the Community Center property, downhill from the playground fence, and have damaged a part of the fence. He noted that Harvey has fallen some of the damaged trees after the G. M. retained permission from Mr. Lindholdt to temporarily fall them on his property. More trees are marked for removal. He then noted that the survey of the Lindholdt property to the south has shown that the District has substantial property between the existing fence and the Lindholdt property. This should be considered for possible recreational development.

The G. M. then noted that director Shaffer has offered to join with him in cooking for a community dinner night. A tentative night was scheduled for April 16, subject to confirmation at a later date after Director Shaffer and the G. M. have scheduled some tentative appointments.

D. Water: The G. M. reported that the February coliform test at the lower tank had indicated a positive content. However, the retest was negative and as the original test was taken under adverse weather conditions it is assumed that it was accidentally contaminated.

1. **Water leak:** During January we experienced a substantial water leak (10,000+ g.p.d.). Due to the weather, location of the leak was very difficult; however, during the reading water meters a substantial leak was located and repaired in the service line to the G. G. N. R. A. properties along Shoreline Highway. Subsequently, two additional leaks were found and repaired as a result of the meter readings.
2. **Cloudy water:** We experienced an abnormal number of cloudy water complaints during the month of January and again in late February. Regrettably, no repairable cause could be determined and investigation of the complaints yielded inconclusive results as the water would be cloudy at one location and clear at adjacent locations. As a precaution, we flushed every hydrant in the system and the problem seems to have been at least temporarily abated.

Director Pinto suggested we contact Marin and West Marin Water Districts to see if they have these problems and can offer any suggestions. The G. M. noted that he and Harvey are scheduled to attend a Water Quality Seminar offered by the A.W.W.A. on Thursday, March 12, 1998 in Fairfield, and he will seek information from the attendees of this meeting.

3. **Cleaning of the water storage tanks:** The G. M. reported that the underwater cleaning and inspection of the upper storage tank has been completed and the lower tank will be completed next week. Inspection of the upper tank indicates that the internal structure is in fair condition. However, the construction of the tank differs from previously believed methodology which included a 3' high wall at the base, against which the redwood planking was supported. This retaining wall does not exist, and the redwood timbers rest directly on the concrete tank base. The divers placed some new underwater sealants along the lowest seam, in an effort to reduce the leakage. The G. M. gave a sample of the sediment removed to Director Pinto, and noted that this sample seemed to be more from manganese precipitate than from iron which is more prevalent in the distribution pipes. He suggested that this may be due to the longer development time required for manganese precipitate. The divers will deliver a video tape of their inspection and the G. M. will make it available for the Directors when it is delivered. The cost of the cleaning is \$1,710, plus \$150 per hour for repair services.
4. **Chlorine pump:** The chlorine pump failed and has been replaced with a new pump. The older pump has been sent to the distributor for rebuilding and will become a backup pump.
5. **Chlorine notice:** The G. M. mentioned the distribution of a notice entitled "Chlorine Information" in response to an article in the San Francisco Chronicle reviewing the State study of Trihalomethanes. Director Pinto expressed her discontent with the notice and its recommendations that residents install or use filters. Director Pinto indicated that the notice should not have been distributed without consulting the Board. The G. M. explained that he had received several calls from concerned residents, plus advanced notices from both A.W.W.A. and the Rural Water Association with suggestions that the a clarification notice be circulated to water users. The information circulated conformed to the association recommendations and only suggested the use of various methods to minimize chlorine/trihalomethanes if a pregnant woman is concerned.

6. **Capital improvements:** With the receipt of the 1st tax revenue increment for capital improvements, and with almost \$54,000 available for improvements the G. M. suggested the Board begin considering priorities in keeping with the "Twenty year Plan" and current needs. His recommendations for immediate consideration included: improvement of the well house and master meter piping; underground installation of the well electrical service which was almost disrupted by the storm damage and falling trees; the previously discussed upgrade of a part of the Pacific Way mainline; replacing defective valves; and installation of a sand filter to reduce cloudy water. He then went on to recommend an increase in Harvey's compensation from \$14 to \$16 per hour. To support this recommendation he referred to the average range of Grade one and two licenced operators as being \$32,000 annually. The Board concurred with this recommendation.

- IX. **Next meeting date:** The next meeting date was discussed and after some consideration and comparison of schedules the next meeting date was set as April 8, 1998 instead of March 25, 1998 and then on the regular night schedule of April 29, 1998.

The meeting was adjourned at 11:13 P.M.

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

Steven Shaffer, Board President

Donovan Macfarlane, Secretary

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BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, APRIL 29, 1998
THE MEETING WILL BEGIN AT 7:00 P.M.**

<u>DESCRIPTION</u>	<u>PAGES</u>
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Water Operations Report 04/09/98 through 04/24/98	6
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Watershed Meeting: Matt - Main Topic - "What the
Committee is About" - concern that the concept may be
& "fuzzy" ② Diff Agencies have different concepts

③ Next mty the diff Agn will present their
position. - Matt agreed & present a

sep doc: re interdependence ecology /
jurisdiction / impacts on each other / etc - on
a sample analysis as to how they might be

④ In add Agencies will give a overview
of on going activities.

⑤ Next Mtg - May 13th

⑥ Matthew means that attendance & Watershed mty.
be restricted to 2 Bd members; No 2nd

⑦ Next Meeting - Matt & Ernie will attend.

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY
APRIL 29, 1998 AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

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

- Debra not here - 19:15 arrived.*
- I. **Call the meeting to order.** President Shaffer will call the meeting to order. *19:13*
 - II. **Review and consideration of the April 29, 1998 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, Deb*
 - 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 should try to put things in the packet.*

PUBLIC INPUT

Take under advisement of place on agenda not meeting.
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. *Matthew: Public Safety danger in the roadways. Problem people park where there is no room. Impaired liability response. Educate this public as to why this is a problem. Next Month's Agenda -*

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. *Debra: Reports on Mtg Steve Keaney -*

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. *Mia Monroe: Going to do a transportation study - MBCSD may get involved. Mia will arrange for a presentation.*

- IV. **Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the March 1, 1998 through March 31, 1998 fiscal period. *Deb/Matt*
- V. **Fire Association:** Director Schiffries has requested that the Board review the Association's request for special consideration in their agreement with the State Park Service for providing water service to the State Park Lands versus the State Fees for use of the lands during the annual Bar B Que. *Nothing*
- VI. **Fire Department, Emergency Disaster Committee:** No report is anticipated for tonight's meeting. *Mick presented Bill Changes - Not only w/ from*

Erin later wants to coop on Old Tinsies Night.

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:

Review of the March budget report.

Review of water operational and water rights activities, including a proposal to install a filter for removal of iron and manganese precipitates.

Review of the recreation and community center activities. It is anticipated that Ann Browning will attend the meeting to discuss rental rates, policies and procedures. *Pate scheduled pool pond*

D. Review of the Roads and Easement activities, including an update on F.E.M.A. repairs and the new F.E.M.A. grant submission. In addition, Director Kamradt has requested:

1. That the Board review the maintenance needs of the Starbuck Extension and a request from property owners that the roadway be improved with asphalt paving.
2. That the Board review its general road and easement maintenance policies in so far as the Seacape Subdivision area is concerned.

VIII. Next meeting date: The next regular meeting date is Wednesday, May 27, 1998. However, during the April 8, 1998 meeting, there was a proposal to change the date to Wednesday, May 20, 1998. *next mts*

ADJOURNMENT OR CONTINUATION

Starbuck Ept. —

June. — 24th

Minutes of Last Mtg.

Asked to reconcile dates of Est. B.T.B.P.

MUIR BEACH CSD, BILLS TO BE PAID

RECEIVED 03/01/98 THROUGH 03/31/98

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
CAPITAL IMPROVEMENT EXPENSES				
ABC Consultants, Inc.	2713	Partial billing for Initial Study revisions	B	\$500.00
TOTAL CAPITAL IMPROVEMENT EXPENSES =				\$500.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Bell's Market	2049	Board meeting refreshments	P	7.46
ABC Consultants, Inc.	2117	Administration fees 3/98	B	500.00
CD-Data	2121	Marin County Data 3 year update	B	160.55
Discovery Office Systems	2137	Annual maintenance agreement thru 3/99	B	300.91
Discovery Office Systems	2137	Black developer replacement	B	67.03
ABC Consultants, Inc.	2479	Travel allowance 2/01 - 2/28/98	B	84.48
AT&T	2534	415-388-7804 toll calls thru 2/10/98	B	44.00
Pacific Bell	2534	415-388-7804 local service thru 2/11/98	B	22.67
Pacific Bell	2534	415-388-7804 local service thru 3/11/98	B	22.99
AT&T	2534	415-648-7804 toll calls thru 3/10/98	B	58.10
AT&T	2534	707-648-7220 thru 2/22/98	B	35.81
TOTAL G&A EXPENSES =				\$1,304.00

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Terry Onorato	2077	Pick handle	P	11.00
ABC Consultants, Inc.	2117	Administrative fees 3/98	B	500.00
Filmworks of Seattle	2077F	Documentary pictures of storm damages	P	30.85
Harvey Pearlman	2077F	F.E.M.A. repair wages 3/98	C	449.99
Vian Collier	2077F	F.E.M.A. repair wages 3/98	C	177.63
Salvador Gonzales	2077F	F.E.M.A. repair wages 3/98	C	204.56
Goodman Building Supply	2077F	Quikrete, drain pipe, etc.	B	146.31
Jackson's	2077F	Poly sheeting, tape, etc.	B	80.57
Robert Wurgaft	2077F	F.E.M.A. repair wages 3/98	C	602.84
Kathy Johnson	2077F	Reimburse for Visqueen rolls purchased	B	109.04
Harvey Pearlman	2077F	Reimburse for gas, oils, & blades for chain saw	B	17.25
Martin Bros. Supply	2077F	Sand and rip rap materials, Pacific Way	B	647.79
ABC Consultants, Inc.	2077F	F.E.M.A. project fees 3/98	B	1,000.00
Big 4 Rents	2077F	Equipment rental, Charlotte's Way	B	888.09
Channel Lumber	2077F	3 x 6 & 3 x 12 treated timbers	B	5,393.82
Shamrock Materials	2077F	Road base, Charlotte's Way	B	2,772.60
Home Depot	2077F	2 x 12 timbers, #4 rebar, & delivery	B	379.30
TOTAL R&E EXPENSES =				\$13,411.64

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maintenance Manager wages 3/98	C	1,613.67
Robert Wurgaft	1073	Maint. Relief wages 3/98	C	258.36
Harvey Pearlman	1506	Medical allowance March 1998	C	130.00
American Waterworks Association	2049	Water Quality conference	P	122.50
Harrington Plastics	2077	Chlorine pump housing	P	32.81
Herb's Pool Service	2115	Chlorine supplies 3/98	B	34.32
Harvey Pearlman	2115	Reimburse for chlorine test kit	B	7.51
Marin County Laboratory	2115	Monthly water sample testing 2/98	B	45.00
ABC Consultants, Inc.	2117	Administrative fees 3/98	B	800.00
ABC Consultants, Inc.	2117	Clerical fees 3/98	B	850.00
Goodman Building supply	2121	Padlocks, elec. switch, etc.	B	86.55
Pace Supply Corp.	2121	Couplings, joint solvents, etc.	B	77.88
Harvey Pearlman	2121	Reimburse for prchase of misc. supplies	B	8.00
USPO	2130	Stamps and certificates of mailing	P	64.00
Office Max	2133	Window envelopes	P	26.80
Harvey Pearlman	2479	Travel allowance March 1998	C	85.00
Pacific Bell	2534	Well relay phone thru 3/7/98	B	33.46
Pacific Bell	2534	Well relay phone thru 2/7/98	B	33.46
PG&E	2535	Well & lower tank electric thru 2/18/98	B	427.02
TOTAL WATER EXPENSES =				\$4,736.34

MUIR BEACH CSD, BILLS TO BE PAID

RECEIVED 03/01/98 THROUGH 03/31/98

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
RECREATION EXPENSES, DIVISION CODE 9239				
Harvey Pearlman	1028	Maintenance Manager wages 3/98	C	30.13
Juana Gonzales	1073	Janitorial wages 3/98	C	138.87
Salvador Gonzales	2097	Ground maintenance wages 3/98	C	86.12
ABC Consultants, Inc.	2117	Administrative fees 3/98	B	325.00
Home Depot	2366	Light bulbs, changer, security light, etc.	B	74.28
Goodman Building supply	2366	Battery for smoke detector	P	2.46
Pacific Bell	2534	Com. Center pay phone thru 2/19/98	B	43.99
PG&E	2535	Community Center electric thru 2/18/98	B	52.12
Rachael Culp	2041BI	Cream for Bistro	P	1.00
Rachael Culp	2041BI	Bistro wages 3/98	C	193.77
Emiko Wang	2041TC	Tai Chi instruction Jan, Feb. & Mar. '98	B	319.00
TOTAL RECREATION EXPENSES =				\$1,266.74

FIRE DIVISION EXPENSES, DIVISION CODE 9240				
ABC Consultants, Inc.	2117	Administrative fees 3/98	B	225.00
GTE Wireless	4827	Cellular phone thru 3/98	B	38.64
Pacific Bell	4827	Fire station phone thru 2/25/98	B	22.59
TOTAL FIRE EXPENSES =				\$286.23

SECURITY DEPOSIT TRUST FUND TRANSACTIONS				
Virginia Crowder	A9772	Copier card & key deposit refund	B	10.00
Diversified Risk	R9255I	Special even insurance premiums paid	B	112.34
Randy Emch	R9255R	Refund rental security deposit	B	75.00
Raiyo J. Markman	R9255R	Refund rental security deposit	B	150.00
Daniel Cressman	W9025R	Refund water security deposit	B	100.00
Jonathan Dixon	W9025R	Partial refund of water security deposit	B	56.27
Jonathan Dixon	W9025R	Partial refund used to pay final billing	B	43.73
Ellen Tyller	W9025R	Refund water security deposit	B	100.00
TOTAL SECURITY DEPOSIT REFUNDS =				\$647.34

B = Paid thru Cal Fed Bank
C = Paid thru County depository
P = Paid thru Petty Cash Funds

TOTAL GENERAL FUND EXPENSES = \$21,004.95
TOTAL CAPITAL IMPROVEMENT EXPENSES = \$500.00
TOTAL OF ALL EXPENSES PAID = \$21,504.95
TOTAL OF ALL CHECKS ISSUED = \$22,152.29

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

Steven Shaffer, 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 29, 1998**

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

- A. Budget review:** During the month of March, the District's cash equity declined from \$191,785.06 to \$175,326.86 as expenses exceeded revenues by \$16,809.47. The major expenses were in continued F.E.M.A. repairs, and it should be noted that these funds (\$54,386.76) must be spent or refunded. There is a time limit for their expenditure, and some of last years projects (Pacific Way) may require a request for time extension. Otherwise, District expenditures and income are within the budget parameters and the District remains in sound fiscal condition.

The County auditor's office has advised us (and all other Marin County agencies) to reserve funds for the potential resolution of the "Cable TV" potential liability. It seems that the County may have overtaxed the cable companies and the issue is in court for resolution. Our share is \$1,630.91 of a total \$5,270,093.61. Interesting, considering Muir Beach does not have access to cable TV.

- B. Recreation:** There is no new information to report on the deck renewal. Ann Browning reports that the two week rental agreement offered by the Board for a seminar has been accepted and the details are being worked out.

- End of Day*
C. Roads & Easements: The Office of Emergency Services has enrolled me in classes for instructions for preparing the small project "Damage Survey Reports" (DSR's). With the reduction of the cost estimate for mitigating the Charlotte's Way slide (less than \$47,500), all 11 projects are eligible as small DSR's. The classes are from 8 a.m. to 5 p.m. in the Sacramento area. I will be in class Thursday, April 30 and Friday, May 1, 1998.

While I believe the classes and local preparation of the DSR's is very advantageous, I am waiting for completion of the classes prior to beginning construction on some of the most expensive projects (Pacific Way and Charlotte's Way), as I may learn some important thoughts during the training.

Starbuck Extension: We have received requests to pave the Starbuck Extension (at District expense). The current plans are to scarify, add road base, and grade the extension, but not to finish with asphalt. The work scheduled is anticipated to be covered by F.E.M.A. funds for damage repair due to the 1997-98 storms. A separate report on the costing and available funds for this will be submitted to the Board prior to the meeting night. It is not included herein, as I am still waiting for cost estimates from various sources.

- D. Water Rights Initial Study:** The test holes and pipe inserted for completion of the well draw down tests. The tests will not be completed in time for a report to the Board during this meeting; however, the tests and resulting "Initial Study" revisions should be completed in time for the next Board meeting. I have been in communication with DWR and they are continuing to cooperate.

- E. Survey of the well site:** The cost estimates for this have not been received. Hopefully, they will be available in time for the Board meeting.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

**MUIR BEACH COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT OPERATIONS REPORT
APRIL 9, 1998 THROUGH APRIL 24, 1998**

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.
4. **TABULATION OF WATER PRODUCTION FACTORS:** The production figures for the 2/23/98 through 3/23/98 billing period were included in the report for the April 8, 1998 meeting. The new billing period quantities were not yet available for this report.

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

5. During the April 8, 1998 Board meeting, information for an iron and manganese precipitate filtration system was tendered to the Board. The Board requested a more formal presentation from the design and engineering firm Lowprest. Their representative Mr. Richey, was contacted, but due to a conflicting meeting in southern California he is unable to attend tonight's meeting. He will be available for the regular May meeting.
6. The video tape of the upper tank cleaning is available and takes approximately ten minutes to view. While there is some sound on the tape offering brief explanations of particular items, it is in general a soundless video. The vacuuming removed precipitate deposits (predominately magnesium) ranging from less than 1/8" to slightly more than 1" in depth. Oddly, the deposits were concentrated toward the outer edges of the floor, even though the floor slopes to the center.

The written report submitted by Above & Below is encouraging for the general condition of both upper and lower tanks is somewhat better than anticipated. The leak in the base of the upper tank was temporarily reduced by the efforts of above and below; however, Harvey reports that the changes in the weather (warming) has resulted in a return to almost normal. From the description of Above & Below, additional underwater caulking does not seem to be a satisfactory solution. They suggest either lining the tank or full draining to perform a detailed removal replacement of the existing caulking. Previous price quotations for this are approximately \$15,000 (plus the cost draining) and is not considered cost effective at this time. At this time, it seems prudent to continue as is until the next cleaning (three years) and then to drain the tank for repairs and cleaning. During the interim we should consider the first phase of the future tank.

7. One water service leak was repaired during this report period. A shallow service line (less than 4" cover) was broken by vehicle traffic.
8. The results of our Nitrate tests (N) report that our water has < 4.5 mg/L, versus the maximum level of <10mg/L. The results of the radiological and triholomethane tests have not been received.
11. **ACCOUNTS RECEIVABLE & WATER BILLING:** Details of the water billing and accounts receivable are including in the budget reports and will no longer be detailed in this report.

THIS CONCLUDES THE WATER OPERATIONS REPORT.

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR FEBRUARY 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

Fiscal Year is
75.07%
Complete

SUMMARY OF GENERAL FUND ACCOUNTS				MONTH OF MARCH 1998 ACTUALS			
DESCRIPTION	1998 BUDGET	BEGINNING FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	C.F. & WCMA BANKS	COUNTY FUNDS	03/31/98 TOTAL
Beginning rental security deposit trust fund	\$600	\$600.00	100.00%	NA	\$680.21	NA	\$680.21
Beginning water security deposit trust fund	3,200	3,200.00	100.00%	NA	3,900.00	NA	3,900.00
Beginning fire station trust fund: *Invested in T-Bill, not. inc. in cash	11,011	*10,984.83	0.00%	4/16/98 maturity T-Bill share = \$11,439.71			NA
Beginning West Marin Emergency Services Fund	3,645	3,644.92	100.00%	NA	1,697.97	NA	1,697.97
Beginning Recreation trust fund (Walkathon \$440, Children \$201.21)	641	641.27	100.00%	NA	807.77	NA	807.77
Beginning Water Operations Balance	7,590	7,590.34	100.00%	NA	6,962.88	NA	6,962.88
Combined Cal Fed & Merrill Lynch Depositories unobligated balance	7,049	8,535.28	121.08%	NA	63,377.13	NA	63,377.13
Beginning Petty Cash on hand	27	26.78	99.19%	(115.21)	NA	NA	(115.21)
County General fund balance	18,134	18,133.79	100.00%	NA	NA	12,026.31	12,026.31
Combined beginning balance of all deposits	\$51,898	\$42,372.38	81.65%	(\$115.21)	\$77,425.96	\$12,026.31	89,337.06
General and Admin. Income	33,810	18,293.41	54.11%	0.00	307.03	2.37	309.40
General & Admin. Expenses	19,047	8,888.72	46.67%	7.46	1,296.54	0.00	1,304.00
G&A Income - Expenses	\$14,763	9,404.69	63.70%	(\$7.46)	(\$989.51)	\$2.37	(994.60)
Water Income	56,600	47,086.74	83.19%	113.13	3,066.69	0.00	3,179.82
Water Expenses	60,844	49,322.43	81.06%	246.11	2,454.91	2,087.03	4,788.05
Water Income - Expenses	(\$4,244)	(2,235.69)	NA	(\$132.98)	\$611.78	(\$2,087.03)	(1,608.23)
Recreational Income	26,450	6,714.96	25.39%	108.75	645.16	0.00	753.91
Recreational Expenses	37,723	11,685.06	30.98%	3.46	814.39	448.90	1,266.75
Recreational Income - Expenses	(\$11,273)	(4,970.10)	NA	\$105.29	(\$169.23)	(\$448.90)	(512.84)
Road & Easement Income	48,500	54,386.76	112.14%	0.00		0.00	0.00
Road & Easement Expenses	57,560	38,534.11	66.95%	41.85	11,930.71	1,435.01	13,407.57
R&E Income - Expenses	(\$9,060)	15,852.65	NA	(\$41.85)	(\$11,930.71)	(\$1,435.01)	(13,407.57)
Fire Income	16,997	14,972.00	88.09%	0.00	0.00	0.00	0.00
Fire Expenses	16,997	16,305.18	95.93%	0.00	286.23	0.00	286.23
Fire Income - Expenses	\$0	(1,333.18)	NA	\$0.00	(\$286.23)	\$0.00	(286.23)
Intra Fund Transfers (non-income)	\$16,997	13,460.52	79.19%	\$0.00	\$351.27		351.27
General Funds budgeted combined balances =	\$60,218	\$72,551.26	120.48%	(\$192.21)	\$65,013.33	\$8,057.74	\$72,878.86
Total General Fund Income =	\$182,357	\$141,453.87	77.57%	\$221.88	\$4,018.88	\$2.37	\$4,243.13
Total General Fund Expenses =	192,171	124,735.51	64.91%	298.88	16,782.78	3,970.94	21,052.60
General Fund Income - Expenses =	(\$9,814)	\$16,718.36	NA	(\$77.00)	(\$12,763.90)	(\$3,968.57)	(\$16,809.47)
COMBINED BALANCES OF ALL ACCOUNTS							
Total County Fund 29 Capital Improvement Funds	\$29,000	\$54,853.07	189.15%	NA		\$54,853.07	\$54,853.07
Total General County Fund 429 Account Funds	(12,003)	32,594.93	NA	NA		32,594.93	32,594.93
Total Funds in T-Bills (Based on Maturity Value)	35,000	15,000.00	42.86%	NA	15,000.00		15,000.00
Petty Cash, Cash in Bank & Cash in County fund 428	25,218	72,878.86	288.99%	(192.21)	65,013.33	8,057.74	72,878.86
TOTAL OF ALL FUNDS COMBINED	\$77,215	\$175,326.86	227.06%	(\$192.21)	\$80,013.33	\$95,505.74	\$175,326.86

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR FEBRUARY 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

Fiscal Year is
75.07%
Complete

CAPITAL IMPROVEMENT INVESTMENT FUND

WATER CAPITAL IMPROVEMENTS EXPENSES		MONTH OF MARCH 1998 ACTUALS						
EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	03/31/98 TOTAL
Insurance	2059	\$300	\$300.00	100.00%	NA			\$0.00
County tax collection fees	2352	550	244.50	44.45%	NA			0.00
Administrative fees	2117	3,000	0.00	0.00%	NA			0.00
Water rights resolution	2713	30,000	9,189.69	30.63%		500.00		500.00
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 CAPITAL IMPROVEMENT FUND EXPENSES =		\$74,350	\$9,734.19	13.09%	\$0.00	\$500.00	\$0.00	\$500.00

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	03/31/98 TOTAL
Special Assessment tax	9001	\$36,000	\$17,490.00	48.58%	NA			\$0.00
Surcharge Income (See Fund 429 Intrafund transfer)	9031MS	14,000	18,006.85	128.62%	NA	851.27		851.27
Interest earnings, capital improvements (County 429)	9203CIC	1,097	1,246.18	113.55%	NA			0.00
Interest earnings, general fund inv. (County 429)	9203GFC	1,300	1,154.91	88.84%	NA			0.00
TOTAL INCOME & INVESTMENTS =		\$52,397	\$37,897.94	72.33%	\$0.00	\$851.27	\$0.00	\$851.27

DESCRIPTION	Beginning		FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	03/31/98 TOTAL
	1997-98 BUDGET	FIS. YEAR TOTALS					
Opening Capital Fund Balance	\$28,313	\$27,344.23	98.34%	Balance on 03/01/98		54,501.80	\$54,501.80
Total Capital Fund Income	52,397	33,673.55	64.27%	0.00	851.27	0.00	851.27
Total Capital Fund expenses	74,350	9,734.19	13.09%	0.00	500.00	0.00	500.00
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	54,853.07	862.47%	\$0.00	\$351.27	\$54,501.80	\$54,853.07
Opening Gen. Fund Investments in County Fund 429 =	\$23,581	\$24,957.18	105.84%	Balance on 03/01/98		32,946.20	\$32,946.20
General Fund Investment Transfers to County fund 429	1,300	15,304.89	1177.30%	NA	500.00		500.00
Interest earnings on general funds in Fund 429	1,300	1,154.91	88.84%	NA			0.00
Less Money transfers from County Fund 429 to General Fund	As required	219.17	NA	NA			0.00
Less Intra fund transfers from General Inv. 429 to Capital Imp. 429	As required	9,066.96				851.27	851.27
General Fund Investments in County Fund 429 at month's end =	\$24,881	32,130.85	129.14%	NA	\$500.00	\$32,094.93	\$32,594.93
Total County Fund 429 balance at month's end =	\$31,241			Petty cash (\$192.21)	Combined Capital & general =		\$87,448.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR FEBRUARY 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

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GENERAL & ADMINISTRATIVE EXPENSES					MONTH OF MARCH 1998 ACTUALS			
EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	03/31/98 TOTAL
Conferences	2049	\$600	\$427.38	71.23%	\$7.46			\$7.46
Insurance	2059	647	647.00	100.00%				0.00
ABCC Administrative fees	2117	6,500	4,500.00	69.23%		500.00		500.00
Miscellaneous expenses	2121	200	167.44	83.72%		160.55		160.55
General Election Expense	2129	500	81.08	16.22%				0.00
Postage	2130	100	64.00	64.00%				0.00
Office Supplies	2133	150	150.24	100.16%				0.00
Copier Maintenance	2137	600	643.72	107.29%		300.91		300.91
County Fees	2352	7,000	476.28	6.80%		67.03		67.03
Mileage	2479	1,000	967.94	96.79%		84.48		84.48
Telephone	2534	1,250	763.64	61.09%		183.57		183.57
Legal fees & expenses	2713	500	0.00	0.00%				0.00
TOTAL ADMINISTRATIVE EXPENSES =		\$19,047	\$8,888.72	46.67%	\$7.46	\$1,296.54	\$0.00	\$1,304.00

GENERAL & ADMINISTRATIVE INCOME								
INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	03/31/98 TOTAL
Property Tax Revenue	9001	\$29,800	\$16,658.52	55.90%			\$2.37	\$2.37
Bank Interest Income	9203BI	2,025	1,031.99	50.96%		317.03		317.03
T-Bill Interest Income	9203TB	1,785	233.95	13.11%				0.00
Inter Fund Transfers	9377	0	0.00	NA				0.00
Copier Income	9772	200	177.40	88.70%		(10.00)		(10.00)
TOTAL ADMINISTRATIVE INCOME =		\$33,810	\$18,101.86	53.54%	\$0.00	\$307.03	\$2.37	\$309.40

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR FEBRUARY 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

Fiscal Year is
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ROADS & EASEMENTS EXPENSES					MONTH OF MARCH 1998 ACTUALS			
EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	03/31/98 TOTAL
Maintenance. Mgr.	1028	\$4,500	\$1,981.00	44.02%				\$0.00
Extra Hire	1073	5,500	3,862.00	70.22%				0.00
FICA	1404	842	549.08	65.25%			102.01	102.01
Work Compensation. Insurance.	1701	660	308.66	46.77%				0.00
Insurance	2059	794	794.00	100.00%				0.00
Maintenance, repairs & construction	2077	36,564	24,039.37	65.75%	41.85	11,930.71	1,333.00	13,305.56
ABCC Administrative fees	2117	8,500	7,000.00	82.35%				0.00
Travel	2479	200	0.00	0.00%				0.00
TOTAL EASEMENT EXPENSES =		\$57,560	\$38,534.11	66.95%	\$41.85	\$11,930.71	\$1,435.01	\$13,407.57

ROADS & EASEMENTS INCOME								
INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	03/31/98 TOTAL
F.E.M.A. INCOME	9772	\$48,500	\$54,386.76	112.14%				\$0.00

FIRE EXPENSES								
EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	03/31/98 TOTAL
Gen. & Vehicle Insurance	2059	3,772	\$3,772.00	100.00%				\$0.00
ABCC Administrative fees	2117	2,475	2,025.00	81.82%		225.00		225.00
Fire Station Fund	4048		0.00	NA				0.00
W. Marin G. Exp.	4827	10,750	10,508.18	97.75%		61.23		61.23
TOTAL FIRE EXPENSES =		\$16,997	\$16,305.18	95.93%	\$0.00	\$286.23	\$0.00	\$286.23

FIRE INCOME								
INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	03/31/98 TOTAL
W. Marin Grant	9377	\$10,750	\$8,500.00	79.07%				\$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	\$14,972.00	88.09%	\$0.00	\$0.00	\$0.00	\$0.00

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR FEBRUARY 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

Fiscal Year is
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WATER EXPENSES					MONTH OF MARCH 1998 ACTUALS			
EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	03/31/98 TOTAL
Maintenance. Mgr. Wages	1028	\$12,000	\$10,390.79	86.59%			\$1,499.00	\$1,499.00
Extra Hire Wages	1073	2,000	2,192.00	109.60%			240.00	240.00
FICA	1404	1,071	962.62	89.88%			133.03	133.03
Benefits	1506	1,560	1,170.00	75.00%			130.00	130.00
Work. Compensation Insurance	1701	924	884.30	95.70%				0.00
Conferences/Training	2049	1,000	122.50	12.25%	122.50			122.50
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	32.81	0.73%	32.81			32.81
Tests & chemicals	2115	1,000	493.91	49.39%		86.83		86.83
ABCC Administrative & clerical fees	2117	19,800	14,850.00	75.00%		1,650.00		1,650.00
Misc.. Exp..	2121	1,200	830.20	69.18%		172.43		172.43
Refunds	2122	600	0.00	0.00%				0.00
Postage	2130	600	328.43	54.74%	64.00			64.00
Office supplies	2133	450	295.61	65.69%	26.80			26.80
Contract Repairs	2325	5,000	9,778.34	195.57%				0.00
Travel	2479	1,020	765.00	75.00%			85.00	85.00
Telephone	2534	450	367.31	81.62%		66.92		66.92
Electricity	2535	4,500	3,279.56	72.88%		478.73		478.73
Equipment	4093	400	710.05	177.51%				0.00
Water Meters	4160	400	0.00	0.00%				0.00
TOTAL WATER EXPENSES =		\$60,844	\$49,322.43	81.06%	\$246.11	\$2,454.91	\$2,087.03	\$4,788.05

WATER INCOME								
INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	03/31/98 TOTAL
Service Billing	9025	\$56,000	\$42,724.66	76.29%		\$3,223.23		\$3,223.23
Late penalties & interest billed	9772	1,250	1,074.14	85.93%		92.38		92.38
Receipts Collected	9025	56,000	46,286.74	82.65%	113.13	3,266.69		3,379.82
Accounts Receivable	9025	NA	\$5,961.72 ON CLOSE OF BUSINESS DAY 03/31/98					NA
Security Deposits billed and collected	9025R	600	800.00	133.33%		(200.00)		(200.00)
Miscellaneous water income	9772	0	0.00	NA				0.00
TOTAL WATER INCOME =		\$56,600	\$47,086.74	83.19%	\$113.13	\$3,066.69	\$0.00	\$3,179.82

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR FEBRUARY 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

Fiscal Year is
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Complete

RECREATIONAL EXPENSES					MONTH OF MARCH 1998 ACTUALS			
EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	03/31/98 TOTAL
Maintenance, Mgr. Wages	1028	\$750	\$42.00	5.60%			\$28.00	\$28.00
Janitorial Wages	1073	1,677	1,290.00	76.92%			129.00	129.00
FICA	1404	473	318.94	67.39%			31.90	31.90
Work. Compensation Insurance	1701	414	270.93	65.49%				0.00
Basketball	2041BA	150	0.00	0.00%				0.00
Bistro	2041BI	2,760	1,762.40	63.86%	1.00		180.00	181.00
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	1,021.00	68.07%		319.00		319.00
Insurance	2059	1,129	828.00	73.34%				0.00
Repairs and maintenance	2077	350	86.00	24.57%				0.00
Ground Maintenance	2097	1,000	560.00	56.00%			80.00	80.00
ABCC Administrative fees	2117	3,500	2,925.00	83.57%		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	695.00	115.83%				0.00
Postage & Off. Sup.	2133	150	6.40	4.27%				0.00
Refuse Removal	2259	645	325.80	50.51%				0.00
Building Supplies	2366	500	149.60	29.92%	2.46	74.28		76.74
Pay Telephone	2534	525	392.01	74.67%		43.99		43.99
Electricity & Butane Gas for Community Center	2535	900	894.80	99.42%		52.12		52.12
CDBG Improvements	4045	16,000	0.00	0.00%				0.00
Bldg. Improvements	4048	2,000	112.91	5.65%				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	\$11,685.06	30.98%	\$3.46	\$814.39	\$448.90	\$1,266.75

RECREATIONAL INCOME								
INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	03/31/98 TOTAL
Child facility rentals	9248	\$100	\$0.00	0.00%				\$0.00
Community Center. Rental	9255	1,600	3,157.50	197.34%		675.00		675.00
Refundable Deposits	9255RD	1,500	995.69	66.38%		(187.34)		(187.34)
Bistro	9811BI	1,700	1,017.77	59.87%	108.75			108.75
Community Dinners	9811CD	1,000	0.00	0.00%				0.00
Children's programs	9811CP	250	166.50	66.60%				0.00
Labor Day BBQ	9811LD	1,000	0.00	0.00%				0.00
Tai Chi	9811TC	1,700	1,377.50	81.03%		157.50		157.50
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	\$6,714.96	25.39%	\$108.75	\$645.16	\$0.00	\$753.91

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, APRIL 8, 1998**

Directors present: President Steven Shaffer and Directors: Deborah Kamradt Erin Pinto, Peter Rudnick, and Matthew Schiffries.

- I. **Call to order:** President Shaffer called the meeting to order at 7:08 p. m.
- II. **Review and consideration of the April 8, 1998 Agenda.** There was a brief discussion of the Agenda, and Director Rudnick *moved* to approve the Agenda after a revision to move Agenda item VI "Possible conflict of interest" to follow public open time, and that portion of Agenda Item VII - C presented by Ann Browning to follow; seconded by Director Kamradt; ayes all.
- III. **Public Open Time:** Mia Monroe and Jim Boucher from G. G. N. R. A. were in attendance and Mr. Boucher were present to continue discussion of the proposed N. P. S. improvements, including:
 - A. Their meeting with residents possibly affected by the improvement of the westerly pedestrian access trail from Pacific Way to Muir Beach was primarily attended by Director Shaffer and in general residents are in accord with the rope stairway improvement. Kathy Sward reported that Mr. Cunningham had come by the Community Center thinking that the meeting was to be held there. He is in agreement with the improvements provided a stair railing was included.
 - B. Jim then discussed the proposed boardwalk to the beach and it was noted that there is some concern about the moveable bridge. Jim noted that at this time this project is on hold.
 - C. The new toilet facilities have been installed at Muir Beach overlook and the existing facilities have been donated to the M.B.C.S.D. picnic area.
 - D. Jim continued the discussion concerning the fencing of the trails leading from the beach to the Coyote Ridge trail, noting that these improvements are in process and the hope is that there will be substantial improvement in the growth of native vegetation. He also noted that the new beach Kiosk's are in place.
 - E. This was followed by a discussion of the G. M.'s letter to Superintendent O Neill concerning the flooding of Pacific Way. Jim is reviewing the situation, even though the long term solution will be more completely considered as a part of the Big Lagoon improvements. At this time he feels that a berm may have some value, if combined with a culvert under the parking lot entrance to connect the creek to the ocean outlet directly as it used to be. The long term environmental problems were briefly discussed.
 - F. Jim then mentioned that the bridge from the parking lot to the southern bank of the creek is scheduled for repairs.
- IV. **Director Rudnick's possible conflict of interest:** There was a brief discussion of Director Rudnick's interest in participating in dry farming in cooperation with the Banducci Ranch operations. Mia Monroe indicated that the N. P. S. long term plans include provisions for continued agricultural uses in the watershed. However, this would not involve the use of water diversions from the Creek. The G. M. noted that he does not have the legal expertise to advise of a possible conflict of interest, but that in general if a sum exceeding \$250 is involved in the final arrangements with Director Rudnick, a conflict may exist. The G. M. suggested that he and Director Rudnick meet with the County Attorney for a more valid opinion. The Board concurred.
- V. **Rental fees:** Ann Browning reported that she has received a request from the "Goddess in Women" coordinator to hold another seminar, providing the rental rate of \$500 for the weekend is approved. This was followed by a brief discussion, with some concern noted over the failure to timely remove all of the seminar's accessories from the premises. Director Kamradt then *moved* to approve the rental for a fee of \$500 for the weekend, providing a \$250 security deposit is posted to assure the timely removal of the accessories; seconded by Director Pinto; ayes all.

Mrs. Browning then discussed a request from Alish Schutz to hold a daily seminar that will last for two weeks. After considerable discussion and consideration of the possible scheduling conflicts with existing resident events, Director Kamradt *moved* to offer Ms. Schutz the use of the center for a daily fee of \$250, providing the scheduling does not conflict with existing scheduled community events and that no Wednesdays are to be used; seconded by Director Pinto; ayes all.

There was a discussion of the rental fee rates. This was referred to Pres. Shaffer and Ann Browning.

- VI. Spindrift Point:** Kathy Sward then reported that she had attended a meeting with the Nature Conservatory, concerning the Spindrift property. Also in attendance were Larry Shank and Huey Johnson. While no agreement was reached, Kathy felt the meeting was successful in assuring that if a land trust is to hold title of the land, it will be guided by a seven person board which will include at least three representatives from Muir Beach. The Board thanked Kathy for her efforts.
- VII. Bills to be paid:** There was a brief discussion of the bills to be paid report and Director Pinto noted that the wages designated under Roads & Easements for Harvey Pearlman were not specified as paid in February. With this correction, Director Kamradt *moved* to approve the bills to be paid report including \$500 in capital improvement expenses and \$10,402.09 in general fund expenses for a total of \$11,402.09; seconded by Director Schiffries, ayes all with Director Pinto abstaining in so far as payments to Robert Wurgaft.
- VIII. General Manager's Report:** The G. M. reviewed the budget report and indicated that while the District's equity declined in February the District is in sound fiscal condition. Director Pinto asked for clarification concerning the T-Bill investment of the Fire Station funds and the omission of a value at the beginning of the year. The G. M. mentioned that this is included in the Total T-Bill funds. He will modify the report to reflect the beginning fire station balance.
- A. Recreation:** The G. M. reported on the results of the "Deck Committee" meeting and the proposed resolution of design modifications. Mike Moore has volunteered to pilot the revisions through the County and to prepare the sketches that may be required. The proposed starting date for construction is August 15, 1998 and submission of the revisions for Board review is to be in time for the May Board meeting.
- In general, the revisions include the following:
1. Expansion of the deck on the westerly side to join with the stair landing and replacing the existing stairs to the playground with new stairs from the landing in front of the children's playroom to the playground. Also, it was suggested to add playground access from the easterly side, which may include handicap access. (Handicap access will improve qualifications for additional grant monies).
 2. Leave the easterly side of the deck (from the existing outward wall projection) to be covered by portable style coverings, while the westerly deck area will be trussed for permanent deck covering (this may also be considered for the far easterly portion of the deck). The truss structures for these deck areas will not interfere with the current view from the building interiors.
 3. Also, there will be some structural design modifications to simplify construction and reduce overall costs.
- B. Roads and Easements:** The G. M. reported on the following items.
1. **Charlotte's Way:** The refurbishing, regrading and compacting of the road base has been completed except for the for westerly end which could not be completed within the equipment operator's time restrictions. The westerly area requires the addition of approximately 30 tons of road base, plus grading and compaction. This will be done when the slide mitigation work has been completed.
- Repair of the slide will commence some time in May, when the rains from El Nino are predicted to cease. The G. M. has discussed the methodology for repairs with Ed Beaty, the engineer suggested by Julian Knox. The engineer concurs with the installation of bolder rip rap, over an excavated depression into the hardpan (to serve as a base) augmented with drainage provisions and improvements. The rip rap can be partially covered with soil to permit native plant growth for aesthetics.
- C. Tree and debris removal:** Most of the damaged trees below the community center and on the Ahab to Sunset easement have been cleared by Harvey's crew. The remaining trees to be removed are beyond local expertise. A licensed, insured and experienced tree firm has been retained to complete the removal of the remaining trees. The arranged price is \$30 per hour for normal work, with an extra provision when use of a chipper or special safety equipment is required. The first use of this option removed three trees for a cost less than proposals by previous licensed and insured firms quoted for the removal of a single tree.
- D. Water rights initial study:** The G. M. explained that the weather has prevented drilling the well test holes and that we need at least ten consecutive warm dry days to enable the required equipment to operate in the area. Current weather predictions indicate that we will be able to do the work late this month and the tests should be completed in time to enable the Board to review the revised "Initial Study" during their regular May Board meeting.

Director Pinto expressed some concern over the delays and cooperation of the Division of Water Rights. The G. M. explained that he has consistently maintained contact with D. W. Brand and advised them of the cause for delay. *Donovan will sign a letter*

A discussion of the Redwood Creek Watershed Group meeting was then entertained. Director Shaffer reported that while he felt the meeting had a just purpose, it is obvious that this is a long range undertaking. The G. M. had delivered copies of the minutes of this meeting (prepared by G. G. N. R. A. personnel) and a brief discussion followed. The next meeting is scheduled for 10:00 am Wednesday, April 22, 1998. Directors Pinto and Schiffries will attend the meeting along with the G. M.

- E. **Filtration of precipitates.** The G. M. briefly reviewed a proposal by Loprest Water Treatment to install a filter system to remove iron and manganese precipitates from the well water prior to its being transmitted into the distribution system. The approximate cost of the system is less than \$30,000, plus installation. This is substantially less than other estimates received (approximately \$100,000) and the G. M. recommended that the Board consider this as a priority capital improvement. After some discussion, it was decided to invite a representative from Lowprest to make a formal proposal to the Board.
- F. **Survey of the well site:** The G. M. indicated that we are in need of well house improvements, increased secure storage area, and that an earlier (1991) rough survey of the well site property indicated that some of the District's structures encroach onto other properties. Prior to planning improvements, a survey is necessary to assure that we have the area to properly locate additional improvements and structures.

Director Kamradt asked why the estimated cost of a survey is \$3,000 when she can get her house surveyed for just \$500. The G. M. explained that he did not have time to obtain formal estimates from surveyors experienced in this area. His cost estimate is based on the premises that the well site is in a remote location where it will be necessary to run control points in from distant controls, versus surveys in the Seacape subdivision where permanent reference monuments exist and most surveyors have performed nearby surveys. The Board requested the G. M. to obtain formal proposals to be considered during the next Board meeting.

- IX. **Review of the December 3, 1997 Board meeting minutes:** There was a brief discussion of these minutes and Director Pinto moved to approve the minutes as submitted; seconded by Director Kamradt, ayes all.
- X. **Review of the January 28, 1998 Board meeting minutes:** There was a brief discussion of these minutes and Director Pinto moved to approve the minutes as submitted; seconded by Director Kamradt, ayes all.
- XI. **Review of the March 11, 1998 Board meeting minutes:** Director Kamradt requested rewording of Paragraph E. of Section IV of these minutes from the original wording "Director Kamradt expressed her concern with the railings installed in the pedestrian easements, which were against the desires expressed by residents in a previous Board meeting. The G. M. explained that these railings are necessary to minimize the District liability. Director Kamradt disagreed with the need and instructed the G. M. not install additional railings without Board approval". The revised wording should read "Director Kamradt noted the railings installed in the pedestrian easements, which were against the desires expressed by residents in a previous Board meeting. The G. M. explained that these railings are necessary to minimize the District liability. Director Kamradt pointed out that there are no railings for other open space in Marin County." There was a brief discussion of this and Director Schiffries *moved* to approve the minutes as revised to include the modified wording requested by Director Kamradt; seconded by Director Kamradt; ayes all with director Rudnick abstaining as he was absent.
- XII. **Next meeting date:** The next meeting date was discussed and after some consideration schedules the next meeting date was conditionally set for Wednesday, May 20, 1997 providing the revised "Initial Study" is ready for Board review, otherwise the regular meeting date of May 27 will prevail.

Don
Dale

The meeting was adjourned at 11:13 P.M.

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

Steven Shaffer, Board President

Donovan Macfarlane, Secretary

TABLE OF CONTENTS
FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, MAY 27, 1998
THE MEETING WILL BEGIN AT 7:00 P.M.

<u>DESCRIPTION</u>	<u>PAGES</u>
Agenda for the Meeting	1 - 2
Bills to be Paid Report for 04/01/98 through 04/30/98	3 - 4
General Manager's Report to the Board	5 - 7
Budget Report for the Month of February 1998	8 - 13
Draft Minutes for the 04/29/98 Board Meeting	14 - 15

1. Preference treatment to Stewie
 2. Agenda ~~to~~ to chair
 3. Vacht ~~to~~ 1 week before mtg - Timing
 4. List of projects for Board members.
- as part of employee evaluation

Stewie's wall

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY
MAY 27, 1998 AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

DIRECTORS: President Steve Shaffer; Directors: Deborah Kamradt, Erin Pinto, Peter Rudnick, and Matthew Schiffries. *Deborah, not present.*

I. Call the meeting to order. President Shaffer will call the meeting to order. *7:13*

backwash 150gpm waste water 150gpm
II. Review and consideration of the May 27, 1998 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 account parking up when Tony More arrives. Erin/Matthew*

Erin, waste zone by \$200 of that
III. Presentation by Loprest Water Treatment: Mr. Richey for Loprest will review their water filtration system for the removal of iron and manganese precipitate. This was briefly presented to the Board, by the G. M. during the April 8, 1998 meeting and the Board expressed interest in a formal presentation by Loprest.

Randy Richey. Machine cost is \$1,000 - 8-10 weeks for delivery -
IV. National Park Service: A brief report on current and planned Park Service activities will be delivered by a representative from the National Park Service. *Not here*

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

PUBLIC INPUT

★
Old business: The public may request further consideration, clarification, or modification of business items previously considered and acted upon by the Board. To do so, the public must refer to the specific minute item and date of the approved minutes. *Karla - org. a complaint for 2 with seminar. IN THE MINUTES - KARLA, notify - Children's Room for seminar.*

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

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

VI. Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the April 1, 1998 through April 30, 1998 fiscal period.

Agenda for the month &
correspondence of God's work

Wm. L. Marks

- VII. **Fire Association:** Director Schiffries has requested that the Board review the Association's request for special consideration in their agreement with the State Park Service for providing water service to the State Park Lands versus the State Fees for use of the lands during the annual Bar B Que.
- VIII. **Redwood Creek Watershed Committee:** A brief report is expected from the attendees of the most recent watershed committee, which will be followed by the selection of Board members to attend the next meeting.
- IX. **Fire Department, Emergency Disaster Committee:** No report is anticipated for tonight's meeting due to the juxtaposition

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

- X. **General Manager's report:** The General Manager's ("GM") report reviews the following activities. Where applicable, the Board is requested to take action by approval motions, and/or resolutions. The G. M. is available to answer questions from the Board and interested members of the audience.

- A. The April budget report and District fiscal operations.
- B. Recommendation to enhance the District's telephone and communication services through the use of Pacific Bell's improved services. *\$50.00*
- C. Water operational and water rights activities. In addition it is time for the Board to consider the appointment of a committee to prioritize the initial improvements under the guidelines of the "Twenty Year Plan". The plan suggests annual review and setting of priorities. *Post it to CC*
- D. Recreation and community center activities. *also on night agenda. / Emi signed it up.*
- E. Roads and Easement activities including the G. M.'s attendance to the F. E. M. A. seminar and qualification for submitting "Initial Damage Reports" for the F. E. M. A. storm damage repairs, and:
1. F. E. M. A. repairs in the community center easement to Sunset Way.
 2. F. E. M. A. work on the Sunset Way to Cove Lane easements.
 3. Design work for Pacific Way F. E. M. A. repairs and ancillary water line replacement
 4. A Board action to approve or disapprove a request by resident George Lindholdt, that the District easements be named in honor of early Muir Beach residents that significantly affected the historical development of the Muir Beach Community. *Patel/Matt. per Geo. Lindholdt.*
 5. A Board policy decision concerning the construction of parking facilities and retaining walls that encroach into the District roadway right of ways. *Emi No. Go to pg 7, of 15*
- F. The District's contract for services with Associated Business and Community Consultants, Inc.

- XI. **Next meeting date:** The next regular meeting date is Wednesday, June 24, 1998 unless otherwise an alternate date is scheduled by the Board. *Wed July 1st*

ADJOURNMENT OR CONTINUATION

MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 04/01/98 THROUGH 04/30/98

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
Big 4 Rents	2713	Bobcat & drill rental for well tests	B	\$680.88
Marin County Tax Collector	2352	Tax collections fees	C	81.50
Costco	2713	Floats for well testing	P	5.59
Total Capital Expenses =				\$767.97

ADMINISTRATION EXPENSES, DIVISION CODE 9236

ABC Consultants, Inc.	2117	Administrative fee for April 1998	B	\$500.00
Costco	2133	Zip disks, and office supplies	P	107.24
Ellen Mettler	2137	Reimburse Emergency Committee prints	B	17.86
Marin County Tax Collector	2352	Tax collections fees	C	258.50
ABC Consultants, Inc.	2479	Travel 3/01 thru 3/31/98, 291 miles @ \$0.32	B	93.12
AT&T	2534	707-648-1305 service thru 3/22/98	B	35.02
AT&T	2534	415-648-7220 toll calls thru 4/10/98	B	69.53
Pacific Bell	2534	415-388-7804 local service thru 4/11/98	B	22.41
TOTAL G&A EXPENSES =				\$1,103.68

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

State Fund	1701	Worker's comp insurancr, 3rd quarter	B	\$157.19
ABC Consultants, Inc.	2117	Administrative fee for April 1998	B	500.00
ABC Consultants, Inc.	2077F	Additional billing for FEMA work	B	500.00
Goodman Building Supply	2077F	Timbers, chain saw oil, etc.	B	27.45
Harvey Pearlman	2077F	Wages paid in April 1998	C	378.92
Harvey Pearlman	2077F	Reimburse for chainsaw gas & oil	P	8.00
Land Art	2077F	Equipment operator & dump truck services	B	795.00
Martin Bros. Supply	2077F	Aggregate base for repairs	B	240.88
Robert Wurgaft	2077F	Wages paid in April 1998	C	206.69
S. Gonzales	2077F	Wages paid in April 1998	C	559.78
Tam Rentals	2077F	Chain saw servicing	B	18.00
TOTAL R&E EXPENSES =				\$3,391.91

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Wages paid in April 1998	C	\$578.01
Robert Wurgaft	1073	Wages paid in April 1998	C	34.45
S. Gonzales	1073	Wages paid in April 1998	C	86.12
Harvey Pearlman	1506	Medical benefits allowance for April 1998	C	130.00
State Fund	1701	Refund check from State Fund	B	(4.65)
State Fund	1701	Worker's comp insurancr, 3rd quarter	B	288.78
Marin County Laboratory	2115	Water test samples 3/25 & 3/27/98	B	45.00
ABC Consultants, Inc.	2117	Clerical services for April 1998	B	850.00
ABC Consultants, Inc.	2117	Administrative fee for April 1998	B	800.00
Ellen Tyler	2121	Bank charge for incorrect check signature	B	5.00
Goodman Building Supply	2121	Misc. plastice pipe fittings	B	11.00
USPO	2130	Proof of mailing & stamps	P	47.55
Office Depot	2133	Window envelopes	B	11.79
Office Max	2133	Window envelopes, copy paper, etc.	B	28.94
Above & Below	2325	Underwater cleaning & ins. of storage tanks	B	2,010.00
Harvey Pearlman	2479	Travel allowance for April 1998	C	85.00
Pacific Bell	2534	Well relay thru 4/07/98	B	33.46
PG&E	2535	Well & lower tank electric thru 3/20/98	B	220.47
PG&E	2535	Well & lower tank electric thru 4/20/98	B	276.86
Pollard Utility Products	4093	Hydrant flushing diffuser & meter	B	331.61
TOTAL WATER EXPENSES =				\$5,869.39

Emi Mattall

MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 04/01/98 THROUGH 04/30/98

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
RECREATION EXPENSES, DIVISION CODE 9239				
Juana Gonzales	1073	Wages paid in April 1998	C	\$138.86
State Fund	1701	Worker's comp insurancr, 3rd quarter	B	89.09
ABC Consultants, Inc.	2117	Administrative fee for April 1998	B	325.00
Shoreline Disposal	2259	Garbage disposal thru 6/98	B	108.60
Costco	2366	Paper towels	P	10.71
Office Depot	2366	Garbage bags, waste bin, etc.	B	63.86
Pacific Bell	2534	Pay phone thru 3/15/98	B	43.99
PG&E	2534	Community Center electric thru 4/20/98	B	44.06
PG&E	2535	Community Center electric thru 3/20/98	B	53.53
Costco	2041BI	Coffee and bistro supplies	P	56.53
Rachael Culp	2041BI	Reimburse for Bistro cream	P	2.00
Rachael Culp	2041BI	Wages paid in April 1998	C	193.78

TOTAL RECREATION EXPENSES = \$1,130.01

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants, Inc.	2117	Administrative fee for April 1998	B	\$225.00
GTE	4827	Cellular phone thru April 1998	B	38.64
Pacific Bell	4827	Fiire station phone thru 3/25/98	B	21.03

TOTAL FIRE EXPENSES = \$284.67

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Pelican Inn	R9255R	Refund rental security deposit	B	\$75.00
Ellen Tyler	W9025R	Refund security deposit	B	100.00

TOTAL CHECKS ISSUED FROM TRUST FUNDS = \$175.00

B = Paid thru Cal Fed Bank
C = Paid thru County depository
P = Paid thru Petty Cash Funds

TOTAL CAPITAL FUND EXPENSES = \$767.97
TOTAL GENERAL FUND EXPENSES = \$11,779.66
TOTAL OF ALL CHECKS ISSUED = \$12,722.63

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 MAY 27, 1996**

- A. Budget:** During April, the District received its second increment of property tax revenues which restored the gross equity to \$194,857 including \$68,383 in capital improvement funds and \$126,474 in general funds. The general funds include approximately \$33,000 in restricted funds reserved for refunds, fire station, West Marin fire funds, F. E. M. A. repairs, recreational programs, water operations, etc.; while the remaining balance is the operating reserve to fund operations until the next tax revenues are received in December. These funds are also necessary for F. E. M. A. repairs which have not been funded yet. The District is in sound fiscal condition for normal operations and reasonable emergencies.
- B. District communications:** Pacific Bell has initiated a new cellular PCS system with very favorable rates that include the following features:
1. Free California and Nevada statewide roaming and the local service area includes the entire N. Bay area of San Francisco, Marin County, Sonoma and Solano counties.
 2. Free 1st minute on all incoming calls.
 3. Free answer machine and pager "all in one".
 4. Free caller ID, call waiting and call hold.
 5. No cloning and digital encryption

Analysis of our administrative phone bills indicates that purchasing the \$75 per month access program, which includes 365 minutes of weekday and 365 minutes of weekend airtime is an approximate offset of the current charges for call forwarding and local toll calls. It is necessary to purchase the telephone; however, the cost of this through Costco is approximately \$100 after rebates. I believe acquisition of this service is a substantial benefit to the District and recommend the \$75 per month program. At this time, I do not recommend discontinuing the existing local phone services, as their modified and limited proper use is an inexpensive convenience.

It is also suggested that the Volunteer Fire Department replace their Mobilnet service and fire station phone with the \$50 per month Pacific Bell service which includes 200 weekday minutes and 365 weekend minutes. The PCS service is represented as being a more reliable and useable service than the current analog service.

- C. Water activities.** The basic test holes are in place and preliminary readings have been taken. However, additional work is necessary to complete the testing, including some modifications in the test holes. Due to the annual Bar B Que, there was not time to complete the necessary modifications and the testing cannot be completed until next month. The preliminary tests indicate favorable confirmation of the basic prognosis that the wells have minimal to no effect on the creek.

Water operations were calm during the month of April, with one small leak being repaired and the coliform tests negative. Water consumption was slightly less than the average for this time of year. Water service billing for the 3/23 through 4/23/98 billing period totaled \$3,702.66 plus interest and late penalties of \$45.19. The consumption surcharge totaled \$851.45. Accounts receivable prior to the monthly billing were less than \$1,080 and advance payments were just under \$900.

The "Twenty Year Plan" recommends an annual review of improvement priorities by a committee and it is suggested that an ad hoc water committee be formed for this purpose. The presentation tonight for an inexpensive filtration system combined with the underwater survey indicating the condition of the upper storage tank is satisfactory, offer opportunities for system quality improvements that may well be worth considering. Also, the Board's decision to approve the replacement of a portion of the Pacific Way main line in conjunction with the F. E. M. A. repairs and the mitigation of the perpetual drainage problem should be incorporated into the improvement schedule.

- D. Recreation.** There are no new recreational activities to report. Hopefully, we will have up to date information on the deck activities. If you haven't noticed, we have substantially minimized the fire and storm dangers by removal of the Monterey pines and Eucalyptus trees within twenty feet of the community center. In addition, there is a need to consider the following:

1. An update of the rental rates and policies.
2. A master plan for improving the community center grounds, recreational use of the land area below the children's playground, revision of the copier room and children's playroom, selection of improved chairs and tables, etc.

- E. Roads and Easements.** I completed the two day seminar offered by F. E. M. A. and am now qualified to prepare the Damage Survey Reports (SDR's) for the District's 1997-98 "El Nino" storm damages. The seminar was quite interesting and very intense, covering the entire scope of F. E. M. A. activities. The process of preparing the SDR's is quite involved and requires considerable time and detail; however, I have substantial hope that the effort will be very beneficial for the District. **In this endeavor I have accelerated the formalization of roads and easement development standards**, and hope to submit the preliminary report to the Board during the June meeting.

1. Work on the community center easement to Sunset Way is in progress. We have poured several concrete steps for your inspection prior to using this improvement method more extensively. Also, removal of the damaged trees at the Sunset end of the easement is scheduled to begin next week. Removal of these trees is necessary to relocate the lower easement into its proper boundaries. As it is now, the stairs to Sunset are on the lot to the east of the easement, and this property has been sold for development.
2. Work on the Sunset to Cove Lane easements (both East and West sides of Cove Lane) is proceeding as rapidly as possible with our limited labor pool.
3. The engineering work for Pacific Way F. E. M. A. and water main work is scheduled for completion next month and hopefully, the work will commence in July. When the paving work for this area is scheduled, the completion of the west end of Charlotte's Way and the repair of the Starbuck extension will also be scheduled.
4. The naming the easements to commemorate significant individuals in the history of Muir Beach has been researched and suggested by a long standing resident and a letter submitted to the Board under separate cover. This is a policy decision by the Board; however, naming the easements will facilitate future considerations by clearly defining the areas under discussion, and should the Board decide in favor of naming the easements, I suggest that each leg be given an individual name to clearly designate the trail being discussed.. E.g. ??? trail, instead of the community center easement to Sunset Way. ??? trail, instead of the community center easement from Sunset to Pacific Way. Etc. Further, while the primary easements (trails) are generally well known, it would be appropriate to study all easements and their possible improvement for use.

5. **Parking and retaining walls encroaching into the District right of ways.** Improvements in the California economy have stimulated the real estate market and we now have several pending plans for home construction on unimproved and improved lots in Muir Beach. The County now requires a minimum of four (4) parking spaces for each dwelling, and in most cases this is very difficult to accomplish on the hillside properties of Muir Beach. The Board is requested to consider the problem and the need to preserve the access of emergency vehicles free of interference by vehicles parked along the roadside. Further, in this regard, the Board should consider the long term needs versus the immediate problems.

Matthew's objection

As a general overview, the District's private roadways are thirty (30) feet in width, with an existing paved lane 10 feet wide, which permits one way traffic. While this may have been adequate for the early days of the District, the ten feet width substantially contributes to maintenance problems as vehicles go off the edge of the pavement to pass each other, causing the failure of the pavement edge. Additionally, in many areas, the uphill and downhill sides have very limited area off the pavement, blocking the passage of opposing vehicles and exacerbates the hazardous parking of vehicles being partially parked on the pavement. While it may not be desirable, and is somewhat costly, the proper development of a thirty feet wide right of way could include a fourteen feet wide paved roadway (adequate for slow moving two way traffic) with an eight feet stabilized drainage swale on each side. Several modifications would be necessary to accommodate various slopes, etc. but the leveling of the District's right of way, with retaining walls where necessary should be considered as a necessary requirement of new construction. To continue the hap hazard development of property and leaving the problems to the District should be stopped. Even subdivisions with low cost housing include all improvements necessary for proper traffic, utility, and storm drainage. As development continues, the solution for the many traffic, parking and drainage problems existing within the District will become more significant, and the costs for correction will increase over time.

- F. **Associated Business and Community Consultants, Inc.** The contract with A.B.C.C. for management and clerical services expires on June 30, 1998. If the Board has a desire to consider alternative services, the process should be advertized at the earliest possible date.

This concludes the General Manager's report.

Matthew: With Geo project w/ letter to Donnan's approval, but the Dist is not authorized to purchase. Donnan letter -- / Peter, all.

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MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR APRIL 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

Fiscal Year is
83.29%
Complete

SUMMARY OF GENERAL FUND ACCOUNTS				MONTH OF MARCH 1998 ACTUALS			
DESCRIPTION	1998 BUDGET	BEGINNING FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	04/30/98 TOTAL
Beginning rental security deposit trust fund	\$600	\$600.00	100.00%	NA	\$492.87		\$492.87
Beginning water security deposit trust fund	3,200	3,200.00	100.00%	NA	3,700.00		3,700.00
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	1,636.74		1,636.74
Beginning Recreation trust fund (Walkathon \$440, Children \$201.21)	641	641.27	100.00%	NA	807.77		807.77
Beginning Water Operations Balance	7,590	7,590.34	100.00%	NA	5,354.65		5,354.65
Combined Cal Fed & Merrill Lynch Depositories unobligated balance	7,049	8,535.28	121.08%	NA	53,121.30		53,121.30
Beginning Petty Cash on hand	27	26.78	99.19%	(192.21)	NA		(192.21)
County General fund balance	18,134	18,133.79	100.00%	NA	NA	8,057.74	8,057.74
Combined beginning balance of all deposits	\$51,898	\$42,372.38	81.65%	(\$192.21)	\$65,113.33	\$8,057.74	72,978.86
General and Admin. Income	33,810	\$30,890.83	91.37%	2.00	650.07	11,945.35	12,597.42
General & Admin. Expenses	19,047	9,992.40	52.46%	107.24	737.94	258.50	1,103.68
G&A Income - Expenses	\$14,763	20,898.43	141.56%	(\$105.24)	(\$87.87)	\$11,686.85	11,493.74
Water Income	56,600	51,772.28	91.47%	0.00	4,685.54	0.00	4,685.54
Water Expenses	60,844	55,767.83	91.66%	47.55	4,908.26	1,489.59	6,445.40
Water Income - Expenses	(\$4,244)	(3,995.55)	NA	(\$47.55)	(\$222.72)	(\$1,489.59)	(1,759.86)
Recreational Income	26,450	7,238.84	27.37%	133.88	390.00	0.00	523.88
Recreational Expenses	37,723	12,815.07	33.97%	69.24	728.13	332.64	1,130.01
Recreational Income - Expenses	(\$11,273)	(5,576.23)	NA	\$64.64	(\$338.13)	(\$332.64)	(606.13)
Road & Easement Income	48,500	54,386.76	112.14%	0.00		0.00	0.00
Road & Easement Expenses	57,560	41,926.02	72.84%	8.00	2,238.52	1,145.39	3,391.91
R&E Income - Expenses	(\$9,060)	12,460.74	NA	(\$8.00)	(\$2,238.52)	(\$1,145.39)	(3,391.91)
Fire Income	16,997	14,972.00	88.09%	0.00	0.00	0.00	0.00
Fire Expenses	16,997	16,589.85	97.60%	0.00	284.67	0.00	284.67
Fire Income - Expenses	\$0	(1,617.85)	NA	\$0.00	(\$284.67)	\$0.00	(284.67)
Intra Fund Transfers (non-income)	\$16,997	13,631.09	80.20%	\$250.00	(\$79.43)	\$0.00	170.57
General Funds budgeted combined balances =	\$60,218	\$78,173.00	129.82%	(\$38.36)	\$61,861.99	\$16,776.97	\$78,600.60
Total General Fund Income =	\$182,357	\$159,260.71	87.33%	\$135.88	\$5,725.61	\$11,945.35	\$17,806.84
Total General Fund Expenses =	192,171	137,091.18	71.34%	232.03	8,897.52	3,226.12	12,355.67
General Fund Income - Expenses =	(\$9,814)	\$22,169.53	NA	(\$96.15)	(\$3,171.91)	\$8,719.23	\$5,451.17
COMBINED BALANCES OF ALL ACCOUNTS							
Total County Fund 29 Capital Improvement Funds	\$29,000	\$68,383.08	235.80%	NA		\$68,383.08	\$68,383.08
Total General County Fund 429 Account Funds	(12,003)	32,873.07	NA	NA		32,873.07	32,873.07
Total Funds in T-Bills (Based on Maturity Value)	35,000	15,000.00	0.86%	NA	15,000.00		15,000.00
Petty Cash, Cash in Bank & Cash in County fund 428	25,218	78,600.60	311.68%	(38.36)	61,861.99	16,776.97	78,600.60
TOTAL OF ALL FUNDS COMBINED	\$77,215	\$194,856.75	252.36%	(\$38.36)	\$76,861.99	\$118,033.12	\$194,856.75

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR APRIL 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

Fiscal Year is
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Complete

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CAPITAL IMPROVEMENT INVESTMENT FUND

April

WATER CAPITAL IMPROVEMENTS EXPENSES		MONTH OF MARCH 1998 ACTUALS						
EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	04/30/98 TOTAL
Insurance	2059	\$300	\$300.00	100.00%	NA			\$0.00
County tax collection fees	2352	550	326.00	59.27%	NA		81.50	81.50
Administrative fees	2117	3,000	0.00	0.00%	NA			0.00
Water rights resolution	2713	30,000	9,876.16	32.92%	5.59	680.88		686.47
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	\$10,502.16	14.13%	\$5.59	\$680.88	\$81.50	\$767.97

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	04/30/98 TOTAL
Special Assessment tax	9001	\$36,000	\$30,251.00	84.03%	NA		12,761.00	\$12,761.00
Surcharge Income (See Fund 429 Intrafund transfer)	9031MS	14,000	18,858.30	134.70%	NA	851.45		851.45
Interest earnings, capital improvements (County 429)	9203CIC	1,097	1,931.71	176.02%	NA		685.53	685.53
Interest earnings, general fund inv. (County 429)	9203GFC	1,300	1,598.03	122.93%	NA		443.12	443.12
TOTAL INCOME & INVESTMENTS =		\$52,397	\$52,639.04	100.46%	\$0.00	\$851.45	\$13,889.65	\$14,741.10

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	04/30/98 TOTAL
		FIS. YEAR TOTALS					
Opening Capital Fund Balance	\$28,313	\$27,844.23	98.34%	Balance on 03/31/98		54,853.07	\$54,853.07
Total Capital Fund Income	52,397	47,971.53	91.55%	0.00	851.45	13,446.53	14,297.98
Total Capital Fund expenses	74,350	10,502.16	14.13%	5.59	680.88	81.50	767.97
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	68,383.08	1075.21%	(\$5.59)	\$170.57	\$68,218.10	\$68,383.08
Opening Gen. Fund Investments in County Fund 429 =	\$23,581	\$24,957.18	105.84%	Balance on 03/31/98		32,594.93	\$32,594.93
General Fund Investment Transfers to County fund 429	1,300	15,991.36	1230.10%	5.59	680.88		686.47
Interest earnings on general funds in Fund 429	1,300	1,598.03	122.93%	NA		443.12	443.12
Less Money transfers from County Fund 429 to General Fund	As required	219.17	NA	NA			0.00
Less Intra fund transfers from General Inv. 429 to Capital Imp. 429	As required	9,918.41				851.45	851.45
General Fund Investments in County Fund 429 at month's end =	\$24,881	32,408.99	130.26%	NA	\$680.88	\$32,186.60	\$32,873.07
Total County Fund 429 balance at month's end =	\$31,241			Petty cash (\$43.95)	Combined Capital & general		\$101,256.15

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR APRIL 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

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GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF MARCH 1998 ACTUALS			
					PETTY CASH	CAL FED BANK	COUNTY FUNDS	04/30/98 TOTAL
Conferences	2049	\$600	\$427.38	71.23%				\$0.00
Insurance	2059	647	647.00	100.00%				0.00
ABCC Administrative fees	2117	6,500	5,000.00	76.92%		500.00		500.00
Miscellaneous expenses	2121	200	167.44	83.72%				0.00
General Election Expense	2129	500	81.08	16.22%				0.00
Postage	2130	100	64.00	64.00%				0.00
Office Supplies	2133	150	257.48	171.65%	107.24			107.24
Copier Maintenance	2137	600	661.58	110.26%		17.86		17.86
County Fees	2352	7,000	734.78	10.50%			258.50	258.50
Mileage	2479	1,000	1,061.06	106.11%		93.12		93.12
Telephone	2534	1,250	890.60	71.25%		126.96		126.96
Legal fees & expenses	2713	500	0.00	0.00%				0.00
TOTAL ADMINISTRATIVE EXPENSES =		\$19,047	\$9,992.40	52.46%	\$107.24	\$737.94	\$258.50	\$1,103.68

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	04/30/98 TOTAL
Property Tax Revenue	9001	\$29,800	\$28,603.87	95.99%			\$11,945.35	\$11,945.35
Bank Interest Income	9203BI	2,025	1,293.11	63.86%		261.12		261.12
T-Bill Interest Income	9203TB	1,785	622.90	34.90%		388.95		388.95
Inter Fund Transfers	9377	0	0.00	NA				0.00
Copier Income	9772	200	179.40	89.70%	2.00			2.00
TOTAL ADMINISTRATIVE INCOME =		\$33,810	\$30,699.28	90.80%	\$2.00	\$650.07	\$11,945.35	\$12,597.42

MUIR BEACH COMMUNITY SERVICES DISTRICT UNAUDITED MONTHLY BUDGET REPORT FOR APRIL 1998 SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

ROADS & EASEMENTS EXPENSES										
MONTH OF MARCH 1998 ACTUALS										
EXPENSE	DESCRIPTION	OBJECT	1997-98 BUDGET	FIS. YEAR TOTALS	PETTY CASH	CAL FED BANK	COUNTY FUNDS	04/30/98 TOTAL	FY % OF BUDGET	
Maintenance, Mgr.		1028	\$4,500	\$2,333.00	51.84%		\$352.00	\$352.00	83.16%	
Extra Hire		1073	5,500	4,574.00	83.16%		712.00	712.00	74.92%	
FICA		1404	842	630.47	74.92%		81.39	81.39	70.58%	
Work Compensation, Insurance.		1701	660	465.85	70.58%		157.19	157.19	100.00%	
Insurance		2059	794	794.00	100.00%				68.73%	8.00
Maintenance, repairs & construction		2077	36,564	25,128.70	68.73%	1,081.33	1,089.33	1,089.33	94.12%	
ABCC Administrative fees		2117	8,500	8,000.00	94.12%		1,000.00	1,000.00	0.00%	
Travel		2479	200	0.00	0.00%			0.00		
TOTAL EASEMENT EXPENSES =										
			\$57,560	\$41,926.02	72.84%	\$8.00	\$2,238.52	\$3,391.91		

ROADS & EASEMENTS INCOME										
INCOME	DESCRIPTION	OBJECT	1997-98 BUDGET	FIS. YEAR TOTALS	PETTY CASH	CAL FED BANK	COUNTY FUNDS	04/30/98 TOTAL	FY % OF BUDGET	
F.E.M.A. INCOME		9772	\$48,500	\$54,386.76	112.14%			\$0.00		

FIRE EXPENSES										
EXPENSE	DESCRIPTION	OBJECT	1997-98 BUDGET	FIS. YEAR TOTALS	PETTY CASH	CAL FED BANK	COUNTY FUNDS	04/30/98 TOTAL	FY % OF BUDGET	
Gen. & Vehicle Insurance		2059	3,772	\$3,772.00	100.00%			\$0.00		
ABCC Administrative fees		2117	2,475	2,250.00	90.91%	225.00		225.00	NA	
Fire Station Fund		4048	0.00	0.00	NA			0.00		
W. Mann G. Exp.		4827	10,750	10,567.85	98.31%	59.67		59.67	97.60%	
TOTAL FIRE EXPENSES =										
			\$16,997	\$16,589.85		\$0.00	\$284.67	\$284.67		

FIRE INCOME										
INCOME	DESCRIPTION	OBJECT	1997-98 BUDGET	FIS. YEAR TOTALS	PETTY CASH	CAL FED BANK	COUNTY FUNDS	04/30/98 TOTAL	FY % OF BUDGET	
W. Mann Grant		9377	\$10,750	\$8,500.00	79.07%			\$0.00		
Fire Station T-Bill interest collected		9377/BFS	575	0.00						
Muir Beach Volunteer Fire Association Donations		9763	6,247	6,472.00	103.60%			0.00		
TOTAL FIRE INCOME =										
			\$16,997	\$14,972.00		\$0.00	\$0.00	\$0.00		

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MUIR BEACH COMMUNITY SERVICES DISTRICT UNAUDITED MONTHLY BUDGET REPORT FOR APRIL 1998 SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

WATER EXPENSES											
EXPENSE											
DESCRIPTION	OBJECT	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	04/30/98 TOTAL			
Maintenance, Mgr. Wages	1028	\$12,000	\$11,462.79	95.52%			\$1,072.00	\$1,072.00			
Extra Hire Wages	1073	2,000	2,304.00	115.20%			112.00	112.00			
FICA	1404	1,071	1,053.21	98.34%			90.59	90.59			
Benefits	1506	1,560	1,300.00	83.33%			130.00	130.00			
Work, Compensation Insurance	1701	924	1,168.43	126.45%		284.13		284.13			
Conferences/Training	2049	1,000	122.50	12.25%				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	32.81	0.73%				0.00			
Tests & chemicals	2115	1,000	538.91	53.89%		45.00		45.00			
ABCC Administrative & clerical fees	2117	19,800	16,500.00	83.33%		1,650.00		1,650.00			
Misc., Exp..	2121	1,200	846.20	70.52%		16.00		16.00			
Refunds	2122	600	0.00	0.00%				0.00			
Postage	2130	600	375.98	62.66%	47.55			47.55			
Office supplies	2133	450	336.34	74.74%		40.73		40.73			
Contract Repairs	2325	5,000	11,788.34	235.77%		2,010.00		2,010.00			
Travel	2479	1,020	850.00	83.33%			85.00	85.00			
Telephone	2534	450	400.77	89.06%		33.46		33.46			
Electricity	2535	4,500	3,776.89	83.93%		497.33		497.33			
Equipment	4093	400	1,041.66	260.42%		331.61		331.61			
Water Meters	4160	400	0.00	0.00%				0.00			
TOTAL WATER EXPENSES =											
		\$60,844	\$55,767.83	91.66%		\$4,908.26	\$1,489.59	\$6,445.40			
WATER INCOME											
INCOME											
DESCRIPTION	OBJECT	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	04/30/98 TOTAL			
Service Billing	9025	\$56,000	\$46,427.32	82.91%		\$3,702.66		\$3,702.66			
Late penalties & interest billed	9772	1,250	1,119.33	89.55%		45.19		45.19			
Receipts Collected	9025	56,000	51,072.28	91.20%		4,785.54		4,785.54			
Accounts Receivable	9025		\$5,728.74								
Security Deposits billed and collected	9025SD	600	700.00	116.67%		(100.00)		(100.00)			
Miscellaneous water income	9772	0	0.00	NA				0.00			
TOTAL WATER INCOME =											
		\$56,600	\$51,772.28	91.47%		\$4,685.54	\$0.00	\$4,685.54			
MONTH OF MARCH 1998 ACTUALS											

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR APRIL 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

Fiscal Year Is
83.29%
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RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF MARCH 1998 ACTUALS			
					PETTY CASH	CAL FED BANK	COUNTY FUNDS	04/30/98 TOTAL
Maintenance. Mgr. Wages	1028	\$750	\$143.00	19.07%				\$0.00
Janitorial Wages	1073	1,677	1,321.90	78.83%			129.00	129.00
FICA	1404	473	310.68	65.64%			23.64	23.64
Work. Compensation Insurance	1701	414	360.02	87.02%		89.09		89.09
Basketball	2041BA	150	181.00	120.67%				0.00
Bistro	2041BI	2,760	1,819.93	65.94%	58.53		180.00	238.53
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	319.00	63.80%				0.00
Tai Chi	2041TC	1,500	702.00	46.80%				0.00
Insurance	2059	1,129	828.00	73.34%				0.00
Repairs and maintenance	2077	350	166.00	47.43%				0.00
Ground Maintenance	2097	1,000	805.00	80.50%				0.00
ABCC Administrative fees	2117	3,500	2,925.00	83.57%		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	695.00	115.83%				0.00
Postage & Off. Sup.	2133	150	6.40	4.27%				0.00
Refuse Removal	2259	645	511.14	79.25%		108.60		108.60
Building Supplies	2366	500	191.42	38.28%	10.71	63.86		74.57
Pay Telephone	2534	525	488.19	92.99%		88.05		88.05
Electricity & Butane Gas for Community Center	2535	900	896.21	99.58%		53.53		53.53
CDBG Improvements	4045	16,000	0.00	0.00%				0.00
Bldg. Improvements	4048	2,000	112.91	5.65%				0.00
Equip. & Furnishings	4093	600	0.00	0.00%				0.00
Playground Imp.	4243	0	1,266.75	NA				0.00
TOTAL RECREATION EXPENSES =		\$37,723	\$14,053.82	37.26%	\$69.24	\$728.13	\$332.64	\$1,130.01

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	CAL FED BANK	COUNTY FUNDS	04/30/98 TOTAL
Child facility rentals	9248	\$100	(\$187.34)	-187.34%				\$0.00
Community Center, Rental	9255	1,600	2,591.25	161.95%				0.00
Refundable Deposits	9255RD	1,500	1,558.03	103.87%		375.00		375.00
Bistro	9811BI	1,700	1,039.90	61.17%	130.88			130.88
Community Dinners	9811CD	1,000	0.00	0.00%				0.00
Children's programs	9811CP	250	339.00	135.60%		15.00		15.00
Labor Day BBQ	9811LD	1,000	0.00	0.00%				0.00
Tai Chi	9811TC	1,700	1,223.00	71.94%	3.00			3.00
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	753.91	21.54%				0.00
Community Development Block Grant	9900	12,750	0.00	0.00%				0.00
TOTAL RECREATION INCOME =		\$26,450	\$7,317.75	27.67%	\$133.88	\$390.00	\$0.00	\$523.88

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, ~~MARCH~~ 11, 1998**

Directors present: President Shaffer, and Directors: Kamradt, Pinto, and Schiffries. Director Rudnick arrived approximately five minutes after the meeting was called to order.

- I. Call to order:** President Shaffer called the meeting to order at 7:12 p. m.
- II. Review and consideration of the April 29, 1998 Agenda.** There was a brief discussion of the Agenda, and Director Pinto *moved* to approve the Agenda as submitted; seconded by Director Kamradt; ayes all.
- III. Public Open Time:** President Shaffer requested that public discussion be limited to the minimum essentials, as tonight's agenda includes several items requiring lengthy discussion.. He then asked Mia Monroe, from G. G. N. R. A., if it would be possible to have them present some their items in writing, so the Board would have an opportunity to review them beforehand, and if possible to include them in the packet so the general public would have notice. Mia indicated that if possible she would do this.

- A. President Shaffer and Director Kamradt then briefed the Board and the audience on their meeting with Supervisor Kinsey and the G. M. to inspect the drainage problems from Shoreline Highway to Sunset Way, and the Pacific Way drainage problem. Also discussed were the parking problems on Pacific Way, the desire to increase the parking fines and to improve enforcement of current no parking areas by the Sheriff's office. Additional discussion was given to the need to reestablish the grants to the District from the County, which were discontinued after the transfer of property tax revenues to the schools was initiated by the State, and the fact that the District had not received additional tax revenues to provide for road maintenance, recreation, and fire protection after the voters voted to have the District manage these duties.
- B. Director Schiffries volunteered that the parking problems extends to Sunset Way and presents a safety hazard when people park improperly blocking the access of emergency vehicles. Mia Monroe offered comment that the Park Service is scheduling a traffic study and suggested that the District may get involved. She will try to arrange for a presentation.

- IV. Watershed Committee.** Directors Pinto and Schiffries reported on the most recent meeting of this committee and indicated that the main topic concerned "What the committee is about". The general consensus is that this committee will take a long time to develop, but there is considerable feeling that the efforts will result in very worthwhile benefits to all concerned.

The next meeting is scheduled for May 13, 1998, with the agenda to concentrate on priorities. Each jurisdictional group will offer an overview of that jurisdiction's ongoing activities concerning the watershed. Director Schiffries volunteered to present a supplemental document considering the interdependence of the ecology, the various jurisdictions, and the potential impacts on each. *governing documents*

Director Schiffries then *moved* to change the Board's rotating representation on the committee to designate representation by Directors Pinto and Schiffries and not including the general manager. The motion did not receive a second and was closed without approval. A discussion followed and after a review of schedules, Directors Pinto and Schiffries were delegated to attend the next meeting, with the G. M. attending if he has no other conflicting activities.

- V. Bills to be Paid.** There was a brief discussion of the Bills to be Paid report and Director Kamradt *moved* to approve the report as submitted including \$21,004.95 in general fund expenditures, \$500 in capital expenditures, and \$647.34 in refunds of security deposits; seconded by Director Schiffries, ayes all, with Director Pinto abstaining for those items involving Robert Wurgaff.

Matt / Peter / all

- VI. Recreation:** Mike Moore presented some general concepts for the desired changes in the community center deck, which include extending the deck to the west end of the copier room, modifying the access stairs to the playground, providing for weather roofing of the westerly deck area, and leaving the easterly deck area open. He will prepare further and more detailed information to the Board to review during their May meeting.

The report on evaluation of the District's rental rates and policies for the community center by a committee including Ann Browning and Steve Shaffer was postponed to future date.

- VII. General Manager's Report.** The G. M. reported that the District's expenses during the month of March exceeded revenues by more than \$16,000. However, these were mostly for F. E. M. A. repairs which are required. In general, he reported that the District's fiscal condition is sound and that expenses are within the budget parameters.

There were several questions concerning the slow progress in completing the F. E. M. A. repairs. The G. M. explained that our labor sources are only available for one or two days each week and sometimes not even then. We are competing with an active California economy, increasing labor rates, and very limited resources. The G. M. hopes to have the Pacific Way repairs completed by the end of August, and this will include the completion of the west end of Charlotte's Way and the Starbuck extension.

Director Kamradt asked for more information regarding the Starbuck extension, and the G. M. offered a short written analysis that asphalt paving would require an expenditure of approximately \$9,000, a chip seal would cost slightly less than \$3,000 and the planned work will improve the roadway to the standard that currently exists on the east end of Charlotte's Way. Director Kamradt indicated that she will consult with the affected residents and inform the G. M..

Director Pinto requested the G. M. to reconcile the dates on the February Bills to be Paid Report, as there were several dates that were not clear. The G. M. indicated he will correct the problem prior to recording the report. Director Pinto also requested the G. M. to revise his report form so the outline paragraph designations conform to the designations in the meeting agenda. The G. M. said he will do so.

- VIII. Review of the minutes of the Wednesday, April 8, 1998 meeting.** There was a request that Section V. of the minutes reflect the discussion of the existing rental rates and that a more detailed review be referred to President Shaffer and Ann Browning. There was also a discussion that the minutes did not include the instruction that the G. M. write a letter to the Division of Water Rights explaining the delay in completion of the 'Initial Study'. The G. M. explained that he had called the D. W. R. following the meeting and reviewed the problems with Terry Schnider, with the result being that a letter was not necessary. However, subsequent to tonight's meeting he will write a letter as requested by the Board. Following these comments, Director Pinto *moved* to approve the minutes with the necessary corrections; seconded by Director Kamradt; ayes all.

- IX. Next meeting date:** After some discussion, the next meeting date was scheduled as Wednesday, May 27, 1998.

The meeting was adjourned at 10:15 P.M.

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

Steven Shaffer, Board President

Donovan Macfarlane, Secretary

*E. French session
Wed 22, 19
for M^{ts} w/ B. Beghin
CFT → M^{ins}*

**TABLE OF CONTENTS
FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, JULY 1, 1998
THE MEETING WILL BEGIN AT 7:00 P.M.**

<u>DESCRIPTION</u>	<u>PAGES</u>
Agenda for the Meeting	1 - 2
Bills to be Paid Report for 05/01/98 through 05/31/98	3 - 4
General Manager's Report to the Board	5 - 8
Budget Report for the Month of February ^{MAY} 1998	9 - 14
Draft Minutes for the 04/29/98 Board Meeting	15 - 17

11/15

* Night making Pacific Way flooding

Pkwy flooding
To prevent river w/abandon

keeper advised at PS 4. head

Trail alternate in slope control
Fighting with head work.

For tomorrow I said it's to have the second
break.

Delayed - Gandy Eager.

My - this morning. movement @ 19:25

No bridge to Dune / Breakdown will stop the river way.
Breakdown in second bridge, leading to bridge & 2 problems.
50 input, as working, the way of movement
bridge in line of path. -

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY
MAY 27, 1998 AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

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

- I. **Call the meeting to order.** President Shaffer will call the meeting to order. *119:05*
- II. **Review and consideration of the July 1, 1998 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". *Bill adj. open time to #III*
Deb, Erin. Mia can in.
- III. **National Park Service:** A brief report on current and planned Park Service activities will be delivered by a representative from the National Park Service. *Mia is now Supervisor @ NW (1 yr)*
Transportation study is on drawing.
- 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. *Kathy Sward - Donna wrote both minutes*
Coordinate to Burt, Kathy, 1st

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. *Moved That to here's*

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.

X
11
Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the May 1, 1998 through May 31, 1998 fiscal period. *Deb / Peter all*

Water Com Erin, Deb. Fred, Gordon

Watershed Com -

Make an attempt to prioritize
the committee and how to
move forward. Next North Star - Matt

Next

~~Fire Association:~~ Director Schiffries will report on the progress with the State Park Service and the Association agreement for water service.. *WMF 8:00* *Terri Thum*
1 New Volunteer - Green Grouse - 4 Burns *Fire Boring in*

VII. **Redwood Creek Watershed Committee:** A brief report is expected from the attendees of the most recent watershed committee, which will be followed by the selection of Board members to attend the next meeting.

VIII. **Fire Department, Emergency Disaster Committee:** It is anticipated that a brief report will be offered on the success of the annual Bar B Que, along with operational activities.

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

IX. **General Manager's report:** The General Manager's ("GM") report reviews the following activities. Where applicable, the Board is requested to take action by approval motions, and/or resolutions. The G. M. is available to answer questions from the Board and interested members of the audience.

Note: During the last meeting, the Board indicated a desire to minimize the meeting packet and offered to provide suggestions for simplifying the monthly meeting packet during tonight's meeting.

- A. The May budget report and District fiscal operations. *deferred to next mtg*
- B. Consideration of the proposed budget for fiscal 1998-99.
- C. A review of the primary scheduled project activities and their priority.
- D. District communications.
- E. Water rights activities. *Deb motion after sun to move*
- F. Water operational activities. *Water rights prior to open*
session 7:00 - Res mtg. 1st
- G. Recommendations for volunteers to serve on the ad hoc water committee for review of the District's capital improvement priorities under the guidelines of the "Twenty Year Plan".
- H. Recreation and community center activities. *Duck plans in change, Emp from*
- I. Roads and Easement activities, including review of preliminary suggestions for updating the roads and Easements policies and procedures. *Tabled*

X. **The Board will report on their closed session** for personnel reviews and consideration renewal of the District's contract for services with Associated Business and Community Consultants, Inc. *Tabled*

XI. **Review of the draft minutes** for the May 27, 1998 Board meeting. *Done/Matt.*

XII. **Next meeting date:** The next regular meeting date is Wednesday, July 29, 1998 unless otherwise an alternate date is scheduled by the Board. *Closed session 7:00-7:30*

ADJOURNMENT OR CONTINUATION

MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 05/01/98 THROUGH 05/31/98

Page 1 of 2

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL EXPENSES				
ABC Consultants, Inc.	2117	Administrative fees in May	B	500.00
Alberto Alcala	2713	Setting well test hole pipes	C	32.30
Big 4 Rents	2713	Drill bit extension rental	B	16.50
Harvey Pearlman	2713	Floats for well tests	P	5.97
Harvey Pearlman	2713	Setting well test hole pipes	C	180.85
Home Depot	2713	Test hole pipe materials	B	142.59
Jose Alcala	2713	Setting well test hole pipes	C	32.30
Martin Bros. Supply	2713	Gravel & sand to fill well test holes	B	146.50
Robert Wurgaft	2713	Setting well test hole pipes	C	172.24
Salvador Gonzales	2713	Setting well test hole pipes	C	172.24
Total Capital Expenses =				\$1,401.49

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Bell's Market	2049	Cream for board meeting coffee	P	1.00
ABC Consultants, Inc.	2117	Administrative fees in May	B	500.00
ABC Consultants, Inc.	2479	Travel 4/1/98- 4/30/98	B	136.32
AT&T	2534	707-648-1305 thru 4/22/98	B	35.70
Costco	2534	Nokia PCS phone	P	160.86
TOTAL G&A EXPENSES =				\$833.88

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Salvador Gonzales	2077	Road & easement maint. wages in May	C	129.18
ABC Consultants, Inc.	2117	Administrative fees in May	B	500.00
ABC Consultants, Inc.	2077F	FEMA projects in May	B	1,250.00
Alberto Alcala	2077F	FEMA repair wages in May	C	75.36
Donovan Macfarlane	2077F	FEMA conference expenses	P	142.70
Harvey Pearlman	2077F	Gas for chainsaw	P	2.50
Harvey Pearlman	2077F	FEMA repair wages in May	C	266.97
Harvey Pearlman	2077F	Tire repair hauling gravel	B	56.31
Home Depot	2077F	R&E repair materials	B	1,805.83
Jose Alcala	2077F	FEMA repair wages in May	C	75.36
Ryan Redwood	2077F	Tree removal work in April & May	B	870.00
Salvador Gonzales	2077F	FEMA repair wages in May	C	333.72
TOTAL R&E EXPENSES =				\$5,507.93

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maintenance manager wages in May	C	1,231.52
Harvey Pearlman	1506	Medical allowance for May	C	130.00
State Fund	1701	Worker's compensation insurance	B	61.00
Hach, Inc.	2115	Test kit chemicals	B	42.06
Herb's Pool Service	2115	Chlorine supplies	B	35.93
Marin county Laboratory	2115	Water testing in April 1998	B	30.00
ABC Consultants, Inc.	2117	Administrative fees in May	B	800.00
ABC Consultants, Inc.	2117	Clerical fees in May	B	850.00
Harvey Pearlman	2121	Gas for weed eater	P	5.00
U.S.P.O.	2130	Postage stamps	P	92.60
Harvey Pearlman	2479	Travel allowance for may	C	85.00
Pacific Bell	2534	Well relay phone thru 5/07/98	B	33.46
PG&E	2535	Well & lower tank electric thru 5/20/98	B	287.62
TOTAL WATER EXPENSES =				\$3,684.19

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 05/01/98 THROUGH 05/31/98**

Page 2 of 2

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
RECREATION EXPENSES, DIVISION CODE 9239				
Harvey Pearlman	1028	Maintenance manager wages in May	C	8.61
Juana Gonzales	1073	Janitorial wages in May	C	208.30
ABC Consultants, Inc.	2117	Administrative fees in May	B	325.00
Harvey Pearlman	2366	Batteries for community Center fire alarms	P	14.48
Pacific Bell	2534	Community Center pay phone thru 4/19/98	B	43.99
PG&E	2534	Community Center Electric thru 5/20/98	B	52.04
Bell's Market	2041BI	Cream for Bistro	P	1.00
Costco	2041BI	Jam for Bistro	P	4.75
Rachael Culp	2041BI	Bistro Wages in May	C	96.89
Emiko Wang	2041TC	Tai Chi Instruction in April & May	B	254.46
TOTAL RECREATION EXPENSES =				\$1,009.52

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants, Inc.	2117	Administrative fees in May	B	225
GTE Mobilenet	4827	Cell phone thru May	B	39.64
Pacific Bell	4827	Fire Station phone thru 4/25/98	B	26.52
TOTAL FIRE EXPENSES =				\$291.16

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Diversified Risk Insurance	R9255I	Special event insurance in April 1998	B	143.35
Jeaneane Karl	R9255R	Rental deposit refund	B	150.00
Marilyn Mastrandrea	R9255R	Rental deposit refund	B	150.00
Simon Mayer	R9255R	Rental deposit refund	B	150.00
TOTAL CHECKS ISSUED FROM TRUST FUNDS =				\$593.35

B = Paid thru Cal Fed & Merrill Lynch Banks
C = Paid thru County depositories
P = Paid thru Petty Cash Funds

TOTAL CAPITAL FUND EXPENSES = \$1,401.49
TOTAL GENERAL FUND EXPENSES = 11326.68
TOTAL TRUST FUND CHECKS ISSUED = 593.35
TOTAL OF ALL CHECKS ISSUED = \$13,321.52

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

**MUIR BEACH COMMUNITY SERVICES DISTRICT
GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS
FOR THE BOARD OF DIRECTORS MEETING ON MAY 27, 1996**

- A. **Budget:** The end of May means the fiscal year is more than 90% completed and development of the budget for the coming new fiscal year 1998-99 requires a closer review of the closing year's actual versus budgeted income and expenses. A department by department review follows:

1. **Water capital improvements:**

- a. **Revenues** received for capital improvements will exceed the budget projection, for at the end of May actual income was 102.3% of the budget. June will increase the income by \$962.85 to add the monthly consumption surcharge billed in May resulting in total increase of more than \$2,000 for the year. Revenues for fiscal 98-99 should be \$54,000.
- b. **Expenses** are substantially less than the budget provisions; however, most of the reduced spending is that the high zone tank work was postponed due to the favorable underwater inspection report; water meter replacements were delayed to permit the District labor to perform roads and easement F. E. M. A. activities, and the water rights resolution work promises to be completed for less than 50% of the budget estimate. Also, the reduced spending reduced administrative expenses to less than 17% of the budget allocation. Expenses for fiscal 98-99 are substantially dependent upon the ad hoc water committee's priority recommendations and the Board's approval. However, the capital account will have approximately \$68,000 in cash reserve at the close of the current year, plus next year's income for possible improvements. The renovation of the water main in the area of the Pacific Way F. E. M. A. reconstruction will require approximately \$12,000, but no other expenses are currently committed for next year

2. **Administration.**

- a. **Revenues** should end the year very close to the budget projection. Revenues were 95.4% of budget at the end of May and the final taxes and interest income to be received in June should close the year at the budget projection. Interest rates declined slightly below the rates used for the budget, and \$20,000 in T-bills were allowed to mature to be transferred into the more profitable County and Merrill Lynch accounts.
- b. **Expenses** will close the year at approximately 65% (56.84% at the end of May) of the budget as most expenses were less than the budget provisions. Only copier maintenance (110%), office supply (171%) and telephone (120%) expenses were over budget at the end of May. The largest expense saving is for the county audit, which has not been completed and billed. Budget provisions for fiscal 98-99 should be similar to the 97-98 provisions with a small 2.5% increase for inflation adjustment.

3. **Roads & Easements.**

- a. **Revenue** exceeded the budget by more than 12% as we received almost \$6,000 more in F. E. M. A. grant funds than originally projected. It is difficult to be certain about F. E. M. A. grant income for fiscal 98-99; however, the current projection is that it should at least equal the \$54,000 awarded for the 97-98 damages.

- b. **Expenses** were approximately \$10,000 less than the budget as the Pacific Way reconstruction was delayed and other expenses were generally below budget. It is important to note that several of the repairs to be funded by the 97-98 F. E. M. A. requests have been substantially completed and paid for, and several of the repairs for the 96-97 damages were expanded far beyond the F. E. M. A. provisions. Budgeting for fiscal 98-99 should be similar to 97-98, with an addition of 15% for expanded work. It should be noted that the 97-98 budget provided for expenses to exceed income by more than \$10,000 and a similar excess in spending should be provided in fiscal 98-99.
 - 4. **Fire:** Both revenues and expenses will end the year within 1% of the budget provisions. Unless the Department indicates significant changes for fiscal 98-99 the budget provisions should be similar to fiscal 97-98.
 - 5. **Water operations.**
 - a. **Revenues** should close the year approximately \$4,000 above the budget as the service billing for May is received. Late penalties and interest will be slightly below budget, but these are substantially offset by increased service income. The increase in water consumption income results from a combination of very high June 97 billing and a reduction in outstanding accounts receivable. However, it may also be said that considering the extended wet year and lower average temperatures, the water consumption remained normal to slightly above normal levels. Based on forecasts that fiscal 98-99 will be a drier than normal year, it is reasonable to assume that water consumption will at least equal 97-98 and possibly increase at least 5%. A reasonable estimate of gross income should be \$60,000.
 - b. **Expenses** for fiscal 97-98 are projected to exceed the budget by approximately \$2,500. Contract repairs (236%), maintenance wages (115%) including Harvey's wage increase, and equipment purchases (260%) were over budget while all other expense will be on or below the budget provision. Contract repairs, which are the result of emergency conditions are impossible to accurately predict. However, the expenses for fiscal 98-99 should be adjusted upward to provide for total expenses equal to 97-98 plus 10% for contingencies. It should be noted that expenses in fiscal 97-98 will close the year with an approximate revenue-expenses deficit of \$2,000 to reduce the surplus from the year's beginning.
 - 6. **Recreation.** Both revenues and expenses are well beneath budget provisions with revenues just under 32% and expenses just under 37% of the budget forecast. Most of this was the delay in the deck improvements (\$16,000 income and expense), cancellation of the Labor Day Bar B Que, cancellation of planned community dinners, and delay in the community center furnishings and building improvements. As these items are planned for completion in fiscal 98-99 it is suggested that the 98-99 budget be similar to the 97-98 budget, including expenses exceeding revenues by approximately \$11,000.
- B. Proposed budget for fiscal 1988-99.** I was late in preparing the proposed budget for next year and a budget committee was not formed. However, my recommendations are that next year's budget very closely parallel this year's budget, with minor adjustments for minimal inflationary increases and combining some unused carry over items with the additional funds that would normally be provided for capital purchases. e.g. The 97-98 Recreation budget included \$600 to purchase some new furnishings. This was intended to be a systematic beginning for the annual upgrade of the community center furnishings. I have recommended that the unspent balance be carried over and added to the additional \$600 proposed for new purchases this year. The proposed budget explains these areas where applicable. The deadline for adoption of the budget for fiscal 1988-99 is August 15, 1988, if the Board desires further time for review.

- C. **Review of the General Manager's Activities and the scheduled project priorities.** Due to the length and complexity of this subject, a separate report was submitted to the Board members prior to posting the meeting agenda. No additional comment is added here.
- D. **District communications:** The Pacific Bell PCS cellular phone service was commenced prior to the beginning of this month and thus far has proved to be a substantial improvement in communications. I am not yet totally familiar with all the features of the phone, and occasionally forget to carry it with me. However, this will improve with time and I feel that the change is well worthwhile.

The Board's approval of the cellular phone included discontinuing of the 415-388-7804 line in the copy room. This has not been done and I request that the Board reconsider this. Currently this line is the number that is most familiar and used by residents, business contacts, other agencies, etc to contact the G. M. Also, it is the number given by the directory service (cell phone numbers are not included in the directory). Considerable effort is necessary to notify all business associates of a new phone number, our supply of pre-printed forms includes the 388-7804 number, and the new service does not result in a toll call when it forwards to the cellular phone (even if I am out of the local area). Also, Harvey uses the copy room phone for many of his District related calls. These advantages are well worth the \$25± monthly expense to maintain the copy room phone.

- E. **Water rights activities.** The essential well draw down tests have been completed and I hope to have the revamped "initial study" ready for delivery to the Board during the meeting. At this time I suggest we schedule a special meeting for detailed consideration of the study and forward a draft copy to the Division of Water Rights (D.W.R.). as they have offered to review the draft and suggest revisions, if necessary, prior to its formal submission.
- F. **Water operations:** Water operations were generally calm during the month of March and early June. A leak located on the Green Lane service line was repaired during the second week of June. Harvey located the leak after we determined that excessive pumping was being required during the cooler than normal June weather. The monthly bacterial water tests were free of coliform and in general the chlorine residual levels were normal. We did add chlorine directly to the storage tanks to compensate for a temporary chlorine input failure at the well site.

1. The table below tabulates the water production for the billing period April 23 to May 23, 1998.

Total volume of water measured through the master meter	1,015,100 gallons
Highest pumping day was on 5/22/98. Pumped volume =	46,950 gallons
Lowest pumping day was on 5/15/98. Pumped volume =	23,250 gallons
Total volume measured by service meters =	875,674 gallons
Master meter - service meter volume =	139,426 gallons
Estimated maintenance flushing volume =	35,000 gallons
Unaccounted for water loss = 10.3% =	104,426 gallons
The average monthly customer volume =	5,998 gallons
The average water service billing =	\$33.67

2. Gross water billing was \$4,605.31 plus the consumption surcharge of \$962.85.

- G. Ad hoc water committee formation.** The Board should form this committee tonight, in keeping with the guidelines for the "Twenty Year Plan" implementation and reevaluation of capital improvement priorities. I have contacted Gordon Bennett and Fred Thal. Mr. Thal has indicated his availability to serve on the committee. Gordon is on vacation, but had previously indicated his willingness to serve on the committee.
- H. Recreation.** There are no immediate planned recreational activities. It is my understanding that the revised plans for the deck improvements will be available for Board review and that the construction schedule is still planned for August and September.
1. At this time I request Board assistance in planning for resumption and eventual expansion of the "Labor Day Bar B Que". This event should become a significant annual local oriented event, that will also yield revenues to offset the recreational budget. If we cannot find willing volunteers, perhaps we should consider employing available local residents to assist in putting it on. This may result in a minimal fiscal loss during the 1st few years, but the loss should be overcome after people learn to plan on the event. We need to develop consistent, enjoyable events for local participation in order to maintain the community spirit and solidarity.
 2. We have received a request to consider development of a full sized half court for basketball on the CSD property below the children's playground. A facility such as this could be designed for multi purpose use including a junior size paddle ball court, badminton court, tetherball, hopscotch, and if concrete is used (most likely the least expensive method) a shuffle board facility, etc. I have no cost estimates at this time.
- I. Roads and easements.** The list of ongoing projects and priorities previously forwarded to the Board essentially reviews the ongoing activities. With the completion of the initial study, it is now time to concentrate on the need to update the policies, procedures, and standards for the Roads and Easements. This is a complicated undertaking, and local input should be encouraged. For this reason, I suggest the formation of an ad hoc committee, with representation by at least one property owner for each roadway in the District. This amount of representation should be adequate to provide meaningful thought for the pedestrian easements. The committee should be formed at the next Board meeting, with a commitment to make their recommendations to the Board during the September Board meeting.

This concludes the General Manger's report to the Board.

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR MAY 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

Fiscal Year is
 91.78%
 Complete

SUMMARY OF GENERAL FUND ACCOUNTS				MONTH OF MAY 1998 ACTUALS			
DESCRIPTION	1998 BUDGET	BEGINNING FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	05/31/98 TOTAL
Beginning rental security deposit trust fund	\$600	\$600.00	100.00%	NA	\$867.87		\$867.87
Beginning water security deposit trust fund	3,200	3,200.00	100.00%	NA	3,600.00		3,600.00
Beginning fire station trust fund	11,011	NA	0.00%	\$11,744.26 on 10/15/98 t-bill maturity			
Beginning West Marin Emergency Services Fund	3,645	3,644.92	100.00%	NA	1,577.07		1,577.07
Beginning Recreation trust fund (Walkathon \$440, Children \$201.21)	641	641.27	100.00%	NA	807.77		807.77
Beginning Water Operations Balance	7,590	7,590.34	100.00%	NA	2,894.79		2,894.79
Combined Cal Fed & Merrill Lynch Depositories unobligated balance	7,049	8,535.28	121.08%	NA	52,114.49		52,114.49
Beginning Petty Cash on hand	27	26.78	99.19%	(43.95)	NA		(43.95)
County General fund balance	18,134	18,133.79	100.00%	NA	NA	16,776.97	16,776.97
Combined beginning balance of all deposits	\$51,898	\$42,372.38	81.65%	(\$43.95)	\$61,861.99	\$16,776.97	78,595.01
General and Admin. Income	33,810	\$32,433.31	95.93%	0.00	768.34	774.14	1,542.48
General & Admin. Expenses	19,047	10,826.28	56.84%	161.86	672.02	0.00	833.88
G&A Income - Expenses	\$14,763	21,607.03	146.36%	(\$161.86)	\$96.32	\$774.14	708.60
Water Income	56,600	56,510.28	99.84%	0.00	4,738.00	0.00	4,738.00
Water Expenses	60,844	59,452.03	97.71%	97.60	2,140.07	1,446.53	3,684.20
Water Income - Expenses	(\$4,244)	(2,941.75)	NA	(\$97.60)	\$2,597.93	(\$1,446.53)	1,053.80
Recreational Income	26,450	8,439.07	31.91%	92.73	1,107.50	0.00	1,200.23
Recreational Expenses	37,723	13,824.59	36.65%	20.23	675.49	313.80	1,009.52
Recreational Income - Expenses	(\$11,273)	(5,385.52)	NA	\$72.50	\$432.01	(\$313.80)	190.71
Road & Easement Income	48,500	54,386.76	112.14%	0.00		0.00	0.00
Road & Easement Expenses	57,560	47,433.94	82.41%	145.20	4,482.14	880.58	5,507.92
R&E Income - Expenses	(\$9,060)	6,952.82	NA	(\$145.20)	(\$4,482.14)	(\$880.58)	(5,507.92)
Fire Income	16,997	14,972.00	88.09%	0.00	0.00	0.00	0.00
Fire Expenses	16,997	16,881.01	99.32%	0.00	291.16	0.00	291.16
Fire Income - Expenses	\$0	(1,909.01)	NA	\$0.00	(\$291.16)	\$0.00	(291.16)
Intra Fund Transfers (non-income)	\$16,997	12,235.57	71.99%		(\$805.59)	(\$589.93)	(1,395.52)
General Funds budgeted combined balances =	\$60,218	\$72,931.51	121.11%	(\$376.11)	\$59,409.36	\$14,320.27	\$73,353.52
Total General Fund Income =	\$182,357	\$166,741.42	91.44%	\$92.73	\$6,613.84	\$774.14	\$7,480.71
Total General Fund Expenses =	192,171	148,417.86	77.23%	424.89	8,260.88	2,640.91	11,326.68
General Fund Income - Expenses =	(\$9,814)	\$18,323.56	NA	(\$332.16)	(\$1,647.04)	(\$1,866.77)	(\$3,845.97)
COMBINED BALANCES OF ALL ACCOUNTS							
Total County Fund 29 Capital Improvement Funds	\$29,000	\$67,944.44	234.29%	NA		\$67,944.44	\$67,944.44
Total General County Fund 429 Account Funds	(12,003)	33,311.71	NA	NA		33,311.71	33,311.71
Total Funds in T-Bills (Based on Maturity Value)	35,000	15,000.00	0.86%	NA	15,000.00		15,000.00
Petty Cash, Cash in Bank & Cash in County fund 428	25,218	73,353.52	290.88%	(376.11)	59,409.36	14,320.27	73,353.52
TOTAL OF ALL FUNDS COMBINED	\$77,215	\$189,609.67	245.56%	(\$376.11)	\$74,409.36	\$115,576.42	\$189,609.67

MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR MAY 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES

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CAPITAL IMPROVEMENT INVESTMENT FUND

WATER CAPITAL IMPROVEMENTS EXPENSES					MONTH OF MAY 1998 ACTUALS			
EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	05/31/98 TOTAL
Insurance	2059	\$300	\$300.00	100.00%	NA			\$0.00
County tax collection fees	2352	550	326.00	59.27%	NA			0.00
Administrative fees	2117	3,000	500.00	16.67%	NA	500.00		500.00
Water rights resolution	2713	30,000	10,777.65	35.93%	5.97	305.59	589.93	901.49
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 CAPITAL IMPROVEMENT FUND EXPENSES =		\$74,350	\$11,903.65	16.01%	\$5.97	\$805.59	\$589.93	\$1,401.49

CAPITAL IMPROVEMENT & GENERAL INVESTMENT INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	05/31/98 TOTAL
Special Assessment tax	9001	\$36,000	\$30,251.00	84.03%	NA			\$0.00
Surcharge Income (See Fund 429 Intrafund transfer)	9031MS	14,000	19,821.15	141.58%	NA	962.85		962.85
Interest earnings, capital improvements (County 429)	9203CIC	1,097	1,931.71	176.02%	NA			0.00
Interest earnings, general fund inv. (County 429)	9203GFC	1,300	1,598.03	122.93%	NA			0.00
TOTAL INCOME & INVESTMENTS =		\$52,397	\$53,601.89	102.30%	\$0.00	\$962.85	\$0.00	\$962.85

SUMMARY COUNTY FUND 429 CAPITAL & GENERAL INVESTMENT INCOME AND EXPENSES

DESCRIPTION	1997-98 BUDGET	Beginning	FY % OF BUDGET	PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	05/31/98 TOTAL
		FIS. YEAR TOTALS					
Opening Capital Fund Balance	\$28,313	\$27,844.23	98.34%	Balance on 04/30/98		68,383.08	\$68,383.08
Total Capital Fund Income	52,397	48,934.38	93.39%	0.00	962.85	0.00	962.85
Total Capital Fund expenses	74,350	11,903.65	16.01%	5.97	805.59	589.93	1,401.49
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	67,944.44	1068.31%	(\$5.97)	\$157.26	\$67,793.15	\$67,944.44
Opening Gen. Fund Investments In County Fund 429 =	\$23,581	\$24,957.18	105.84%	Balance on 04/30/98		32,873.07	\$32,873.07
General Fund Investment Transfers to County fund 429	1,300	17,392.85	1337.91%	5.97	805.59	589.93	1,401.49
Interest earnings on general funds in Fund 429	1,300	1,598.03	122.93%	NA			0.00
Less Money transfers from County Fund 429 to General Fund	As required	219.17	NA				0.00
Less Intra fund transfers from General Inv. 429 to Capital Imp. 429	As required	10,881.26				962.85	962.85
General Fund Investments in County Fund 429 at month's end =	\$24,881	32,847.63	132.02%	NA	\$805.59	\$32,500.15	\$33,311.71
Total County Fund 429 balance at month's end =	\$31,241			Petty cash (\$382.08)	Combined Capital & general =		\$101,256.15

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR MAY 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

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GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF MAY 1998 ACTUALS			
					PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	05/31/98 TOTAL
Conferences	2049	\$600	\$428.38	71.40%	1.00			\$1.00
Insurance	2059	647	647.00	100.00%				0.00
ABCC Administrative fees	2117	6,500	5,500.00	84.62%		500.00		500.00
Miscellaneous expenses	2121	200	167.44	83.72%				0.00
General Election Expense	2129	500	517.00	103.40%				0.00
Postage	2130	100	64.00	64.00%				0.00
Office Supplies	2133	150	257.48	171.65%				0.00
Copier Maintenance	2137	600	661.58	110.26%				0.00
County Fees	2352	7,000	217.78	3.11%				0.00
Mileage	2479	1,000	1,197.38	119.74%		136.32		136.32
Telephone	2534	1,250	1,087.16	86.97%	160.86	35.70		196.56
Legal fees & expenses	2713	500	81.08	16.22%				0.00
TOTAL ADMINISTRATIVE EXPENSES =		\$19,047	\$10,826.28	56.84%	\$161.86	\$672.02	\$0.00	\$833.88

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	05/31/98 TOTAL
Property Tax Revenue	9001	\$29,800	\$29,378.01	98.58%			774.14	\$774.14
Bank Interest Income	9203BI	2,025	1,526.79	75.40%		233.68		233.68
T-Bill Interest Income	9203TB	1,785	622.90	34.90%				0.00
Inter Fund Transfers	9377	0	0.00	NA				0.00
Miscellaneous income	9772	200	714.06	357.03%		534.66		534.66
TOTAL ADMINISTRATIVE INCOME =		\$33,810	\$32,241.76	95.36%	\$0.00	\$768.34	\$774.14	\$1,542.48

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR MAY 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

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ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF MAY1998 ACTUALS			
					PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	05/31/98 TOTAL
Maintenance. Mgr.	1028	\$4,500	\$2,333.00	51.84%				\$0.00
Extra Hire	1073	5,500	4,694.00	85.35%			120.00	120.00
FICA	1404	842	693.05	82.36%			62.58	62.58
Work Compensation. Insurance.	1701	660	465.85	70.58%				0.00
Insurance	2059	794	794.00	100.00%				0.00
Maintenance, repairs & construction	2077	36,564	29,954.04	81.92%	145.20	3,982.14	698.00	4,825.34
ABCC Administrative fees	2117	8,500	8,500.00	100.00%		500.00		500.00
Travel	2479	200	0.00	0.00%				0.00
TOTAL EASEMENT EXPENSES =		\$57,560	\$47,433.94	82.41%	\$145.20	\$4,482.14	\$880.58	\$5,507.92

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ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	05/31/98 TOTAL
F.E.M.A. INCOME	9772	\$48,500	\$54,386.76	112.14%				\$0.00

FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	05/31/98 TOTAL
Gen. & Vehicle Insurance	2059	3,772	\$3,772.00	100.00%				\$0.00
ABCC Administrative fees	2117	2,475	2,475.00	100.00%		225.00		225.00
Fire Station Fund	4048		0.00	NA				0.00
W. Marin G. Exp.	4827	10,750	10,634.01	98.92%		66.16		66.16
TOTAL FIRE EXPENSES =		\$16,997	\$16,881.01	99.32%	\$0.00	\$291.16	\$0.00	\$291.16

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	05/31/98 TOTAL
W. Marin Grant	9377	\$10,750	\$8,500.00	79.07%				\$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	\$14,972.00	88.09%	\$0.00	\$0.00	\$0.00	\$0.00

MUIR BEACH COMMUNITY SERVICES DISTRICT
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WATER EXPENSES					MONTH OF MAY 1998 ACTUALS			
EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	05/31/98 TOTAL
Maintenance. Mgr. Wages	1028	\$12,000	\$12,606.79	105.06%			1,144.00	\$1,144.00
Extra Hire Wages	1073	2,000	2,304.00	115.20%				0.00
FICA	1404	1,071	1,140.74	106.51%			87.53	87.53
Benefits	1506	1,560	1,430.00	91.67%			130.00	130.00
Work. Compensation Insurance	1701	924	1,229.43	133.06%		61.00		61.00
Conferences/Training	2049	1,000	122.50	12.25%				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	32.81	0.73%				0.00
Tests & chemicals	2115	1,000	646.90	64.69%		107.99		107.99
ABCC Administrative & clerical fees	2117	19,800	18,150.00	91.67%		1,650.00		1,650.00
Misc.. Exp..	2121	1,200	851.20	70.93%	5.00			5.00
Refunds	2122	600	0.00	0.00%				0.00
Postage	2130	600	468.58	78.10%	92.60			92.60
Office supplies	2133	450	336.34	74.74%				0.00
Contract Repairs	2325	5,000	11,788.34	235.77%				0.00
Travel	2479	1,020	935.00	91.67%			85.00	85.00
Telephone	2534	450	434.23	96.50%		33.46		33.46
Electricity	2535	4,500	4,064.51	90.32%		287.62		287.62
Equipment	4093	400	1,041.66	260.42%				0.00
Water Meters	4160	400	0.00	0.00%				0.00
TOTAL WATER EXPENSES =		\$60,844	\$59,452.03	97.71%	\$97.60	\$2,140.07	\$1,446.53	\$3,684.20

WATER INCOME								
INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	05/31/98 TOTAL
Service Billing	9025	\$56,000	\$51,032.63	91.13%		4,605.31		\$4,605.31
Late penalties & interest billed	9772	1,250	1,172.78	93.82%		53.45		53.45
Receipts Collected	9025	56,000	55,573.28	99.24%		4,501.00		4,501.00
Accounts Receivable	9025		\$5,728.74	ON CLOSE OF BUSINESS DAY			05/31/98	
Security Deposits billed and collected	9025SD	600	900.00	150.00%		200.00		200.00
Miscellaneous water income	9772	0	37.00	NA		37.00		37.00
TOTAL WATER INCOME =		\$56,600	\$56,510.28	99.84%	\$0.00	\$4,738.00	\$0.00	\$4,738.00

MUIR BEACH COMMUNITY SERVICES DISTRICT
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RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF MAY 1998 ACTUALS			
					PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	05/31/98 TOTAL
Maintenance. Mgr. Wages	1028	\$750	\$50.00	6.67%			8.00	8.00
Janitorial Wages	1073	1,677	1,612.50	96.15%			193.50	193.50
FICA	1404	473	364.88	77.09%			22.30	22.30
Work. Compensation Insurance	1701	414	360.02	87.02%				0.00
Basketball	2041BA	150	0.00	0.00%				0.00
Bistro	2041BI	2,760	2,096.68	75.97%	5.75		90.00	95.75
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	1,275.46	85.03%		254.46		254.46
Insurance	2059	1,129	828.00	73.34%				0.00
Repairs and maintenance	2077	350	86.00	24.57%				0.00
Ground Maintenance	2097	1,000	560.00	56.00%				0.00
ABCC Administrative fees	2117	3,500	3,575.00	102.14%		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	695.00	115.83%				0.00
Postage & Off. Sup.	2133	150	6.40	4.27%				0.00
Refuse Removal	2259	645	434.40	67.35%				0.00
Building Supplies	2366	500	238.65	47.73%	14.48			14.48
Pay Telephone	2534	525	524.05	99.82%		43.99		43.99
Electricity & Butane Gas for Community Center	2535	900	1,000.37	111.15%		52.04		52.04
CDBG Improvements	4045	16,000	0.00	0.00%				0.00
Bldg. Improvements	4048	2,000	112.91	5.65%				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	\$13,824.59	36.65%	\$20.23	\$675.49	\$313.80	\$1,009.52

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	05/31/98 TOTAL
Child facility rentals	9248	\$100	\$0.00	0.00%				0.00
Community Center. Rental	9255	1,600	3,450.00	215.63%		292.50		292.50
Refundable Deposits	9255RD	1,500	1,870.69	124.71%		500.00		500.00
Bistro	9811BI	1,700	1,241.38	73.02%	92.73			92.73
Community Dinners	9811CD	1,000	0.00	0.00%				0.00
Children's programs	9811CP	250	181.50	72.60%				0.00
Labor Day BBQ	9811LD	1,000	0.00	0.00%				0.00
Tai Chi	9811TC	1,700	1,695.50	99.74%		315.00		315.00
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	\$8,439.07	31.91%	\$92.73	\$1,107.50	\$0.00	\$1,200.23

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, MAY 27, 1998**

Directors present: President Shaffer, and Directors: Pinto, Rudnick and Schiffries. Director Kamradt had previously said she would not be present for this meeting.

- I. **Call to order:** President Shaffer called the meeting to order at 7:13 p. m.
- II. **Review and consideration of the May 27, 1998 Agenda.** There was a brief discussion of the Agenda, and Director Pinto *moved* to approve the Agenda as submitted providing however, that if Tony Moore arrives early to review the Lindholdt request for Agenda item X - E - 5 that this item be considered as early as possible; seconded by Director Schiffries; ayes all.
- III. **Presentation by Loprest Water Treatment Company:** Mr. Randy Richey from Loprest presented the Board with a price quotation (\$28,900) for their "greensand" filtration equipment recommended for the removal of iron and manganese precipitates from the District's raw water supply. He noted that this was the delivered price and did not include installation, which could vary considerably depending on the specific method and area of installation. When asked about seismic stress he indicated that there would be an additional \$200 charge for this to be included in the design. Also, depending on the District's method for handling the backwash waste, there could be an additional 2 to 3 thousand dollars in cost. The annual media cost is approximately \$1,000 for the District's water volume and treatment requirements.

The Board thanked Mr. Richey for his time and presentation. President Shaffer indicated that the Board will take this under consideration, in conjunction with the annual water committee review of the District's capital improvement prioritization.

- IV. **Public Open Time:** Karla Andersdatter was present in the audience and requested to speak on the rental of the community center for an extended seminar. She indicated that this was an inappropriate use, particularly when it includes use of the children's room. The Board responded that this was a trial rental to see if it was appropriate, but that they had not included use of the children's room. Ms Andersdatter indicated that rentals such as this severely infringe upon local use of the center and requested that the Board's policies prevent similar future rentals. The Board thanked Ms Andersdatter for her input and indicated that they will include her comments in their review of the policies and procedures for recreation and community center use.
- V. **District policy for parking and retaining walls within the District's road right of ways.** Mr. Tony Moore, representing George Lindholdt for the development of a residence at 90 Sunset Way was present and in accord with Director Pinto's agenda motion, the applicable agenda item X - E - 5 was now considered.

Mr. Moore reviewed the construction plans, as submitted to the County, which indicated that the required four parking spaces (two in the garage) include two parallel (to the roadway) spaces that both encroach onto the District's road right of way. Space #3 is in front of the garage and encroaches 1± foot at the east end and 2± feet at the west end. Space #4 is angled to the southwest and encroaches approximately 11 feet into the right of way. Space #4 includes construction of a retaining wall with approximately 14 feet of wall constructed into the right of way. The G. M. stated that he had previously discussed this with Mr. Lindholdt with the stipulation that it would be preferable not to have the retaining wall and parking encroach into the easement. Further, that if the Board should approve such construction it would be on the basis that the property owner would be responsible for eliminating the encroachment if the District decided to further develop the right of way at some future date. Also, there is a need to construct catch basins for the proposed drainage culvert, so as to eliminate possible drainage problems.

This was followed by a lengthy discussion, particularly in reference to the increased traffic, existing parking problems, existing traffic flow problems particularly concerning emergency vehicles, and planned additional residential construction affecting the District's roadways. Director Schiffries requested that any decision be delayed to permit time for further study. This was followed by considerable additional discussion and Director Schiffries then *moved* to approve the Lindholdt project subject to a satisfactory and perpetually binding letter stipulating that the drainage facilities meet District requirements and that any encroachments would be removed by the property owner if necessary in the future, or subject to design revisions that comply with the G. M.'s review and approval that the revisions conform to the District's policies and needs for future right of way development. Further, approval of this project shall not establish a precedent to permit encroachments into the District's right of ways or non compliance with District policies and procedures. Seconded by Director Rudnick; ayes all.

- VI. Bills to be Paid.** There was a brief discussion of the Bills to be Paid report and Director Pinto *moved* to approve the report after correcting the AT&T Administrative phone number to 707-648-1305, and including \$11,722.63 in general fund expenditures, \$767.97 in capital expenditures, and \$175.00 in refunds of security deposits for a total of \$12,897.63; seconded by Director Schiffries, ayes all.
- VII. National Park Service:** there were no representatives from the Park Service present and this item was not discussed.
- VIII. Fire Association:** Director Schiffries informed the Board that the Fire Association had formerly made an agreement with the State Park Service (S.P.S.) to pay the water bills for the meter serving the State Park area, as an offset to the S.P.S. charging the Association a percentage of the annual B.B.Q. income for use of the S.P.S. lands for parking and other B.B.Q. activities. There has been a delay and mis-communication with the District which has resulted in a failure of payment for this service.

The G. M. reported that in April he had written a letter to the S.P.S., which he has delayed in mailing until the S.P.S./Fire Association agreement is resolved, that indicates the outstanding water bill for the meter totals \$3,542.99 through March 23, 1998. This billing includes charges for substantial water leaks occurring in 94-95, 96-97, and 97-98 which occurred during the dates of the annual B.B.Q. Normally, the annual billing is less than \$300.

Director Schiffries asked if the District might wave the past billings, in support of the Fire Department; however, this was considered a problem as the B.B.Q. is under the auspices of the association and special considerations benefitting the association might be construed a violation of the separation of authorities. Director Schiffries then volunteered to further study the situation, meet with the Association Directors for additional discussions, and to pursue the formal agreement with the S.P.S. In the meantime, it was generally agreed that the request for payment will be held until Director Schiffries reports the results of his efforts to the Board.

- IX. Redwood Creek Watershed Committee:** Directors Schiffries and Pinto attended the committee meeting and reported that some progress was being made to set the goals for the committee. Each participant had outlined their agencies authority, functions and goals which are to be considered in developing the committee's goals. The next meeting is to be hosted by Green Gulch.
- X. General Manager's Report.** The G. M. answered questions on District operations and his report to the Board. Specific areas include:
- A. The G. M.'s recommendation to enhance telephone communications through the addition of Pacific Bell's PCS cellular service was considered. The Board authorized the G. M. to begin by using the \$50 per month option, while discontinuing the 415-388-7804 service as soon as feasible.
 - B. The G. M. should seek volunteers to participate on the ad hoc water committee for the annual review of capital improvement priorities. A notice should be posted in the community center and appointment of the committee should be included as an agenda item for the next Board meeting.
 - C. Directors Pinto and Schiffries expressed concern over the delay in completing the easement repairs and improvements, particularly the uphill easement from Sunset to the community Center. The G. M. explained that we have a continual problem on availability of labor and that in the best case we have labor available less than three days each week for these activities. ~~However, now that the Board has approved the concrete steps work will proceed more rapidly.~~ The G. M. hopes to have the community center easement completed prior to the next meeting, except for the lower end where the stairs are. Relocation of the stairs will require removal of the damaged trees, which has been contracted out. Also, it should be coordinated with the roadway and drainage improvements for the Lindholdt property.

This was followed by a general discussion of the work in progress and director Schiffries asked for clarification of the retaining wall in front of President Shaffer's house. He noted that he had heard complaints of preferential treatment. The G. M. explained that no preferential treatment was involved. During the peak storms, the flow of water from upper west Pacific had overcome the drainage capability of the roadway and flowed across the road on the uphill side of the Kaplan residence. This resulted in the undermining of a tree below the Kaplan residence and threatened to induce severe soil erosion and possible slides endangering the Kaplan residence.

To protect the Kaplan property and the downhill Pacific Way slope, the G. M. instructed Harvey to place sand bags along the uphill side of Pacific Way to hold the storm water and guide it to the drainage culvert opposite the Sunset to Pacific Way easement. While this contained the storm waters, the concentrated water flow undermined part of a rip/rap retaining wall and stabilized slope along the east side of the Shaffer residence. The resulting slide partially undermined a part of the house foundation and the G. M. initiated construction of a retaining wall to avert the danger of the house being severely damaged, and the District becoming liable for the results of their diversion of the storm waters. The G. M. has included this work in the request for F. E. M. A. funding to repair the damages of the 1997-98 El Nino storms and flood waters.

- D. There was considerable discussion concerning a request by resident George Lindholdt to name the District's pedestrian easements "to commemorate early settlers and families who laid the foundation for our community". Director Pinto felt that prior to considering this, the easements should be surveyed and mapped and then a committee formed to consider the matter. The G. M. indicated that there is a need for some form of lasting recognition of honored residents and that naming the easements would facilitate discussions and references to specific easements, i.e. XXX lane instead of the community center easement to Sunset Way, etc. This was followed by additional discussion, including the method for the board to name the easements, and other possible naming methods such as for flowers, birds, etc. President Shaffer noted that Mr. Lindholdt had substantially researched the naming and suggested that such voluntary resident efforts should be seriously considered and valued. It was finally decided that a simple resolution would be appropriate, versus and more binding Ordinance, and Director Rudnick *moved* to name the easements as detailed in Mr. Lindholdt's letter, providing no signs shall be necessary for implementation; seconded by Director Schiffries; ayes Rudnick and Schiffries; nays Director Pinto; President Shaffer's vote was not required to eliminate a tie. The following easement names shall be applicable:

1. "Bello Lane" shall refer to the easement from Pacific Way to Sunset Way which is located at the east end of Sunset Way and traverses through the area known as the "Butterfly Tree" owned by the Audubon Society.
2. "Rodriguez Lane" shall refer to the central easement from Pacific Way to Sunset Way between the property currently owned by Margaret Keyes and Ming, Hwang and then joining with the unnamed easement up to the community center.
3. "Souza Lane" shall refer to the easement at the westerly end of Pacific Way going uphill adjacent to and thru the property currently owned by Shirley Nygren.
4. "Melo Lane" shall refer to the easterly easement running from Cove Lane (Little Beach end) to Sunset Way between the properties currently owned by Hester Bur-Callander and the Hills and Elsberg families.
5. "Norton Lane" shall refer to the westerly easement running from Cove Lane (Little Beach end) to Sunset Way through the properties currently owned by Arlene Robertson and the Schwartz family.
6. "Borden Lane" shall refer to the right of way that provides access to the Nature Conservatory's Spindrift Point property at the west end of Sunset Way.
7. "Les Smith Park" shall refer to the District's park land situated between Starbuck and Seacape Drives and running from Seacape Drive on the south to the Seacape - Starbuck intersection on the north.

- E. **The District contract with Associated Business and Community Consultants, Inc.** There was a brief discussion and the consensus of the Board was that they would have a closed meeting for consideration of the renewal of this contract and for annual personnel evaluations. That meeting was scheduled for Monday, June 1, 1998 and President Shaffer will post the Agenda prior to 7:00 p m Sunday, May 31, 1998. The meeting will include Board members only.

- XI. **Review of the Minutes for the April 29, 1998 board meeting.** A brief review of these minutes indicated the need to correct the heading date from March 11, 1998 to April 29, 1998 and the additional of "governing documents and" between the words "jurisdiction's ongoing" in the second line of the second paragraph of Section IV of the minutes. Director Schiffries then *moved* to approve the minutes with these revisions; seconded by Director Rudnick, ayes all.

- XII. **Meeting date:** Following a brief discussion the next regular meeting date was set for Wednesday, July 1, 1998.

The meeting was adjourned at 10:47 p m.

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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, JULY 29 1998
THE MEETING WILL BEGIN AT 7:00 P.M.**

<u>DESCRIPTION</u>	<u>PAGES</u>
Agenda for the Meeting	1 - 2
Bills to be Paid Report for 06/01/98 through 06/30/98	3 - 4
General Manager's Report to the Board	5 - 7
Budget Report for the Month of June 1998	8 - 13
Draft Minutes for the 07/01/98 Board Meeting	14 - 15

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20k for Mia: Jan - Tuller & McGowan - Susan Boardman
Bridge repair -

- VII. **Redwood Creek Watershed Committee:** A brief report is expected from the attendees of the most recent watershed committee, which will be followed by the selection of Board members to attend the next meeting. *Priority: he committee could contribute! Mia: Grants will contact me. Same in Tran*
- VIII. **Fire Department, Emergency Disaster Committee:** As the Fire Chief reported to the Board during the last meeting, no report is anticipated during this meeting. *Next mtg is 2nd Wed 5 Sept. All in Debra 9th Natl. Eric.*

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

- IX. **General Manager's report:** The General Manager's ("GM") report reviews the following activities. Where applicable, the Board is requested to take action by approval motions, and/or resolutions. The G. M. is available to answer questions from the Board and interested members of the audience.
- A. The June year end budget report and District fiscal operations. *No comment*
 - B. Consideration of the proposed budget for fiscal 1998-99. *Debrah to go / Pat*
 - C. A review of the primary scheduled project activities and their priority. *Eric will do list next month.*
 - D. Water operational and policy activities, including the setting of time goals for the Water Committee's review and prioritization of the "Twenty year Plan" activities to be considered for completion in fiscal 1998-99. A discussion of the G. M.'s contact with the State Division of Water Rights, and his continued study of the hydrology at the well site.
 - E. Recreation and community center activities.
 - F. Roads and Easement activities, including review of preliminary suggestions for updating the roads and Easements policies and procedures.
- X. **Review of the draft minutes** for the July 1, 1998 Board meeting. *Pat, Debra*
- XI. **Next meeting date:** The next regular meeting date is Wednesday, August 26, 1998 unless otherwise an alternate date is scheduled by the Board. *9/2*

ADJOURNMENT OR CONTINUATION *9:45*

Pat will be out of town

MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 06/01/98 THROUGH 06/30/98

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VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
Goodman Building Supply	2713	Piezometer pipes	B	18.60
Home Depot	2713	Caps & Rods for piezometers	B	22.07
Home Depot	2713	Rods for piezometers	P	3.70
Office Max	2713	Supplies for piezometer guages & copies	B	41.69
TOTAL CAPITAL FUND EXPENSES =				\$86.06

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Office Max	2049	Copies of Board Packets & information	P	22.39
ABC Consultants	2117	Admin. Fee 6/98	B	500.00
Marin County	2352	Leagal fees 1/01/98 - 3/31/98	C	285.00
ABC Consultants	2479	Travel allowance 6/98	B	87.68
At&T	2534	707-648-1305 thru 5/22/98	B	40.29
AT&T	2534	415-388-7804 toll calls thru 5/10/98	B	33.35
AT&T	2534	415-388-7804 toll calls thru 6/10/98	B	47.04
Pacific Bell	2534	415-388-7804 base phone thru 5/11/98	B	21.47
Pacific Bell	2534	Cell phone thru 6/6/98	B	65.99
Pacific Bell	2534	415-388-7804 thru 6/11/98	B	22.95
TOTAL G&A EXPENSES =				\$1,126.16

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

ABC Consultants	2117	Admin fee 6/98	B	500.00
ABC Consultants	2077F	FEMA project work 6/98	B	500.00
Alberto Alcala	2077F	FEMA wages paid in June	C	75.37
Goodman Building Supply	2077F	Sacrete for steps	B	122.29
Goodman Building Supply	2077F	Slope stabilization materials	B	62.57
Harvey Pearlman	2077F	FEMA wages paid in June	C	775.09
Home Depot	2077F	Concrete & form materials for steps	B	335.49
Jose Alcala	2077F	FEMA wages paid in June	C	333.73
Kragen Auto	2077F	Cahinsaw oil & fuel	P	12.64
Martin Bros. Supply	2077F	Sand & Gravel	B	189.57
Ryan Redwood	2077F	Tree removal 6/98	B	180.00
Salvador Gonzales	2077F	FEMA wages paid in June	C	376.78
Western Star Tree Service	2077F	Remove 4 trees under power lines	B	2,000.00
TOTAL R&E EXPENSES =				\$5,463.53

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. Mgr. wages paid in June	C	964.55
Harvey Pearlman	1506	Medical Benefits, 6/98	C	130.00
Home Depot	2077	3/4" Gate valves	P	17.91
Pace Supply	2077	Brass saddles for repairs	B	118.50
Herb's Pool Service	2115	Chlorine supplies, May '98	B	34.32
Marin County Health Lab	2115	Water tests in June	B	30.00
ABC Consultants	2117	Clerical services 6/98	B	850.00
ABC Consultants	2117	Admin fee 6/98	B	800.00
Goodman Building Supply	2121	Misc. small fittings	B	24.53
Jackson's	2121	Misc. small tools	B	10.89
USPO	2130	Postage stamps	P	54.40
Office Max	2133	Envelopes, copy paper & copies	P	140.95
Harvey Pearlman	2479	Travel allowance 6/98	C	85.00
Pacific Bell	2534	Relay phone thru 6/7/98	B	33.49
Pacific Gas & Electric	2535	Water electriict thru 6/18/98	B	318.44
Western Water Products	4093	Cartridge filters	B	208.52
TOTAL WATER EXPENSES =				\$3,821.50

MUIR BEACH CSD, BILLS TO BE PAID

RECEIVED 04/01/98 THROUGH 04/30/98

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VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
RECREATION EXPENSES, DIVISION CODE 9239				
Juana Gonzales	1073	Janitorial wages paid in June	C	138.87
Goodman Building Supply	2077	Light repair for walk	B	4.80
ABC Consultants	2117	Admin fee 6/98	B	325.00
USPO	2133	Postage stamps	P	17.60
Pacific Bell	2534	Com. Ctr. pay phone thru 5/19/98	B	43.99
Pacific Gas & Electric	2534	Com. Ctr. electric thru 6/18/98	B	55.01
Rachael Culp	2041BI	Bistro Wages paid in June	C	204.54
Emiko Wang	2041TC	Tai Chi instruction 6/98	B	126.00
TOTAL RECREATION EXPENSES =				\$915.80

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants	2117	Admin fee 6/98	B	225.00
AT&T	4827	Fire Station access charge thru 6/9/98	B	5.97
GTE Wireless	4827	Cell phone thru 6/98	B	39.14
Pacific Bell	4827	Fire Station phone thru 5/25/98	B	23.28
TOTAL FIRE EXPENSES =				\$293.39

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Diversified Risk	R9255I	Insurance deposit purchase	B	87.18
Janet Bodle	R9255R	Refund security deposit	B	150.00
Janet Tunpich	R9255R	Refund security deposit	B	75.00
TOTAL CHECKS ISSUED FROM TRUST FUNDS =				\$312.18

TOTAL CAPITAL FUND EXPENSES =		\$86.06
TOTAL GENERAL FUND EXPENSES =		11,620.38
TOTAL CHECKS ISSUED FROM TRUST FUNDS =		312.18
TOTAL OF ALL CHECKS ISSUED =		\$12,330.80

B = Paid thru Cal Fed & Merrill Lynch Banks
 C = Paid thru County depositories
 P = Paid thru Petty Cash Funds

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

 Steven Shaffer, 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 29, 1996**

- A. **Budget:** The end of June closes the fiscal year and begins the new fiscal year. A summary of the overall budget conditions at the end of the fiscal year follows:
1. **Water capital improvements:**
 - a. We began the year with \$27,844 available for capital improvements and the budget projected an additional \$52,397 would be added through the special assessment taxes, monthly consumption surcharges and interest earnings. Planned expenditures were projected to total \$74,350 including improvements to the high zone storage tank, water rights resolution, and water meter modernization. Expenses totaled just \$12,009 as the tank improvements were delayed as a result of detailed maintenance inspection and cleaning; meter modernization was postponed, and the water rights (expenses at year end totaled \$10,883) activities are still in progress.
 - b. The funds available for capital improvements totaled \$69,967 at year end and the proposed budget projects an additional \$54,452 will collected next year, for a total of \$124,419.
 2. **Administration.** Administrative expenses totaled \$11,975 versus budgeted expenses of \$19,047. However, the primary savings was in the expense for the independent audit which is still in progress and this \$7,000 should be billed to us in early fiscal 1998-99. With this billing, the expenses will be within 1% of the budgeted expenses. Revenues were slightly less than projected, totaling \$32,771 versus the projection of \$33,810 (3.07% below budget).
 3. **Roads & Easements.**
 - a. **Revenue** exceeded the budget by 13.33% as we received almost \$6,000 more in F. E. M. A. grant funds than originally projected.
 4. **Expenses** were \$52,897 versus the budgeted \$57,560. However, the repair of Pacific Way was not completed (\$20,000±) and some minor areas that received additional damage during the 1997-98 storms have not been fully completed. We have completed a good part of the 1997-98 storm damage repairs, and the expected grant funds for these repairs will restore the funds for Pacific Way completion along with funds to complete the work still in progress. In general, we are getting a lot of improvement for minimal expenditures.
 5. **Fire:** Both revenues and expenses will end the year within 2% of the budget provisions (the retained W. Marin Funds from 1996-97 balance the budget income funds to the projected \$16,997. Unless the Department indicates significant changes for fiscal 98-99 the budget provisions should be similar to fiscal 97-98. The retained West Marin funds at year end total \$1,442.
 6. **Water operations.** Revenues exceeded the projection of \$56,600 to total \$59,892. Security deposits increased the Trust Fund by \$900 (this is actually a liability). Regrettably expenses exceeded the budget by almost 5% as contract repairs totaled more than twice the budgeted amount (\$11,788 versus \$5,000) and equipment replacement more than tripled the budget provision (\$1,259 versus \$400). Overall, expenses exceeded the operating revenues by \$3,839 (6.4%), reducing the retained earnings carry forward to just \$3,751. At this time there is no cause to consider corrective action. However, as an enterprise activity the balance of revenues versus expenses is required, and it may be necessary to take corrective action in the future.

7. **Recreation.** Both revenues and expenses are well beneath budget provisions with revenues just under 32% and expenses just under 37% of the budget forecast. Most of this was the delay in the deck improvements (\$16,000 income and expense), cancellation of the Labor Day Bar B Que, cancellation of planned community dinners, and delay in the community center furnishings and building improvements.

The primary good news in recreation is that rentals of the community center were more than four (4) times the budget projection, which is based on the normal average of rental income. The primary increase is due to the 10 day seminar rental and several repeat seminar rentals. While these rentals may cause some inconvenience for resident use, the substantial gain in income opens many possibilities for increased subsidies in recreational programs for resident benefit. Last year's rentals totaled just \$1595 and expenses exceeded income by \$6,142 (76.3%). It is unlikely that recreation will ever be self supporting, and reasonable subsidies for the benefit of all residents may be desirable. However, our limited tax revenues encourage creative thought for increasing revenues without increasing the tax burden on residents, while simultaneously improving the services and programs available for resident participation.

- B. **Proposed budget for fiscal 1988-99.** Corrected copies of the suggested budget for fiscal year 1998-99 were previously circulated for the Board's review, and copies were given to members of the budget committee. Hopefully the committee and Directors will have had time to review the suggested budget and indicate their desired modifications so the budget can be adopted. The deadline is August 15, 1998.

- C. **Review of the General Manager's Activities and the scheduled project priorities.** This item was deferred from the last meeting to tonight's meeting and may be considered during the closed session if preferred. No additional comment is added here. *audith thinks budget is great.*

- D. **Water operations:** Water operations were generally calm during the month June. A leak was repaired, and there is a possibility that we have a leak in the system at this time. We have been searching and made the standard tests for leak location. However, the indications are not constant and the search has not succeeded in locating a leak. There is some indication that the high zone tank leakage has increased and we are experimenting with various methods to mitigate this problem. There is no simple method for determining the volume of the loss in the Storage tank; however, it does seem to indicate that we should proceed with the tank lining proposed in the past. This should be considered by the water committee in there review of capital improvements.

1. The table below tabulates the water production for the billing period May 23 to June 23, 1998.

Total volume of water measured through the master meter	1,129,940 gallons
Highest pumping day was on 6/19/98. Pumped volume =	55,660 gallons
Lowest pumping day was on 5/15/98. Pumped volume =	20,960 gallons
Total volume measured by service meters =	941,313 gallons
Master meter - service meter volume =	188,626 gallons
Estimated maintenance flushing volume =	35,000 gallons
Unaccounted for water loss = 13.6% =	1153,626 gallons
The average monthly customer volume =	6,403 gallons
The average water service billing =	\$35.58

2. Gross water billing was \$5,347.36 plus the consumption surcharge of \$1,140.73.
3. While June's water production of 1,129,940 gallons is greater than May's 1,015,100 and is the second lowest June production since we started keeping records. The lowest June production was 931,805 gallons in June 1997.

E. Recreation. Mike Moore and the Quilters have secured the building permit for the deck and it is my understanding that construction will begin in mid August. As we were informed during the last meeting, the general plans have not changed, except for some structural changes to reduce material costs and use longer lasting materials. The overhangs are to be delayed, due to funding restrictions.

1. Notices for the Labor Day Bar B Que will be included in this month's water billing, and posted on the bulletin boards. A second notice will go in all boxes in mid August. The menu has not been finalized; however, the general plan is to have salmon steaks, potato salad (commercial San Francisco), corn on the cob, and tossed salad. We will be seeking donated deserts and other items for resident enjoyment while increasing potential income.

Again, I remind the Board that we need to review the recreation policies and procedures, particularly in regards to rental rates and policies. The comments in the above budget analysis indicate how a more effective policy can yield positive budget results. *Don and Steve will have something for next month.*

3. We have received a petition, signed by numerous residents, to develop the District's parkland below the playground into a multi function platform capable of serving as a half court for basketball, volley ball, badminton, etc. To fund the improvement, it will be necessary to seek grant funds, donations and have specific fund raising events. *This was discussed content neighbors - Put on next agenda - Put on agenda -*

Roads and easements. Work on the easements slowed during July as most of our available labor went on vacation. We have completed the major tree removal (one tree remains to be cut) and we have cleared brush and debris from several overgrown paths. Work efforts will increase during the month of August, and the 1997-98 F. E. M. A. reports will be submitted prior to the September 30 closing date.

This concludes the General Manager's report to the Board.

Judith, Kathy & Bonnie - Kathy. Patten has spent \$55⁰⁰ - 6200⁰⁰ interest to be credited / Mike will start the 1st

Judith / On the Fair - Jerrying of 1st round was today a 2nd fair round in 2 weeks. No extra space the year.

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR JUNE 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

Fiscal Year is
100.00%
Complete

SUMMARY OF GENERAL FUND ACCOUNTS				MONTH OF JUNE 1998 ACTUALS			
DESCRIPTION	1998 BUDGET	BEGINNING FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	06/30/98 TOTAL
Beginning rental security deposit trust fund	\$600	\$600.00	100.00%	NA	\$1,367.87		\$1,367.87
Beginning water security deposit trust fund	3,200	3,200.00	100.00%	NA	3,900.00		3,900.00
Beginning fire station trust fund	11,011	NA	0.00%	\$11,744.26 on 10/15/98 T-bill Maturity			NA
Beginning West Marin Emergency Services Fund	3,645	3,644.92	100.00%	NA	1,510.91		1,510.91
Beginning Recreation trust fund (Walkathon \$440, Children \$201.21)	641	641.27	100.00%	NA	807.77		807.77
Beginning Water Operations Balance	7,590	7,590.34	100.00%	NA	3,711.59		3,711.59
Combined Cal Fed & Merrill Lynch Depositories unobligated balance	7,049	8,535.28	121.08%	NA	53,815.19		53,815.19
Beginning Petty Cash on hand	27	26.78	99.19%	(382.08)	NA		(382.08)
County General fund balance	18,134	18,133.79	100.00%	NA	NA	14,320.27	14,320.27
Combined beginning balance of all deposits	\$51,898	\$42,372.38	81.65%	(\$382.08)	\$59,409.36	\$14,320.27	73,347.55
General and Admin. Income	33,810	\$32,962.83	97.49%	3.09	239.67	286.76	529.52
General & Admin. Expenses	19,047	11,974.84	62.87%	44.79	818.77	285.00	1,148.56
G&A Income - Expenses	\$14,763	20,987.99	142.17%	(\$41.70)	(\$579.10)	\$1.76	(619.04)
Water Income	56,600	60,792.63	107.41%	0.00	4,282.35	0.00	4,282.35
Water Expenses	60,844	63,731.70	104.75%	190.86	2,909.26	1,179.55	4,279.67
Water Income - Expenses	(\$4,244)	(2,939.07)	NA	(\$190.86)	\$1,373.09	(\$1,179.55)	2.68
Recreational Income	26,450	12,401.62	46.89%	110.69	3,851.86	0.00	3,962.55
Recreational Expenses	37,723	14,740.41	39.08%	17.60	554.80	343.42	915.82
Recreational Income - Expenses	(\$11,273)	(2,338.79)	NA	\$93.09	\$3,297.06	(\$343.42)	3,046.73
Road & Easement Income	48,500	54,967.08	113.33%	0.00	580.32	0.00	580.32
Road & Easement Expenses	57,560	52,897.85	91.90%	12.64	3,890.32	1,560.95	5,463.91
R&E Income - Expenses	(\$9,060)	2,069.23	NA	(\$12.64)	(\$3,310.00)	(\$1,560.95)	(4,883.59)
Fire Income	16,997	14,972.00	88.09%	0.00	0.00	0.00	0.00
Fire Expenses	16,997	17,174.40	101.04%	0.00	293.39	0.00	293.39
Fire Income - Expenses	\$0	(2,202.40)	NA	\$0.00	(\$293.39)	\$0.00	(293.39)
Intra Fund Transfers (non-income)	\$16,997	13,780.58	81.08%	\$550.00	\$578.97	\$0.00	1,128.97
General Funds budgeted combined balances =	\$60,218	\$71,729.91	119.12%	\$15.81	\$60,475.99	\$11,238.11	\$71,729.91
Total General Fund Income =	\$182,357	\$176,096.16	96.57%	\$113.78	\$8,954.20	\$286.76	\$9,354.74
Total General Fund Expenses =	192,171	160,519.21	83.53%	265.89	8,466.54	3,368.92	12,101.35
General Fund Income - Expenses =	(\$9,814)	\$15,576.95	NA	(\$152.11)	\$487.66	(\$3,082.16)	(\$2,746.61)
COMBINED BALANCES OF ALL ACCOUNTS							
Total County Fund 29 Capital Improvement Funds	\$29,000	\$69,967.21	241.27%	NA		\$69,967.21	\$69,967.21
Total General County Fund 429 Account Funds	(12,003)	32,182.68	NA	NA		32,182.68	32,182.68
Total Funds in T-Bills (Based on Maturity Value)	35,000	15,000.00	0.86%	NA	15,000.00		15,000.00
Petty Cash, Cash in Bank & Cash in County fund 428	25,218	71,729.91	284.44%	15.81	60,475.99	11,238.11	71,729.91
TOTAL OF ALL FUNDS COMBINED	\$77,215	\$188,879.80	244.62%	\$15.81	\$75,475.99	\$113,388.00	\$188,879.80

Gen Fund Exp = 160,519
Water = 63,732
Exp = 96,787

Non Water Gen Inc = 176,096
- 60,973
115,123

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR JUNE 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

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CAPITAL IMPROVEMENT INVESTMENT FUND

WATER CAPITAL IMPROVEMENTS EXPENSES					MONTH OF JUNE 1998 ACTUALS			
EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	06/30/98 TOTAL
Insurance	2059	\$300	\$300.00	100.00%	NA			\$0.00
County tax collection fees	2352	550	326.00	59.27%	NA			0.00
Administrative fees	2117	3,000	500.00	16.67%	NA			0.00
Water rights resolution	2713	30,000	10,883.11	36.28%	3.70	101.76		105.46
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	\$12,009.11	16.15%	\$3.70	\$101.76	\$0.00	\$105.46

CAPITAL IMPROVEMENT & GENERAL INVESTMENT INCOME								
INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	06/30/98 TOTAL
Special Assessment tax	9001	\$36,000	\$31,148.44	86.52%	NA		897.44	\$897.44
Surcharge Income (See Fund 429 Intrafund transfer)	9031MS	14,000	21,051.94	150.37%	NA	1,230.79		1,230.79
Interest earnings, capital improvements (County 429)	9203CIC	1,097	1,931.71	176.02%	NA			0.00
Interest earnings, general fund inv. (County 429)	9203GFC	1,300	1,598.03	122.93%	NA			0.00
TOTAL INCOME & INVESTMENTS =		\$52,397	\$55,730.12	106.36%	\$0.00	\$1,230.79	\$897.44	\$2,128.23

SUMMARY COUNTY FUND 429 CAPITAL & GENERAL INVESTMENT INCOME AND EXPENSES

DESCRIPTION	1997-98 BUDGET	Beginning	FY % OF BUDGET	PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	06/30/98 TOTAL
		FIS. YEAR TOTALS					
Opening Capital Fund Balance	\$28,313	\$27,844.23	98.34%	Balance on 05/31/98		67,944.44	\$67,944.44
Total Capital Fund Income	52,397	51,062.61	97.45%	0.00	1,230.79	897.44	2,128.23
Total Capital Fund expenses	74,350	12,009.11	16.15%	3.70	101.76	0.00	105.46
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	69,967.21	1100.11%	(\$3.70)	\$1,129.03	\$68,841.88	\$69,967.21
Opening Gen. Fund Investments In County Fund 429 =	\$23,581	\$24,957.18	105.84%	Balance on 05/31/98		33,311.71	\$33,311.71
General Fund Investment Transfers to County fund 429	1,300	17,494.61	1345.74%		101.76		101.76
Interest earnings on general funds in Fund 429	1,300	1,598.03	122.93%	NA			0.00
Less Money transfers from County Fund 429 to General Fund	As required	219.17	NA	NA			0.00
Less Intra fund transfers from General Inv. 429 to Capital Imp. 429	As required	12,112.05				1,230.79	1,230.79
General Fund Investments in County Fund 429 at month's end =	\$24,881	31,718.60	127.48%	NA	\$101.76	\$32,080.92	\$32,182.68
Total County Fund 429 balance at month's end =	\$31,241			Petty cash \$12.11	Combined Capital & General		\$102,149.89

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR JUNE 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

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GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF JUNE 1998 ACTUALS			
					PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	06/30/98 TOTAL
Conferences	2049	\$600	\$450.77	75.13%	22.39			\$22.39
Insurance	2059	647	647.00	100.00%				0.00
ABCC Administrative fees	2117	6,500	6,000.00	92.31%		500.00		500.00
Miscellaneous expenses	2121	200	167.44	83.72%				0.00
General Election Expense	2129	500	517.00	103.40%				0.00
Postage	2130	100	86.40	86.40%	22.40			22.40
Office Supplies	2133	150	257.48	171.65%				0.00
Copier Maintenance	2137	600	661.58	110.26%				0.00
County Fees	2352	7,000	217.78	3.11%				0.00
Mileage	2479	1,000	1,285.06	128.51%		87.68		87.68
Telephone	2534	1,250	1,319.25	105.46%		231.09		231.09
Legal fees & expenses	2713	500	366.08	73.22%			285.00	285.00
TOTAL ADMINISTRATIVE EXPENSES =		\$19,047	\$11,974.84	62.87%	\$44.79	\$818.77	\$285.00	\$1,148.56

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	06/30/98 TOTAL
Property Tax Revenue	9001	\$29,800	\$29,664.77	99.55%			286.76	\$286.76
Bank Interest Income	9203BI	2,025	1,766.46	87.23%		239.67		239.67
T-Bill Interest Income	9203TB	1,785	622.90	34.90%				0.00
Inter Fund Transfers	9377	0	0.00	NA				0.00
Copier Income	9772	200	717.15	358.58%	3.09			3.09
TOTAL ADMINISTRATIVE INCOME =		\$33,810	\$32,771.28	96.93%	\$3.09	\$239.67	\$286.76	\$529.52

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**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR JUNE 1998
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ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF JUNE 1998 ACTUALS			
					PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	06/30/98 TOTAL
Maintenance. Mgr.	1028	\$4,500	\$3,053.00	67.84%			720.00	\$720.00
Extra Hire	1073	5,500	5,424.00	98.62%			730.00	730.00
FICA	1404	842	804.00	95.54%			110.95	110.95
Work Compensation. Insurance.	1701	660	465.85	70.58%				0.00
Insurance	2059	794	794.00	100.00%				0.00
Maintenance, repairs & construction	2077	36,564	33,357.00	91.23%	12.64	3,390.32		3,402.96
ABCC Administrative fees	2117	8,500	9,000.00	105.88%		500.00		500.00
Travel	2479	200	0.00	0.00%				0.00
TOTAL EASEMENT EXPENSES =		\$57,560	\$52,897.85	91.90%	\$12.64	\$3,890.32	\$1,560.95	\$5,463.91

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	06/30/98 TOTAL
F.E.M.A. INCOME	9772	\$48,500	\$54,967.08	113.33%		\$580.32		\$580.32

FIRE EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	06/30/98 TOTAL
Gen. & Vehicle Insurance	2059	3,772	\$3,772.00	100.00%				\$0.00
ABCC Administrative fees	2117	2,475	2,700.00	109.09%		225.00		225.00
Fire Station Fund	4048		0.00	NA				0.00
W. Marin G. Exp.	4827	10,750	10,702.40	99.56%		68.39		68.39
TOTAL FIRE EXPENSES =		\$16,997	\$17,174.40	101.04%	\$0.00	\$293.39	\$0.00	\$293.39

FIRE INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	06/30/98 TOTAL
W. Marin Grant	9377	\$10,750	\$8,500.00	79.07%				\$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	\$14,972.00	88.09%	\$0.00	\$0.00	\$0.00	\$0.00

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR JUNE 1998
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WATER EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF JUNE 1998 ACTUALS			
					PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	06/30/98 TOTAL
Maintenance. Mgr. Wages	1028	\$12,000	\$13,502.79	112.52%			896.00	\$896.00
Extra Hire Wages	1073	2,000	2,304.00	115.20%				0.00
FICA	1404	1,071	1,209.29	112.91%			68.55	68.55
Benefits	1506	1,560	1,560.00	100.00%			130.00	130.00
Work. Compensation Insurance	1701	924	1,229.43	133.06%				0.00
Conferences/Training	2049	1,000	122.50	12.25%				0.00
Annual Fee	2058	500	500.00	100.00%		500.00		500.00
Gen. Insurance	2059	1,869	1,869.00	100.00%				0.00
Repairs	2077	4,500	169.22	3.76%	17.91	118.50		136.41
Tests & chemicals	2115	1,000	711.22	71.12%		64.32		64.32
ABCC Administrative & clerical fees	2117	19,800	19,800.00	100.00%		1,650.00		1,650.00
Misc.. Exp..	2121	1,200	886.62	73.89%		35.42		35.42
Refunds	2122	600	0.00	0.00%				0.00
Postage	2130	600	500.58	83.43%	32.00			32.00
Office supplies	2133	450	457.89	101.75%	140.95	(19.40)		121.55
Contract Repairs	2325	5,000	11,788.34	235.77%				0.00
Travel	2479	1,020	1,020.00	100.00%			85.00	85.00
Telephone	2534	450	467.69	103.93%		33.46		33.46
Electricity	2535	4,500	4,382.95	97.40%		318.44		318.44
Equipment	4093	400	1,250.18	312.54%		208.52		208.52
Water Meters	4160	400	0.00	0.00%				0.00
TOTAL WATER EXPENSES =		\$60,844	\$63,731.70	104.75%	\$190.86	\$2,909.26	\$1,179.55	\$4,279.67

WATER INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	06/30/98 TOTAL
Service Billing	9025	\$56,000	\$56,379.98	100.68%		5,347.35		\$5,347.35
Late penalties & interest billed	9772	1,250	1,245.54	99.64%		72.76		72.76
Receipts Collected	9025	56,000	59,855.63	106.89%		4,282.35		4,282.35
Accounts Receivable	9025		\$8,255.97	ON CLOSE OF BUSINESS DAY			06/30/98	
Security Deposits billed and collected	9025SD	600	900.00	150.00%				0.00
Miscellaneous water income	9772	0	37.00	NA				0.00
TOTAL WATER INCOME =		\$56,600	\$60,792.63	107.41%	\$0.00	\$4,282.35	\$0.00	\$4,282.35

**MUIR BEACH COMMUNITY SERVICES DISTRICT
UNAUDITED MONTHLY BUDGET REPORT FOR JUNE 1998
SUMMARY OF INCOME, EXPENSES & ACCOUNT BALANCES**

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RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	MONTH OF JUNE 1998 ACTUALS			
					PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	06/30/98 TOTAL
Maintenance. Mgr. Wages	1028	\$750	\$50	6.67%				0.00
Janitorial Wages	1073	1,677	1,741.50	103.85%			129.00	129.00
FICA	1404	473	389.30	82.25%			24.42	24.42
Work. Compensation Insurance	1701	414	360.02	87.02%				0.00
Basketball	2041BA	150	0.00	0.00%				0.00
Bistro	2041BI	2,760	2,286.68	82.85%			190.00	190.00
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	1,401.46	93.43%		126.00		126.00
Insurance	2059	1,129	828.00	73.34%				0.00
Repairs and maintenance	2077	350	90.80	25.94%		4.80		4.80
Ground Maintenance	2097	1,000	560.00	56.00%				0.00
ABCC Administrative fees	2117	3,500	3,900.00	111.43%		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	695.00	115.83%				0.00
Postage & Off. Sup.	2133	150	24.00	16.00%	17.60			17.60
Refuse Removal	2259	645	434.40	67.35%				0.00
Building Supplies	2366	500	238.65	47.73%				0.00
Pay Telephone	2534	525	568.04	108.20%		43.99		43.99
Electricity & Butane Gas for Community Center	2535	900	1,055.38	117.26%		55.01		55.01
CDBG Improvements	4045	16,000	0.00	0.00%				0.00
Bldg. Improvements	4048	2,000	112.91	5.65%				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	\$14,740.41	39.08%	\$17.60	\$554.80	\$343.42	\$915.82

RECREATIONAL INCOME

INCOME DESCRIPTION	OBJECT CODE	1997-98 BUDGET	FIS. YEAR TOTALS	FY % OF BUDGET	PETTY CASH	C F & WCMA BANKS	COUNTY FUNDS	06/30/98 TOTAL
Child facility rentals	9248	\$100	\$0.00	0.00%				0.00
Community Center. Rental	9255	1,600	6,650.00	415.63%		3,200.00		3,200.00
Refundable Deposits	9255RD	1,500	2,365.05	157.67%		494.36		494.36
Bistro	9811BI	1,700	1,352.07	79.53%	110.69			110.69
Community Dinners	9811CD	1,000	0.00	0.00%				0.00
Children's programs	9811CP	250	181.50	72.60%				0.00
Labor Day BBQ	9811LD	1,000	0.00	0.00%				0.00
Tai Chi	9811TC	1,700	1,853.00	109.00%		157.50		157.50
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	\$12,401.62	46.89%	\$110.69	\$3,851.86	\$0.00	\$3,962.55

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
Board OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, JULY 1, 1998**

Directors present: President Shaffer, and Directors: Kamradt, Pinto, Rudnick and Schiffries.

- I. **Call to order:** President Shaffer called the meeting to order at 7:06 p. m.
- II. **Review and consideration of the July 1, 1998 Agenda.** There was a brief discussion of the Agenda, and Director Pinto *moved* to approve the Agenda as submitted.
- III. **National Park Service:** Mia Monroe informed the Board that she is now the acting supervisor of the Muir Woods division area. This was followed by a general discussion of the various improvement projects that the Park Service has in different stages of progress. The main topic was the Boardwalk and seasonal bridge access to the beach. The general consensus of the Board was to have a seasonal Boardwalk versus permanent structures. There is community reluctance to have two bridges and particularly a large permanent structure.

This discussion continued to say that slope stabilization at the Pacific Way retaining wall slide could include N.P.S. land area if the District requests the need, with the same applicable to the Kaplan property slide area. Also, they are considering various conditions in the Pacific Way flooding problem, and the G. M. informed Jim Boche that the problem had been shown to a county engineer and the G. M. expects the county to contact the N.P.S. in this regard due to the dual jurisdiction.

Mia then informed the Board that the funds for a traffic study have been approved, and hopes that the community will ardently support the efforts with their input.

This was followed by a lengthy discussion of a letter sent to the Marin County from the N.P.S., under the signature of N.P.S. General Superintendent Brian O'Neill, requesting notification of new building permits and legalizing illegally-built addition to properties in Muir Beach, with a closing sentence stating "we are opposed to any new construction or legalizing of illegally-built additions to properties in the Muir Beach area that require additional water hookups". Several members of the Board expressed their strong objections to this letter and the duality of the N.P.S. on one hand showing and requesting mutual cooperation and on the other hand trying to endanger the property values of the community. This was followed by a lengthy discussion, with the Board indicating that they will exercise caution in their future dealings with the N.P.S., until such time as this serious conflict can be resolved.

- IV. **Public Open Time:** Kathy Sward reported that the Nature Conservancy is reluctant to consider the District as a viable entity for management of the Spindrift property. A brief discussion followed and it was decided that a letter should be written to the Conservancy outlining the advantages of the district being involved. Director Schiffries will cooperate with Charlene to draft a letter for review by the G. M..
- V. **Water committee:** Mr. Thal, a volunteer to serve on this committee, was in the audience and the Board decided to consider formation of the committee for the annual review of the "Twenty Year Plan" priorities. The G. M. indicated that in addition to Mr. Thal, Gordon Bennett (unable to attend tonight) also volunteered to serve on the committee. A brief discussion followed, with Director Schiffries asking several questions as to Mr. Thal's interest and qualifications. This was followed by a general discussion concerning the committee goals and Director Kamradt *moved* to gratefully accept Messrs Bennett and Thal as members, with Directors Kamradt and Pinto to represent the Board; seconded by Director Rudnick, ayes all. Also, a general discussion by the Board should further consider the committee activities and Board representation during the next Board meeting.
- VI. **Bills to be Paid.** There was a brief discussion of the Bills to be Paid report and Director Kamradt *moved* to approve the report as submitted including \$11,326.68 in general fund expenditures, \$1,401.49 in capital expenditures, and \$593.35.00 in refunds of security deposits and purchase of special event insurance for a total of \$13,321.52; seconded by Director Rudnick, ayes all.
- VII. **Fire Department:** Chief Moore reported that the District is to receive \$8,600 in West Marin funds for the next fiscal year. The Association has agreed to fund insurance for a new volunteer, Gram Groneman. The volunteers have participated in four wildland burns as a part of their training and expect to participate in additional burns later this year.
- VIII. **Watershed Committee:** Director Schiffries reported that the most recent meeting of the committee had been informative in revealing the motivations of the attending members and that the next meeting will concentrate on developing committee priorities and the best methods for moving forward. President Shaffer and Director Schiffries will attend the next meeting.

IX. **General Manager's Report:** Due to the length of time spent on other matters, it was decided to defer several areas of the G. M.'s report to the next meeting.

- A. The May budget report was briefly considered with no particular comment. The G. M. confirmed that he had met with Director Schiffries to consider a more simple monthly report form, but due to his current tight schedule it will at least next month before he can take the time to develop and implement an improved system.
- B. Consideration of the budget for fiscal year 1998-99. There is an error in the proposed budget involving transposed numbers. It was decided to table adoption consideration until the next meeting. Director Kamradt requested that Judith Yamamoto be involved in the budget committee review.
- C. A review of the G. M.'s primary projects and their priority. Director Schiffries presented the G. M. with an outline of suggested reporting methods and further consideration was tabled.
- D. Water rights activities. The G. M. introduced Mr. Bill Bazlen, registered hydrologist. Mr. Bazlen is a former member of the Kennedy Jenks & Associates professional firm. As an acquaintance of Director Pinto, he expressed an interest in the elements of our hydrology and has been consulted, on a pro bono basis, for evaluation of the hydrology data collected so far. The G. M. recommends that the Board retain Mr. Bazlen, on a limited fee basis, for additional consultation. The G. M. indicated that Mr. Bazlen has been most helpful, but the G. M. does not feel it is fair to ask for continued and more intensive consultation on a pro bono basis. It was generally decided that a special meeting could be held on July 19 or 22 to further review this, if the fees involved exceed a \$2,000 allotment. Further discussion set schedules of July 10 for the completion of the primary changes by the G. M., followed by July 20 for the draft report, providing this schedule fits with Mr. Bazlen's commitments.

Director Kamradt requested that a closed session to consider the Water Rights issue, legal conditions, and negotiations be held prior to the regular scheduled meeting. It was decided to schedule this at 7:00 p.m. until approximately 7:30 p.m. prior to the next Board meeting.

- E. **Water operational activities:** There were no questions concerning the G. M.'s report on water operations.
 - F. **Recreation:** The Board asked if they will get the final plans for review prior to the next meeting. Mr. Moore informed the Board that the plans were to remain as originally approved, with the exception that construction of the overhang will be delayed for future consideration.
 - G. **Roads and Easements:** This consideration was deferred to the next meeting.
- X. **Report on the Board's closed session** for personnel reviews and consideration of the renewal of the contract with ABC Consultants, Inc. for services. This was deferred to the next meeting.
- XI. **Draft Minutes:** There was a brief discussion of the draft minutes for the April 29, 1998 meeting and it was decided that the third sentence in paragraph C. of Section X. should be eliminated. With this change, Director Rudnick *moved* to approve the minutes; seconded by Director Schiffries, ayes all.
- XII. **Meeting date:** Following a brief discussion the next regular meeting date was set for Wednesday, July 29, 1998, to begin at approximately 7:30 p.m. following a closed session beginning at 7:00 pm.

The meeting was adjourned at 11:15 p m.

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

Steve Shaffer, 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, SEPTEMBER 2, 1998
THE MEETING WILL BEGIN AT 7:00 P.M.**

<u>DESCRIPTION</u>	<u>PAGES</u>
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Bills to be Paid Report for 07/01/98 through 07/31/98	3 - 4
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**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY
SEPTEMBER 2, 1998 AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

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

I. Call the meeting to order: President Shaffer will call the meeting to order. *7:17*

II. Review and consideration of the September 2, 1998 Agenda. Agenda items may be deleted, postponed, continued, or changed in scheduled sequence from the posted agenda so as to accommodate the needs of the Board and the public in attendance. However, no item can be added to the Agenda, for the purpose of having the Board make a decision, except as defined below under "Public Open Time". *Deb,*

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.

Storage is currently good for 8 dots - they treat by UV.
Green Gulch - Taiyo Lipco - mgr of Green Gulch - water - 2 springs have dried and 1 spring partially dried, final spring is down to 1.5 gpm. They need 2-3.5 gpm. Previous wells have not performed well. Current 3 gpm.

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

Taiyo Lipscomb.

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.

Mia - she is replacing existing forthrightly { second Boardwell - a mystery - Terry Schrieber pump etc. via County. PG&E is going to replace our own - running 200 gpm. Can we find out what two are being cut.
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 payment approval of the bills received requesting payment during the July 1, 1998 through July 31, 1998 fiscal period. *Ernie/Pete act.*

V. Fire Association: Director Schiffries will report on the progress with the State Park Service and the Association agreement for water service.. *Next*

VI. Redwood Creek Watershed Committee: A brief report is expected from the attendees of the most recent watershed committee, which will be followed by the selection of Board members to attend the next meeting. *This committee will get a copy of the traffic data. - Mfg canceled. Matt can't go. Ernie will*

VII. Fire Department, Emergency Disaster Committee: No report is anticipated from the Fire Chief. *Mike - radio fixed, replaced both batteries, - new member Graham Greenaway - Roger*

VIII. Reason. *Durkin on 15 2 weeks.*

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

VII **General Manager's report:** The General Manager's ("GM") report reviews the following activities. Where applicable, the Board is requested to take action by approval motions, and/or resolutions. The G. M. is available to answer questions from the Board and interested members of the audience.

- A. The Budget report format and District fiscal operations.
- B. It is anticipated that Director Pinto will report on her review the G. M.'s schedule of activities
It didn't occur.
- C. Water operational and policy activities including:
1. A discussion of the 'Initial Study'. It is anticipated that consultant *Bill* Bazlen will review the highlights of his section of the report. *Aug 5 -*
 2. Setting the date for the 1st official meeting of the water committee to review he priorities for capital improvements in accord with the "Twenty Year Plan".
- D. Recreation and community center activities, including a general discussion of the possible funding shortfall for the new deck and efforts to raise additional funds. *Dead / Over budget*
- E. Roads and Easement activities. The G. M. has been in contact with Marin county public works and the Sheriff's Department in an effort to resolve the hazardous parking problems on Pacific Way. He will report on the progress to date.

- Francisco*
- IX. **Review of the draft minutes** for the July 29, 1998 Board meeting. *Pete, Doh* *Err: abot.*
- X. **Next meeting date:** The next regular meeting date is Wednesday, September 30, 1998 unless an alternate date is scheduled by the Board. *B*

ADJOURNMENT OR CONTINUATION

Karla: At Dot Farris

Dub: Startback Ext. When.?

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 07/01/98 THROUGH 07/31/98**

Page 1 of 2

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
SDRMA	2059	General property & liability insurance 98-99	B	164.00
ABC Consultants	2713	Water rights resolution	B	1,500.00
TOTAL CAPITAL FUND EXPENSES =				\$1,664.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

SDRMA	2059	General property & liability insurance 98-99	B	353.00
ABC Consultants	2117	Admin fes for July 98	B	500.00
Office Max	2127	Copies of Initial Study & Brd. Info.	P	36.52
AT&T	2534	707-648-1305 toll calls thru 6/22/98	B	53.12
Pacific Bell	2534	Cell phone thru 7/06/98	B	116.56
Pacific Bell	2534	415-388-7804 through 7/11/98	B	28.49
TOTAL G&A EXPENSES =				\$1,087.69

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

State Fund	1701	Worker's Comp. Insurance 3rd quarter	B	241.81
SDRMA	2059	General property & liability insurance 98-99	B	433.00
Jackson's	2077	Street sign repairs	B	18.81
ABC Consultants	2117	Admin fes for July 98	B	500.00
Francisco Alcala	F2077	FEMA payroll paid in July	C	640.52
Harvey Pearlman	F2077	FEMA payroll paid in July	C	378.93
Home Depot	F2077	Cement & form materials for steps	B	131.73
Jose Alcala	F2077	FEMA payroll paid in July	C	392.92
Martin Bros. Supply	F2077	3/4" rock for easements	B	230.59
Miguel Alcala	F2077	FEMA payroll paid in July	C	275.05
Salvador Gonzales	F2077	FEMA payroll paid in July	C	344.48
Tam Rentals	F2077	Log splitter rental	B	85.67
TOTAL R&E EXPENSES =				\$3,673.51

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maintenance manager wages paid in July	C	1,765.46
Harvey Pearlman	1506	Medical benefit paid in July	C	130.00
State Fund	1701	Worker's Comp. Insurance 3rd quarter	B	322.55
SDRMA	2059	General property & liability insurance 98-99	B	1,019.00
Goodman building Supply	2077	Miscellaneous pipe fittings	B	54.47
Pace Supply Corp.	2077	Miscellaneous pipe fittings	B	587.46
Brelje & Race Laboratories	2115	Alpha & Nitrate tests for water	B	73.00
Herb's Pool Service	2115	Chlorine supplies paid in July	B	25.74
Marin County Laboratories	2115	Water tests in July 98	B	30.00
ABC Consultants	2117	Clerical fees for July 198	B	850.00
ABC Consultants	2117	Admin fes for July 98	B	800.00
U. S. Post Office	2130	Postage	P	115.20
Harvey Pearlman	2479	Travel allowance paid in July	C	85.00
Pacific Bell	2534	Well relay phone thru 7/07/98	B	33.49
P G & E	2535	Well & lower tank electric thru 7/20/98	B	483.02
TOTAL WATER EXPENSES =				\$6,374.39

NOTE:

EXPENSES CONTINUED ON NEXT PAGE

MUIR BEACH CSD, BILLS TO BE PAID **RECEIVED 07/01/98 THROUGH 07/31/98**

Page 2 of 2

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
RECREATION EXPENSES, DIVISION CODE 9239				
Juana Gonzales	1073	Janitorial wages paid in July	C	138.86
State Fund	1701	Worker's Comp. Insurance 3rd quarter	B	96.01
SDRMA	2059	General property & liability insurance 98-99	B	451.00
Goodman Building Supply	2077	Toilet repairs	P	3.00
Home Depot	2077	Toilet repairs	B	33.59
ABC Consultants	2117	Admin fes for July 98	B	325.00
Shoreline Disposal	2259	Garbage disposal thru Sept. 1998	B	108.60
Costco	2366	Building janitorial supplies	P	37.40
P G & E	2534	Community Center electric thru 7/20/98	B	199.09
Pacific Bell	2534	Pay Phone thru 6/19/98	B	43.99
McPahail	2535	Propane tank refilled in June, paid in July	B	150.89
Costco	2041BI	Bistro supplies	P	3.25
Rachael Culp	2041BI	Bistro wages paid in July	C	231.45
TOTAL RECREATION EXPENSES =				\$1,822.13

FIRE DIVISION EXPENSES, DIVISION CODE 9240

SDRMA	2059	Vehicle, property & liability insurance 98-99	B	3,124.00
ABC Consultants	2117	Admin fes for July 98	B	225.00
Pacific Bell	4827	Fire station phone thru 6/25/98	B	16.52
TOTAL FIRE EXPENSES =				\$3,365.52

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Alish Schutz	R9255R	Security deposit refund	B	500.00
Ellen Mettler	R9255R	Security deposit refund	B	75.00
Hillary Davis	R9255R	Security deposit refund	B	75.00
TOTAL CHECKS ISSUED FROM TRUST FUNDS =				\$650.00

B = Paid thru Cal Fed & Merrill Lynch Banks
 C = Paid thru County depositories
 P = Paid thru Petty Cash Funds

TOTAL CAPITAL FUND EXPENSES = \$1,664.00
TOTAL GENERAL FUND EXPENSES = 16,323.24
TOTAL CHECKS ISSUED FROM TRUST FUNDS = 650.00
TOTAL OF ALL CHECKS ISSUED = \$18,637.24

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

 Steven Shaffer, President

 Donovan Macfarlane, General Manager

UNAUDITED BUDGET SUMMARY FOR THE MONTH OF JULY 1998

Account Description	07/01/98 Opening Balance	Income in July	Intra Fund Transfers	Expenses in July	07/31/98 Ending Balance	Year to Date Change
Merrill Lynch Account						
Deck fund trust		6,200.00				
FEMA trust	2,069.23					
Water deposit trust	3,800.00					
Recreation trust						
Children's programs	367.77					
Walkathon	440.00					
Rental deposit trust	1,079.40	380.53				
General funds	44,366.03	1,455.26				
Account total =	\$52,122.43	\$8,035.79	\$0.00	\$0.00	\$60,158.22	\$8,035.79
Cal Fed Account						
Water operations	4,651.27	5,182.02		6,374.39	3,458.90	(\$1,192.37)
West Marin Trust	1,442.52	0.00		16.52	1,426.00	(\$16.52)
General funds	2,846.95	6,751.35		9,932.33	(334.03)	(\$3,180.98)
Account total =	\$8,940.74	\$11,933.37	\$0.00	\$16,323.24	\$4,550.87	(\$4,389.87)
Petty Cash	\$12.11	\$127.67		\$195.37	(\$55.59)	(\$67.70)
County fund 428	\$11,238.11	\$154.58	\$0.00	\$4,382.67	\$7,010.02	(\$4,228.09)
County Fund 429						
Capital Funds	69,967.21	2,097.20		1,664.00	\$70,400.41	\$433.20
General Funds	32,186.38	370.55	344.52	0.00	\$32,901.45	\$715.07
Fund 429 total =	\$102,153.59	\$2,467.75	\$344.52	\$1,664.00	\$103,301.86	\$1,148.27
Treasury Bills						
10/15/98 Fire Station	11,744.26					
10/15/98 General Funds	3,255.74					
Total treasury Bills =	\$15,000.00				\$15,000.00	\$0.00

\$189,466.98 = TOTAL OF ALL FUNDS COMBINED = \$189,965.38 \$498.40

**MUIR BEACH COMMUNITY SERVICES DISTRICT
GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS
FOR THE BOARD OF DIRECTORS MEETING ON SEPTEMBER 2, 1998**

- I. **ADMINISTRATION:** The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.
- A. **Budget:** The Budget Report form is a temporary summary while development of a simplified report form is completed. However, the brief form used in conjunction with the Bills to be Paid report gives a complete picture of the District's fiscal condition and is adequate for the Board's fiduciary responsibility. As may be seen in the summary, the District is in a sound financial status, with adequate reserve funds to operate until the 1st tax revenues are received.
- B. **Bills to be Paid:** The Bills received in July are somewhat above the normal monthly amount; however, this is primarily due to the annual liability, property and vehicle insurance premium. It should be noted that this year's premium totals just \$5,544 versus \$8,210 in fiscal 1997-98 and that the liability coverage has improved from a 2.5 to a 10.5 million dollar maximum. It seems that the notice to S. D. R. M. A. that we were comparing prices was worthwhile.
- C. **Operating Bank Account:** Cal Fed Bank (formerly 1st Nationwide Bank) has merged with Glendale Federal Savings and Loan. They have notified us of a reclassification of our account which increase the minimum required balance and initiates services costs for checks in excess of 25 per month and deposit items in excess of 100 per month. This policy change makes them non competitive and I recommend closing the account. This will require us to use the county as a clearing depository for the monthly water receipts and possible payment of small bills, while transferring funds frequently to the interest earning Merrill Lynch account which is used for paying the more significant bills.
- II. **Roads & Easements:** Due to a shortage of labor and the higher priority of completing the "Initial Study" there was minimal activity in road and easement repairs. However, we have made some progress in mitigating the signage and parking problems on the county area of Pacific Way. Supervisor Kinsey's office has been active in having the public works department investigate the problem and the traffic fine increase has been referred to Captain Mac Main (of the sheriff's department) for investigation. Last Thursday, I talked with Captain Mac Main and he indicated that the fine increase to \$75 should be approved within thirty days and that the new signs will be installed as soon as possible thereafter. While this may miss the bulk of the current season, next season should be okay. *Sign height - Traffic Patterns barriers*
- I have had several discussions with F. E. M. A. and the completion of the D.S.R.'s for last year's storm damages will be submitted around mid September.
- III. **Recreation:** Your visual observations should indicate that the deck construction is progressing well. It currently appears that we are faced with a funding shortfall of at least \$10,000 and possibly more. The Quilters have already instigated fund raising activities and it is my understanding that we have received commitments for several thousand dollars in donations. Hopefully there will be more information on this by the time of the meeting. One consideration is having a \$100 per plate community dinner night, which could raise approximately \$4,500.

Due to higher priority items, there has been no further action on the suggestions for a multi purpose development of the lower community center property. Due to the funding needs for completion of the deck construction, I suggest that this new activity be delayed and considered in more detail by the ad hoc recreation committee.

IV. Water operations: Indications of a possible system water leak appeared during the last week of July and all efforts to locate a leak were unsuccessful. Marin Municipal Water District assisted us with their leak detection crew and equipment, inspecting several suspect areas and no leaks were indicated. As we continued to fall short in overcoming consumption, we called upon Forster Pump and Engineering to run a flow test on the well pump. The test indicated less than 25 gallons per minute and substandard motor amperage. Due to the low reservoir levels an emergency order was issued and the pump was replaced within 48 hours with a new 10 hp submersible pump. The new pumping rate is approximately 45 g.p.m., which is safely adequate to meet the District's needs under normal operating conditions. During this process, a water conservation notice was issued for a period of ten days to allow adequate time to restore the storage facilities to their normal fire levels.

There is still some indication that we still have a leak somewhere in the system that amounts to approximately 5,000 gallons per day. Some of this is from the upper tank, and consultations with North Marin Water District officials experienced with redwood storage tanks indicate that the upper tank was improperly constructed, and calking to reduce leakage will most likely not be successful. Their suggestion is to have a liner installed (previous cost estimate of \$15,000) or replace the tank. When Harvey returns from vacation, we will continue our search for a possible system leak, plus run a flow test on the rate of leakage from the upper tank.

We have had more than the normal number of complaints concerning cloudy water. However, each time Harvey inspects the facility the problem seems to have mitigated itself. It is possible that some of the heavy construction that has been in progress in the Starbuck Drive area combined with recent earth tremors has caused precipitate deposits to break loose to become colloidal. There have been no unusual operational activities to cause the problem.

- A. Gross water billing for the June 23 to July 23, 1998 billing period was \$7484.10 including late penalties of \$106.11 and interest charges of \$4.83. In addition to water service charges, the consumption surcharges totaled \$1,466.28.
- B. The table below tabulates the water production for the period June 23 to July 23, 1998.

Total volume of water measured through the master meter =	1,229,120 gallons
Highest pumping day was on 7/12/98 and volume pumped =	54,510 gallons
Lowest pumping day was on 6/24/98 and volume pumped =	28,770 gallons
Total volume billed through service meters =	1,033,932 gallons
Gross unaccounted for water loss =	195,188 gallons
Estimated un-metered maintenance use =	15,000 gallons
Net unaccounted for water loss (14.66%)	180,188 gallons
Average daily customer consumption =	236 gallons
Average service billing =	\$41.19

V. The "Initial Study": Bill Bazlen has submitted the first draft of his hydrological analysis and it appears very positive. He will be present for the meeting and offer a verbal report. Due to his time commitments it has not been possible to incorporate his draft into the study in time for the Board meeting. This should be accomplished within a few days following the meeting.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
Board OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, JULY 29, 1998**

Directors present: President Shaffer, and Directors: Kamradt, Rudnick and Schiffries. Director Pinto was not present.

- I. **Call to order:** President Shaffer called the meeting to order at 7:00 p. m. and announced that the Board will temporarily move to the children's room for a closed session to consider retaining hydrologist Bill Bazlen as a consultant for the hydrological analysis section of the "Initial Study". The closed session consumed approximately 25 minutes and Mr. Bazlen was retained for a fee not to exceed \$2,000. Following the closed session, the Board moved to the main room and President Shaffer opened the regular meeting at 7:38 p.m.
- II. **Review and consideration of the July 29, 1998 Agenda.** There was a brief discussion of the Agenda, and it was noted that the representatives from the national park service (N.P.S.) had not returned. Director Kamradt moved to approve the Agenda, with Item V. to be considered prior to public open time, and Item IX-D to be considered immediately following public open time in order to permit Consultant Bazlen to make a general report of his review of the District's "Initial Study"; seconded by Director Schiffries; ayes all.
- III. **Bills to be paid:** The Bills to be paid were briefly discussed and Director Kamradt moved to approve the Bills to be Paid Report as submitted including \$86.06 in Capital Fund expenditures; \$11,620.38 in General Fund expenditures; and \$312.18 in security deposit refunds; seconded by Director Rudnick; ayes all.
- IV. **Report by consultant Bill Bazlen:** Mr Bazlen reported that he has reviewed the draft copy of the District's Initial Study and the current draft revisions. He gave a basic overview of his findings in a general presentation to the public in attendance, including representatives from the National Park Service, and summarized by commenting that his preliminary opinion is that the District's normal well operations have no effect and that extended emergency operations may have a very minimal effect on the water flow in Redwood Creek. His report was followed by a general question and answer session with questions from Directors, the N.P.S. and members of the audience.

Following Mr. Bazlen's presentation, the Board asked when the G. M. would be finished with his draft revisions and he answered that he would be through within four days after receiving Mr. Bazlen's final analysis. The G. M. mentioned a need to continue discussions with the National Park Service, in regard to their planned hydrological study and suggested that Mr. Bazlen's attendance to a meeting with N.P.S. personnel would be advisable. The Board concurred and following a discussion of timing for completion of the report, a special meeting was scheduled for Wednesday, August 12, 1998 to discuss the draft study.

- V. **Public Open Time:** As the National Park Service was not listed as an Agenda item, Mia Monroe and Jim Boche requested time to relay several N.P.S. items. The G. M. noted that he had investigated the rumors which had caused the misunderstanding concerning the N.P.S. actions with the county and reported that these rumors were incorrect. No representative from the N.P.S. had attempted to have building permits reversed and the County would not consider such action in the event a request had been made. This seemed to resolve the differences and amiable relations were continued.

Jim Bouchee reported that subsequent to the District's input indicating disfavor of a permanent bridge structure in lieu of a movable structure, for access to Muir Beach, has been seriously considered. Their decision is to go with the movable structure and a seasonal boardwalk to the new movable (seasonal bridge), along with repairs to the existing bridge

Mia reported that the N.P.S. has some \$20,000 for a traffic study and noted that the District will have ample opportunity for input. Mia indicated that the consultants will contact the G. M. when they are ready for District input.

Jim Bouchee mentioned that he had been in contact with Ed McGowan from the Marin County public works and that they are having limited joint discussion concerning the resolution of the Pacific Way drainage problems. Regrettably, it may be necessary to consider temporary methods as the long term solution is a part of the Big Lagoon project.

- VI. **Redwood Creek Watershed Committee:** Director Schiffries reported that the most recent meeting had concentrated on establishing priorities as to how the committee can best contribute to the welfare and enhancement of Redwood Creek. The priorities will be further defined, developed and generally scheduled at the next meeting.
- VII. **Water committee:** Mr. Thal, was present; however, there was a misunderstanding about the 1st meeting of the committee, due to Director Pinto's vacation and no further discussion was entertained.
- VIII. **Fire Department:** Director Schiffries has not completed discussions concerning the Fire Associations agreement with the State Park in reference to the water service.

IX. General Manager's Report: President Shaffer asked if the Directors had any question concerning the G. M.'s report to the Board.

- A. There were no questions concerning the budget report.
- B. Consideration of the budget for fiscal year 1998-99. Following a brief discussion and Budget Committee member Judith Yamamoto's support of the proposed budget, Director Kamradt moved to approve the proposed budget as revised and submitted tonight; seconded by Director Rudnick; ayes all.
- C. A review of the G. M.'s primary projects and their priority. It was noted that Director Pinto is to consider this next month.
- D. The "Initial Study" was previously discussed.
- E. **Water operational activities:** There were no questions concerning the G. M.'s report on water operations.
- F. **Recreation:** There was a brief discussion concerning the deck and Mike Moore indicated that construction would begin next week instead of September 1st.
 - 1. Kathy Sward reported that the Quilters have advanced a total of \$855 in permit and other expenses for the deck. She then delivered a check in the amount of \$6,200 to the G. M. as a donation from the Quilters, to the District, for deck construction expenses. Kathy and Judith Yamamoto also indicated that they were considering various fund raising methods to cover possible funding shortfalls.
 - 2. Karla Andersdatter had previously written the Board in regard to the methodology used by the Art Faire in determining the eligibility of artists for display space in the Art Faire. Ms Andersdatter feels that the methodology does not favor local resident artists. Mrs Yamamoto informed the Board that eligibility is established by a jury of local and consulting artists well experienced in Art Faire activities. The first jury interviews were conducted today and a second jury interview for unfilled spaces is set for two weeks from today.

This was followed by a general discussion with the Board confirming there general support of the Art Faire as an important community event. Some additional consideration will be offered when the ad hoc recreation committee reviews the policies and procedures for the community center activities. President Shaffer and Ann Browning will schedule committee meetings as soon as possible.
 - 3. The matter of developing the lower property of the community center into a multi purpose area was briefly discussed and then tabled for inclusion in the next meeting, providing the G. M. has had time to consult with the neighboring property owners

G. Roads and Easements: This consideration was deferred to the next meeting.

- X. **Draft Minutes:** There was a brief discussion of the draft minutes for the July 1, 1998 meeting and Director Rudnick moved to approve the minutes as submitted; seconded by Director Kamradt, ayes all.
- XI. **Meeting date:** Following a brief discussion the next regular meeting date was set for Wednesday, September 2, 1998, to begin at 7:00 p.m.

The meeting was adjourned at 9:45 p m.

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

Steven Shaffer, Board President

Donovan Macfarlane, Secretary

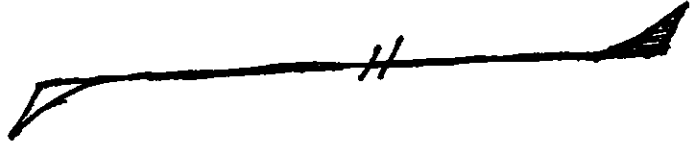
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FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, SEPTEMBER 30, 1998
THE MEETING WILL BEGIN AT 7:00 P.M.**

<u>DESCRIPTION</u>	<u>PAGES</u>
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Corrected Budget Summary Report for the month of July 1998	8
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Draft Minutes for the 09/02/98 Board Meeting	10 - 11

Kate will write to Ned about removing all the Euc's.

Steve asked what the CSD's jurisdiction is concerning
these trees.



**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY
SEPTEMBER 30, 1998 AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

DIRECTORS: President Steve Shaffer; Directors: Deborah Kamradt, Erin Pinto, Peter Rudnick, and Matthew Schiffries. *Refer not here. Refer came 10' to left*

I. Call the meeting to order: President Shaffer will call the meeting to order and then turn the meeting over to incoming President Pinto. *7:07 done*

II. Review and consideration of the September 30, 1998 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". *Long drive. I can't wait. I see material. More "off hand" & Feb 99. Dec 15/Steve 9/11.*

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

from WNW. I don't make a comment. *NPS's goal is to eliminate all Lucis / new round up on stamps. Doug Nicks. Anthony's Bono*
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. *PG, E wants to cut from*

Carolyn Stroud. - I can't remember the time and Lucis info on wildlife in Fresno, etc
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. Public comments are subject to the same time and content limitations outlined above.

IV. Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the August 1, 1998 through August 31, 1998 fiscal period. *Steve/Matt. all.*

V. Fire Association: Director Schiffries will report on the progress with the State Park Service and the Association agreement for water service. *Ron was on vacation -*

VI. Redwood Creek Watershed Committee: A brief report is expected from the attendees of the most recent watershed committee, which will be followed by the selection of Board members to attend the next meeting. *Meeting postponed until Oct 7th - Matt/Erin will attend.*

VII. Fire Department, Emergency Disaster Committee: No report is anticipated from the Fire Chief. *Matt - Mike wants to write letter re: Sunset Parking/Alas*

PG is Bushmanby. Letter for next meeting.
CSD\Agendas\97-30-98 Page 1 of 11

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

VIII. **General Manager's report:** The General Manager's ("GM") report reviews the following activities. Where applicable, the Board is requested to take action by approval motions, and/or resolutions. The G. M. is available to answer questions from the Board and interested members of the audience.

I. Administration:

A. The Budget report format and District fiscal operations.

B. Cal-Fed depository.

C. It is anticipated that Director Pinto will report on her review the G. M.'s schedule of activities

II. Fire: Administrative actions affecting the Fire Department.

III. Water: A review of water service and fiscal operations.

IV. Recreation and community center activities including:

A. The completion of the original deck replacement and efforts to raise funding to complete the ancillary activities.

B. Board consideration of a request by Karla Andersdatter to review the annual "Art Faire" policies applicable to local residents participation in the event.

V. Roads and Easement activities including:

A. Scheduling for Starbuck extension grading and compaction.

B. Permission to negotiate small contracts for repairs to the Sunset Way to "little beach" easements.

C. Scheduling and possible need for formal contract bidding for the Pacific Way repairs.

IX. Review of the draft minutes for the September 2, 1998 Board meeting.

X. **Next meeting date:** The next regular meeting date is Wednesday, October 28, 1998 unless an alternate date is scheduled by the Board.

ADJOURNMENT OR CONTINUATION

9:35

Cookies

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 08/01/98 THROUGH 08/31/98

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
ABC Consultants	2713	Revisions and additions to initial study	B	\$1,500
TOTAL CAPITAL FUND EXPENSES =				\$1,500.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

At&T	2534	707-648-1305 thru 7/22/98	B	\$54.51
ABC Consultants	2117	Administrative services August 1998	B	500.00
ABC Consultants	2479	Travel July 1 thru July 31, 1998	B	127.36
TOTAL G&A EXPENSES =				681.87

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

ABC Consultants	2117	Administrative services August 1998	B	\$500.00
ABC Consultants	2077F	FEMA activities August 1998	B	500.00
TOTAL R&E EXPENSES =				\$1,000.00

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint Manager wages paid in August	C	\$1,145.41
Aran Collier	1073	Relief maint wages paid in August	C	96.89
Harvey Pearlman	1506	Health benefits paid in August	C	150.00
Herb's Pool Service	2115	Chlorine cchemical supplies	B	34.32
Marin County Laboratory	2115	Coliform tests 5/28/98	B	30.00
ABC Consultants	2117	Clerical services Aug 1998 <i>Aug</i>	B	850.00
ABC Consultants	2117	Administrative services August 1998	B	800.00
USPO	2130	Postage	P	51.20
Harvey Pearlman	2473	Travel allowance for August	C	85.00
Longs Drugs	W2121	Stethoscope for water leak detection	P	9.96
TOTAL WATER EXPENSES =				\$3,252.78

RECREATION EXPENSES, DIVISION CODE 9239

Harvey Pearlman	1028	Maint. Mgr. wages paid in August	C	\$94.73
Juana Gonzales	1073	Janitorial wages paid in August	C	193.78
ABC Consultants	2117	Administrative services August 1998	B	325.00
Pacific Bell	2534	Community Center pay phone thru 7/18/98	B	43.99
Rachael Culp	2041BI	Bistro wages paid in August	C	183.01
Jose Alcala	4045D	Deck construction wages paid in August	C	102.27
Bell's Market	9041BI	Cream for Bistro	P	1.00
Costco	9041BI	Coffee supplies for Bistro	P	38.45
TOTAL RECREATION EXPENSES =				\$982.23

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants	2117	Administrative services August 1998	B	\$225.00
AT&T	4827	Fire station phone thru 7/22/98	B	5.97
TOTAL FIRE EXPENSES =				\$230.97

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Justin Lapins	R9822D	Security deposit refund	B	\$150.00
Raiyo Markmanch	R9822D	Security deposit refund	B	125.00
Rebecca Weston	R9822D	Partial security deposit refund	B	50.00
Olivia Shinamoto	W9025D	Partial security deposit refund	B	71.37
TOTAL CHECKS ISSUED FROM TRUST FUNDS =				\$396.37

		TOTAL CAPITAL FUND EXPENSES =	\$1,500.00
		TOTAL GENERAL FUND EXPENSES =	6,147.85
		TOTAL CHECKS ISSUED FROM TRUST FUNDS =	396.37
		TOTAL OF ALL CHECKS ISSUED =	\$8,440.59

B = Paid thru Cal Fed & Merrill Lynch Banks
C = Paid thru County depositories
P = Paid thru Petty Cash Funds

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

**MUIR BEACH COMMUNITY SERVICES DISTRICT
GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS
FOR THE BOARD OF DIRECTORS MEETING ON SEPTEMBER 30, 1998**

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

- A. Budget report:** There was an error in the July budget summary report and the District's gross equity was understated by \$3,377.13. A corrected report is included in this packet for your records along with the summary report for the end of August 1998.

The County audit is progressing and should be completed during the month of October. We have had volunteer assistance for inputting the data so the County's requested consolidated trial balance can be completed.

The completion of the initial study, submission of the annual budget report to the State and submission of the D. S. R.'s will offer some free time to complete the consolidation of the County depositories into the Quick Books system used by the District. This will not be immediate, as some time may be necessary to prepare plans and specifications for the Pacific Way repairs. However, this will be done as expediently as my time permits.

- B.** The Cal Fed depository has been closed, and water receipts are being processed through the County depository as approved during the last meeting. So far there have been no problems with this change and the additional cash flow has provided for the additional payroll expenses applicable to the deck improvements. Internal transfers distribute the funds to the proper accounts and codes.

II. FIRE: With the approval of the fire chief, the cellular phone service has been discontinued. The fire Chief's opinion is that the phone had too many service problems in our sheltered area to be effective. In addition, the long distance service applicable to the fire station phone has been discontinued.

My most recent contact with the county auditor, in regard to the West Marin Funds, is that they have not received the funds and cannot credit the funds to our account until they receive them.

III. WATER: Subsequent to the September 2, 1998 meeting we have repaired two small leaks in water service lines (on the District side) and one substantial main line leak just above the intersection of Ahab and Seacape Drives. The major leak required replacement of a 6" gate valve and the T to the fire hydrant. Regrettably, during the course of excavation the leak was temporarily exacerbated as the backhoe searched for the main line which is 3'± deeper than the normal requirement. During the repair process, we also replaced the single head fire hydrant with a two head hydrant.

Leakage at the upper storage tank has been consistent and we are taking steps to approximate the rate of leakage. If the leakage is significant in volume, repairs may be indicated; however, as the repairs are estimated to be approximately \$15,000 for tank liner, the leak must be significant to justify the repair expense.

Complaints of cloudy water have subsided, with the exception of a brief period following the main line repairs.

- A. Gross water billing for the July 23 through August 23, 1998 billing period was \$6,126.14 plus late charges of \$138.74 and interest charges of \$5.19 for a total of \$6,270.07. The consumption surcharges totaled \$1,526.43.
- B. The table below tabulates the water production for the period July 23 to August 23, 1998.

Total volume of water measured through the master meter =	1,305,400 gallons
Highest pumping day was on 8/16/98 and volume pumped = (leak repairs)	57,890 gallons
Lowest pumping day was on 8/09/98 and volume pumped =	30,750 gallons
Total volume billed through service meters =	1,088,636 gallons
Gross unaccounted for water loss =	216,764 gallons
Estimated un-metered maintenance use =	15,000 gallons
Net unaccounted for water loss (15.4%)	201,764 gallons
Average daily customer consumption =	239 gallons
Average service billing =	\$43.53

- IV. **RECREATION:** The damaged ping pong table has been replace with a table donated by the Schoenfelds. The party responsible for the vandalism voluntarily came forth and apologized, along with paying \$300 for restoration of the damages. The \$300 will be placed in trust for recreational equipment needs.

As may be observed, the new community center deck has been completed to the original replacement goals. Mike Moore, along with the assistance of Sutton Freebairn-Smith, Aran Collier, Jose and Fancisco Alcala, the young Cassidy and volunteers Chris Lindholdt, Fred Thal and others that I may not have seen are to be complemented for their dedication and community spirit. Mike Moore, in particular set aside far more profitable activities and enjoyable endeavors to see this project through. We are particularly fortunate in avoiding a possible hazardous situation, as during the process of removing the old deck, it was determined that the old deck's physical condition was far more damaged than could be determined from normal observation.

In addition, the Muir Beach Quilters have been tireless in their efforts to raise the additional funds needed for the ancillary improvements to complement the new deck.

- V. **ROADS AND EASEMENTS:** We have started the pre season maintenance of drainage facilities and it appears to be a timely move with the recent early light rainfall. There does seem to be a dichotomy in the prognosis for the coming rain season's magnitude. Forecasts range from a very dry to a very wet year.

The scheduling of stabilization and grading of Starbuck extension and the west end of Charlotte's Way is mid October. Hopefully, our contract equipment operator will be available for an extended time period and we can complete the necessary roadway edge repairs on Sunset Way at the same time.

The D. S. R.'s for the F. E. M. A. 1998 storm damages are to be submitted on Tuesday, September 29, 1998 and during my meeting with the F. E. M. A. representatives I should learn the funding schedule and the prognosis for the success of the funding request. The D. S. R.'s as submitted request just over \$100,000 for repairs.

Work on Pacific Way is also scheduled to begin in late October, along with completing the easement repairs on the easements from Sunset Way to "little beach". It is my intent to seek contract assistance for some of this work, as it is doubtful that our available staff can do the work on a timely basis. The independent contract elements, for the easement work will be less than the requirements for a formal bidding procedure. Therefor, I request the Board's permission for authority to negotiate these small contracts. In so far as Pacific Way is concerned, if it is determined that the work cannot be accomplished by our staff and the available contract equipment operator, it will be necessary to prepare plans and specifications for a formal bidding procedure. Regrettably, this will delay the work for at least 60 days. However, that may coincide with the anticipated receipt of additional F. E. M. A. funds.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

UNAUDITED BUDGET SUMMARY FOR THE MONTH OF JULY 1998

Account Description	07/01/98 Opening Balance	Income in July	Intra Fund Transfers	Expenses in July	07/31/98 Ending Balance	Year to Date Change
Merrill Lynch Account						
Deck fund trust		6,200.00			\$6,200.00	\$6,200.00
FEMA trust	2,069.23				\$2,069.23	\$0.00
Water deposit trust	3,800.00				\$3,800.00	\$0.00
Recreation trust					\$0.00	\$0.00
Children's programs	367.77				\$367.77	\$0.00
Walkathon	440.00				\$440.00	\$0.00
Rental deposit trust	1,079.40	380.53	(462.18)		\$1,459.93	\$380.53
General funds	44,366.03	1,455.26	462.18		\$45,821.29	\$1,455.26
Account total =	\$52,122.43	\$8,035.79	\$0.00	\$0.00	\$60,158.22	\$8,035.79
Cal Fed Account						
Water operations	4,651.27	6,828.85		4,278.80	7,201.32	\$2,550.05
West Marin Trust	1,442.52	0.00		16.52	1,426.00	(\$16.52)
General funds	2,846.95	5,933.80	(1,889.00)	7,591.07	(699.32)	(\$3,546.27)
Account total =	\$8,940.74	\$12,762.65	(\$1,889.00)	\$11,886.39	\$7,928.00	(\$1,012.74)
Petty Cash	\$12.11	\$127.67		\$195.37	(\$55.59)	(\$67.70)
County fund 428	\$11,238.11	\$154.58	\$0.00	\$4,382.67	\$7,010.02	(\$4,228.09)
County Fund 429						
Capital Funds	69,967.21	2,142.20	(299.52)	1,664.00	\$70,445.41	\$478.20
General Funds	32,186.38	370.55	299.52	0.00	\$32,856.45	\$670.07
Fund 429 total =	\$102,153.59	\$2,512.75	\$0.00	\$1,664.00	\$103,301.86	\$1,148.27
Treasury Bills						
10/15/98 Fire Station	11,744.26					
10/15/98 General Funds	3,255.74					
Total treasury Bills =	\$15,000.00				\$15,000.00	\$0.00

\$189,466.98 = TOTAL OF ALL FUNDS COMBINED = \$193,342.51 \$3,875.53

UNAUDITED BUDGET SUMMARY FOR THE MONTH OF AUGUST 1998

Account Description	07/01/98 Opening Balance	07/31/98 Ending Balance	Income in August	Intra Fund Transfers	Expenses in August	08/31/98 Ending Balance	Year to Date Change
Merrill Lynch Account							
Deck fund trust		\$6,200.00	22.34	(102.27)		\$6,222.34	\$6,222.34
FEMA trust	2,069.23	\$2,069.23	7.46	(500.00)		\$1,576.69	(\$492.54)
Water deposit trust	3,800.00	\$3,800.00	13.69	(200.00)		\$3,613.69	(\$186.31)
Recreation trust							
Children's programs	367.77	\$367.77	1.33			\$369.10	\$1.33
Walkathon	440.00	\$440.00	1.59			\$441.59	\$1.59
Rental deposit trust	1,079.40	\$1,459.93	5.26	(425.00)		\$1,040.19	(\$39.21)
General funds	44,366.03	\$45,821.29	165.09	1,227.27		\$47,213.65	\$2,847.62
Account total =	\$52,122.43	\$60,158.22	\$216.75	\$0.00	\$0.00	\$60,374.97	\$8,252.54
Cal Fed Account							
Water operations	4,651.27	\$7,201.31	\$7,652.84		\$1,939.32	\$12,914.83	\$8,263.56
West Marin Trust	1,442.52	1,426.00			5.97	\$1,420.03	(\$22.49)
General funds	2,846.95	(699.32)	288.89	75.00	3,550.86	(\$3,886.29)	(\$6,733.24)
Account total =	\$8,940.74	\$7,928.00	\$7,941.73	\$75.00	\$5,496.15	\$10,448.57	\$1,507.83
Petty Cash	\$12.11	(\$55.59)	128.19		100.61	(\$28.01)	(\$40.12)
County fund 428	\$11,238.11	\$7,010.02	4.81	5,000.00	1,996.17	\$10,018.66	(\$1,219.45)
County Fund 429							
Capital Funds	69,967.21	\$70,445.41		11.28		\$70,456.69	\$489.48
General Funds	32,186.38	\$32,856.45		(5,011.28)		\$27,845.17	(\$4,341.21)
Fund 429 total =	\$102,153.59	\$103,301.86	\$0.00	(\$5,000.00)	\$0.00	\$98,301.86	(\$3,851.73)
Treasury Bills			Interest earned				
Unearned Interest	\$216.53	\$150.23	\$83.92			\$83.92	(\$132.61)
Fire Station Reserve	11,565.21	11,617.08	51.87			11,668.95	\$103.74
General Funds	3,218.26	3,232.69	14.43			3,247.12	\$28.86
Total treasury Bills =	\$15,000.00	\$15,000.00				\$15,000.00	
<div> <div>\$189,466.98</div> <div>\$193,342.51</div> <div>= TOTAL OF ALL FUNDS COMBINED =</div> <div>\$194,116.05</div> <div>\$4,649.07</div> </div>							

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, SEPTEMBER 2, 1998**

Directors present: President Shaffer, and Directors: Kamradt, Pinto, Rudnick and Schiffries.

- I. **Call to order:** President Shaffer called the meeting to order at 7:17 p. m.
- II. **Review and consideration of the September 2, 1998 Agenda.** There was a general discussion concerning the agenda and it was recommended that Taio Lipscom from Green Gulch Farms and Mia Monroe from the National Park Service are given time during the public open time frame, and that Agenda item VIII-C-1 "Initial Study" be considered immediately following public open time, so as to accommodate consultant Bill Bazlen's report to the Board. Director Kamradt *moved* to approved the Agenda with the foregoing modifications; seconded by Director Pinto; ayes all.
- III. **Public Open Time:** Director Rudnick introduced Mr. Taio Lipscomb, manager of Green Gulch Farms and Mr. Taio proceeded to review the potable water shortage problems that the farm is currently experiencing. Their raw water source has normally been from natural springs; however, during this past season two of the springs have stopped flowing and a third spring's flow rate has declined to 1.5 g.p.m. which is inadequate to provide for their potable water needs. They have retained a hydrologist to assist them in their search of a reasonable solution to meet their needs. Mr. Taio mentioned that his prime purpose tonight was to meet the members of the board and to continue the cordial communications between the farm and the District.
- Mia Monroe, from N.P.S. reported that Jim Boche has obtained approval to rebuild the existing bridge crossing of Redwood Creek at the south side of the parking lot and that the seasonal foot bridge to the main beach should be installed for use next year.
- Mia then reported that N.P.S. has requested Pacific Gas and Electric Company (P. G. & E.) to improve the electrical service to Muir Woods. P. G. & E. has informed N.P.S. that in order to improve the electrical service lines it will be necessary to cut a stand of Eucalyptus trees on Frank Valley Road. This comment caused some concern from the audience and Karla Andersdatter ardently voiced her opinion that the public has not been properly notified. Following an active discussion, Ms Monroe indicated that she will obtain more information and keep Ms Andersdatter and the Board informed. Mia will learn about and inform Ms Andersdatter of the location of the trees subject to being cut.
- Mia also informed the board that discussions are continuing in regard to the horse stables, and that there is some progress in removing German ivy.
- IV. **Initial Study:** Bill Bazlen, the CSD's consulting hydrologist reported to the Board that he has completed his compilation and final analysis of the District's data collected during various well operations. His analysis of the tests, combined with the soils tests and well log profiles indicates that the District's normal well operations have no effect on the water levels in Redwood Creek. Even during emergency operations, the continuous pumping to restore fire reserves has very minimal if any effect. He recommends that he and the G. M. consult with the State Water Resources Control Board (S.W.R.C.B.), to discuss that the District is taking ground water and may not need to pursue the water rights issue. This was followed by a general discussion and the Board authorized the G. M. to seek a meeting with S.W.R.C.B., along with Mr. Bazlen, ~~with the Board's permission to take the necessary actions to reach a satisfactory solution to the issue.~~
- V. **Bills to be paid:** The Bills to be paid were briefly discussed and Director Pinto moved to approve the Bills to be Paid Report as submitted including \$1,664.00 in Capital Fund expenditures, \$16,323.24 in General Fund expenditures, \$650.00 in security deposit refunds and a total of \$18,637.24, seconded by Director Rudnick, ayes all.

- VI. Redwood Creek Watershed Committee:** Director Schiffries reported that the previously scheduled committee meeting had been canceled and that he is unable to attend the next meeting. Director Pinto indicated that she will be able to attend the next meeting. The G. M. indicated that during the month of September he has several important legal deadlines requiring detailed information and that he will not be able to attend a possible September meeting. Mia Monroe mentioned that the committee will be getting information of the N.P.S.'s ongoing traffic study.
- VII. Fire Department:** Chief Moore reported that the department has a new volunteer, Mr. Graham Groneman and that the department's inoperable radio has been repaired. Their next training exercise will be instructions in rope handling for cliff side rescues.
- VIII. General Manager's Report:** President Shaffer asked if the Directors had any question concerning the G. M.'s report to the Board.
- A. Fiscal affairs:** The G. M. briefly reviewed the modified budget report, explaining that this brief format combined with the Bills to be Paid Report is a complete review of the District's fiscal affairs. Director Schiffries indicated that he is not satisfied with this report and asked if the G. M. has reviewed the information transmitted by Mr. Schiffries. The G. M. indicated that he is in the process of incorporating all fiscal data into the Quick Books format, but that due to other more pressing items this will not be completed and parallel tested until October or November.

The G. M.'s report requested permission to close the Cal Fed depository. The bank has increased their fee structure and is no longer competitive. The G. M. indicated that the county depository can be used for clearing the numerous checks for water receipts, and funds can be transferred into the District's interest earning accounts as appropriate with cash flow requirements. Director Schiffries asked if the county transactions were adequate and timely. The G. M. responded that on limited basis the method will be satisfactory. *The Board concurred.*

- B. Director Pinto's review of the G. M.'s schedule of activities** has not been completed and she indicated that she will give this report next month.
- C. Water operations:** The G. M. indicated a potential problem in that an indicated possible resident water leak was referred to the home owner. Subsequently, the owner indicated that he has been on vacation and feels that he has been subjected to either theft or vandalism during his absence. The G. M. instructed Harvey to read the subject meter daily to see if the problem continues and has requested the owner's irrigation schedule so a comparison of irrigation consumption can be determined. As of this time no further action has been taken.

The G. M. reported that installation of a new well pump has been completed and the pumping rate has been restored too just over 40 g.p.m. versus the 23 g.p.m. produced by the replaced pump. Inspection of the replaced pump indicated that complete operational failure was eminent. Due to the severity of the declining water reserves, the G. M. had the pump replaced on an emergency basis, including overnight delivery of the pump and fittings. He complemented Forster Pump and Engineering for their timely assistance.

There was a brief discussion for scheduling the first meeting of the ad-hoc water committee to review the capital improvement priorities. Director Pinto, chair of the committee indicated that she has not had adequate time, since her return from Brazil, to schedule a meeting.

- D. Recreation:** A brief discussion of the community center deck and the possible budget shortages was conducted. Work is progressing well, but there will not be adequate funds to complete the arbor and other ancillary changes desired, such as new sliding doors, new steps, etc. The G. M. noted that there were some additional costs to repair dryrot to the building's lower siding which had been discovered when removal of the old deck exposed the problem. Still, there should be adequate funds for the deck itself, as originally proposed in the community block grant submission and approval.

The Muir Beach Quilters are considering various methods for raising additional funds so the arbor and other desired improvements can be completed. At this time they intend to circulate a letter for donations. They have received a commitment for a \$1,000 donation from Ken Praszker and an anonymous donor to match additional donations up to \$2,000.

It was noted that Karla Andersdatter had requested information on the methodology of the annual Art Faire. The G. M. apologized that he had not included this on tonight's agenda and the Board instructed the G. M. to include this in next month's agenda.

- E. Roads and Easements:** The G. M. reported that there has been some progress concerning the parking problem on Pacific Way. Supervisor ~~Joe~~ Kinsey's office referred him to Captain Mac Main in the sheriff's office. The captain has inspected the area and made recommendations for an increase in the fine to \$75. Also, the captain will assist in having the area policed, with parking violations issued on the weekends. The captain indicated that it will take 30 to 60 days to have the fine increased, with new signs installed.

Deb / Peter all.

Director Kamradt requested information on the scheduling of work on the Starbuck extension. The G. M. indicated that the earliest is late September, but most likely mid October.

The G. M. indicated that he must dedicate considerable effort, during the next month, to complete the F. E. M. A. damage survey reports and submit them by the September 30 deadline.

- IX. Draft Minutes:** There was a brief discussion of the draft minutes for the July 29, 1998 meeting and Director Rudnick moved to approve the minutes as submitted, seconded by Director Kamradt, ayes all, except Director Pinto abstained due to her absence from the meeting.
- X. Next meeting date:** Following a brief discussion the next regular meeting date was set for Wednesday, September 29, 1998, to begin at 7:00 p.m.

The meeting was adjourned at 9:48 p.m.

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

Steven Shaffer, 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 28, 1998
THE MEETING WILL BEGIN AT 7:00 P.M.**

<u>DESCRIPTION</u>	<u>PAGES</u>
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**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY
OCTOBER 28, 1998 AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

DIRECTORS: President Erin Pinto; Directors: Deborah Kamradt, Peter Rudnick, Matthew Schiffries and Steve Shaffer. *Met 10:10 @ 10:30 Deb @ 10:30*

- I. **Call the meeting to order:** President Pinto will call the meeting to order. *7:11*
- II. **Review and consideration of the October 28, 1998 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". *Met, Deb: all as amended.*
- 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 *Jim Becher*

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. Public comments are subject to the same time and content limitations outlined above.

Add *Remove the down time @ 10:30 - Red Bridge being fabricated*
Park Service regular *Fiber optics equipment and devices to improve water flow.*

- IV. **Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the September 1, 1998 through September 30, 1998 fiscal period. *Deb, Steve, all.*

- V. **Fire Association:** Director Schiffries will report on the progress with the State Park Service and the Association agreement for water service. *Deb not amended.*

- VI. **Redwood Creek Watershed Committee:** A brief report is expected from the attendees of the most recent watershed committee, which will be followed by the selection of Board members to attend the next meeting.

- VII. **Fire Department, Emergency Disaster Committee:** No report is anticipated from the Fire Chief.

Erin/Matt talking about how to talk about things - next time will be easier.
Steve - Nina White on 1/12 - maybe we should put a bid pump
INVESTMENT
Terry Thomas presents plan for Redwood Investigation.

*Met 10:10
Met 10:30
Erin*

- CSD handbook*
- VIII. **Administration:** President Pinto has suggested the need for a community handbook and this consideration will be open for discussion.
- IX. **Roads and Easements:** The Board will review the ongoing F. E. M. A. and general maintenance activities including a review of Pacific Way, Starbuck Drive extension; Charlotte's Way and Sunset Way. Drainage problems outside the control of the District will be reviewed. Parking problems on the County portion of Pacific Way and the parking problems on Sunset Way inhibiting emergency vehicle access will be discussed.
- X. **Recreation:** The Board will review the status of recreational activities, community center improvements, playground conditions. President Pinto has requested consideration of ~~activities for Halloween~~ and playground improvements. *Steve - minute 7.5 -*
- XI. **Water:** The Board will review water operations and capital improvement considerations, including water rights.
- XII. **General Manager's report:** The General Manager will be available to answer questions on the status report for activities in progress. *Exhibit 1. GM's report for next mtg - include Status Report.*
- IX/II **Review of the draft minutes** for the September 30, 1998 Board meeting. President Pinto has requested that the delivery of the draft minutes, to the Board, be considered for an earlier time than the current scheduling. *Steve, Peter, all.*
- X/IV **Next meeting date:** The next regular meeting date is Wednesday, November 25, 1998 (the day before Thanksgiving). It has been suggested that the meeting date be changed to Wednesday, December 2, 1998 unless an alternate date is scheduled by the Board.

ADJOURNMENT OR CONTINUATION

11:15

Matt - as
Pete
all

GAVEL

MUIR BEACH CSD, BILLS TO BE PAID

RECEIVED 09/01/98 THROUGH 09/30/98

Page 1 of 2

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
Plaza Towers	2713	Parking fee for DWR meeting	P	4.00
Bill Bazien	2713	Consulting fees for hydrology report	B	4,085.00
TOTAL CAPITAL FUND EXPENSES =				\$4,089.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Office Max	2049	Meeting packets and other copies	B	20.57
ABC Consultants	2117	Administrative fee for September	B	500.00
Office Max	2133	Printer ink cartridges	B	56.83
ABC Consultants	2479	Travel August 1 through August 31, 1998	B	135.04
AT&T	2534	707-648-1305 long distance thru 8/22/98	B	55.69
Pacific Bell	2534	415-388-7804 thru 9/11/98	B	32.95
Pacific Bell	2534	415-388-7804 thru 7/11/98	B	31.79
Pacific Bell Mobile Services	2534	Cell phone thru 8/6/98	B	138.02
Pacific Bell Mobile Services	2534	Cell phone thru 9/6/98	B	147.38
Marin County	9001	Taxes rebated for cable TV settlement	C	1,082.75
TOTAL G&A EXPENSES =				\$2,201.02

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

EMED	2077	Signs for Fire Hydrants	B	186.31
ABC Consultants	2117	Administrative fee for September	B	500.00
ABC Consultants	2077F	FEMA DSR preparation and meetings	B	1,500.00
Goodman Building Supply	2077F	Small hardware for repairs	B	11.98
Robert Wurgalt	2077F	FEMA wages paid in September	C	344.48
Ryan Redwood	2077F	Tree & Chipper service in July	B	280.00
TOTAL R&E EXPENSES =				\$2,822.77

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. Manager wages paid in September	C	912.87
Harvey Pearlman	1506	Medical benefits in September	C	140.00
Marin County Water Permit	2058	Annual permit fee	C	1,500.00
Herb's Pool Service	2115	Chlorine supplies	B	25.74
Marin County Health Laboratory	2115	Bacterial tests in August	B	30.00
ABC Consultants	2117	Clerical fee for September	B	850.00
ABC Consultants	2117	Administrative fee for September	B	800.00
Harvey Pearlman	2121	Reimburse for small repair items	B	50.51
Home Depot	2121	Misc. small repair fittings	B	44.34
Mail Boxes Inc.	2130	UPS fee for chlorine pump shipping	P	10.60
USPO	2130	Postage	P	64.00
Nebs	2133	2,000 envelopes & return envelopes	B	338.90
Office Depot	2133	Print toner, copies, misc. off. supplies	B	321.75
Office Max	2133	Copier paper, supplies	P	63.43
Office Max	2133	Invoice forms	B	51.19
Forster Pump & Engineering, Inc.	2325	Ahab/Seacape water leak repairs	B	5,469.81
J. L. Wingert	2325	Repair chlorine pump	B	192.54
Pacific Gas & Electric	2435	Well & lower tank electric thru 9/17/98	B	396.68
Pacific Gas & Electric	2435	Well & lower tank electric thru 8/19/98	B	543.06
Harvey Pearlman	2479	Travel allowance for September	C	100.00
Pacific Bell	2534	Relay phone thru 9/7/98	B	33.06
Pacific Bell	2534	Relay phone thru 8/7/98	B	33.35
TOTAL WATER EXPENSES =				\$11,971.83

MUIR BEACH CSD, BILLS TO BE PAID

RECEIVED 04/01/98 THROUGH 04/30/98

9/1/98

9/30/98

Page 2 of 2

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
RECREATION EXPENSES, DIVISION CODE 9239				
Juana Gonzales	1073	Janitorial wages paid in September	C	138.86
Goodman Building Supply	2077	Misc. small Bldg. repair items	P	3.60
Salvador Gonzales	2077	Floor polishing & maintenance, September	C	75.36
ABC Consultants	2117	Administrative fee for September	B	325.00
Goodman Building Supply	2366	Misc. small building repair items	B	12.27
Martin Bros. Supply	2366	Toilet repairs	P	4.61
Pacific Bell	2534	Pay phone thru 9/19/98	B	43.84
Pacific Bell	2534	Pay phone thru 8/19/98	B	43.84
Pacific Gas & Electric	2535	Community Center electric thru 9/17/98	B	200.00
Pacific Gas & Electric	2535	Community Center electric thru 8/19/98	B	205.39
Bell's Market	2041BI	Bistro supplies	P	3.00
Save Mart	2041BI	Coffee filters	P	1.06
Emiko Wang	2041TC	Tai Chi instruction for July, August & Sept.	B	383.80
Rachael Culp	4041BI	Bistro wages paid in September	C	193.78
Aran Collier	4045D	Deck wages paid in September	C	3,821.59
Channel Lumber Co.	4045D	Con heart redwood & timbers	B	2,166.59
Francisco Alcalá	4045D	Deck wages paid in September	C	683.58
Golden State Lumber	4045D	Deck hardware items	B	445.87
Jose Alcalá	4045D	Deck wages paid in September	C	317.57
Michael Moore	4045D	Deck wages paid in September	C	1,991.53
Mill Valley Lumber	4045D	Pressure treated lumber for deck	B	3,167.87
Rafael Lumber	4045D	Deck hardware items	B	93.29
Shamrock Materials	4045D	Concrete for deck footings	B	1,459.14
Sutton Freebairn -Smith	4045D	Deck wages paid in September	C	2,798.90
Sutton Freebairn -Smith	4045D	Reimburse for concrete pump & hardware	B	319.00
TOTAL RECREATION EXPENSES =				\$18,899.34

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants	2117	Administrative fee for September	B	225.00
AT&T	4827	Fire Station long distance fee	B	11.90
GTE Wireless	4827	Final Cell phone billing	B	110.84
Pacific Bell	4827	Fire Station phone thru 8/25/98	B	18.71
Pacific Bell	4827	Fire Station phone thru 7/25/98	B	16.64
TOTAL FIRE EXPENSES =				\$383.09

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

TOTAL CHECKS ISSUED FROM TRUST FUNDS =				\$0.00

B = Paid thru Cal Fed & Merrill Lynch Banks
C = Paid thru County depositories
P = Paid thru Petty Cash Funds

TOTAL CAPITAL FUND EXPENSES = \$4,089.00
TOTAL GENERAL FUND EXPENSES = 36,278.05
TOTAL CHECKS ISSUED FROM TRUST FUNDS = 0.00
TOTAL OF ALL CHECKS ISSUED = \$40,367.05

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

Erin Pinto, President

Donovan Macfarlane, General Manager

**GENERAL MANAGER'S STATUS REPORT
FOR OCTOBER 28, 1998 BOARD MEETING**

Activity	Initial Date	Finish Date	Comments
Follow up with D.W.R.			The G. M. will offer a verbal update
F. E. M. A. 1998 storm funding	9/30/98	11/15/98	D. S. R.'s have been approved by F. E. M. A. staff and are in process for final review and funding. Written confirmation pending.
Roads & Easement repairs Starbuck extension	10/27/98	10/29/98	Equipment and operators has been scheduled, residents notified.
West end of Charlotte's Way	10/29/98	10/29/98	Scheduled, residents notified
Charlotte's Way erosion	11/02/98	11/5/98	Equipment had been scheduled earlier. Big 4 sold equipment and alternative equipment is being sought.
Upper Pacific Way	10/21/98	?	Beginning work for retaining wall drainage has been completed. A lack of water control valves necessitates alternative measures for completion of water line replacement and final drainage installation.
Pacific Way repairs below the retaining wall.	?	?	Completion of water line replacement is in planning stage. Earliest scheduling is some time in Nov.
Sunset Way road repairs	11/02/98	11/09/98	Equipment is being arranged for and should be on schedule.
CalTrans Shoreline drainage	7/98	11/15/98	Currently in progress by CalTrans
Highway One drainage	7/98	?	Several calls to both CalTrans and to Marin County have not been responded to. Discuss at meeting.
County Pacific Way drainage	7/98	?	Proposed interim corrective steps received from N.P.S. No info from County. Public Works has not responded to my calls.
Pacific Way parking	7/98	?	Recent calls to Captain Mc Main have not been answered.
Roads & Easements Policies & Procedures	7/01/98	Draft for Jan. mtg.	Some standards have been drafted and the draft report should be on time

County Audit	5/98	11/98	All consolidated data has been given to County and their review should be completed for the November meeting.
Long Term R&E capital improvement plans	?	?	Wait for draft Policies and Procedures to be adopted. Planning prior to this is wasted effort.
Water capital improvements	7/98	?	Waiting for recommendations from the water committee.
Water Operations and Procedures Manual update.	12/01/98	2/01/98	This is in process, but is delayed waiting on D.W.R. factors that can substantially change requirements.
Recreation Policies and Procedures Manual	7/98	?	Waiting for recommendations from the ad hoc committee.
Budget report format	7/98	10/28/98	The format in the meeting packet is the standard report available from QuickBooks and is accepted by the County for their standards.
Residential Handbook - <i>b</i>	10/28/98	?	Waiting for Board clarification
Halloween plans	10/28/98	?	Waiting for Board clarification
Pacific Way Investigation	10/28/98	?	Waiting for Board clarification
Sunset Way speed bump painting	10/24/98	10/28/98	Harvey has been instructed to do this
Playground improvements	10/28/98	?	Waiting for Board consideration
<i>Cove Lane Easement's</i>		<i>11/1/99</i>	

Community Center

11/1/99

10/22/98

MBCSD FISCAL 1998-99
Monthly Income & Expense Report
For September 1998

	Sep '98
Income	
A9001, Tax Revenues	-1,072.20
A9377, Interest Income	269.89
A9772, Copier Income	24.00
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,675.30
H9031, Water Surcharge Income - Other	30.00
Total H9031, Water Surcharge Income	1,705.30
H9377, Interest Earnings	
H9377C, Cap. Imp. Interest	753.75
H9377G, Gen. Inv. Interest	329.00
Total H9377, Interest Earnings	1,082.75
R9801, Donations received	
R9801Deck donations	7,000.00
Total R9801, Donations received	7,000.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	145.45
R9811TC, Tai Chi Income	303.75
Total R9811, Rec. Programs Income.	449.20
W9825, Water Service income	6,820.23
Total Income	16,279.17
Expense	
A2117, Administrative Fees	500.00
A2479, Travel Expenses	135.04
A2534, Telephone/Communications	322.88
E2077, Road & Easement Repairs	
E2077FEMA, 1996-97 Storms	2,129.84
Total E2077, Road & Easement Repairs	2,129.84
E2117, Administrative Fees	500.00
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	139.38
H2713, Project Improvements	4.00
R1073, Janitorial wages	138.88
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	211.91
R2041TC, Tai Chi Expenses	257.80
Total R2041, Rec. Program Expenses	469.71
R2077, Routine Repairs	15.87
R2096, Building Maintenance	70.00
R2117, Administrative Expenses	325.00
R2366, Building Supplies	4.61
R2534, Pay Telephone Expense	43.84
R2535, Energy Expenses	
R2535E, Electrical Expenses	205.39
Total R2535, Energy Expenses	205.39
R4045, Community Block Grant Ex	
R4045D, Com. Ctr. Deck wages	9,613.16
R4045, Community Block Grant Ex - Other	7,651.76
Total R4045, Community Block Grant Ex	17,264.92
W1028, Maint. Mgr. Wages	912.86
W1506, Medical benefits	140.00
W2058, Annual Permit Fee	1,500.00
W2116, Chemicals I Testing	1,705.74
W2121, Miscellaneous Expenses	281.16
W2130, Ppstage & Shipping	106.60
W2133, Office Supplies	801.48
W2326, Contract Services	4,592.54
W2479, Travel allowance	100.00

10/22/98

MBCSD FISCAL 1998-99
Monthly Income & Expense Report
For September 1998

	<u>Sep '98</u>
W2534, Telephone Relay Expense	33.35
W2535, Electrical Service	<u>543.06</u>
Total Expense	<u>33,211.15</u>
Net Income	<u><u>-16,931.98</u></u>

10/25/98

MBCSD FISCAL 1998-99
Year to Date Income & Expense Report
 July 1 through September 30, 1998

	Jul - Sep '98
Income	
A9001, Tax Revenues	-917.62
A9203, Interest earned	753.84
A9772, Copier Income	65.50
F9763, Fire Assoc. Donations	5,824.00
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	4,668.01
H9031, Water Surcharge Income - Other	135.00
Total H9031, Water Surcharge Income	4,803.01
H9377, Interest Earnings	
H9377C, Cap. Imp. Interest	1,531.47
H9377G, Gen. Inv. Interest	699.55
Total H9377, Interest Earnings	2,231.02
R9255, CC Rental Income	1,185.00
R9801, Donations received	
R9801 Deck donations	7,000.00
R9801, Donations received - Other	6,200.00
Total R9801, Donations received	13,200.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	333.31
R9811TC, Tai Chi Income	479.75
R9811, Rec. Programs Income. - Other	55.00
Total R9811, Rec. Programs Income.	868.06
W9025, Water Service Income	20,495.61
W9772, Miscellaneous Income	50.00
Total Income	48,558.42
Expense	
A2059, P & L Insurance	353.00
A2117, Administrative Fees	1,500.00
A2137, Copier Maint. Expenses	30.02
A2479, Travel Expenses	403.52
A2534, Telephone/Communications	575.56
A9001, General Tax Income	-4.81
E1028, Maint. Mgr. wages	2.45
E1701, Work's. Comp. Insurance	241.81
E2059, P & L Insurance	433.00
E2077, Road & Easement Repairs	
E2077FEMA, 1996-97 Storms	5,175.33
E2077, Road & Easement Repairs - Other	18.81
Total E2077, Road & Easement Repairs	5,194.14
E2117, Administrative Fees	1,500.00
F2059, P & L Insurance	3,124.00
F2117, Administrative Fees	675.00
F4827, W. Marin Fund Expenses	161.87
H2059, P & L Insurance	164.00
H2713, Project Improvements	
H2713WR, Water Right Resolution	3,006.50
H2713, Project Improvements - Other	4.00
Total H2713, Project Improvements	3,010.50
R1028, Maint. Mgr. Wages	94.73
R1073, Janitorial wages	416.60
R1701, Work Comp Insurance	96.01
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	669.06
R2041TC, Tai Chi Expenses	257.80
Total R2041, Rec. Program Expenses	926.86
R2059, P & L Insurance	451.00
R2077, Routine Repairs	18.87
R2096, Building Maintenance	70.00

10/25/98

MBCSD FISCAL 1998-99
Year to Date Income & Expense Report
 July 1 through September 30, 1998

	<u>Jul - Sep '98</u>
R2117, Administrative Expenses	975.00
R2259, Refuse Removal	108.60
R2366, Building Supplies	42.01
R2534, Pay Telephone Expense	131.82
R2535, Energy Expenses	
R2535E, Electrical Expenses	<u>555.37</u>
Total R2535, Energy Expenses	555.37
R4045, Community Block Grant Ex	
R4045D, Com. Ctr. Deck wages	9,715.43
R4045, Community Block Grant Ex - Other	<u>7,651.76</u>
Total R4045, Community Block Grant Ex	17,367.19
W1026, Maint. Mgr. Wages	3,796.17
W1073, Extra Hire Wages	90.00
W1506, Medical benefits	420.00
W1701, Work. Comp. Insurance	-1,285.58
W2058, Annual Permit Fee	1,500.00
W2059, P & L Insurance	1,019.00
W2077, Routine Repairs	587.46
W2115, Chemicals & Testing	1,898.80
W2117, Administrative Fees	3,300.00
W2121, Miscellaneous Expenses	345.69
W2130, Postage & Shipping	273.00
W2133, Office Supplies	801.48
W2325, Contract Services	4,592.54
W2479, Travel allowance	270.00
W2534, Telephone Relay Expense	66.81
W2535, Electrical Service	<u>1,026.08</u>
Total Expense	<u>57,319.57</u>
Net Income	<u><u>-8,761.15</u></u>

10/25/98

Muir Beach Community Services District
Balance Sheet for Fiscal 1998-99
 July 1 through September 30, 1998

	<u>Sep 30, '98</u>
ASSETS	
Current Assets	
Checking/Savings	
Cal Fed Bank Acc.# 008-4081686	
Customer Water Deposit Trust	3,700.00
Rental Deposit Trust	339.41
Cal Fed Bank Acc.# 008-4081686 - Other	-4,039.41
Total Cal Fed Bank Acc.# 008-4081686	0.00
Fund 428, County General Fund	2,659.35
Fund 429, County Investment Fun	
Capital Improvements	71,498.68
General Investments	27,885.93
Total Fund 429, County Investment Fun	99,384.61
Merrill Lynch WCMA	
Quilters Donations	10,600.00
Merrill Lynch WCMA - Other	47,122.52
Total Merrill Lynch WCMA	57,722.52
Petty Cash Fund	-82.93
Treasury Bill Investment Funds	
Fire Station	10,984.83
Investments	23,764.64
Treasury Bill Investment Funds - Other	-20,000.00
Total Treasury Bill Investment Funds	14,749.47
Total Checking/Savings	174,433.02
Accounts Receivable	
Receivables	10,558.37
Total Accounts Receivable	10,558.37
Other Current Assets	
Undeposited Funds	230.84
Total Other Current Assets	230.84
Total Current Assets	185,222.23
TOTAL ASSETS	185,222.23
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	339.41
W9025RD, Security deposits	3,600.00
Total Other Current Liabilities	3,939.41
Total Current Liabilities	3,939.41
Total Liabilities	3,939.41
Equity	
Opening Bal Equity	192,906.78
Retained Earnings	-2,862.81
Net Income	-8,761.15
Total Equity	181,282.82
TOTAL LIABILITIES & EQUITY	185,222.23

10/25/98

Muir Beach Community Services District
Trial Balance for Fiscal 1998-99
 July 1 through September 30, 1998

	Sep 30, '98	
	Debit	Credit
Cal Fed Bank Acc.# 008-4081686		4,039.41
Cal Fed Bank Acc.# 008-4081686:Customer Water Deposit Trust	3,700.00	
Cal Fed Bank Acc.# 008-4081686:Fire Station Reserve	0.00	
Cal Fed Bank Acc.# 008-4081686:Rental Deposit Trust	339.41	
Fund 428, County General Fund	2,659.35	
Fund 428, County Investment Fun:Capital Improvements	71,498.68	
Fund 428, County Investment Fun:General Investments	27,685.93	
Merrill Lynch WCMA	47,122.52	
Merrill Lynch WCMA:Quilters Donations	10,600.00	
Petty Cash Fund		82.93
Treasury Bill Investment Funds		20,000.00
Treasury Bill Investment Funds:Fire Station	10,984.83	
Treasury Bill Investment Funds:Investments	23,764.64	
Receivables	10,558.37	
Undeposited Funds	230.84	
Payables	0.00	
R9255R, Refundable deposits		339.41
W9025RD, Security deposits		3,600.00
Opening Bal Equity		192,906.78
Retained Earnings	2,862.81	
A9001, Tax Revenues	917.62	
A9203, Interest earned		753.84
A9772, Copier Income		65.50
F9763, Fire Assoc. Donations		5,824.00
H9031, Water Surcharge Income		135.00
H9031, Water Surcharge Income:H9031, Consumption Surcharge		4,668.01
H9377, Interest Earnings:H9377C, Cap. Imp. Interest		1,531.47
H9377, Interest Earnings:H9377G, Gen. Inv. Interest		699.55
R9255, CC Rental Income		1,185.00
R9801, Donations received		6,200.00
R9801, Donations received:R9801Deck donations		7,000.00
R9811, Rec. Programs Income.		55.00
R9811, Rec. Programs Income.:R9811BI, Bistro Income		333.31
R9811, Rec. Programs Income.:R9811TC, Tai Chi Income		479.75
W9025, Water Service Income		20,495.61
W9772, Miscellaneous Income		50.00
A2059, P & L Insurance	353.00	
A2117, Administrative Fees	1,500.00	
A2137, Copier Maint. Expenses	30.02	
A2479, Travel Expenses	403.52	
A2534, Telephone/Communications	575.56	
A9001, General Tax Income		4.81
E1028, Maint. Mgr. wages	2.45	
E1701, Work's. Comp. Insurance	241.81	
E2059, P & L Insurance	433.00	
E2077, Road & Easement Repairs	18.81	
E2077, Road & Easement Repairs:E2077FEMA, 1996-97 Storms	5,175.33	
E2117, Administrative Fees	1,500.00	
F2059, P & L Insurance	3,124.00	
F2117, Administrative Fees	675.00	
F4827, W. Marin Fund Expenses	161.87	
H2059, P & L Insurance	164.00	
H2713, Project Improvements	4.00	
H2713, Project Improvements:H2713WR, Water Right Resolution	3,006.50	
R1028, Maint. Mgr. Wages	94.73	
R1073, Janitorial wages	416.60	
R1701, Work Comp Insurance	96.01	
R2041, Rec. Program Expenses:R2041BI, Bistro Expenses	669.06	
R2041, Rec. Program Expenses:R2041TC, Tai Chi Expenses	257.80	
R2059, P & L Insurance	451.00	
R2077, Routine Repairs	18.87	
R2096, Building Maintenance	70.00	
R2117, Administrative Expenses	975.00	
R2259, Refuse Removal	108.60	
R2366, Building Supplies	42.01	
R2534, Pay Telephone Expense	131.82	

10/25/98

Muir Beach Community Services District
Trial Balance for Fiscal 1998-99
 July 1 through September 30, 1998

	Sep 30, '98	
	Debit	Credit
R2535, Energy Expenses:R2535E, Electrical Expenses	555.37	
R4045, Community Block Grant Ex	7,651.76	
R4045, Community Block Grant Ex:R4045D, Com. Ctr. Deck wages	9,715.43	
W1028, Maint. Mgr. Wages	3,796.17	
W1073, Extra Hire Wages	90.00	
W1506, Medical benefits	420.00	
W1701, Work. Comp.Insurance		1,285.58
W2058, Annual Permit Fee	1,500.00	
W2059, P & L Insurance	1,019.00	
W2077, Routine Repairs	587.46	
W2115, Chemicals Testing	1,898.80	
W2117, Administrative Fees	3,300.00	
W2121, Miscellaneous Expenses	345.69	
W2130, Ppstage & Shipping	273.00	
W2133, Office Supplies	801.48	
W2325, Contract Services	4,592.54	
W2479, Travel allowance	270.00	
W2534, Telephone Relay Expense	66.81	
W2535, Electrical Service	1,026.08	
TOTAL	<u>271,734.96</u>	<u>271,734.96</u>

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, SEPTEMBER 30, 1998**

Directors present: President Shaffer, and Directors: Kamradt, Pinto, and Schiffries. Director Rudnick arrived approximately 10 minutes after the meeting was called to order.

- I. **Call to order:** President Shaffer called the meeting to order at 7:07 p. m. and turned the chair over to incoming President Pinto.
- II. **Review and consideration of the September 30, 1998 Agenda.** There was a lengthy discussion of the Agenda, with Karla Andersdatter requesting that her discussion of the Art Faire be delayed to a future Board meeting and that she be given time to discuss the National Park Services policies in regard to non native trees and their intent to remove numerous trees. Following the discussion, Director Kamradt *moved* to amend the Agenda by rescheduling the Art Faire discussion to the February 1999 meeting and have Ms Andersdatter review the N.P.S. tree policies during Public Open Time.
- III. **Public Open Time:** Ms Andersdatter reported that she and several local residents had met with N.P.S. personnel at the sight of the proposed Eucalyptus tree removal along Muir Woods Road. As of this date, P. G. & E. has canceled the removal of the subject trees, for the time being. Ms Andersdatter then went on to report the N.P.S. goal is eliminate all Eucalyptus trees and then to use roundup on the stumps to prevent regrowth. Carolyn shoulders from N.P.S. indicated that this is the general policy but also indicated that this was being reviewed as a result of the local opposition.

Ms Andersdatter reviewed the many benefits of trees and the necessity of trees to provide habitat for many bird species. The General manager asked Ms Shoulders if the N.P.S. intended to replace the trees that are to be removed with native trees so that the environmental benefits of trees is preserved. He referred to the State Forestry Service's goal to have 10 million trees planted statewide prior to the year 2,000 and the national association of Releaf to increase the number of trees for environmental benefits. Ms Andersdatter then indicated that she will pursue the N.P.S. for more information and keep the Board informed. Director Shaffer indicated that while the Directors, as individuals, are interested in this process he is not certain that the District has any authority to participate in this endeavor.

- IV. **Bills to be Paid:** there was a brief review of the Bills to be Paid Report and it was noted that the applicable month for ABC Consultants clerical services under the Water Expenses should be changed from July to August. With this correction, Director Shaffer *moved* to approve the Bills to Be Paid in the amount of \$1,500 in Capital Improvement expenses; \$6,147.85 in general fund expenses; and \$396.37 in trust fund rebates for a total of \$8,044.22 in vouchers issued; seconded by Director Schiffries; ayes all.
- V. **Fire Department:** Director Schiffries reported that the State Park Service member he needs to discuss the water billing with is on vacation and that he has not been able to complete his efforts for resolution of an agreement with the State Park Service and the Fire Association.

Chief Moore indicated that parking along Sunset Way is becoming detrimental to emergency vehicle access and suggested the District write a letter to Sunset Way residents. This was followed by a lengthy discussion and the general consensus is that the District should write a letter. However, a first effort should be attempted to gain resident cooperation by including an article in the forthcoming Beachcomber that outlines the problem and seeks resident cooperation. Ellen Mettler informed the board that there was time to have such an article placed in the Beachcomber and the Board requested the G. M. to prepare such an article. In addition, the G. M. should prepare a letter for the Board's review at the next meeting and their signature for delivery to the residents after their approval.

- VI. Redwood Creek Committee:** the meeting for September was rescheduled for October 7, 1998. Director Schiffries and President Pinto will attend the October 7 meeting and report to the Board.
- VII. General Manager's Report:** President Pinto asked if the Directors had any question concerning the G. M.'s report to the Board.
- A. Budget review:** There was a brief review of the budget report and the G. M. indicated that he should have the Quick Books data ready for a more detailed report at the next meeting. He noted that the County's audit is progressing and that their completion should be within sixty days. The G. M. noted that he has requested the County to complete the audit for fiscal 1997-98 as this data has been consolidated in accord with the County's request. However, at this time the County has indicated that they are not prepared to audit fiscal 1997-98.
- B. Director Pinto's review of the G. M.'s schedule of activities:** President indicated that she has prepared a memo for the G. M.'s review and that this should be used for a report at the next meeting.
- C. Fire:** The G. M. reported that the Fire Chief authorized the Cancellation of their cell phone as it has proved to be inadequate in the Muir Beach area. Also, he approved the cancellation of AT&T's long distance service for the Fire Station phone. The Fire Chief and the G. M. concurred on a scheduled to consider a solution for the Fire Station to be considered during the February 1999 Board meeting.
- D. Water Capital Improvement Priorities:** President Pinto asked the G. M. to review the currently indicated priorities for water capital improvements. She indicated that committee member Fred Thal is present and that she feels it is best to consider the priorities during the open Board meeting so as to improve communication and understanding. The G. M. indicated the following pressing needs:
1. A solution to the leakage at the upper water tank. In this, the G. M. indicated that a low cost (percentage) loan which opens the door for possible federal grants may be worth considering. Interest rates of 3% or less may be available and when obtained, concurrent federal grants are open for consideration. Roughly, a 300,000 gallon storage tank will cost \$300,000 and it may be possible to get a loan for 50% and a grant for the remaining cost.
 2. The G. M. reminded the Board that they have already approved the replacement of a portion of the Pacific Way water main, where the F. E. M. A. improvements are scheduled. This replacement is necessary to permit the installation of the necessary drainage facilities. The replacement will include an upgrade to a six inch main for the portion replaced and the addition of more valves to provide proper maintenance control.
 3. The G. M. indicated that the next most pressing need is the replacement of non functioning valves and the addition of needed main line valves to facilitate general maintenance.
 4. When the water rights issue has been resolved, a decision for the water treatment process to include filtration of the iron and manganese precipitates is needed.
 5. Provision of a new backup well to replace the marginally functional existing backup well. This item may be a required mitigation in the water rights process.

- E. **Roads and Easements:** The G. M. requested the Board's approval to negotiate small contracts (under \$4,000) for the performance of easement improvement work in the completion of the pedestrian easements from Sunset Way to "Little Beach". The G. M. indicated that the availability of the existing labor is not adequate to timely complete this work. Following some discussion Director Kamradt moved to authorize the G. M. to negotiate the needed contract services (less than \$4,000); seconded by Director Shaffer; ayes all.

The G. M. indicated a basic schedule that will have Starbuck Drive extension completed by the end of October, Charlotte's Way erosion completed during Late October and early November; upper Pacific Way in October; and work on Sunset Way paving in progress. The completion of Pacific Way, due to the water line replacement, may require delay for contract bidding if District staff and contract support is not adequate.

The G. M. indicated that he will try to have a part of the Sunset Way paving repairs done with reinforced concrete to provide an example of this repair methodology and its possible more extensive use in the future, providing a suitable location can be selected.

- VIII. **Draft Minutes:** There was a brief discussion of the draft minutes for the September 2, 1998 meeting and several typographical errors were noted for correction. Director Kamradt then moved to approve the minutes as corrected; seconded by Director Rudnick; ayes all.

- IX. **Next meeting date:** Following a brief discussion the next regular meeting date was set for Wednesday, October 28, 1998, to begin at 7:00 p.m.

The meeting was adjourned at 9:35 p.m.

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

Erin Pinto, 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, DECEMBER 2, 1998
THE MEETING WILL BEGIN AT 7:00 P.M.**

<u>DESCRIPTION</u>	<u>PAGES</u>
Agenda for the Meeting	1 - 2
Bills to be Paid Report for 10/01/98 through 10/31/98	3 - 4
General Manager's Report to the Board	5 - 7
General Manager's Project Status report	8
Monthly Profit & Loss Report for October 1998	9 - 10
Year to Date Profit & Loss Report through October 31, 1998 compared to Fiscal 1997-98	11 - 13
Fiscal Balance Sheet, July 1 through October 31, 1998	14
Draft Minutes for the October 28, 1998 meeting	15 - 18

St. Louis - Making a NPS 12/3 Stamp

Mt. - Salmon - 12/12

Talking & Hydrograph in St. Louis.

Back.
Bridge will be mft. - Old bridge to stay

not good.
Community down with / but money can
from the bank.

Imagined the had going up the mountain

is the increased. - John Henry
Mt. - Tension a cut and will be

W. F. Rogers 12/21 - 16:30 - 19:30

the year.

For Sam
The Sunday Morning 9:30
on T. at 4 PM - Good

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY
DECEMBER 2, 1998 AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

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

- I. Call the meeting to order:** President Pinto will call the meeting to order. *7:15*
- II. Review and consideration of the December 2, 1998 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, Stephen Bell*

- 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.

Stacy - John - Health measure
PUBLIC INPUT

Deb Mordyn Catch - 23,000
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. Public comments are subject to the same time and content limitations outlined above.

- IV. Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the September 1, 1998 through September 30, 1998 fiscal period. *Steve, Matt all.*

- V. National Park Service:** Representatives from the National Park Service will offer information on the ongoing Muir Woods and Beach activities relevant to the Muir Beach Community.

- VI. Fire Association:** Director Schiffries will report on the progress with the State Park Service and the Association agreement for water service. *Talked with State Park Service - Bill & State and ABVFA - State will be responsible for most. Final offer*

- VII. Redwood Creek Watershed Committee:** A brief report is expected from the attendees of the most recent watershed committee, which will be followed by the selection of Board members to attend the next meeting.

VIII. **Fire Department, Emergency Disaster Committee:** No report is anticipated from the Fire Chief.

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

- IX. **Administration:** The Board will review administrative activities and where necessary take action to facilitate the operations and activities.
- X. **Roads and Easements:** The Board will review Roads and Easements operations/activities and where necessary take action to facilitate the operations and activities.
- XI. **Recreation:** The Board will review recreational operations/activities and where necessary take action to facilitate the operations and activities.
- XII. **Water:** The Board will review water operations/activities and where necessary take action to facilitate the operations and activities.
- XIII. **General Manager's report:** The General Manager will be available to answer questions on the status report for activities in progress.

IX **Review of the draft minutes** for the October 28, 1998 Board meeting.

X. **Next meeting date:** The next regular meeting date is Wednesday, January 27, 1999.

ADJOURNMENT OR CONTINUATION

9:35

MUIR BEACH CSD, BILLS TO BE PAID **RECEIVED 10/01/98 THROUGH 10/31/98**

Page 1 of 2

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
Office Max	2713	Fax report to President Pinto	P	6.00
TOTAL CAPITAL FUND EXPENSES =				\$6.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Costco	2049	Meeting refreshments	P	6.99
Bell's Market	2049	Meeting refreshments	P	6.58
ABC Consultants	2117	Administration fee in October	B	500.00
USPO	2130	Stamps	P	26.40
USPO	2130	Proof of mailing for annual audit	P	0.55
Office Max	2133	Labels	P	27.87
Pacific Bell Mobile Services	2534	Mobile phone through 10/06/98	B	58.41
Pacific Bell	2534	415-388-7804 thjrough 10/11/98	B	27.87
AT&T	2534	707-648-1305, 8/22/98 thru 10/22/98	B	163.75
James Moore	9772	Refund card & key deposit	B	10.00
TOTAL G&A EXPENSES =				\$828.42

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

State Fund	1701	Worker's comp 3rd quarter	B	157.10
ABC Consultants	2117	Administration fee in October	B	500.00
Francisco Alcalá	2077F	FEMA wages paid in October	C	285.27
Harvey Pearlman	2077F	FEMA wages paid in October	C	344.48
Jose Alcalá	2077F	FEMA wages paid in October	C	581.31
Pace Supply Corp.	2077F	10" drain pipe and glue	B	271.03
Ryan Redwood	2077F	Tree & chipper services	B	280.00
Salvador Gonzales	2077F	FEMA wages paid in October	C	150.71
Steve Shaffer	2077F	Reimburse for paying DD&L Trucking	B	958.25
USPO	2077F	Stamps for notices	P	32.00
TOTAL R&E EXPENSES =				\$3,560.15

WATER DIVISION EXPENSES, DIVISION CODE 9238

Aran Collier	79.63	Reimburse for deck hardware purchases	B	79.63
Harvey Pearlman	1028	Maintenance Mgr. wages paid in October	C	1,524.34
Harvey Pearlman	1506	Medical allowance in October	C	140.00
State Fund	1701	Worker's comp 3rd quarter	B	613.58
American Water Works Association	2049	Annual Dues	B	91.00
California Rural Water Association	2049	Annual dues	B	195.00
Marin County Health Laboratory	2115	Water tests in Sept & Oct	B	60.00
ABC Consultants	2117	Administration fee in October	B	800.00
ABC Consultants	2117	Clerical fees in October		850.00
USPO	2130	Stamps	P	32.00
Office max	2133	Printer toner & ink	P	79.43
Forster Pump & Engineering	2325	Pump control service	B	112.50
Harvey Pearlman	2479	Travel allowance in October	C	100.00
Pacific Bell	2534	RElay phone thru 9/07/98 thru 10/07/98	B	33.06
TOTAL WATER EXPENSES =				\$4,710.54

MUIR BEACH CSD, BILLS TO BE PAID **RECEIVED 10/01/98 THROUGH 10/31/98**

Page 2 of 2

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
RECREATION EXPENSES, DIVISION CODE 9239				
Juana Gonzales	1073	Janitorial wages paid in October	C	138.88
State Fund	1701	Worker's comp 3rd quarter	B	86.47
ABC Consultants	2117	Administration fee in October	B	325.00
USPO	2133	Postage	P	12.80
Shoreline Disposal	2259	Refuse Collection thru 12/98	B	118.90
Costco	2366	Handsoap supplies	P	6.11
Bell's Market	2041BI	Cream for Bistro	P	3.00
Rachael Culp	2041BI	Bistro Wages paid in October	C	193.78
Emiko Wang	2041TC	Tai Chi Instruction in October	B	90.00
Francisco Alcala	4045D	Deck wages paid in October	C	177.62
Golden State Lumber, Inc.	4045D	Hardware for deck	B	757.22
Mill Valley Lumber Co.	4045D	Redwood & treated timbers for deck	B	3,435.11
Rafael Lumber	4045D	Hardware for deck	B	667.75
TOTAL RECREATION EXPENSES =				\$6,012.64

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants	2117	Administration fee in October	B	225.00
DynaMed	4827	Medical supplies	B	201.26
Grahm Groneman	4827	REimburse for Fire Boots	B	201.74
Pacific Bell	4827	Fire Station phone 7/25 through 9/25/98	B	42.14
Vallejo Fire Extinguisher Sevice, Inc.	4827	Testing and repair services	B	22.69
TOTAL FIRE EXPENSES =				\$692.83

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Thomas G. Allen	W9025R	REfund water security deposit	B	100.00
TOTAL CHECKS ISSUED FROM TRUST FUNDS =				\$100.00

		TOTAL CAPITAL FUND EXPENSES =	\$6.00
		TOTAL GENERAL FUND EXPENSES =	15,804.58
		TOTAL CHECKS ISSUED FROM TRUST FUNDS =	100.00
		TOTAL OF ALL CHECKS ISSUED =	\$16,010.58

B = Paid thru Cal Fed & Merrill Lynch Banks
C = Paid thru County depositories
P = Paid thru Petty Cash Funds

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

Erin Pinto, 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 2, 1998**

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

- A. Office relocation:** It has been necessary for me to relocate the Vallejo office due to a 33% rent increase. This has caused considerable disruption in my schedule, business and personal affairs. The new office is not as large as the old office and has considerably less storage space. Therefore, I request permission to rent a storage facility to store the more than 14 boxes (and growing) of records of District information that is necessary to keep in perpetuity. There is no room in the community center for this storage, and offsite storage is necessary for the second set of required historical records. Secure rental space in Vallejo will cost less than \$100 per month.

Without belaboring the subject, it was necessary to change the District's Vallejo phone number due to a lack of cooperation between AT&T and Pacific Bell. The new number is 707-643-1143 and doubles as the FAX line. What should have been a simple phone call to relocate turned out to be an (real time) eight hour telephone ordeal of continued mixups and failure to communicate by these large corporate entities. I do believe they are as messed up as the Federal government.

- B. Bills to be paid:** The bills for October totaled \$16,010.58 which is approximately 50% above our normal monthly average. However, this overage is due to F. E. M. A. and Deck work which is funded by other than District general funds.
- C. Five year audit:** Preliminary review of the data consolidated by the volunteer accountant indicated a few minor discrepancies in data transfer. He is now working on the corrections and hopefully this will be completed in December. Our original request and Resolution for the five year audit period to the Board of Supervisors was lost in the process and has been re-submitted for approval. Steve Kinsey's office has put this on the early December supervisor's agenda.
- D. Budget report:** The report form in this month's packet has been modified to show income and expenses by department, e.g. Administration, Fire, Recreation, Roads & Easements and Water. The Year to date report is by department and is a comparison of the current year to date versus the same period for last year. Due to the considerable differences in special income and concurrent expenses, the comparison is somewhat distorted. However, excluding the income/expenditures for the deck and F. E. M. A. activities, things are generally comparable.
1. Interest earnings are up due to the Merrill Lynch earnings and the increased base of both the general and capital improvement funds. Interest earnings will decline somewhat in November, due to expenses but will increase when 1998 F. E. M. A. funds are received.
 2. Fire expenses are down as there was considerable delay in receiving the West Marin Funds. These have been received and it is anticipated that they will be rapidly used.
 3. The general payroll for all departments is not comparable as this is handled by County Fund 428 and the County data for 1997-98 was not entered into the current file data.

4. There is an error in the "Balance Sheet". Note that the Water Security Deposit Trust has \$3,600 versus the Water Security Deposit liabilities shown as \$5,800 (the \$3,600 is correct). There is also a small difference in the Rental Deposit Trust. This is actually an accumulated entry error over the years of recording refunds as an expense and/or not allocating to the trust account. The accounts are in balance as shown in the Trust account balance, our liabilities are less than shown and our equity is increased by the difference. Correcting the entries is a tedious process and will be completed during the December/January span.

II. WATER: In general, water operations have been quiet. We did experience a main line break during the work on Charlotte's way, due to very shallow line. This has been partially alleviated by adding additional road base over the line. However, this line is still very shallow and subject to damage by heavy traffic.

- A. Gross water billing for the September 23 through October 23, 1998 billing period was \$5,869.84 plus late charges of \$146.62 and interest charges of \$7.51 for a total of \$6,023.97, which is a 24.4% increase over the October 1997 total of \$4,840.71. The consumption surcharges totaled \$1,421.23. While consumption is down from September, we are experiencing more consumption this calendar year than last year.

- B. The table below tabulates the water production for the period ^{9/23/98 10/23/98} ~~July 23~~ to August 23, 1998.

Total volume of water measured through the master meter =	1,260,320 gallons
Highest pumping day was on 10/22/98 and volume pumped (24 hours) =	59,850 gallons
Lowest pumping day was on 10/13/98 and volume pumped (relay failure) =	0 gallons
Total volume billed through service meters =	987,806 gallons
Gross unaccounted for water loss =	272,514 gallons
Estimated un-metered maintenance use =	15,000 gallons
Net unaccounted for water loss (14.66%)	257,514 gallons
Average daily customer consumption =	234 gallons
Average service billing =	\$39.02

III. RECREATION: The deck has been completed, except for the ancillary items. The finishing work is exceptional and if you have not looked it over, you should. Mike and Sutton are to be sincerely complemented for their exceptional efforts.

The Art Faire is in full development and promises to be better than ever, providing the weather holds. Judith Yamamoto has informed me that the Pelican Inn has made a substantial donation of beverages, etc. Their community spirit is appreciated.

Debra Allen and volunteers coordinated a Halloween event for the young people and is to be congratulated on her continued efforts in promoting youth programs.

Rentals have been frequent for this time of year and seem to be greater than average. While we won't realize as much income as last year, due to no two week seminar.

During the December January period, I will be consulting with other small districts concerning the use of a dedicated recreational coordinator and will submit my findings to the Board for the January meeting. However, in a few brief discussions with others I have learned that this can result in increased activity and resident interest.

- Per*
- IV. ROADS AND EASEMENTS:** We have received formal approval of the F. E. M. A. funding for the 1998 storm damages totaling more than \$111,000 (the additional \$15,000 over the \$96,000 requested is for administration and design). With the exception of upper Pacific Way paving, the Sunset Way to Cove Lane easements, pothole repairs on Sunset Way, and the stairs and lighting at the lower end of the community center easement, the F. E. M. A. funded damages have been repaired. With the exception of the final material billing for Charlotte's Way and Starbuck extension, the completed work has been paid for.

We should receive the 1st new F. E. M. A. payment increment (\$28,000±) within the next few days, and the balance of \$68,000 by mid December. When all work has been completed and approved, the remaining balance will be paid.

Documentation for closing out the 1997 F. E. M. A. damages has been approved and we should receive the remaining \$3,000± within sixty days. The most important thing here is that the D. S. R.'s have been properly closed and we will not have the exasperating experience of the past.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

**GENERAL MANAGER'S STATUS REPORT
FOR DECEMBER 2, 1998 BOARD MEETING**

Activity	Initial Date	Finish Date	Comments
Follow up with D.W.R.			The G. M. will offer a verbal update
F. E. M. A. 1998 storm funding	9/30/98	11/15/98	See G. M. report for details
Roads & Easement repairs Starbuck extension	10/27/98	10/29/98	Completed
West end of Charlotte's Way	10/29/98	10/29/98	Completed
Charlotte's Way erosion	11/02/98	11/5/98	Completed
Upper Pacific Way	10/21/98	?	Basic work completed, See G. M. report for details on future work.
Pacific Way repairs below the retaining wall.	?	?	Plans in progress for construction in January.
Sunset Way road repairs	11/02/98	12/31/98	50% completed, waiting on equipment for completion.
CalTrans Shoreline drainage	7/98	?	See G. M. report for details
Highway One drainage	7/98	?	See G. M. report for details
County Pacific Way drainage	7/98	?	See G. M. report for details
Pacific Way parking	7/98	?	See G. M. report for details
Roads & Easements Policies & Procedures	7/01/98	Draft for Jan. mtg.	Delayed progress due to office move.
County Audit	5/98	12/98	Still in review by County
Long Term R&E capital improvement plans	?	?	Wait for draft Policies and Procedures to be adopted. Planning prior to this is wasted effort.
Water capital improvements	7/98	?	Temporarily on hold
Water Operations and Procedures Manual update.	12/01/98	2/01/99	On hold for water rights resolution.
Recreation Policies and Procedures Manual	7/98	?	Waiting for recommendations from the ad hoc committee.
Sunset Way to Cove Lane easements	7/98	01/99	Work is in progress
Budget report format	7/98	12/02/98	Modified in current packet

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MBCSD 97-98
Profit and Loss. Cash Basis
October 1 - 30, 1998

	<u>Oct 1 - 30, '98</u>
Income	
Administrative Income	
A9001, General Tax Income	14.15
A9203, Interest earned	507.98
A9772, Copler Income	5.00
Total Administrative Income	527.13
Fire Operations Income	
F9377, West Marin Funds	8,600.00
Total Fire Operations Income	8,600.00
Recreational Activities Income	
R9255, CC Rental Income	450.00
R9801, Donations received	
R9801Deck donations	2,100.00
Total R9801, Donations received	2,100.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	108.40
R9811TC, Tai Chi Income	112.50
Total R9811, Rec. Programs Income.	220.90
Total Recreational Activities Income	2,770.90
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,519.22
H9031, Water Surcharge Income - Other	30.00
Total H9031, Water Surcharge Income	1,549.22
H9377, Interest Earnings	
H9377C, Cap. Imp. Interest	1,229.10
Total H9377, Interest Earnings	1,229.10
Total Water Capital Improvements Inco	2,778.32
Water Operations Income	
W9025, Water Service Income	6,057.86
Water Operations Income - Other	203.31
Total Water Operations Income	6,261.17
Total Income	20,937.52
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	13.57
A2117, Consulting Admin. Fees	500.00
A2130, Mailing & Shipping Exp.	58.95
A2133, Office Supplies	107.30
A2479, Travel Expenses	171.84
A2534, Telephone/Communications	282.94
Total Administrative Expenses	1,134.60
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	486.54
Total Fire Operational Expenses	711.54
Recreational Expenses	
R1073, Janitorial wages	129.00
R1404, FICA	36.28
R1701, Work Comp Insurance	727.91
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	183.00
R2041TC, Tai Chi Expenses	216.00
Total R2041, Rec. Program Expenses	399.00

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MBCSD 97-98
Profit and Loss. Cash Basis
October 1 - 30, 1998

	<u>Oct 1 - 30, '98</u>
R2077, Routine Repairs	11.98
R2117, Administrative Expenses	325.00
R2133, Office Supplies & Stamps	12.80
R2259, Refuse Removal	118.90
R2366, Building Supplies	6.11
R2534, Pay Telephone Expense	43.84
R2535, Energy Expenses	
R2535E, Electrical Expenses	200.00
Total R2535, Energy Expenses	200.00
R4045, Community Block Grant Ex	
R4045D, Com. Ctr. Deck wages	4,436.96
R4045, Community Block Grant Ex - Other	667.75
Total R4045, Community Block Grant Ex	5,104.71
Total Recreational Expenses	7,115.53
Roads & Easements Expenses	
E2077, Road & Easement Repairs	
E2077FEMA, 1996-97 Storms	958.25
E2077FEMA, 1997-98 Storms	1,568.32
Total E2077, Road & Easement Repairs	2,526.57
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	3,026.57
Water Capital Improvements Exp.	
H2713, Project Improvements	
H2713WR, Water Right Resolution	6.00
H2713, Project Improvements - Other	4,085.00
Total H2713, Project Improvements	4,091.00
Total Water Capital Improvements Exp.	4,091.00
Water Operational Expenses	
W1028, Maint. Mgr. Wages	1,736.00
W1404, FICA	132.82
W1506, Medical benefits	140.00
W1701, Work. Comp. Insurance	229.23
W2049, Conferences & Training	286.00
W2115, Chemicals & Testing	1,710.00
W2130, Postage & Shipping	32.00
W2133, Office Supplies	51.13
W2325, Contract Services	5,582.31
W2479, Travel allowance	100.00
W2534, Telephone Relay Expense	66.12
W2535, Electrical Service	396.68
Total Water Operational Expenses	10,462.29
Total Expense	26,541.53
Net Income	<u><u>-5,604.01</u></u>

**MBCSD Fiscal 1998-99, Cash Basis
Profit and Loss; Year to Year Comparison**

July 1 through October 30, 1998

	Jul 1 - Oct 30, '98	Jul 1 - Oct 30, '97	\$ Change	% Change
Income				
Administrative Income				
A9001, General Tax Income	-898.66	0.00	-898.66	-100.0%
A9203, Interest earned	1,261.82	809.18	452.64	55.9%
A9772, Copier Income	70.50	133.90	-63.40	-47.4%
Total Administrative Income	433.66	943.08	-509.42	-54.0%
Fire Operations Income				
F9377, West Marin Funds	8,600.00	0.00	8,600.00	100.0%
F9763, Fire Assoc. Donations	5,824.00	8,472.00	-648.00	-10.0%
Total Fire Operations Income	14,424.00	8,472.00	7,952.00	122.9%
Recreational Activities Income				
R9265, CC Rental Income	1,635.00	1,495.00	140.00	9.4%
R9801, Donations received				
R9801Deck donations	9,100.00	0.00	9,100.00	100.0%
R9801, Donations received - Other	8,200.00	0.00	6,200.00	100.0%
Total R9801, Donations received	15,300.00	0.00	15,300.00	100.0%
R9811, Rec. Programs Income.				
R9811BI, Bistro Income	441.71	524.87	-82.96	-15.8%
R9811TC, Tai Chi Income	592.25	720.00	-127.75	-17.7%
R9811, Rec. Programs Income - Other	55.00	0.00	55.00	100.0%
Total R9811, Rec. Programs Income.	1,088.96	1,244.67	-155.71	-12.5%
Total Recreational Activities Income	18,023.96	2,739.67	15,284.29	557.9%
Roads & Easements Income				
E9772, Road & Esm't Income	0.00	24,065.00	-24,065.00	-100.0%
E9772P, FEMA Grant Income				
Total E9772, Road & Esm't Income	0.00	24,065.00	-24,065.00	-100.0%
Total Roads & Easements Income	0.00	24,065.00	-24,065.00	-100.0%
Uncategorized Income	0.00	-26.48	26.48	100.0%
Water Capital Improvements Inco				
H9031, Water Surcharge Income				
H9031, Consumption Surcharge	5,524.95	5,810.96	-286.01	-4.9%
H9031, Water Surcharge Income - Other	120.00	195.00	-75.00	-38.5%
Total H9031, Water Surcharge Income	5,644.95	6,005.96	-361.01	-6.0%
H9377, Interest Earnings				
H9377C, Cap. Imp. Interest	2,760.57	0.00	2,760.57	100.0%
H9377G, Gen. Inv. Interest	699.55	0.00	699.55	100.0%
Total H9377, Interest Earnings	3,460.12	0.00	3,460.12	100.0%
Total Water Capital Improvements Inco	9,105.07	6,005.96	3,099.11	51.6%
Water Operations Income				
W9826, Water Service Income	22,297.96	23,816.40	-1,518.44	-6.4%
W9772, Miscellaneous Income	50.00	0.98	49.02	5,002.0%
Water Operations Income - Other	203.31	0.00	203.31	100.0%
Total Water Operations Income	22,551.27	23,817.38	-1,266.11	-5.3%
Total Income	64,537.96	84,016.61	521.35	0.8%
Expense				
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	13.57	38.92	-25.35	-65.1%
A2069, P & L Insurance	353.00	647.00	-294.00	-45.4%
A2117, Consulting Admin. Fees	2,000.00	2,000.00	0.00	0.0%
A2121, Miscellaneous Expenses	0.00	8.35	-8.35	-100.0%

**MBCSD Fiscal 1998-99, Cash Basis
Profit and Loss; Year to Year Comparison**

July 1 through October 30, 1998

	Jul 1 - Oct 30, '98	Jul 1 - Oct 30, '97	\$ Change	% Change
A2130, Mailing & Shipping Exp.	58.85	6.40	52.55	821.1%
A2133, Office Supplies	107.30	65.18	42.12	64.6%
A2137, Copier Maint. Expenses	30.02	349.53	-319.51	-91.4%
A2362, County Fees	0.00	132.00	-132.00	-100.0%
A2479, Travel Expenses	575.36	541.80	33.56	8.2%
A2634, Telephone/Communications	858.50	351.30	507.20	144.4%
Total Administrative Expenses	3,996.70	4,138.48	-141.78	-3.4%
Fire Operational Expenses				
F2069, P & L Insurance	3,124.00	3,772.00	-648.00	-17.2%
F2117, Administrative Fees	900.00	900.00	0.00	0.0%
F4827, W. Marin Fund Expenses	648.41	10,250.43	-9,602.02	-93.7%
Total Fire Operational Expenses	4,672.41	14,922.43	-10,250.02	-68.7%
Recreational Expenses				
R1028, Maint. Mgr. Wages	94.73	0.00	94.73	100.0%
R1073, Janitorial wages	545.60	0.00	545.60	100.0%
R1404, FICA	36.28	0.00	36.26	100.0%
R1701, Work Comp Insurance	823.92	166.56	857.36	394.7%
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	852.06	110.69	741.37	669.8%
R2041TC, Tai Chi Expenses	473.80	0.00	473.80	100.0%
Total R2041, Rec. Program Expenses	1,325.86	110.69	1,215.17	1,097.8%
R2069, P & L Insurance	451.00	828.00	-377.00	-45.5%
R2077, Routine Repairs	30.85	0.00	30.85	100.0%
R2096, Building Maintenance	70.00	0.00	70.00	100.0%
R2117, Administrative Expenses	1,300.00	1,300.00	0.00	0.0%
R2121, Miscellaneous Expenses	0.00	4.27	-4.27	-100.0%
R2133, Office Supplies & Stamps	12.80	6.40	6.40	100.0%
R2269, Refuse Removal	227.50	217.20	10.30	4.7%
R2366, Building Supplies	48.12	60.54	-12.42	-20.5%
R2634, Pay Telephone Expense	175.66	170.91	4.75	2.8%
R2636, Energy Expenses				
R2636E, Electrical Expenses	755.37	457.83	297.54	65.0%
Total R2636, Energy Expenses	755.37	457.83	297.54	65.0%
R4046, Community Block Grant Ex				
R4046D, Com. Ctr. Deck wages	14,152.39	0.00	14,152.39	100.0%
R4048, Community Block Grant Ex - Other	8,319.51	0.00	8,319.51	100.0%
Total R4046, Community Block Grant Ex	22,471.90	0.00	22,471.90	100.0%
Total Recreational Expenses	28,369.59	3,322.40	25,047.19	753.9%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	2.45	0.00	2.45	100.0%
E1701, Work's. Comp. Insurance	241.81	0.00	241.81	100.0%
E2069, P & L Insurance	433.00	794.00	-361.00	-45.5%
E2077, Road & Easement Repairs				
E2077FEMA, 1994-97 Storms	6,133.58	610.00	5,523.58	905.5%
E2077FEMA, 1997-98 Storms	1,568.32	0.00	1,568.32	100.0%
E2877, Road & Easement Repairs - Other	18.81	7,482.70	-7,463.89	-99.8%
Total E2077, Road & Easement Repairs	7,720.71	8,092.70	-371.99	-4.6%
E2117, Administrative Fees	2,000.00	3,000.00	-1,000.00	-33.3%
Total Roads & Easements Expenses	10,397.97	11,886.70	-1,488.73	-12.5%
Water Capital Improvements Exp.				
H2069, P & L Insurance	164.00	300.00	-138.00	-45.3%
H2713, Project Improvements				
H2713CP, System Improvements	0.00	219.30	-219.30	-100.0%
H2713WR, Water Right Resolution	3,012.50	17.03	2,995.47	17,589.4%

11/25/98

**MBCSD Fiscal 1998-99, Cash Basis
Profit and Loss; Year to Year Comparison**

July 1 through October 30, 1998

	Jul 1 - Oct 30, '98	Jul 1 - Oct 30, '97	\$ Change	% Change
H2713, Project Improvements - Other	4,089.00	5,098.28	-1,009.28	-19.8%
Total H2713, Project Improvements	7,101.50	5,334.61	1,766.89	33.1%
Total Water Capital Improvements Exp.	7,265.50	5,634.61	1,630.89	28.9%
Water Operational Expenses				
W1028, Maint. Mgr. Wages	5,532.17	0.00	5,532.17	100.0%
W1073, Extra Hire Wages	90.00	0.00	90.00	100.0%
W1404, FICA	132.62	0.00	132.62	100.0%
W1606, Medical benefits	560.00	0.00	560.00	100.0%
W1781, Work. Comp. Insurance	-1,056.35	606.63	-1,664.98	-273.6%
W2049, Conferences & Training	286.00	0.00	286.00	100.0%
W2058, Annual Permit Fee	1,500.00	0.00	1,500.00	100.0%
W2069, P & L Insurance	1,019.00	1,669.00	-850.00	-45.5%
W2077, Routine Repairs	587.46	0.00	587.46	100.0%
W2116, Chemicals & Testing	3,608.80	197.02	3,411.78	1,731.7%
W2117, Administrative Fees	3,300.00	6,600.00	-3,300.00	-50.0%
W2121, Miscellaneous Expenses	345.69	636.88	-291.19	-45.7%
W2130, Postage & Shipping	305.00	133.83	171.17	126.2%
W2133, Office Supplies	852.81	235.22	617.59	262.5%
W2326, Contract Services	10,174.85	9,778.34	396.51	4.1%
W2479, Travel allowance	370.00	0.00	370.00	100.0%
W2534, Telephone Relay Expense	132.93	177.71	-44.78	-25.2%
W2636, Electrical Service	1,422.76	1,917.00	-494.24	-25.8%
Total Water Operational Expenses	29,163.74	22,153.43	7,010.31	31.6%
Total Expense	83,865.91	62,058.05	21,807.86	35.1%
Net income	-19,327.95	1,368.56	-21,286.51	-1,086.8%

11/25/98

MBCSD 97-98
Balance Sheet
As of October 31, 1998

	<u>Oct 31, '98</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	7,528.61
Fund 429, County Investment Fun	
Capital Improvements	72,727.78
General Investments	36,993.91
Total Fund 429, County Investment Fun	<u>109,721.69</u>
Merrill Lynch WCMA	
Rental Deposit Trust	1,063.93
Water Security Deposit Trust	3,600.00
Merrill Lynch WCMA - Other	33,404.80
Total Merrill Lynch WCMA	<u>38,068.73</u>
Petty Cash Fund	-8.09
Treasury Bill Investment Funds	
Fire Station	10,984.83
Investments	3,764.64
Total Treasury Bill Investment Funds	<u>14,749.47</u>
Total Checking/Savings	170,060.41
Accounts Receivable	
Receivables	4,475.68
Total Accounts Receivable	<u>4,475.68</u>
Total Current Assets	<u>174,536.09</u>
TOTAL ASSETS	<u><u>174,536.09</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	913.93
W9025RD, Security deposits	5,800.00
Total Other Current Liabilities	<u>6,713.93</u>
Total Current Liabilities	<u>6,713.93</u>
Total Liabilities	6,713.93
Equity	
Opening Bal Equity	192,906.78
Retained Earnings	-2,862.81
Net Income	-22,221.81
Total Equity	<u>167,822.16</u>
TOTAL LIABILITIES & EQUITY	<u><u>174,536.09</u></u>

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, OCTOBER 28, 1998**

Directors present: President Pinto and Directors: Kamradt, Rudnick, Schiffries, and Shaffer. Director Schiffries left the meeting at approximately 10:30 due to other commitments and Director Kamradt left the meeting at approximately 11:00 due to other commitments.

- I. Call to order:** President Pinto called the meeting to order at 7:11 p. m.
- II. Review and consideration of the September 30, 1998 Agenda.** There was a general discussion of the Agenda, and President Pinto noted that the community handbook described in Item VIII was intended to request a handbook for the Directors use and guidance. However she is in agreement that the community directory published in September 1995 is out of date and should be updated. President Pinto also indicated that Item X where "activities for Halloween" is mentioned is a mis-communication as her intent was for a children's Halloween activity. Director Shaffer noted that there was a misprint and duplication of items IX and X. The second IX and X should be corrected to XIII and XIV respectively. Director Schiffries *moved* to approve the Agenda as amended, seconded by Director Kamradt; ayes all.
- III. Public Open Time:** Jim Boucher from N.P.S. was present and requested time to report on the progress of planned N.P.S. Muir Beach projects. At this point, Gordon Bennett a resident member of the audience suggested that the N.P.S. be included on the meeting Agenda as a regular entity. Gordon had not been informed of their previous attendance and felt that many of the N.P.S. comments would be of interest for general community discussion. The G. M. noted that a problem exists in that if the N.P.S. does not outline their intended information for the Agenda, it cannot be acted upon until the following meeting. This was followed by a brief discussion and the general consensus of the Board was to have the N.P.S. as a regular part of the Agenda, if they do not attend a meeting they will not be heard and if there is a delay on taking action it will be no different than currently exists. At least with their place on the Agenda, the residents may anticipate an N.P.S. presentation. Director Schiffries pointed out that the N.P.S. representatives attend our meetings on their own time in cooperative effort with the community.

Mr. Boucher then went on to say that the new pedestrian bridge over Redwood Creek at the S. side of the parking lot has been ordered and will consist of a fiberglass reinforced structure somewhat higher than the existing bridge and some 20' longer. This will permit a greater flow of water beneath the bridge than is currently possible. He also noted that this is in conjunction with some interim drainage improvements, including culverts to the lagoon drainage areas. This item was discussed at some length as to the feasibility and possible adverse effect of additional storm flow from the Green Gulch direction. This will be averted by a culvert gate to prevent this.

Mr. Boucher then reported that the trees, fallen last year, near the Kaplan residence have been removed. He then discussed the District's request to improve the drainage from upper Pacific Way by installing either a culvert to carry storm water directly to the creek, or to rip rap the flow path to prevent erosion. He said he has submitted this to his supervisors and suggested a temporary method be installed, if necessary, while the slow bureaucratic approval process proceeds. The G. M. noted that the improvement is an effort to protect the slope from conditions that caused the tree damage last year. Normally storm waters flow unconstrained over the embankment which in normal years is not a problem, but in heavy rains years such as the last two, there has been considerable damage by erosion.

The flooding of Pacific Way was then discussed and Mr. Boucher confirmed comments by the G. M. that an interim solution of constructing a dike/berm on the lagoon side of Pacific Way to prevent the higher lagoon/creek waters from flooding Pacific Way. During the interim solution, Marin County has agreed to provide a sludge pump to remove water accumulations from Pacific Way by pumping it over the dike/berm into the lagoon. It was noted that the County intends to authorize N.P.S. and the District to active this pump as necessary to prevent standing water. The G. M. was asked if this would be adequate and he responded that more than one pump may be necessary. The Board requested that the G. M. write a letter to alert the County to this possibility and that the County agree to additional pumps or greater capacity pumps as needed.

There was some discussion of the dike/berm and the G. M. noted that it is his understanding that the berm will be from the highest point of the Pacific Way roadway (west of the bridge) to the parking lot entrance. The top of the berm will be a straight line between these two high points and approximately 36" high at the dike's highest point. The design of the dike/berm will be adequate in strength to sustain the water forces. The fact that these provisions will not alleviate the flooding of Pacific Way east of the bridge was also noted.

Mia Monroe, head ranger, then reported that on November 8 there is planned hike of 2 to 3 uphill miles for trainees, young girls and interested local residents along the creek trail, as an educational training program. She also noted that the N.P.S. plans to have a controlled burn along Muir Woods Road and if weather permits there will additional burns to control vegetation growth. The local fire departments have been notified by FAX.

Ms. Monroe then noted that the "Traffic Feasibility Study" is in pre draft form. When asked if there would be an opportunity for public input, she indicated that this study is merely a review of the problems and possible considerations. In a sense it is a study discussion to determine the needs for a formal study. When a formal study has been approved, it will require an E.I.R. which will include public hearings. During the development of the formal study there will be several efforts to gain public input.

- IV. **Bills to be paid:** There was a brief discussion of the Bills to Be Paid report, with the more than \$40,000 in total expenses. The G. M. noted a substantial portion of the expenses included materials and labor for the new deck (he will submit a complete report on this next month), \$4,085 paid to hydrologist consultant Bill Bazlen and more than \$5,000 in contract water repaid of the main line leak above the Ahab/Seacape intersection. Director Kamradt then *moved* to approve the report including \$4,089 in Capital expenses and \$36,278.05 in general fund expenses for a total of \$40,367.05; seconded by Director Shaffer, ayes all.
- V. **Fire Association:** Director Schiffries reported that he has not concluded the Association's water service agreement with the State Park Service.
- VI. **Redwood Creek Watershed Committee:** President Pinto reported that the committee is still discussing priorities. She then noted that Terry Thomas had presented the N.P.S. plan for Redwood Creek Investigation, including the installation of piezometers along the creek and then in cooperation with District at the well site. This was followed by a lengthy discussion with both consultant Bill Bazlen and the G. M. indicating the advantages of cooperating in this effort.

This diverted the discussion to the ongoing resolution of the water rights. The G. M. noted that his conversations with D.W.R. indicated that D.W.R. generally agrees that the District is categorically exempt from the E.I.R. process. However, their legal counsel has informed them that this does not relieve the District from mitigating or answering the protestant's objections. The G. M. then indicated that D.W.R. has requested the District's submission of the "Initial Study and Mitigated Negative Declaration". This was followed by a general discussion, with consultant Bazlen indicating that cooperation with the Park Service will permit the use of N.P.S. equipment to complete a full pumping test which would normally cost \$30,000±. He feels that this investigation will offer the conclusive evidence needed to confirm his brief draft report.

This was followed by lengthy discussion of the G. M.'s request for Board approval to submit the technical data collected by the District and depicted by the creek profiles, charts and tables to N.P.S. to assist in the continued creek study. After further considerable discussion, Director Schiffries *moved* to approve the exchange of the technical information (not including the written analysis and conclusions) with N.P.S., seconded by Director Rudnick. Again there was considerable discussion of the motion and the vote was yes by Directors Rudnick and Schiffries and President Pinto and a reluctant concurrence by Directors Kamradt and Shaffer. Directors Kamradt and Shaffer preferred to have a simultaneous exchange of information and to withhold District information if the N.P.S. fails to transfer the information of their piezometer tests to date.

Following the above motion, the discussion ended with President stating that the next watershed committee meeting is November 4th during which the committee will discuss erosion in the watershed. Director Kamradt regrets that she cannot attend and it was decided that President Pinto and Director Schiffries will attend the meeting.

- VII. **Fire Department, emergency disaster committee:** There was no planned presentation and Director Shaffer reported that he had been contacted by resident Nina White who is concerned about the YK2 (year 2000) problem and electricity for our water system. It was suggested that we should install a hand pump as an alternative emergency water source. This was followed by a discussion of other alternatives and the Board requested the G. M. to review the problem and to offer suggestions for the Board's consideration next month.

- VIII. **General Manager's Report:** There was a lengthy discussion of the G. M.'s ongoing project Status Report and the scheduled completion dates. The G. M. explained the difficulty of the labor pool and that his attempts to gain service from outside contractors is complicated by the heavy existing work load of contractors. As an example, he noted that attempts to get a paving contractor for the Starbuck Extension had resulted in finding that one contractor had gone out of business (actually merged with a larger firm) and that the larger companies have indicated that their work load does not leave them time to even offer quotations for small projects such as those at Muir Beach. The G. M. noted it is wise to set a target completion date, but that considerable flexibility must be permitted due to the limited labor pool, etc. He reported that the repairs on Starbuck extension should be completed on schedule along with the West end of Charlotte's Way. However, the Charlotte's Way erosion repairs will be delayed as the equipment originally scheduled for the repairs has been sold by Big 4 and alternative equipment is necessary. Paving repairs on Sunset Way are delayed due to the unavailability of a suitable backhoe. Completion of the Sunset to Little Beach easements is being scheduled but will most likely will not be completed by the November date. As a final consensus, it was agreed that deadline flexibility is necessary but that scheduled target completion dates should be established.

President Pinto noted that it was not her intent to have the G. M.'s regular report replaced by the Project Status Report. The G. M. should continue the normal reports as previously submitted and include a Status Report update as applicable for the project list. The Cove Lane easement's and the Community Center easement to Sunset Way were not in the current Status Report and should be added with a scheduled completion date of January 1, 1999.

There was a discussion of President Pinto's request for a Director's handbook and for updating the community director. The G. M. said that he hopes to have time to put these items on an active status.

Budget Format and Report: A discussion of the new budget report format followed and President Pinto indicated that she finds the new format difficult to follow and noted that Director Schiffries (he had departed the meeting by this time), who does this for a living, felt the report forms could be modified for clarity. She did not feel able to elaborate on this as it is outside her field of expertise.

The G. M. responded that these are the standard profit and loss report and balance sheet report offered in the Quick Books program. He considered and tried several modifications but was unable to achieve a more desired result. He noted that these report forms are the normally preferred forms of financial institutions and that they comply with the County Auditor's requests. At this point Gordon Bennett spoke up to confirm the G. M.'s comments by saying that he is a director of several sizeable entities that have been confronted with the same limitations of most financial software.

When asked if a comparison of income and expenses with the adopted budget was available the G. M. responded yes, but that it required 16 to 20 pages in the Quick Books format. Following some discussion, it was decided that the G. M. should furnish the directors with an additional copy of the adopted budget and that he should indicate and report significant deviations from the budget when they occur.

Recreation: The G. M. had previously noted that he will have a final analysis of the new deck expenditures for the next Board meeting. At this point, Director Shaffer complemented the efforts of Mike Moore in getting the construction done and the efforts of the Quilters in raising additional funds. He noted that the old deck was in poor repair and that it would have been necessary for the District to spend several thousand dollars for needed repairs of the old deck. Therefore, he feels that the District should find some method for funding the completion of the deck arbor or at least providing the estimated \$7,500 that the deck repairs would have cost as additional funding for the ancillary items needed to complete the overall deck improvements. It was agreed that this should be formally considered during the next meeting.

Health Insurance: _____

- IX. Consideration of the September 30, 1998 draft minutes. There was a brief discussion and Director Shaffer **moved** to approve the minutes as submitted; seconded by Director Rudnick; ayes Directors Shaffer, Rudnick, and President Pinto. Directors Kamradt and Schiffries were no longer present.
- X. **Next meeting date:** Following a brief discussion the next regular meeting date was set for Wednesday, December 2, 1998, to begin at 7:00 p.m.

The meeting was adjourned at 11:15 p.m.

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

Erin Pinto, Board President

Donovan Macfarlane, Secretary

