

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY
JANUARY 27, 1999 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. *Rudnick not here @ sport. Peter @ 19:37*

- I. **Call the meeting to order:** President Pinto will call the meeting to order. *19:12*
- II. **Review and consideration of the January 27, 1999 Agenda.** Agenda items may be deleted, postponed, continued, or changed in scheduled sequence from the posted agenda so as to accommodate the needs of the Board and the public in attendance. However, no item can be added to the Agenda, for the purpose of having the Board make a decision, except as defined below under "Public Open Time". *Move XI-B-1, to follow Debra / Stern*

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. *H. A. Karba - Art Fair concern that it continues to*

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. *Re: Cynthia Sporko's letter concerning - nothing will*

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. Deborah - Park Service is making an effort to compromise, by

saving the heritage trees RECORD *Kirkman - Park Police using Park Way & signs for dogs w/d leash.*
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.

- V. **Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the November 1, 1998 through December 31, 1998 fiscal period. *Steve Matthews*

- VI. **Fire Association:** Director Schiffries will render a progress report on the anticipated completion of the negotiations with the State Park Service and the water meter billing. *Then he will explain & write*

- 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.

Dick, Matt, John & Bill left, he signed the report to
good & complete. And is back, just off the
borderline: see and then away for a good year

some activities.
Paul is discussing "Banks" with the other students
and is also a part of the right of off in the property.

~~There is a dog in the~~
Dog - There is a dog in the
in the field. There is a dog in the field.
from the field. There is a dog in the field.
from the field. There is a dog in the field.

hardly there.
Matt - Map -
Matt will offer and send - no date.

Matthew - Carolin here - March - Terry Thomas

VIII. Fire Department, Emergency Disaster Committee: A brief report is anticipated from the Fire Chief.

No one here

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

IX. **General Manager's Report:** The General Manager's written report includes the following matters, and the General Manager will be available to answer questions concerning these matters.

A. **Administration:** The report includes the Operations Fiscal Reports and District Fiscal Balance Sheets for the months of November and December 1998.

1. The G. M.'s report includes a progress update on the County Auditor's 5 year audit.
2. It is anticipated that a representative from California PERS will attend the meeting to make a presentation concerning the availability of medical insurance and retirement programs for District Directors and employees. Regrettably, these programs are not generally available for the fire department volunteers as the requirements include a minimum part time employment (50%) and six months tenure. Elected Directors qualify without the previous requirement.

B. **Roads and Easements:** The report reviews the work in progress for improving the Roads and Easements operations/activities, including the receipt of \$95,054 in F. E. M. A. grant funds.

1. Doris Clark has offered to donate a rest bench in memory of her late husband. Several alternate locations considered appropriate for the bench, so as to offer the users a pleasant view, without disrupting the natural landscape have been suggested. It is anticipated that Mrs. Clark will attend the meeting to offer her donation.
2. There is a need for preliminary discussions concerning the recent building permit applications and their affect to the District's roadways.
3. There will be a review of the temporary drainage pump facility provided by the National Park Service and Marin County, servicing the Pacific Way area subject to constant flooding.

C. **Recreation:** The report reviews recreational operations and activities. As we recently experienced some new abusive use and vandalism at the community center, there is a need to discuss the security problems.

D. **Water:** The report reviews water operations and activities. We have experienced some severe system failures resulting in considerable temporary water losses.

IX **Review of the draft minutes** for the October 28 (as revised) and the December 2, 1998 Board meetings.

X. **Next meeting date:** The next regular meeting date is Wednesday, February 24, 1999.

ADJOURNMENT OR CONTINUATION

10:12
[Signature]

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 11/01/98 THROUGH 11/30/98**

Page 1 of 2

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
TOTAL CAPITAL FUND EXPENSES =				\$0.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

ABC Consultants	2117	Administrative services for Nov. '98	B	500.00
Office Max	2133	Labels	P	15.99
Costco	2133	Copy cartridges	P	71.83
ABC Consultants	2479	Travel Oct. 1 thru Oct. 31, '98	B	144.64
Pacific Bell	2534	Cell phone thru 11/6/98	B	160.50
Pacific Bell	2534	415-388-7804 thru 11/11/98	B	29.37
AT&T	2534	Toll calls paid in Nov. '98	B	97.91
TOTAL G&A EXPENSES =				\$1,020.24

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

ABC Consultants	2117	Administrative services for Nov. '98	B	500.00
Francisco Alcalá	2077F	FEMA work wages paid in Nov. '98	C	226.07
Jose Alcalá	2077F	FEMA work wages paid in Nov. '98	C	366.02
A. Banducci	2077F	Tractor rental for Pacific Way	B	100.00
Harvey Pearlman	2077F	FEMA work wages paid in Nov. '98	C	1,248.74
Salvador Gonzales	2077F	FEMA work wages paid in Nov. '98	C	236.83
ABC Consultants	2077F	FEMA activities in Nov. '98	B	1,500.00
Robert Wurgaft	2077F	FEMA work wages paid in Nov. '98	C	499.50
Shamrock Materials, Inc.	2077F	Drainage items for Pacific Way	B	219.70
Big 4 Rents	2077F	Equipment rentals	B	5,276.67
Channel Lumber	2077F	Cove Lane materials	B	1,773.07
D&L Trucking	2077F	Starbuck Dr. & Pacific Way deliveries	B	3,380.00
Dutra Materials	2077F	Asphalt for Sunset Way	B	185.89
Dutra Materials	2077F	Road base, Charlotte's Way	B	75.34
Land Art.	2077F	Pacific & Charlotte's Way, Starbuck Dr.	B	3,638.00
TOTAL R&E EXPENSES =				\$19,225.83

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. Manager wages paid in Nov. '98	C	1,076.50
Harvey Pearlman	1506	Medical benefits for Nov. '98	C	140.00
Home Depot	2077	Misc. fittings and hardware	B	227.66
Hach	2115	Chlorine test equipment	B	268.54
Herb's Pool Service	2115	Chlorine supplies paid in Nov. '98	B	25.74
Marin County Laboratory	2115	Nov. bacterial tests	B	30.00
Western Water Products, Inc.	2115	Cartridge Filters	B	101.73
ABC Consultants	2117	Clerical services in Nov. '98	B	850.00
ABC Consultants	2117	Administrative services for Nov. '98	B	800.00
Harvey Pearlman	2479	Travel allowance for Nov. '98	C	100.00
Pacific Bell	2534	Relay phone thru 11/07/98	B	32.67
Pacific Gas & Electric	2535	Well & lower tank electric paid in Nov. '98	B	511.89
TOTAL WATER EXPENSES =				\$4,164.73

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 11/01/98 THROUGH 11/30/98**

Page 2 of 2

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
RECREATION EXPENSES, DIVISION CODE 9239				
Harvey Pealman	1028	Maint. Manager wages paid in Nov. '98	C	\$43.06
Juana Gonzales	1073	Janitorial Wages paid in Nov. '98	C	138.88
ABC Consultants	2117	Administrative services for Nov. '98	B	325.00
Pacific Bell	2534	CC pay phone thru 10/19/98	B	43.84
McPhail	2535	Butane refill paid in NOV. '98	B	108.32
Pacific Gas & Electric	2535	Com. Center electric paid in Nov. '98	B	86.82
Bell's Market	2041Bi	Cream for Bistro	P	1.00
Costco	2041Bi	Coffee for bistro	P	40.89
Rachael Culp	2041Bi	Bistro wages paid in Nov. '98	C	193.78
Francisco Alcala	4045D	Deck labor paid in Nov. '98	C	53.83
Jackson's	4045D	Deck sealing items	B	76.42
Michael Moore	4045D	Deck labor paid in Nov. '98	C	4,925.00
Jose Alcala	4045D	Deck labor paid in Nov. '98	C	43.06
Friedman Cassidy	4045D	Deck labor paid in Nov. '98	C	349.86
Home Depot	4045D	Deck screws	B	99.62
TOTAL RECREATION EXPENSES =				\$6,529.38

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants	2117	Administrative services for Nov. '98	B	\$225
Williams Communications	4827	W. Marin expense, pagers	B	1,321.80
TOTAL FIRE EXPENSES =				\$1,546.80

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Diversified Risk	R9255R	Fees for special event insurance	B	199.52
Ellen Mettier	R9255R	Refund security deposit	B	75.00
TOTAL CHECKS ISSUED FROM TRUST FUNDS =				\$274.52

B = Paid thru Cal Fed & Merrill Lynch Banks		TOTAL CAPITAL FUND EXPENSES =	\$0.00
C = Paid thru County depositories		TOTAL GENERAL FUND EXPENSES =	32,486.98
P = Paid thru Petty Cash Funds		TOTAL CHECKS ISSUED FROM TRUST FUNDS =	274.52
TOTAL OF ALL CHECKS ISSUED =			\$33,036.02

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 CSD, BILLS TO BE PAID
RECEIVED 12/01/98 THROUGH 12/31/98**

Page 1 of 2

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
Marin County Tax Assessor	H2352	Special assessment collection fees	C	244.50
TOTAL CAPITAL FUND EXPENSES =				\$244.50

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Costco	2049	Cookies for Board meetings	P	9.99
Cal. Special Dist. Association	2049	Annual membership fee	B	237.00
ABC Consultants	2117	Administrative fees for Dec. '98	B	500.00
Marin County Tax Assessor	2352	Tax collection fees	C	257.50
ABC Consultants	2479	Travel in Nov. '98	B	36.80
AT&T	2534	707-648-1305 thru 11/22/98	B	67.48
Pacific Bell	2534	Cell phone thru 12/06/98	B	113.15
Pacific Bell	2534	Service and install 707-643-1143	B	93.08
TOTAL G&A EXPENSES =				\$1,315.00

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

ABC Consultants	2117	Administrative fees for Dec. '98	B	500.00
Salvador Gonzales	2077F	F.E.M.A. project wages paid in Dec. '98	C	387.54
ABC Consultants	2077F	F.E.M.A. project work in Dec. '98	B	1,500.00
Jackson's	2077F	Misc. small hardware	B	88.62
Home Depot	2077F	Quick crete & hardware	B	233.64
Tam Rentals	2077F	Equipment rental	B	75.00
D&L Trucking	2077F	Road base & rip rap hauling	B	2,054.00
Dutra Materials	2077F	Road base, rip rap, etc.	B	3,944.49
TOTAL R&E EXPENSES =				\$8,783.29

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. manager wages paid in Dec. '98	C	1,295.03
Harvey Pearlman	1506	Medical benefits for Dec. '98	C	140.00
Herb's Pool Service	2115	Chlorine supplies	B	34.82
Marin County Laboratory	2115	Bacterial tests in Dec. '98	B	30.00
ABC Consultants	2117	Clerical fees dec. '98	B	850.00
ABC Consultants	2117	Administrative fees for Dec. '98	B	800.00
Pace Supply	2121	Repair clamps	B	410.68
Harvey Pearlman	2130	Parcel return to Hach, Inc.	P	8.19
U. S. P. O.	2130	Postage stamps	P	108.80
Office Depot	2133	Paper, file folders, etc.	B	30.93
Harvey Pearlman	2133	Log Book refill	P	4.28
Harvey Pearlman	2479	Travel allowance for Dec. '98	C	100.00
Pacific Bell	2534	Well relay phone thru 12/07/98	B	32.06
TOTAL WATER EXPENSES =				\$3,844.79

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 12/01/98 THROUGH 12/31/98**

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VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
RECREATION EXPENSES, DIVISION CODE 9239				
Goodman Building Supply	2077	Water heater & other building repairs	B	220.68
ABC Consultants	2117	Administrative fees for Dec. '98	B	325.00
Costco	2133	Envelopes & Labels	P	25.72
Costco	2366	Paper Towels, JPR refills, etc.	P	30.82
Pacific Bell	2534	Com. Ctr. pay phone thru 11/19/98	B	43.84
Rachael Culp	2041BI	Bistro wages paid in Dec. '98	C	193.78
Juana Gonzales	2041BI	Janitorial Wages paid in Dec. '98	C	138.88
Emikop Wang	2041TC	Tai Chi Instruction Dec. '98	B	90.00
Mill Valley Lumber	4045D	Redwood timbers	B	570.73
Sutton Freebairn-Smith	4045D	Deck wages paid in Dec. '98	C	269.13
Michael Moore	4045D	Deck wages paid in Dec. '98	C	269.13

TOTAL RECREATION EXPENSES = \$2,177.71

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants	2117	Administrative fees for Dec. '98	B	225.00
L. N. Curtis & Sons	4827	Wildland gloves	B	21.25
Pacific Bell	4827	Fire Station phone thru 11/25/98	B	16.99

TOTAL FIRE EXPENSES = \$263.24

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Carlos Esquivel	9255R	Partial deposit refund	B	55.00
Jill Van Os	9255R	Security deposit refund	B	100.00
Amy E. Stewart	9255R	Security deposit refund	B	206.17

TOTAL CHECKS ISSUED FROM TRUST FUNDS = \$361.17

B = Paid thru Cal Fed & Merrill Lynch Banks

C = Paid thru County depositories

P = Paid thru Petty Cash Funds

TOTAL CAPITAL FUND EXPENSES = \$244.50

TOTAL GENERAL FUND EXPENSES = 16,384.03

TOTAL CHECKS ISSUED FROM TRUST FUNDS = 361.17

TOTAL OF ALL CHECKS ISSUED = \$17,350.87

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 JANUARY 27, 1999

IX. The following matters are listed in the meeting Agenda for consideration by the Board.

A. **ADMINISTRATION:** Copies of the District's Operations Fiscal Reports and District Fiscal Balance Sheets are included for the months of November and December 1998. As may be observed from the Bills to be Paid reports for the subject months, there has been considerable fiscal activity involving expenditures of \$33,036.02 in November and \$17,350.87 in December. While the District was not in danger of inadequate funds, the account balances did decline to minimal levels at the end of November which showed a County General Fund 428 balance of \$2,652.94 and a Merrill Lynch WCMA account balance of just \$18,633.09. However, the receipt of tax revenues in December for the County General Fund and the 1st incremental payment of F. E. M. A. grant funds deposited Merrill Lynch restored the balances to the more comfortable levels of \$21,997.38 (County) and \$38,684.97 (Merrill) by the end of December.

1. The five year audit is progressing, but slowly. The data input by the volunteer proved to be inadequate upon my detailed review and it has been necessary for me to redo most of the work. This has required frequent meetings with the auditors, plus a considerable amount of my time. However, I believe we have reached a mutual understanding and my efforts should be completed within the next three weeks. The County has completed their review of fiscal 1992-93 and is currently working on fiscal 1993-94. I have completed the consolidation for fiscal 1994-95 and will begin 1995-96 next week, followed by 1996-97.
2. It is anticipated that a representative from California PERS will be attend the meeting to make a presentation of the medical and retirement programs available to the District Directors and employees through the State program. Regrettably, as the volunteer fire members are currently organized, they are not eligible to participate. The basic requirements for participation are to be a part time employee (at least 50%) with six months tenure, or to be an elected official such as a director.

I am investigating other possible vehicles that offer a reasonable medical insurance program for the volunteers in the fire department. However, as of this date most programs seem to be no better than the private programs available.

B. We have received our first three increments of F. E. M. A. grant funds, totaling \$95,054. We should receive our forth increment within the next thirty days.

Work is progressing somewhat slower than anticipated on the completion of the repairs and improvements for the pedestrian easements from Sunset Way to Cove Lane. By the time of the meeting, the easterly easement should be completed, and the work on the westerly easement initiated. Work on the western easement should proceed more rapidly as the workers benefit from their learning experience from the work already completed and the fact that the general topographic conditions are somewhat easier.

We had anticipated that the paving repairs on Sunset Way would be in their completion stages by the end of January. However, the inclement weather has delayed the contractors completion of other obligations. If the weather permits, completion of the Sunset

Way paving repairs should be completed in February, to be followed with the completion of the repairs on West Pacific Way.

1. Former long time resident Doris Clark has offered to donate a park bench (in conformance with District requirements) in memory of her late husband. In her request, the desired location is in the District's Park Land situated between Starbuck and Seacape Drives. Several locations seem suitable for a bench that would serve as a rest stop for easement users and as an enjoyable view spot for residents. One would be at the upper beginning of the Park above the stairs at the intersection of Starbuck and Seacape Drives; or in a suitable location midway down the pedestrian pathway; or in the wider Park area west of the Starbuck extension where the terrain is moderately level and offers a beautiful view. Properly placed and constructed, these locations will offer a rest stop with a view without distracting from the natural beauty.
2. We have received notice of intent to construct three new residences and to substantially improve an existing residence on Sunset Way. In response to the County's notice, I have stipulated the prevailing District policy that the off street parking requirements of the County cannot encroach onto the District's right of way. So far we have prevailed. However, the most recent request involves clearing of the northeast portion of the quasi cul de sac area at the west end of Sunset Way, in hopes of providing an additional two parking spaces. The District has no specific policy applicable to this area, other than the restriction that the District's right of way cannot be used to provide the County's off street parking requirements. Some discussion toward developing a more clearly defined policy is necessary.
3. A temporary pump has been installed (by the N.P.S.) to alleviate the flooding problems on the County portion of Pacific Way, near the beach park entrance. As of this date, a portable generator is being used to provide electric power. I have suggested that a meter drop be installed to eliminate the generator, and that some form of automatic controls be utilized in lieu of manual operation. I hope to have more definite information by the time of the meeting.

- C. **Recreation:** There have been no planned recreational activities since the last Board meeting. This past Friday night I received a call (@ 1:00 a.m. Saturday) from a disturbed resident concerning a very noisy group in the center, and the resident thought the group might be causing some damage. I called the center and spoke to a young person named Reilly or O'Reilly and requested they calm down and leave the building. They were not renters, but a group of young people indicating that they were residents.

Saturday morning Ann Browning and Harvey inspected the building and found empty beer bottles and other disarray in the building. In addition, the garbage and recycle cans had been dumped over the railing into the yard. As we had a wedding rental scheduled later that day, the area was immediately cleaned. Harvey also found sleeping bags and other evidence that indicate possible overnight use of the center.

A review of my records does not indicate a Reilly or O'Reilly in residence. So discovery of the perpetrators may not be possible. Problems such as this require some additional thought, as we currently have no feasible method for preventing abusive use of the center by residents or non-residents.

- D. **Water:** We have experienced several system problems that resulted in considerable water

loss. The automatic control valve for the lower tank required replacement, and then later additional servicing to alleviate continued malfunctioning of the control. In addition, we experienced a leak in the main line along Muir Woods road. These items have been properly repaired, however, as the bills have not been received, the cost of repair has not been determined. The system has been operating normally for the past two weeks.

1. Gross water billing for the October 23 through November 23, 1998 billing period was \$4,192.06 plus late charges of \$91.38 and interest charges of \$8.33 for a total of \$4,291.77.

The table below tabulates the water production for the period October 23 to November 23, 1998.

Total volume of water measured through the master meter =	1,065,640 gallons
Highest pumping day was on 10/23/98 and volume pumped =	48,400 gallons
Lowest pumping day was on 11/15/98 and volume pumped =	13,890 gallons
Total volume billed through service meters =	777,785 gallons
Gross unaccounted for water loss =	287,855 gallons
Estimated un-metered maintenance use =	35,000 gallons
Net unaccounted for water loss (23.73%)	252,855 gallons
Average daily customer consumption =	172 gallons
Average service billing =	\$30.01

2. Gross water billing for the November 23 through December 23, 1998 billing period was \$4,001.04 plus late charges of \$95.09 and interest charges of \$10.66 for a total of \$4106.79.

The table below tabulates the water production for the period November 23 to December 23, 1998.

Total volume of water measured through the master meter =	1,069,040 gallons
Highest pumping day was on 12/09/98 and volume pumped =	51,660 gallons
Lowest pumping day was on 12/01/98 and volume pumped =	14,420 gallons
Total volume billed through service meters =	695,273 gallons
Gross unaccounted for water loss =	373,767 gallons
Estimated un-metered maintenance use =	35,000 gallons
Net unaccounted for water loss (31.69%)	338,767 gallons
Average daily customer consumption =	153 gallons
Average service billing =	\$27.22

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

01/22/99

Muir Beach Community Services District
Operations Fiscal Report For
November 1998

	Nov '98
Income	
Administrative Income	
A9001, General Tax Income	225.46
A9203, Interest earned	131.79
A9772, Copler Income	20.00
Total Administrative Income	377.25
Fire Operations Income	
F9377, West MarIn Funds	33.91
Total Fire Operations Income	33.91
Recreational Activities Income	
R9772, Misc. Recreation Income	261.80
R9801, Donations received	
R9801Deck donations	365.00
Total R9801, Donations received	365.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	30.11
Total R9811, Rec. Programs Income.	30.11
Total Recreational Activities Income	656.91
Roads & Easements Income	
E9772, Road & Esm't Income	
E9772F. FEMA Grant Income	1,050.00
Total E9772, Road & Esm't Income	1,050.00
Total Roads & Easements Income	1,050.00
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,356.30
H9031, Water Surcharge Income - Other	30.00
Total H9031, Water Surcharge Income	1,386.30
Total Water Capital Improvements Inco	1,386.30
Water Operations Income	
W9025, Water Service Income	5,506.68
Total Water Operations Income	5,506.68
Total Income	9,011.05
Expense	
Administrative Expenses	
A2117, Consulting Admin. Fees	500.00
A2133, Office Supplies	15.99
A2479, Travel Expenses	144.64
A2534, Telephone/Communications	287.78
Total Administrative Expenses	948.41
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. MarIn Fund Expenses	1,321.80
Total Fire Operational Expenses	1,546.80
Recreational Expenses	
R1028, Maint. Mgr. Wages	40.00
R1073, Janitorial wages	129.00
R1404, FICA	26.72
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	181.00
Total R2041, Rec. Program Expenses	181.00
R2117, Administrative Expenses	325.00
R2534, Pay Telephone Expense	43.84

01/22/99

Muir Beach Community Services District
Operations Fiscal Report For
November 1998

	<u>Nov '98</u>
R2535, Energy Expenses	
R2535E, Electrical Expenses	86.82
R2535G, Butane Gas Expenses	108.32
Total R2535, Energy Expenses	195.14
R4045, Community Block Grant Ex	
R4045D, Com. Ctr. Deck wages	5,371.72
R4045M, Equipment & Materials	176.04
Total R4045, Community Block Grant Ex	5,547.76
R4093, Furniture & Equipment	20.37
Total Recreational Expenses	6,508.83
Roads & Easements Expenses	
E2077, Road & Easement Repairs	
E2077FEMA, 1997-98 Storms	18,680.83
E2077, Road & Easement Repairs - Other	45.00
Total E2077, Road & Easement Repairs	18,725.83
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	19,225.83
Water Operational Expenses	
W1028, Maint. Mgr. Wages	1,000.00
W1404, FICA	76.50
W1506, Medical benefits	140.00
W2077, Routine Repairs	227.66
W2115, Chemicals & Testing	2,076.01
W2133, Office Supplies	115.86
W2479, Travel allowance	100.00
W2534, Telephone Relay Expense	32.67
W2535, Electrical Service	511.89
Total Water Operational Expenses	4,280.59
Total Expense	32,510.46
Net Income	<u><u>-23,499.41</u></u>

01/23/99

Muir Beach Community Services District
Consolidated Balance Sheet
As of November 30, 1998

	Nov 30, '98
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	2,652.94
Fund 429, County Investment Fun	
Capital Improvements	72,727.78
General Investments	36,993.91
Total Fund 429, County Investment Fun	109,721.69
Merrill Lynch WCMA	
Quilters Donations	14,165.00
R&E Donations	950.00
Rental Deposit Trust	789.41
Water Security Deposit Trust	3,500.00
Merrill Lynch WCMA - Other	-770.42
Total Merrill Lynch WCMA	18,633.99
Petty Cash Fund	65.60
Treasury Bill Investment Funds	
Fire Station	10,984.83
Investments	4,015.17
Total Treasury Bill Investment Funds	15,000.00
Total Checking/Savings	146,074.22
Accounts Receivable	
Receivables	4,801.58
Total Accounts Receivable	4,801.58
Other Current Assets	
Undeposited Funds	802.28
Total Other Current Assets	802.28
Total Current Assets	151,678.08
TOTAL ASSETS	151,678.08
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	789.41
W9025RD, Security deposits	3,600.00
Total Other Current Liabilities	4,389.41
Total Current Liabilities	4,389.41
Total Liabilities	4,389.41
Equity	
Opening Bal Equity	158,157.31
Retained Earnings	34,337.19
Net Income	-45,205.83
Total Equity	147,288.67
TOTAL LIABILITIES & EQUITY	151,678.08

Muir Beach Community Services District

Operations Fiscal Report For

December 1998

	Dec '98
Income	
Administrative Income	
A9001, General Tax Income	17,896.60
A9203, Interest earned	157.99
Total Administrative Income	18,054.59
Recreational Activities Income	
R9255, CC Rental Income	1,005.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	107.72
R9811CP, Child's Prog. Income	131.48
R9811TC, Tai Chi Income	112.50
Total R9811, Rec. Programs Income.	351.70
Total Recreational Activities Income	1,356.70
Roads & Easements Income	
E9772, Road & Esm't Income	
E9772F, FEMA Grant Income	28,842.00
Total E9772, Road & Esm't Income	28,842.00
Total Roads & Easements Income	28,842.00
Water Capital Improvements Inco	
H9001, special Assessment Tax	17,589.00
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,069.96
H9031, Water Surcharge Income - Other	27.47
Total H9031, Water Surcharge Income	1,097.43
Total Water Capital Improvements Inco	18,686.43
Water Operations Income	
W9025, Water Service Income	4,402.52
Total Water Operations Income	4,402.52
Total Income	71,342.24
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	246.99
A2117, Consulting Admin. Fess	500.00
A2121, Miscellaneous Expenses	95.00
A2129, Gen. Election expenaes	257.50
A2133, Office Supplles	20.37
A2479, Travel Expenses	36.80
A2534, Telephone/Communications	273.71
Total Administrative Expenses	1,430.37
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	38.24
Total Fire Operational Expenses	263.24
Recreational Expenses	
R1073, Janitorial wages	129.00
R1404, FICA	23.66
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	180.00
R2041TC, Tai Chi Expenses	90.00
Total R2041, Rec. Program Expenses	270.00
R2117, Administrative Expenses	325.00
R2133, Office Supplies & Stamps	5.35
R2366, Building Supplies	30.82
R2534, Pay Telephone Expense	43.84
R4045, Community Block Grant Ex	

01/23/99

Muir Beach Community Services District

Operations Fiscal Report For

December 1998

	<u>Dec '98</u>
R4045D, Com. Ctr. Deck wages	538.26
R4045M, Equipment & Materials	570.73
Total R4045, Community Block Grant Ex	<u>1,108.99</u>
Total Recreational Expenses	1,936.66
Roads & Easements Expenses	
E2077, Road & Easement Repairs	
E2077FEMA, 1997-98 Storms	8,503.97
Total E2077, Road & Easement Repairs	8,503.97
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	<u>9,003.97</u>
Water Capital Improvements Exp.	
H2352, County fees	244.50
Total Water Capital Improvements Exp.	244.50
Water Operational Expenses	
W1028, Maint. Mgr. Wages	1,203.00
W1404, FICA	92.03
W1506, Medical benefits	140.00
W2077, Routine Repairs	223.17
W2115, Chemicals & Testing	1,714.82
W2121, Miscellaneous Expenses	239.08
W2130, Postage & Shipping	116.99
W2133, Office Supplies	35.21
W2479, Travel allowance	100.00
W2534, Telephone Relay Expense	33.06
Total Water Operational Expenses	<u>3,897.36</u>
Total Expense	<u>16,776.10</u>
Net Income	<u><u>54,566.14</u></u>

01/23/99

Muir Beach Community Services District
Consolidated Balance Sheet
 As of December 31, 1998

	<u>Dec 31, '98</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	21,997.38
Fund 429, County Investment Fun	
Capital Improvements	72,727.78
General Investments	36,993.91
Fund 429, County Investment Fun - Other	17,344.50
Total Fund 429, County Investment Fun	<u>127,066.19</u>
Merrill Lynch WCMA	
FEMA 1997-98 Storms	28,842.00
Quilters Donations	14,165.00
R&E Donations	950.00
Rental Deposit Trust	1,152.59
Water Security Deposit Trust	3,600.00
Merrill Lynch WCMA - Other	-10,024.62
Total Merrill Lynch WCMA	<u>38,684.97</u>
Petty Cash Fund	-109.48
Treasury Bill Investment Funds	
Fire Station	10,984.83
Investments	4,015.17
Total Treasury Bill Investment Funds	<u>15,000.00</u>
Total Checking/Savings	202,639.06
Accounts Receivable	
Receivables	10,322.43
Total Accounts Receivable	<u>10,322.43</u>
Total Current Assets	<u>212,961.49</u>
TOTAL ASSETS	<u><u>212,961.49</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	1,152.59
W9025RD, Security deposits	3,600.00
Total Other Current Liabilities	<u>4,752.59</u>
Total Current Liabilities	<u>4,752.59</u>
Total Liabilities	4,752.59
Equity	
Opening Bal Equity	158,157.31
Retained Earnings	34,337.19
Net Income	15,714.40
Total Equity	<u>208,208.90</u>
TOTAL LIABILITIES & EQUITY	<u><u>212,961.49</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 an 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 be 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 provide 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 Y2K (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. Director Kamradt asked the G. M. about the status of the Starbuck extension repairs. The G. M. noted that this is good example for the 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.

The G. M. then brought up the subject of medical insurance for the District. John Sward was present from the Fire Department and indicated the Association desire to provide medical benefits for the volunteers. The G. M. noted that the District is eligible to participate in the State programs which are very detailed. He has requested information and may be able to have a representative attend a meeting to make a presentation of these benefits. He noted that this subject had been discussed several years ago, but there was little interest as the Board members all had insurance from their employers. This is not the case today and the interest of the Fire Department, and other District employees indicates the subject should be considered. The Board instructed the G. M. to seek further and more detailed information as soon as possible.

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.

- 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

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

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

- I. Call to order:** President Pinto called the meeting to order at 7:15 p. m.
- II. Review and consideration of the October 28, 1998 Agenda.** There was a brief discussion of the Agenda and President Pinto noted that hydrologist consultant Bill Bazlen had indicated he would attend the meeting. She requested that his report be given as soon as possible after his arrival. Also, as the N.P.S. personnel attend the meeting on their personal time it was requested that Item V. National Park Service be moved to become Item III. With these considerations and revisions, Director Shaffer *moved* to approve the Agenda as submitted, seconded by Director Rudnick, ayes all.
- III. National Park Service:** N.P.S. maintenance chief Jim Boucher reported that tomorrow a culvert will be installed on the levee road to facilitate drainage. He also noted that John Wooley from Marin County public works had indicated that work on the protective berm along the southerly side of Pacific Way will be constructed within the next two weeks. He did not have information on the installation of the pump for moving waters over the berm.

He then gave a brief report on the following activities:

1. Improvements for the trail going up the mountain from the beach will soon be completed.
2. Community service workers are making progress in removing non native plants.
3. The new bridge from the parking lot across Redwood Creek is still at the manufacturers. He hopes to have delivery soon, as the old structure is becoming increasingly weak.

Gordon Bennett asked for information concerning the new bridge improving the flow volume of the Creek. Mr. Boucher responded that the bridge span will be increased by twenty feet, but that no excavation is being considered to increase the stream width at this time. Mr. Bennet suggested that the District should write a letter to the N.P.S. indicating the need to increase the flow rate so as to alleviate existing drainage problems. The Board concurred and asked the G. M. to prepare such a letter.
4. He has presented the Seacape Drive & Shoreline Highway drainage problem to the N.P.S. hydrologist Tamara Williams.
5. There will be a gathering to discuss the Monarch butterfly on Sunday at 9:30 am.
6. The N.P.S. winter program will be held on 12/21/98 during the 16:30 to 19:30 hours.
7. Tomorrow the low tide of the year will occur at 16:00.

Director Schiffries mentioned the N.P.S. salmon training program is scheduled for 12/12/98.

It was then mentioned that Supervisor Kinsey will have a follow up meeting with N.P.S. at Stinson Beach on 12/03/98 to further discuss community relationships with the N.P.S. The meeting is open to all W. Marin residents.

- IV. **Public Open Time:** Director Kamradt reported that she had been contacted by Marilyn Laatsch regarding Ms Laatsch's most recent water bill which showed consumption of almost 3,000 cubic feet. Harvey had reported to Ms Laatsch that she appeared to have a water leak on her side of the meter. This was followed by a general discussion, and the G. M. reviewed the Water Policy for billing adjustment when a leak has been discovered and properly repaired. The policy is to recalculate the water bill at the minimum consumption rate (eliminating the increased step charges for higher consumption), which the G. M. estimated would reduce the subject invoice by approximately \$40. The G. M. noted that this adjustment is limited to once every three years and is in keeping with the policies of most other water service companies in Marin County. The G. M. also suggested that in this particular case, that the bill be averaged over a two month period including the existing bill and the bill for the coming month. The suggestion is based on the fact that as of the current date only a part of the leak has been determined and repaired, and final repairs have not been completed. The Board concurred with this suggestion. Just as the discussion closed, Ms Laatsch entered the building and Director Kamradt informed her of the Board discussion and decision. Mr. Laatsch thanked the Board for their consideration.
- V. **Bills to be paid:** There was a brief discussion of the Bills to Be Paid report, and Director Shaffer noted that it includes an amount paid to him as reimbursement for advancing payment for dump truck rental during the repairs on Pacific Way. The G. M. explained that he had requested Director Shaffer to pay the trucker as it would save the District approximately \$150 by avoiding handling charges if paid by Contractor Bill Steel. Director Rudnick *moved* to approve the Bills to be Paid report as submitted, including \$6 in capital expenses, \$15,804.58 in general expenses and \$100 in deposit refunds for a total of \$16010.58 in checks issued; seconded by Director Schiffries; ayes all with Director Shaffer abstaining in regard to the reimbursement to him.
- VI. **Fire Association:** Director Schiffries reported that a preliminary agreement has been reached with the State Park Service concerning the billing for water service. The invoices should be invoiced in the name of the Park Service and directed to the Fire Association for payment. The State will be responsible for maintenance of the water line. Director Schiffries indicated that approval of this agreement will not be final until some time in January 1999.
- VII. **Redwood Creek Watershed Committee:** President Pinto reported that the committee's last meeting concentrated on roads, erosion and sedimentation. The next meeting is scheduled for December 16 and Director Kamradt indicated that she will try to attend along with President Pinto.
- VIII. **Fire Department, emergency disaster committee:** The Fire Chief had not been requested to attend the meeting and there was no report.
- IX. **General Manager's Report:** President Pinto requested he G. M. to use the former Agenda format for his report section listing the various operational department discussions as a part of his report, in the sequence used in his written report. She then asked if the Directors had any questions concerning the G. M.'s report.

Director Shaffer noted the G. M.'s success in gaining approval of more than \$111,000 in F. E. M. A. funds for repair of last years storm damages was a significant achievement and then complimented the G. M. for his efforts. All members of the Board joined Director Shaffer in complementing the G. M.'s action.

The G. M. noted that all F. E. M. A. repairs, except easement repairs for the east and west easements from Sunset Way to Cove Lane/"Little Beach"; pavement repairs on Sunset Way; and paving repairs on upper Pacific Way, have been completed. These repairs are in progress and hopefully will be completed by the end of December, weather permitting. The exception is completion of Pacific Way, which will extend into late January and possibly February.

The G. M. reported that he and Director Shaffer had met with CalTrans personnel to inspect and discuss the drainage problems in the section of Shoreline Highway between Pacific Way and Seacape Drive. The G. M. indicated that this is a 3 agency consideration including Marin County, CalTrans and the District.

He reported that John Wooley (County Public Works) had originally been scheduled to attend this meeting, but had called to indicate that the County does not feel they have any responsibility and he would not be able to attend the meeting. CalTrans indicated that they have no responsibility and are of the opinion that the Seacape Subdivision drainage is the County's problem. Jim Boucher from N.P.S. indicated that he would present the request to divert the Seacape Subdivision flow onto the N.P.S. land for consideration by their hydrologist. This was followed by a general discussion and the Board suggested the G. M. write the County a letter concerning this problem.

- X. Consideration of the October 28, 1998 draft minutes.** President Pinto noted that the discussion of medical insurance for the District was not in the minutes, along with some additional typographical errors. Director Kamradt requested that when a Director requests an action, that the request be included in the minutes, i.e. her request for a report on the status of Starbuck Extension. It was decided that the draft minutes should be revised to include these items prior to further Board consideration and approval.
- XI. Next meeting date:** Following a brief discussion the next regular meeting date was set for Wednesday, January 27, 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
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, FEBRUARY 24, 1999
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
FEBRUARY 24, 1999 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. *Peter @ 19:22 aft Dawn Berman start*

- I. **Call the meeting to order:** President Pinto will call the meeting to order. *19:10*
- II. **Review and consideration of the February 24, 1999 Agenda.** Agenda items may be deleted, postponed, continued, or changed in scheduled sequence from the posted agenda so as to accommodate the needs of the Board and the public in attendance. However, no item can be added to the Agenda, for the purpose of having the Board make a decision, except as defined below under "Public Open Time".

- III. **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. *Stun - Kathy, Ellen, MacKenzie*

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. *Don Berman or: noted - etc.*

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. *Don, you get patrol off road spraying on upper Berman's dog stuff has been covered. Mapping of Euc; Plants.*

- IV. **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. *Euc. work stopped for nesting survey.*

- V. **A representative from California PERS** will attend the meeting to make a presentation concerning the availability of medical insurance and retirement programs for District Directors and employees. Regrettably, these programs are not generally available for the fire department volunteers as the requirements include a minimum part time employment (50%) and six months tenure. Elected Directors qualify without the previous requirement. *Erin: MIA - spraying had already started / Residents interested in Euc control - Aug 15th*

- VI. **Review of site development plan for 296 Sunset Way.** The existing dwelling is to be removed and replaced with a new dwelling. The Design engineer has requested permission to review the site plan with the Board in seeking a variance from the District right of way standards. *Transportation update @ next watershed meeting.*

- VII. **Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the

- ① East stair / better - ~~and~~
- ② Elevation of parking /
- ③ Basement or corner
- ④ Cut-d-sue wall to W side of property
- ⑤ Back up turn around.
- ⑥ Resolve cut-d-sue drainage
- ⑦ Chance to revive.

Deborah / Steve

January 1, 1999 through January 31, 1999 fiscal period.

Steve/Matt all.

VIII. **Fire Association:** Director Schiffries will render a progress report on the anticipated completion of the negotiations with the State Park Service and the water meter billing. *No word*

IX. **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. *No Meeting - Next Watershed 10th - Date?*

X. **Fire Department, Emergency Disaster Committee:** A brief report is anticipated from the Fire Chief.

1. Transition - done, office is up and / 2. Fire Dept - Hwy 1 - All Trans Trains 3. Plans for water Sunset

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

Letter re: Growth/Encroachment of shrubs.

XI. **General Manager's Report:** The General Manager's written report includes the following matters, and the General Manager (G. M.) will be available to answer questions concerning these matters.

A. **Administration:** The report includes the Operations Fiscal Reports and District Fiscal Balance Sheets for January 1998.

B. **Roads and Easements:** The report reviews the work in progress for improving the Roads and Easements operations activities, including the receipt of in 1998 F. E. M. A. grant funds which now total \$112,471.

1. **Cove Lane west to Sunset Way pedestrian right of way.** The G. M. requests approval to have a plan and profile survey performed, prior to contracting the F.E.M.A. repair work.

2. **Recommended delay of Sunset Way paving repairs.** Due to the planned new dwelling construction (currently 2 residences) on Sunset Way, the G. M. recommends that completion of the F.E.M.A. paving repairs be delayed until new dwelling construction is completed.

3. **Upper Pacific Way repairs:** The report indicates a tentative schedule for engineering completion and bidding for the completion of repairs.

4. **Lower Pacific Way:** The report indicates County funding problems are holding up the mitigation of the Pacific Way floods.

C. **Recreation:** The report reviews recreational operations and activities. As we recently experienced some new abusive use and vandalism at the community center, there is a need to discuss the security problems.

D. **Water:** The report reviews water operations and activities.

IX **Review of the draft minutes** for the January 27, 1999 Board meeting.

X. **Next meeting date:** The next regular meeting date is Wednesday, March 24, 1999; however, as there is a 5th ~~Wednesday in March on the 31st the Board may wish to alter the meeting date.~~

ADJOURNMENT OR CONTINUATION

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 01/01/99 THROUGH 01/31/99**

Page 1 of 2

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
TOTAL CAPITAL FUND EXPENSES =				\$0.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

ABC Consultants, Inc.	2117	Administrative fees for January '99	B	500.00
Low Cost Storage	2121	Storage of materials & files	P	100.00
Merrill Lynch	2121	Annual Fee	B	150.00
Office Depot	2137	Board packet copies	P	23.71
ABC Consultants, Inc.	2479	Travel 12/1 thru 12/31/98	B	133.76
Pacific Bell	2534	388-7804 thru 12/11/98	B	27.12
Pacific Bell	2534	707-643-1143 thru 12/26/98	B	22.68
TOTAL G&A EXPENSES =				\$957.27

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

ABC Consultants, Inc.	2117	Administrative fees for January '99	B	500.00
Harvey Pearlman	2077F	Maint. Mgr. wages paid in January	C	223.91
Robert Wurgalt	2077F	F.E.M.A. wages paid in January	C	620.05
Salvador Gonzales	2077F	F.E.M.A. wages paid in January	C	398.31
Harvey Pearlman	2077F	Reimburse for quickcrete purchase	B	10.00
Home Depot	2077F	Concrete blocks for catch basin	B	72.53
Dickson Tree Service	2077F	Remove tree blocking easement steps	B	550.00
ABC Consultants, Inc.	2077F	F.E.M.A. projects	B	1,500.00
TOTAL R&E EXPENSES =				\$3,874.80

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. Mgr. wages paid in January	C	1,739.63
Salvador Gonzales	1073	Labor wages paid in January	C	43.06
Harvey Pearlman	1506	Medical benefits for January	C	140.00
Pace Supply	2077	Pipe repair clamps	B	11.60
Herb's Pool Service	2115	Chlorine supplies thru 12/17/98	B	34.82
ABC Consultants, Inc.	2117	Administrative fees for January '99	b	800.00
ABC Consultants, Inc.	2117	Clerical serives 01/99	b	850.00
Harvey Pearlman	2121	Reimburse for shop vac repair	B	72.09
US Post Office	2130	Stamps for mailing	P	32.00
Costco	2133	Printer Ink	P	51.42
Forster Pump & Engineerong	2325	Repair lower tank control valve	B	675.68
Harvey Pearlman	2479	Travel allowance for January	C	100.00
Pacific Gas & Electric	2535	Well & lower tank control thru 12/16/98	B	337.36
Merrill Lynch	9025	Returned check charge	B	10.00
TOTAL WATER EXPENSES =				\$4,897.66

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 01/01/99 THROUGH 01/31/99**

Page 2 of 2

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
RECREATION EXPENSES, DIVISION CODE 9239				
Harvey Pearlman	1028	Maint. Mgr. wages paid in January	C	129.17
Juana Gonzales	1073	Janitorial wages paid in January	C	208.32
Firemaster	2096	Recharge fire extinguishers	B	56.00
Salvador Gonzales	2097	Grounds maint wages paid in January	C	53.83
Hach company	2115	Chlorine test chemicals	B	12.00
ABC Consultants, Inc.	2117	Administrative fees for January '99	B	325.00
Shoreline Disposal	2259	Debris removal thru 3/99	B	108.60
Home Depot	2366	Building repairs	B	257.88
Pacific Bell	2534	Pay phone thru 12/19/8	B	43.84
Pacific Gas & Electric	2535	Community Center electric thru 12/16/98	B	94.17
Rachael Culp	2041BI	Bistro wages paid in January	C	290.67
Bell's Market	2041BI	Cream for Bistro	P	2.00
TOTAL RECREATION EXPENSES =				\$1,581.48

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants, Inc.	2117	Administrative fees for January '99	B	225.00
Pacific Bell	4827	Fire Station phone thru 12/25/98	B	17.88
Robert Allen	4827	Reimburse for 1000 Watt generator purchase	B	804.32
Dynamed	4827	Medical supplies	B	201.26
L. N. Curtis & Sons	4827	Emergency equipment	B	4,094.09
TOTAL FIRE EXPENSES =				\$5,342.55

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Hannah Dixon Estate	9025	Refund account credit balance	B	39.39
COR Communications	9255R	Deposit refund	B	131.00
Simon Mayer	9255R	Deposit refund	B	150.00
Elizabeth rivera	9255R	Deposit refund	B	150.00
TOTAL CHECKS ISSUED FROM TRUST FUNDS =				\$470.39

TOTAL CAPITAL FUND EXPENSES =		\$0.00
TOTAL GENERAL FUND EXPENSES =		16,653.76
TOTAL CHECKS ISSUED FROM TRUST FUNDS =		470.39
TOTAL OF ALL CHECKS ISSUED =		\$17,594.54

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 JANUARY 27, 1999

IX. The following matters are listed in the meeting Agenda for consideration by the Board.

- A. **ADMINISTRATION:** A copy of the District's Operations Fiscal Report and District Fiscal Balance Sheet is included for the month January 1999 along with the Bills to be Paid Report for the January 1 through January 31, 1999 accounting period.
1. The Board of Supervisors has finally corrected a previous error and approved the District's request for a "five year audit period" with a stipulation that an internal audit overview be performed every even year. The previous request to the Board of Supervisors was supposedly approved; however, it seems to have fallen through the cracks and was not properly recorded.
 2. Completion of the current five year audit has been delayed due to a shortage of qualified county personnel to complete the work in progress.
- B. **Roads and Easements:** We have received our final incremental payment for the 1998 F.E.M.A. grant in the amount of \$17,327 and the total for 1998 funds received is \$112,471. Projects remaining incomplete are west Pacific Way, paving repairs on Sunset Way and the Sunset Way to Cove Lane easements.
1. **Cove Lane to Sunset Way pedestrian paths.** A visual inspection of the pedestrian right of way from Cove Lane to west Sunset way indicates that the existing path meanders in and out of the easement onto adjacent private property. Further, it appears that a portion of the right of way traverses through mid air and off the cliff line. A more accurate evaluation requires a plan and profile survey to properly determine the most cost efficient and effective improvements and repairs. Survey prices have been solicited and the lowest cost proposal is \$1,200± depending on the actual difficulties encountered during the survey. The survey can be performed on Wednesday, March 3, 1999 and the plans the following day. There will be some essential negotiation with the contiguous property owners, and I recommend approval of the survey prior to further consideration of work completion and the negotiations with adjacent owners.

Due to various conditions and inclement weather, the path from Cove Lane east to Sunset Way has been unduly delayed. I am in negotiations with alternate construction forces to have this work completed as soon as the weather permits.
 2. **Sunset Way paving repairs.** Due to the planned new dwelling construction (currently 2 residences) on Sunset Way, I recommend that completion of the F.E.M.A. paving repairs be delayed until construction is completed to a degree that concrete trucks and heavy equipment will not damage the repairs which will not be adequate to withstand the heavy equipment traffic. This will necessitate a request for a time extension from F.E.M.A.; however, communications with F.E.M.A. indicate that the extension will be granted, when combined with the current inclement weather delays.

3. **Upper Pacific Way repairs.** The field engineering work necessary for this work has been scheduled and twice postponed due to inclement weather. It is hoped that the field work can be completed during then next dry spell and the plans completed for bid solicitation prior to the end of March. This will permit completion of the work in April or June, providing a reasonable bid can be obtained.
4. **Lower Pacific Way (County Maintenance).** Discussions are continuing with the County for installation of an adequate electric pump and the necessary electrical service. Supervisor Kinsey's office has been contacted and is assisting in seeking a more permanent solution. The County is cognizant of the fact that the temporary pump installed by the N.P.S. is inadequate and that the dike is slowly deteriorating from the turbulent water caused by vehicles traveling through the flood waters.

John Roberts, the County road maintenance supervisor for this area informs me that a problem exists in that the project was not funded for this year. When I mentioned that Marin County has the highest average property evaluation in the State and receives substantially greater property tax revenues per parcel than all other areas of California, he agreed. However, it seems that in California all property taxes are used as general funds and the road maintenance is secondary to the social program needs. Therefore, there is some difficulty in finding the funds for this work.

C. **Recreation:** A basic inspection of the community center indicates the need for a more detailed inspection and a methodical plan for repairs and improvements. The following items are require attention:

1. **Entrance walkway lights.** The entrance walkway light standards and receptacles are almost beyond simple repair. These lights were installed prior to the economic availability of more efficient lighting systems, and should be replaced by a more efficient halogen lighting system that includes elimination of the current dark spots.
2. **Exterior siding:** The exterior building siding is in poor repair and many boards and battens require complete replacement.
3. **Roof drains:** The roof gutter drains are in poor repair and require replacement. As the drains were originally installed to prevent erosion around the foundation from runoff, and the growth of foundation plants now substantially mitigates this problem, it may be permissible to do away with the drains and allow the runoff to follow its natural course. This would also eliminate a substantial part of the gutter debris maintenance.
4. **Interior electrical:** The building electrical system is in need of modernization. It seems that several of the circuits possibly exceed safe load limits and the internal switching is very questionable.
5. **Heating:** While the fire places offer a romantic ambiance, they are not adequate as a heating system during the cold damp winters. Building rentals will be enhanced by having a floor heating system.

6. **Walkways:** Now that the deck is completed, there is a need to improve the safety of the walkways, including the entrance stairs, the concrete landings, etc.
7. **Storage:** We are in critical need of secure storage space for District furnishings. The current budget includes funds for replacing most of the steel chairs and cushion chairs that are no longer reparable. However, there is also a need to be able to secure new furniture from theft and damage.
8. **Skylights:** Recent rains have revealed new leakage around the main room skylight. Repairs will require the services of an experienced roofer to remove roofing and install new flashing.
9. **Entry doors:** Both entry doors are in need of full replacement and the sliding glass door on the front wall should be replaced with either a window or some other method to eliminate the open gap.
10. **Ground maintenance and development:** We are completing some minor improvements in the ground facilities. However, there is a need to review the possible improvement of parking facilities, the lower ground area (previously discussed area below the fence), etc.
11. **Rental policy and procedure:** The makeup of the community has experienced considerable change, including the volume and character of resident use. We need to form a committee to review all policies and procedures as well as review the needs for building repair and improvement priorities. I suggest a seven person committee, including 1 Board member as chairperson. The suggested makeup of the committee should include:
 - 1 - Board Director as chairperson
 - 1 - Representative from the Quilter's Association
 - 1 - Representative with teenage children
 - 1 - Representative with younger children
 - 1 - Representative with pre school children
 - 1 - Senior citizen
 - 1 - Non property owner

The community center is for the benefit of all property owners and residents. However, as many residents enjoy the natural benefits of living in Muir Beach without the use of the center, it may be worthwhile to consider the center's profit making potential and the use of the profits to sponsor resident recreational programs not currently available.

D. Water: In general, January was a calm month for water operations..

1. Gross water billing for the December 23, 1998 through January 23, 1999 billing period was \$4,563.89. Due to the mail theft, the Board waived all late payment and interest charges for unpaid bills in January. The open accounts receivable prior to the January invoicing was \$4,449.80, indicating that more than \$2,000 in stolen checks.

The table below tabulates the water production for the period December 23, 1998 to January 23, 1999.

Total volume of water measured through the master meter =	1,023,450 gallons
Highest pumping day was on 12/23/98 and volume pumped =	45,300 gallons
Lowest pumping day was on 01/07/99 and volume pumped =	22,300 gallons
Total volume billed through service meters =	819,789 gallons
Gross unaccounted for water loss =	203,661 gallons
Estimated un-metered maintenance and repair use =	35,000 gallons
Net unaccounted for water loss (16.5%)	168,661 gallons
Average daily customer consumption =	186 gallons
Average service billing =	\$31.43

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

02/20/99

Muir Beach Community Services District
Operations Fiscal Report For
January 1999

	<u>Jan '99</u>
Income	
Administrative Income	
A9001, General Tax Income	1,155.34
A9203, Interest earned	199.83
Total Administrative Income	<u>1,355.17</u>
Recreational Activities Income	
R9801, Donations received	
R9801 Deck donations	200.00
Total R9801, Donations received	<u>200.00</u>
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	104.00
Total R9811, Rec. Programs Income.	<u>104.00</u>
Total Recreational Activities Income	304.00
Roads & Easements Income	
E9772, Road & Esm't Income	
E9772F. FEMA Grant Income	66,302.00
Total E9772, Road & Esm't Income	<u>66,302.00</u>
Total Roads & Easements Income	66,302.00
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	813.56
H9031, Water Surcharge Income - Other	15.00
Total H9031, Water Surcharge Income	<u>828.56</u>
H9377, Interest Earnings	
H9377C, Cap. Imp. Interest	929.43
H9377G, Gen. Inv. Interest	444.06
Total H9377, Interest Earnings	<u>1,373.49</u>
Total Water Capital Improvements Inco	2,202.05
Water Operations income	
W9025, Water Service Income	3,329.53
Total Water Operations Income	<u>3,329.53</u>
Total Income	73,492.75
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	150.00
A2117, Consulting Admin. Fees	500.00
A2121, Miscellaneous Expenses	100.00
A2137, Copier Maint. Expenses	23.71
A2479, Travel Expenses	133.76
A2534, Telephone/Communications	49.80
Total Administrative Expenses	<u>957.27</u>
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	5,117.55
Total Fire Operational Expenses	<u>5,342.55</u>
Recreational Expenses	
R1028, Maint. Mgr. Wages	120.00
R1073, Janitorial wages	193.50
R1404, FICA	48.49
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	273.00
Total R2041, Rec. Program Expenses	<u>273.00</u>
R2077, Routine Repairs	91.25

02/20/99

Muir Beach Community Services District
Operations Fiscal Report For
January 1999

	<u>Jan '99</u>
R2096, Building Maintenance	56.00
R2097, CC Ground Maintenance	50.00
R2117, Administrative Expenses	325.00
R2259, Refuse Removal	108.60
R2366, Building Supplies	166.63
R2534, Pay Telephone Expense	43.84
R2535, Energy Expenses	
R2535E, Electrical Expenses	<u>94.17</u>
Total R2535, Energy Expenses	<u>94.17</u>
Total Recreational Expenses	1,570.48
Roads & Easements Expenses	
E2077, Road & Easement Repairs	
E2077FEMA, 1997-98 Storms	<u>3,374.80</u>
Total E2077, Road & Easement Repairs	3,374.80
E2117, Administrative Fees	<u>500.00</u>
Total Roads & Easements Expenses	3,874.80
Water Operational Expenses	
W1028, Maint. Mgr. Wages	1,616.00
W1073, Extra Hire Wages	40.00
W1404, FICA	126.69
W1506, Medical benefits	140.00
W2077, Routine Repairs	11.60
W2115, Chemicals I Testing	1,696.82
W2121, Miscellaneous Expenses	82.09
W2130, Postage & Shipping	32.00
W2133, Office Supplies	51.42
W2325, Contract Services	675.68
W2479, Travel allowance	100.00
W2535, Electrical Service	<u>337.36</u>
Total Water Operational Expenses	4,909.66
Total Expense	<u>16,654.76</u>
Net Income	<u><u>56,837.99</u></u>

02/20/99

Muir Beach Community Services District
Consolidated Balance Sheet
As of January 31, 1999

	<u>Jan 31, '99</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	21,136.74
Fund 429, County Investment Fun	
Capital Improvements	93,627.93
General Investments	35,056.25
Fund 429, County Investment Fun - Other	-244.50
Total Fund 429, County Investment Fun	<u>128,439.68</u>
Merrill Lynch WCMA	
FEMA 1997-98 Storms	95,144.00
Quilters Donations	14,365.00
R&E Donations	950.00
Rental Deposit Trust	721.59
Water Security Deposit Trust	3,200.00
Merrill Lynch WCMA - Other	-20,454.57
Total Merrill Lynch WCMA	<u>93,926.02</u>
Petty Cash Fund	64.39
Treasury Bill Investment Funds	
Fire Station	10,984.83
Investments	4,015.17
Total Treasury Bill Investment Funds	<u>15,000.00</u>
Total Checking/Savings	258,566.83
Accounts Receivable	
Receivables	-2,514.65
Total Accounts Receivable	-2,514.65
Other Current Assets	
Undeposited Funds	323.01
Total Other Current Assets	<u>323.01</u>
Total Current Assets	<u>256,375.19</u>
TOTAL ASSETS	<u><u>256,375.19</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	721.59
W9025RD, Security deposits	3,200.00
Total Other Current Liabilities	<u>3,921.59</u>
Total Current Liabilities	<u>3,921.59</u>
Total Liabilities	3,921.59
Equity	
Opening Bal Equity	158,157.31
Retained Earnings	25,484.21
Net Income	68,812.08
Total Equity	<u>252,453.60</u>
TOTAL LIABILITIES & EQUITY	<u><u>256,375.19</u></u>

02/21/99

Muir Beach Community Services District
Fiscal Year to Date Income and Expenses
 July 1998 through January 1999

	<u>Jul '98 - Jan '99</u>
Income	
Administrative Income	
A9001, General Tax Income	18,378.74
A9203, Interest earned	1,751.43
A9772, Copler Income	90.50
Total Administrative Income	<u>20,220.67</u>
Fire Operations Income	
F9377, West Marin Funds	8,633.91
F9763, Fire Assoc. Donations	5,824.00
Total Fire Operations Income	<u>14,457.91</u>
Recreational Activities Income	
R9255, CC Rental Income	2,640.00
R9772, Misc. Recreation income	261.80
R9801, Donations received	
R9801Deck donations	9,665.00
R9801, Donations received - Other	6,200.00
Total R9801, Donations received	<u>15,865.00</u>
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	704.54
R9811CP, Child's Prog. Income	131.48
R9811TC, Tai Chi Income	704.75
R9811, Rec. Programs Income. - Other	55.00
Total R9811, Rec. Programs Income.	<u>1,595.77</u>
Total Recreational Activities Income	<u>20,362.57</u>
Roads & Easements Income	
E9772, Road & Esm't Income	
E9772F. FEMA Grant Income	96,194.00
Total E9772, Road & Esm't Income	<u>96,194.00</u>
Total Roads & Easements Income	<u>96,194.00</u>
Water Capital Improvements Inco	
H9001, special Assessment Tax	17,589.00
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	8,796.75
H9031, Water Surcharge Income - Other	180.00
Total H9031, Water Surcharge Income	<u>8,976.75</u>
H9377, Interest Earnings	
H9377C, Cap. Imp. Interest	3,690.00
H9377G, Gen. Inv. Interest	1,143.61
Total H9377, Interest Earnings	<u>4,833.61</u>
Total Water Capital Improvements Inco	<u>31,399.36</u>
Water Operations Income	
W9025, Water Service Income	35,655.75
W9772, Miscellaneous Income	50.00
Water Operations Income - Other	203.31
Total Water Operations Income	<u>35,909.06</u>
Total Income	<u>218,543.57</u>
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	410.56
A2059, P & L Insurance	353.00
A2117, Consulting Admin. Fees	3,500.00
A2121, Miscellaneous Expenses	195.00
A2129, Gen. Election expenses	257.50
A2130, Mailing & Shipping Exp.	26.95
A2133, Office Supplies	143.66

02/21/99

Muir Beach Community Services District
Fiscal Year to Date Income and Expenses
 July 1998 through January 1999

	<u>Jul '98 - Jan '99</u>
A2137, Copier Maint. Expenses	53.73
A2479, Travel Expenses	890.56
A2534, Telephone/Communications	1,469.79
Total Administrative Expenses	7,300.75
Fire Operational Expenses	
F2059, P & L Insurance	3,124.00
F2117, Administrative Fees	1,575.00
F4827, W. Marin Fund Expenses	7,126.00
Total Fire Operational Expenses	11,825.00
Recreational Expenses	
R1028, Maint. Mgr. Wages	454.73
R1073, Janitorial wages	997.10
R1404, FICA	137.83
R1701, Work Comp Insurance	823.92
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	1,487.06
R2041TC, Tai Chi Expenses	563.80
Total R2041, Rec. Program Expenses	2,050.86
R2059, P & L Insurance	451.00
R2077, Routine Repairs	122.10
R2096, Building Maintenance	126.00
R2097, CC Ground Maintenance	50.00
R2117, Administrative Expenses	2,275.00
R2133, Office Supplies & Stamps	5.35
R2259, Refuse Removal	336.10
R2366, Building Supplies	245.57
R2534, Pay Telephone Expense	307.18
R2535, Energy Expenses	
R2535E, Electrical Expenses	936.36
R2535G, Butane Gas Expenses	108.32
Total R2535, Energy Expenses	1,044.68
R4045, Community Block Grant Ex	
R4045D, Com. Ctr. Deck wages	15,849.32
R4045M, Equipment & Materials	13,338.24
Total R4045, Community Block Grant Ex	29,187.56
R4093, Furniture & Equipment	20.37
Total Recreational Expenses	38,635.35
Roads & Easements Expenses	
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	6,133.58
E2077FEMA, 1997-98 Storms	32,609.12
E2077, Road & Easement Repairs - Other	63.81
Total E2077, Road & Easement Repairs	38,806.51
E2117, Administrative Fees	3,500.00
Total Roads & Easements Expenses	42,983.77
Water Capital Improvements Exp.	
H2059, P & L Insurance	164.00
H2352, County fees	244.50
H2713, Project Improvements	
H2713WR, Water Right Resolution	3,012.50
H2713, Project Improvements - Other	4,089.00
Total H2713, Project Improvements	7,101.50
Total Water Capital Improvements Exp.	7,510.00
Water Operational Expenses	

02/21/99

Muir Beach Community Services District
Fiscal Year to Date Income and Expenses
July 1998 through January 1999

	<u>Jul '98 - Jan '99</u>
W1028, Maint. Mgr. Wages	8,631.17
W1073, Extra Hire Wages	160.00
W1404, FICA	375.25
W1506, Medical benefits	980.00
W1701, Work. Comp. Insurance	-1,056.35
W2049, Conferences & Training	286.00
W2058, Annual Permit Fee	1,500.00
W2059, P & L Insurance	1,019.00
W2077, Routine Repairs	1,049.89
W2115, Chemicals & Testing	9,096.45
W2117, Administrative Fees	3,300.00
W2121, Miscellaneous Expenses	666.86
W2130, Postage & Shipping	421.99
W2133, Office Supplies	1,055.10
W2325, Contract Services	10,850.53
W2479, Travel allowance	670.00
W2534, Telephone Relay Expense	198.66
W2535, Electrical Service	<u>2,272.07</u>
Total Water Operational Expenses	<u>41,476.62</u>
Total Expense	<u>149,731.49</u>
Net Income	<u><u>68,812.08</u></u>

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

*Steve
Pinto
All*

Directors present: President Pinto and Directors: Kamradt, Schiffries and Shaffer. Director Rudnick arrived at approximately 7:37 p.m.

- I. Call to order:** President Pinto called the meeting to order at 7:12 p. m.
- II. Review and consideration of the January 27, 1998 Agenda.** There was a brief discussion of the Agenda and a suggestion to move Item XI-B-1 (referring to Mrs. Clark's request) to be considered prior to consideration of Item III. With this change, Director Kamradt *moved* to approve the Agenda as modified; seconded by Director Shaffer; ayes all.

XI-B-1: The G. M. explained that Mrs. Clark has offered to have an attractive, well constructed bench to be located at a scenic spot in the park land in the vicinity of her former residence, as a memorial to her late husband. The G. M. suggested three possible locations: (1) Near the existing pedestrian path at the uphill side of the Clark property; (2) Below the Clark property on the moderately level par ground opposite the Starbuck extension, and (3) Near the Park entry stairs at the Starbuck/Seacape intersection.

This was followed by a lengthy question-answer discussion including an organized presentation by Maury Ostroff suggesting the bench be located in the general area described in part 1 above. Mrs. Clark indicated that she has discussed the construction style, bronze plaque and aesthetic quality with John Sward. There was a general concurrence for the location suggested by Mr. Ostroff and Director Kamradt *moved* to accept the donation by Mrs. Clark, with construction by John Sward at the location suggested by Mr. Ostroff; seconded by Director Shaffer; ayes all. Director Kamradt and the other Directors then thanked Mrs. Clark for her consideration and Mr. Ostroff for his detailed presentation.

- III. Public Open time:** Karla Andersdatter requested that the organization of the annual "Art Faire" offer more favorable treatment for local resident participation and suggested that local residents should receive an early notice of the faire's enrollment process by having notices placed in the local mail boxes. This was followed by a general discussion and Director Kamradt offered to coordinate with the Quilters for improved communications. *Karla true / dogs -*

- IV. National Park Service:** N.P.S. maintenance chief Jim Boucher reported that he and Tamara Williams (Hydrologist) had inspected the Seacape/Shoreline intersection for possible drainage improvements and to consider the possibility of having the Seacape drainage flow easterly under the highway onto the N. P. S. property so as to reduce the flow to the South via the culvert to Sunset Way and eventually Pacific Way. During their inspection, they located culverts crossing beneath the highway located uphill from the Seacape intersection. Their inspection indicated that these culverts require maintenance as they are at least partially blocked. It was Ms Williams feeling that cleaning these culverts may well mitigate the current excessive flow problem and that this should be done and then followed by further evaluation of other modifications.

There was some discussion of the hillside adjacent to the Kaplan property and Mr. Boucher noted that he will be doing some work in that area as well as the access trail from the beach to upper Pacific Way.

He then discussed with his installation of a temporary pump and generator for alleviating the flooding on Pacific Way between the bridge and the beach park entrance. The G. M. noted that this pump was the obligation of Marin County and that his prior discussions with the County had indicated the installation of an electric pump. Both the G. M. and Jim Boucher feel the use of some basic automation, such as a float control is necessary. The temporary pump loaned by the park service is too small to be immediately effective.

However, it will alleviate the long term flooding. The G. M. indicated that he will be in contact with Marin County for further action on their part.

Mr. Boucher then noted that the existing bridge from the beach parking lot over the creek has been substantially repaired. Installation of the new bridge has been delayed for further consideration of its location. He also indicated that the boardwalk is on hold and during the interim the path to the beach will be more clearly delineated.

Mia Monroe then informed the Board that there will be an annual "Watershed Walk" on Sunday, beginning at 7:00 a.m. She noted that during the recent fish count about 30 fish were seen.

This was followed by a discussion concerning the removal of so called non native trees, and it was noted that there will be an effort to preserve "heritage trees" that are beneficial to wildlife.

- V. **Bills to be paid:** There was a brief discussion of the bills to be paid reports and Director Shaffer *moved* to approve the reports as submitted including \$32, 486.98 in general fund expenses and \$274.52 in trust fund rebates for a total of \$33,036.02 in November 1998; and \$244.50 in capital expenses, \$16,384.03 in general fund expenses and \$361.17 in trust fund rebates for a total of \$17,350.87 in December 1998; seconded by Director Schiffries; ayes all with President Pinto abstaining in the approval of wages applicable to Robert Wurgaft.
- VI. **Fire Association:** Director Schiffries reported that the State Park Service is still working on their part of the water service agreement between the association and the Park Service.
- VII. **Redwood Creek Watershed Committee:** Director Kamradt reported that Terry Thomas from the N. P. S. indicated the M.M.W.D. water service main to the Muir Woods facilities is in poor repair and is being considered for replacement. Terry then mentioned the possible consideration of extending the line to Muir Beach and to Green Gulch Farms. Director Rudnick noted that Green Gulch Farms has just completed installation of a new well adequate for their current and future needs. The G. M. noted that M.M.W.D. recently lost a substantial part of its raw water supply and that State Water Control personnel had indicated that they were doubtful that such an extension of M.M.W.D. service demand would be approved.

It was then noted that Daren Fong had submitted a report indicating that a major problem for the creek is the pumping of water. After some discussion it was noted that this statement was based on older reports that did not include substantiating information and is in conflict with the current investigations. Both Directors Kamradt and Schiffries discussed this with State Fish and Game Ranger Bill Cox and he confirmed that the report was based on unconfirmed assumptions.

Ranger Cox also indicated that there is some bank erosion along the Banducci farm area that needs mitigation. The N.P.S. is considering this as a possible factor in the Banducci's continued occupancy.

There was some discussion of the N.P.S. dog policy and the new signs on the beach and Miwok trail.

Director Schiffries will attend the next "Watershed Committee: meeting.

- VIII. **Fire Department, emergency disaster committee:** Ellen Mettler and Mike Moore were not in attendance and there was no report available.
- IX. **General Manager's Report:** Due to the late time, there were no detailed questions concerning the G. M.'s report to the Board. The Director's again thanked the G. M. for his success in gaining F.E.M.A. funds and the most recent incremental amount of \$95,054 received.

The G. M. noted that he had thought that a representative from the State Pers. would be in attendance to review the medical and retirement benefits available to District employees and Directors. However, as no representative is present, he noted that the State requirements essentially eliminate the programs's availability for the Fire Volunteers. The G. M. is seeking alternative programs that may be applicable for the Fire Volunteers and will try to have a State Pers. representative attend the next meeting for a presentation to the Board.

This was followed by a discussion of the recent mail theft and the vandalism at the community center. Due to the mail theft, the G. M. suggested that the late payment and interest charges be waived for the current water billing as it should be assumed that the missing checks would have paid the accounts on time. The Board concurred and authorized the waiving of late payment and interest charges applicable for the billing period 12/23/98 through 01/23/99.

- X. **Consideration of the October 28, 1998 minutes as revised.** Director Kamradt *moved* to approve these minutes as revised; seconded by Director Rudnick; ayes all.

Consideration of the December 2, 1998 draft minutes. Director Shaffer *moved* to approve these minutes as submitted; seconded by Director Kamradt; ayes all.

- XI. **Next meeting date:** It was agreed that the next Board meeting would be on Wednesday, February 24, 1999.

The meeting was adjourned at 10:112 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

Donovan

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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 31, 1999
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 02/01/99 through 02/28/99	3 - 4
General Manager's Report to the Board	5 - 6
District Operations Fiscal Report for February 1999	7 - 8
District Fiscal Balance Sheet as of February 28, 1999	9
District Operations Fiscal Report for the Fiscal Year through February 1999	10 - 12
Draft Minutes for the February 24, 1998 meeting	13 - 14

Joni - Flooding, NPS is responsible
Frank Dun has a sign
O'Neill is in Australia

Ernie spoke to Larry Shoulson, make it the topic of
the next Watershed Meeting - Apr 14th
Krisen / DPW /
Power Drop - COST??

Bridge installed from jdy lot → bank
partial boardwalk - 2 seasonal crossings
w/ railing, crossing deck on hillside and
make the trail established better defined.

Changing the picnic area see plan

Joni/Debra - says she wants to walk it w/ Ji.

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY
FEBRUARY 24, 1999 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 and then turn the chair over to incoming President Kamradt. *19:11*
- II. **Review and consideration of the March 31, 1999 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 - Matthew*
- 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. *Find that complaints the Bad Edg - All the water committee Water Rights - list. - Com. mty, ruin mine; 20yr plan.*

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. *Matthew Shaffer re: his parking. Not No ply on R/W - did not for spitting or overcommit. Marjany*

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. **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. *Mike couldn't attend - Jan.*
- V. **Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the ~~January~~ *Feb* 1, 1999 through ~~January~~ *Feb 28* 31, 1999 fiscal period. *Erin, Steve all.*
- VI. **Fire Association:** Director Schiffries will render a progress report on the anticipated completion of the negotiations with the State Park Service and the water meter billing. *Ron - he has not even through*

Matthew will write letter to SPS re: Agreement

Parkland Transportation Task Force
Study ~~200~~ 1.5 million \$ Street

Large dist. Study

Mass transit Improvement.

This 1 of 5 Park Studies actually to consider
Mide Savage (not road)

Stuvia / Tan Valley /

Steve, Debra, Gordon —

Letting —

Spotted Owl

Large drug on going

Also consider State Lab. ~~AK~~
running the funds.

Would the CSD be willing to
be the receiver of the grant

funds and sign the appropriate

Submit State 70% grant.

Steve / Irving, NPS, Co apply jointly
for Coho enhancement grant & improve.

Transportation planning meeting every 2 months.

Danovan

Nick Wula, MWLumpkin arch. Apr 14th 10-12

- 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. *Main Woods Transport study. SEE Left Storm Erosion on Hwy.*
- VIII. **Fire Department, Emergency Disaster Committee:** The Fire Chief attended the last Board meeting and is not expected to attend tonight's meeting. *No report.*

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

- IX. **General Manager's Report:** The General Manager's written report includes the following matters, and the General Manager (G. M.) will be available to answer questions concerning these matters.

- A. **Administration:** The report includes the Operations Fiscal Reports and District Fiscal Balance Sheets for February 1999; the County audit; and a recommendation to change insurance carriers. *Ernie wants to think about it for a month.*
- B. **Fire:** Report on the Fire Chief's request for clearing overhanging trees and shrubs from hampering vehicle access along the District and County roads. *Shy network to*
- C. **Water:** The report reviews water operations and activities.
- D. **Recreation:** There are no new recreational activities to report; however, there are considerations from the previous Board meeting that were deferred to tonight's meeting.
- E. **Roads and Easements:** A report on improvements for the pedestrian ways from Sunset Way to Cove Lane and efforts to resolve the drainage problems along Pacific Way. *Phoan one - Storm will talk to neighbors Gordon Zach.*
- IX **Review of the draft minutes** for the February 24, 1999 Board meeting.

- X. **Next meeting date:** The next regular meeting date is Wednesday, April 28, 1999.

ADJOURNMENT OR CONTINUATION

May 5, 1999

22:54

MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 02/01/99 THROUGH 02/28/99

Page 1 of 2

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
TOTAL CAPITAL FUND EXPENSES =				\$0.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

ABC Consultants	2117	Administrative and audit fees for 2/99	B	1,500.00
Home Depot	2121	New combination locks for mailboxes	P	29.91
Low cost Storage	2121	File storage for Jan. & Feb. '99	B	185.00
Office Depot	2137	Meeting packet copies	P	16.23
Office Depot	2147	Toner for copy machine	P	64.33
ABC Consultants	2479	Travel 1/01 - 1/31/99	B	171.84
Pacific Bell	2534	Cell phone for Jan & Feb. '99	B	220.20
Pacific Bell	2534	415-388-7804 thru 2/11/99	B	26.86
Pacific Bell	2534	707-643-1143 thru 1/26/99	B	42.02
TOTAL G&A EXPENSES =				\$2,256.39

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

ABC Consultants	2117	Administrative fees for 2/99	B	500.00
Goodman Building Supply Co.	2077F	Quickrete for easement repairs	B	7.48
Harvey Pearlman	2077F	F.E.M.A. wages paid in February	C	482.27
Jackson's	2077F	Cement, hardware for esm't repairs	B	36.12
Martin Bros. Supply	2077F	Conc. Block for railing repairs, Pacific W.	B	23.34
Salvador Gonzales	2077F	F.E.M.A. wages paid in February	C	215.30
Shamrock Materials	2077F	Catch basin grate and frame, Pacific W.	B	104.35
Sharon Larson	2077F	Repair damages caused by grading	B	60.00
State Fund	2077F	work comp insurance	B	315.19
TOTAL R&E EXPENSES =				\$1,744.05

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. Manager wages paid in February	C	714.80
Harvey Pearlman	1506	February medical allowance	C	140.00
State Fund	1701	Water operations work comp insurance	B	251.31
Pace Supply Corp	2077	Pipe repair sleeves	B	294.96
Marin Laboratory	2115	Bacterial testing 1/26/99 & 2/12/99	B	60.00
Western Water Products, Inc.	2115	Cartridge Filters	B	201.20
ABC Consultants	2117	Clerical fees for 2/99	B	850.00
ABC Consultants	2117	Administrative fees for 2/99	B	800.00
USPO	2130	Stamps & certified mail	P	121.78
Office Depot	2133	File folders, and supplies	P	61.71
Office Max	2133	Forms, and supplies	P	61.16
Forster Pump & Engineering	2325	Repairs to lower tank control valves	B	649.19
Maggiora & Ghilotti Inc.	2325	Repair water main on Muir Woods road	B	3,481.89
Harvey Pearlman	2479	February travel allowance	C	100.00
Pacific Bell	2534	Relay phone thru 2/7/99	B	64.40
Pacific Gas & Electric	2535	Lower tank 1/15/99, well thru 2/08/99	B	566.70
Pacific Gas & Electric	2535	Lower tank & well thru 2/17/99	B	122.49
TOTAL WATER EXPENSES =				\$8,541.59

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 02/01/99 THROUGH 02/28/99**

Page 2 of 2

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
RECREATION EXPENSES, DIVISION CODE 9239				
Harvey Pearlman	1028	Maint. Manager wages paid in February	C	180.85
Juana Gonzales	1073	Janitorial wages paid in February	C	138.88
State Fund	1701	Bistro & janitorial work comp insurance	B	30.94
Home Depot	2077	Materials for building repairs	B	74.27
Salvador Gonzales	2097	Ground maint. wages paid in February	C	215.30
ABC Consultants	2117	Administrative fees for 2/99	B	325.00
Office Depot	2366	Paper towels	P	16.10
Pacific Bell	2534	Com. Center pay phone thru 1/19/99	B	43.21
Pacific Gas & Electric	2535	Com. Center electric thru 2/17/99	B	57.57
Pacific Gas & Electric	2535	Community Center Electric thru 1/15/99	B	46.35
State Fund	1701D	Deck labor work comp insurance	B	195.15
Bell's Market	2041BI	Cream for Bistro	P	3.00
Rachael Culp	2041BI	Bistro wages paid in February	C	193.78
Debra Allen	2041CP	Children's Halloween party expenses	B	101.94
Emiko Wang	2041TC	Instruction fee for Jan. & Feb. '99	B	198.00
TOTAL RECREATION EXPENSES =				\$1,820.34

FIRE DIVISION EXPENSES, DIVISION CODE 9240

Transtech Enterprizes	4827	Repairs to fire trucks	B	295.89
ABC Consultants	2117	Administrative fees for 2/99	B	225.00
Pacific Bell	4827	Fire station phone thru 1/25/99	B	17.28
TOTAL FIRE EXPENSES =				\$538.17

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Timothy Little	R9255R	Partial deposit refund	B	100.00
Diversified Risk	R9255R	Special event insurance	B	112.34
Laura Cox	R9255R	Deposit refund	B	150.00
TOTAL CHECKS ISSUED FROM TRUST FUNDS =				\$362.34

B = Paid thru Merrill Lynch Depository
C = Paid thru County depositories
P = Paid thru Petty Cash Funds

TOTAL CAPITAL FUND EXPENSES = \$0.00
TOTAL GENERAL FUND EXPENSES = 14,900.54
TOTAL CHECKS ISSUED FROM TRUST FUNDS = 362.34
TOTAL OF ALL CHECKS ISSUED = \$15,625.22

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

MUIR BEACH COMMUNITY SERVICES DISTRICT

Deborah Kamradt, President

Donovan Macfarlane, General Manager

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

- A. **ADMINISTRATION:** The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.
1. **County Audit:** Regrettably, completion of the audit has been delayed. However, the Board of Supervisors has finally corrected an oversight remaining from former Supervisor Giacomini's tenure wherein the approval of the District's request for a "Five Year Audit Period" had fallen through the cracks. The Board of Supervisors has formally approved this. My guess is that the audit through fiscal 1996-97 will be completed next month.
 2. **Fiscal reports:** The District's fiscal condition remains good with combined cash assets of \$284,369.84 at the end of February. Revenues actually exceeded expenses in February, as we received the final increment of F.E.M.A. 1998 storm funds in the amount of \$17,327 for a total of \$112,471 in 1998 Funds. Review of the Fiscal Year to Date Report shows that the District has increased its cash equity by \$78,509.37 since the beginning of the fiscal year. This is primarily the combined result of accumulated capital improvement funds and F.E.M.A. funds. For example:
 - a. F.E.M.A. funds received = \$113,521 less expenses of \$44,727.82 = \$68,793.18 gain
 - b. Capital funds & interest = \$31,518.47 less expenses of \$7,101.50 = \$24,416.97 gain
 - c. The combined gains from above total \$93,210.15 versus the \$78,509.37 equity gain indicates that the other operational expenses exceeded income by \$14,701.78. This is primarily due to a delay in receiving the Community Development Block Grant Funds of \$12,572 (received in early March) and the combined losses in water and recreational operations. Comparing the expenses for the year to date versus the adopted budget for the fiscal year indicates that most areas are within the budget parameters. The major exception is in water operations contract repairs with a budget provision of \$5,000 versus expenditures to date of \$14,981.58
 3. **Liability Insurance:** In seeking more cost effective coverage I have found that insurance through the Special District Risk Management Authority is becoming less and less competitive. Comparable insurance through the Rural Water Association are less expensive and offer more flexible coverage, including automatic coverage for up to 50 special events (community center rentals) each year. I recommend that we change our insurance carrier.
- B. **FIRE:** At the last meeting the Fire Chief requested assistance in having the trees and shrubs that overhang the roadway surfaces trimmed back to clear emergency vehicle access and improve visibility. This has been accomplished along Sunset Way; however, my calls to County road maintenance have not been successfully concluded and the necessary pruning on Ahab, Seacape, and Starbuck Drives remains to be done, and until proper communications is established with the County there will be no action.
- C. **WATER:** Essentially water operations have been routine since the last Board meeting and there are no unusual conditions to report.
1. Gross water billing for the January 23 through February 23, 1999 billing period was \$3,894.16 plus late charges of \$65.62 and interest charges of \$7.22 for a total of \$3,967 versus \$3,366.97 for the same period last year which is less than a 1% variation. The consumption surcharges totaled \$1,004.15.

2. The table below tabulates the water production for the period January

Total volume of water measured through the master meter =	
Highest pumping day was on 02/04/99 and volume pumped =	
Lowest pumping day was on 2/05/98 and volume pumped =	
Total volume billed through service meters =	
Gross unaccounted for water loss =	104,452 gallons
Estimated un-metered maintenance use =	15,000 gallons
Net unaccounted for water loss (10.98%)	89,452 gallons
Average daily customer consumption =	156 gallons
Average service billing =	

- D. **RECREATION:** There are no specific items to report concerning recreation. However, if there is time the considerations offered in last month's G. M. Report to the Board should be considered.
- E. **ROADS AND EASEMENTS:** The easterly pedestrian easement from Sunset Way to Cove lane is now open. There are some additional improvements necessary for this easement to meet District standards and they will be completed within the next sixty days. The plan and profile survey work has been completed for the westerly pedestrian easement from Sunset Way to Cove Lane; however, I have not received the drawings from the surveyor and have not been able to complete my recommendations for improvements. Hopefully, this will be done in time for the next Board meeting.

In so far as the problems on Pacific Way, the letters to the Board Superintendent O'Neill of the N.P.S. were mailed in early March. To date there is no response from N.P.S. and the following is a summary of communications with Supervisor Kinsey's office:

Rick Carlsen of the Department of Public Works ("D. P. W.") stipulates that the County ever agreed to furnish a pump to remove the water. He stipulates that this should be by a flood control district with local assessment authority. He then indicated that D. P. W. is reluctant to get in to the regular operation and maintenance of a pump since during an emergency they find it difficult to be on the scene. He estimated the cost of a 4" pump to be \$20,000± and feels this is too much considering the probability of a more permanent solution with the restoration of Big Lagoon in the next few years. I have responded to this communication with some dissatisfaction concerning the efforts of the County to meet their fiduciary responsibilities in preserving the health, welfare and safety of the citizens. Regrettably, at this time there is little more that can be done other than continuing to make a nuisance of ourselves, or considering possible legal action.

It should be noted that Supervisor Kinsey's office, particularly his assistant Lisa Cross, has been very cooperative and expended considerable effort in trying to get something done.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

03/26/99

Muir Beach Community Services District

Operations Fiscal Report For

February 1999

	Feb '99
Income	
Administrative Income	
A9001, General Tax Income	259.39
A9772, Copier Income	5.00
Total Administrative Income	264.39
Recreational Activities Income	
R9255, CC Rental Income	230.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	94.43
R9811TC, Tai Chi Income	247.50
Total R9811, Rec. Programs Income.	341.93
Total Recreational Activities Income	571.93
Roads & Easements Income	
E9772, Road & Esm't Income	
E9772F, FEMA Grant Income	17,327.00
Total E9772, Road & Esm't Income	17,327.00
Total Roads & Easements Income	17,327.00
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,163.09
H9031, Water Surcharge Income - Other	16.20
Total H9031, Water Surcharge Income	1,179.29
Total Water Capital Improvements Inco	1,179.29
Water Operations Income	
W9025, Water Service Income	4,731.31
Total Water Operations Income	4,731.31
Total Income	24,073.92
Expense	
Administrative Expenses	
A2117, Consulting Adm'n. Fees	1,500.00
A2121, Miscellaneous Expenses	29.91
A2137, Copier Maint. Expenses	80.56
A2479, Travel Expenses	171.84
A2534, Telephone/Communications	259.79
Total Administrative Expenses	2,042.10
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	313.17
Total Fire Operational Expenses	538.17
Recreational Expenses	
R1028, Maint. Mgr. Wages	168.00
R1073, Janitorial wages	129.00
R1404, FICA	51.81
R1701, Work Comp Insurance	274.43
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	183.00
R2041CP, Child's Program Exp.	101.94
R2041TC, Tai Chi Expenses	198.00
Total R2041, Rec. Program Expenses	482.94
R2077, Routine Repairs	74.27
R2097, CC Ground Maintenance	200.00
R2117, Administrative Expenses	325.00
R2366, Building Supplies	16.10
R2534, Pay Telephone Expense	43.21
R2535, Energy Expenses	

03/26/99

Muir Beach Community Services District
Operations Fiscal Report For
February 1999

	<u>Feb '99</u>
R2535E, Electrical Expenses	46.37
R2535, Energy Expenses - Other	57.48
Total R2535, Energy Expenses	<u>103.85</u>
Total Recreational Expenses	1,868.61
Roads & Easements Expenses	
E2077, Road & Easement Repairs	
E2077FEMA, 1997-98 Storms	1,244.05
Total E2077, Road & Easement Repairs	1,244.05
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	<u>1,744.05</u>
Water Operational Expenses	
W1026, Maint. Mgr. Wages	664.00
W1404, FICA	50.80
W1506, Medical benefits	140.00
W1701, Work. Comp. Insurance	251.31
W2077, Routine Repairs	294.96
W2115, Chemicals & Testing	1,911.20
W2121, Miscellaneous Expenses	185.00
W2130, Postage & Shipping	121.78
W2133, Office Supplies	122.87
W2325, Contract Services	4,131.05
W2479, Travel allowance	100.00
W2534, Telephone Relay Expense	64.40
W2535, Electrical Service	689.01
Total Water Operational Expenses	<u>8,726.38</u>
Total Expense	<u>14,919.31</u>
Net Income	<u><u>9,154.61</u></u>

03/27/99

Muir Beach Community Services District
Consolidated Balance Sheet Accrual Basis
As of February 28, 1999

	Feb 28, '99
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	22,367.22
Fund 429, County Investment Fun	
Capital Improvements	94,799.42
General Investments	33,884.76
Fund 429, County Investment Fun - Other	-244.50
Total Fund 429, County Investment Fun	128,439.68
Merrill Lynch WCMA	
FEMA 1997-98 Storms	112,471.00
Quilters Donations	14,365.00
R&E Donations	950.00
Rental Deposit Trust	771.59
Water Security Deposit Trust	3,200.00
Merrill Lynch WCMA - Other	-28,770.88
Total Merrill Lynch WCMA	102,986.71
Petty Cash Fund	-287.20
Treasury Bill Investment Funds	
Fire Station	10,984.83
Investments	4,015.17
Total Treasury Bill Investment Funds	15,000.00
Total Checking/Savings	268,506.41
Accounts Receivable	
Receivables	15,863.43
Total Accounts Receivable	15,863.43
Total Current Assets	284,369.84
TOTAL ASSETS	284,369.84
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	771.59
W9025RD, Security deposits	3,200.00
Total Other Current Liabilities	3,971.59
Total Current Liabilities	3,971.59
Total Liabilities	3,971.59
Equity	
Opening Bal Equity	158,157.31
Retained Earnings	34,337.19
Net Income	87,903.75
Total Equity	280,398.25
TOTAL LIABILITIES & EQUITY	284,369.84

03/27/99

MBCSD 97-98
Fiscal Year to Date Operations Report
 July 1998 through February 1999

	<u>Jul '98 - Feb '99</u>
Income	
Administrative Income	
A9001, General Tax Income	18,638.13
A9203, Interest earned	1,751.43
A9772, Copier Income	95.50
Total Administrative Income	<u>20,485.06</u>
Fire Operations Income	
F9877, West Marlin Funds	8,633.91
F9763, Fire Assoc. Donations	5,824.00
Total Fire Operations Income	<u>14,457.91</u>
Recreational Activities Income	
R9255, CC Rental Income	2,870.00
R9772, Misc. Recreation Income	261.80
R9801, Donations received	
R9801Deck donations	15,865.00
Total R9801, Donations received	<u>15,865.00</u>
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	798.97
R9811CP, Child's Prog. Income	131.48
R9811TC, Tai Chi Income	952.25
R9811, Rec. Programs Income. - Other	55.00
Total R9811, Rec. Programs Income.	<u>1,937.70</u>
Total Recreational Activities Income	<u>20,934.50</u>
Roads & Easements Income	
E9772, Road & Esm't Income	
E9772F. FEMA Grant Income	113,521.00
Total E9772, Road & Esm't Income	<u>113,521.00</u>
Total Roads & Easements Income	<u>113,521.00</u>
Water Capital Improvements Inco	
H9001, special Assessment Tax	17,589.00
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	10,043.27
H9031, Water Surcharge Income - Other	196.20
Total H9031, Water Surcharge Income	<u>10,239.47</u>
H9377, Interest Earnings	
H9377C, Cap. Imp. Interest	3,690.00
H9377G, Gen. Inv. Interest	1,143.61
Total H9377, Interest Earnings	<u>4,833.61</u>
Total Water Capital Improvements Inco	<u>32,662.08</u>
Water Operations Income	
W9025, Water Service Income	40,721.85
W9772, Miscellaneous Income	50.00
Water Operations Income - Other	203.31
Total Water Operations Income	<u>40,975.16</u>
Total Income	<u>243,035.71</u>
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	410.56
A2059, P & L Insurance	353.00
A2117, Consulting Admin. Fees	5,000.00
A2121, Miscellaneous Expenses	224.91
A2129, Gen. Election expenses	257.50
A2130, Mailing & Shipping Exp.	58.95
A2133, Office Supplies	143.66
A2137, Copier Maint. Expenses	134.29

03/27/99

MBCSD 97-98
Fiscal Year to Date Operations Report
 July 1998 through February 1999

	Jul '98 - Feb '99
A2479, Travel Expenses	1,062.40
A2534, Telephone/Communications	1,729.58
Total Administrative Expenses	9,374.85
Fire Operational Expenses	
F2059, P & L Insurance	3,124.00
F2117, Administrative Fees	1,800.00
F4827, W. Marin Fund Expenses	7,237.91
Total Fire Operational Expenses	12,161.91
Recreational Expenses	
R1028, Maint. Mgr. Wages	622.73
R1073, Janitorial wages	1,126.10
R1404, FICA	189.64
R1701, Work Comp Insurance	1,098.35
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	1,670.06
R2041CP, Child's Program Exp.	101.94
R2041TC, Tai Chi Expenses	761.80
Total R2041, Rec. Program Expenses	2,533.80
R2059, P & L Insurance	451.00
R2077, Routine Repairs	196.37
R2096, Building Maintenance	126.00
R2097, CC Ground Maintenance	250.00
R2117, Administrative Expenses	2,600.00
R2133, Office Supplies & Stamps	18.15
R2259, Refuse Removal	336.10
R2366, Building Supplies	261.67
R2534, Pay Telephone Expense	350.39
R2535, Energy Expenses	
R2535E, Electrical Expenses	1,040.21
R2535G, Butane Gas Expenses	108.32
Total R2535, Energy Expenses	1,148.53
R4045, Community Block Grant Ex	
R4045D, Com. Ctr. Deck wages	15,849.32
R4045M, Equipment & Materials	13,338.24
Total R4045, Community Block Grant Ex	29,187.56
R4093, Furniture & Equipment	20.37
Total Recreational Expenses	40,516.76
Roads & Easements Expenses	
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	6,133.58
E2077FEMA, 1997-98 Storms	33,853.17
E2077, Road & Easement Repairs - Other	63.81
Total E2077, Road & Easement Repairs	40,050.56
E2117, Administrative Fees	4,000.00
Total Roads & Easements Expenses	44,727.82
Water Capital Improvements Exp.	
H2059, P & L Insurance	164.00
H2352, County fees	244.50
H2713, Project Improvements	
H2713WR, Water Right Resolution	3,012.50
H2713, Project Improvements - Other	4,089.00
Total H2713, Project Improvements	7,101.50
Total Water Capital Improvements Exp.	7,510.00
Water Operational Expenses	

MBCSD 97-98**Fiscal Year to Date Operations Report**

July 1998 through February 1999

03/27/99

	<u>Jul '98 - Feb '99</u>
W1026, Maint. Mgr. Wages	9,295.17
W1073, Extra Hire Wages	160.00
W1404, FICA	426.05
W1506, Medical benefits	1,120.00
W1701, Work. Comp. Insurance	-805.04
W2049, Conferences & Training	286.00
W2058, Annual Permit Fee	1,500.00
W2059, P & L Insurance	1,019.00
W2077, Routine Repairs	1,344.85
W2115, Chemicals I Testing	1,107.65
W2117, Administrative Fees	13,200.00
W2121, Miscellaneous Expenses	851.86
W2130, Postage & Shipping	575.77
W2133, Office Supplies	1,177.97
W2325, Contract Services	14,981.58
W2479, Travel allowance	770.00
W2534, Telephone Relay Expense	263.06
W2535, Electrical Service	2,961.08
Total Water Operational Expenses	<u>50,235.00</u>
Total Expense	<u>164,526.34</u>
Net income	<u><u>78,509.37</u></u>

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, ~~DECEMBER 1998~~ Feb 24, 1999**

Directors present: President Pinto and Directors: Kamradt, Schiffries and Shaffer. Director Rudnick arrived at 7:22 p.m.

- I. **Call to order:** President Pinto called the meeting to order at 7:10 p. m.
- II. **Review and consideration of the February 24, 1999 Agenda.** There was a brief review of the Agenda and a recommendation was made to move Item V up to become Item III. With this recommendation Director Kamradt *moved* to approve the Agenda as revised; seconded by Director Shaffer; ayes all.
- III. **Representative Donna Beaumont from CalPers** was introduced to the Board and she then made a basic presentation of the CalPers retirement and medical insurance benefits available for District participation. In general, the benefits are available to elected officials upon taking office and to District employees working at least half time and under contract for at least six months. Elected officials can continue their participation voluntarily after leaving their term of office. The District must contribute a minimal amount toward the participation of District Directors and employees. Regrettably, the employment requirements render participation by the volunteers and volunteer firefighters difficult, if not impossible; however, this requires further review. The District can participate if at least one Director or employee desires to do so and the Board approves the District's minimal fiscal requirement.

- IV. **Public Open Time:** Ann Browning asked the Board to consider a possible rate revision for a future rental where a local singer plans to put on a program open to the all beach residents. However, as admission is charged and the event is also open non residents, the consensus was that this would violate the established policy for such rentals.

- V. **National Park Service:** N.P.S. maintenance chief Jim Boucher reported that Mia Monroe would not be attending tonight. She had relayed that the ~~_____~~ rangers have been cautioned about use of private District roads ~~however, the rangers stated that they do not intend to use the roads at Muir Beach.~~

Jim then reported that control spraying of Eucalyptus trees had started on the upper slopes of the Banducci area, but has been suspended for the seasonal nesting season of birds and wildlife. Many residents have expressed interest in control of Eucalyptus; however, there is reluctance to use chemicals for this purpose.

There is a planned update on the "Transportation Study" to be given at the next Watershed Committee meeting and this should offer valuable information for the District's consideration.

- VI. **Review of the development plan for 296 Sunset Way:** J. L. Hallberg, engineer representing Ms Cummings introduced himself and his planning associate. The G. M. explained the prior communications with the county land development department and Mr. Hallberg's planning associate, in which encroachments into the District's right of way currently exist and the proposed plans indicate additional new encroachments to accommodate off street parking, in violation of District policies and standards. This was followed by a lengthy discussion, including some consideration of the existing 40' R/W in this location versus the standard 30' R/W along Sunset Way. The planning associate indicated that the parking was not a part of the County's off street parking requirement, but is intended to provide additional parking. This was noted by the G. M. as being contrary to his understanding and must be determined prior to District acceptance. After further discussion it was generally agreed that the G. M. write a letter indicating the District's conditional acceptance of the plan with the following provisions; (1) That the existing encroachments could continue providing a binding understanding that if at any time in the future the District should require the removal of the encroachments to accommodate roadway improvements, the removal and property restoration would be at the expense of the property owner. This should be accomplished by a legal recording running with property title. (2) That the new parking spaces created using a part of the District R/W

are in addition to and not a part of the County's off street parking requirements. (3) That the cul de sac area be redesigned to create a back up turn around adequate for the use of emergency vehicles and that the existing drainage problem in the area be mitigated. (4) That the owner either grant an easement or dedicate the land underlying the existing pavement and underground improvements (water line) where they encroach on the southwesterly edge of the property where the cul de sac begins. (5) That the District will authorize grading of the District R/W to the Spindrift Point entrance so as to accommodate the grading necessary for the cul de sac improvement.

- VII. Bills to be paid:** The Bills to be Paid Report was reviewed and following a brief discussion Director Shaffer *moved* to approve the report as submitted, including \$16,653.76 in general fund expenses and \$470.39 in customer refunds from the applicable trust funds, for a total of \$17,594.54 in checks issued; seconded by Director Schiffries; ayes all.
- VIII. Fire Association:** Director Schiffries reported that he has had no further word from the State on the agreement for water service with the Association.
- IX. Redwood Creek Watershed Committee:** There was no meeting of the watershed committee. The next meeting will be March 10th and if possible director Kamradt will attend.
- X. Fire Department, emergency disaster committee:** Chief Moore requested assistance in having the County or other responsible authority prune the trees and shrubs that are encroaching over the paved surface of the roadways on Ahab Drive, Starbuck Drive, Pacific Way, and Sunset Way. The G. M. was instructed to inspect the area and take whatever steps are necessary to have the visibility hazard mitigated. The Chief also mentioned that the Zen Center should be notified that the trees they planted along Shoreline Highway are growing into the power lines and that these trees are essentially non native species. As a final matter, the department is attempting to gain an agreement with the N.P.S. to occupy the barn and house of the horse farm as a part of the facilities for the department.
- XI. General Manager's Report:** There was a brief discussion of the G. M.'s report; however, due to the late time more detailed discussion was deferred to the next meeting. The Board did concur with the G. M.'s request for funding a plan and profile survey of the westerly pedestrian R/W from Cove Lane to Sunset Way, so as to determine the most prudent route for improvements.
- XII. Consideration of the January 27, 1999 draft minutes.** President Pinto noted that these minutes did not reflect Karla Andersdatter's comments concerning dog's on the beach, the park ranger's using District roads to facilitate their enforcement of the N.P.S. dog policies, and her comments concerning the N.P.S. tree policies in regard to removing the Eucalyptus trees. The G. M. indicated that this was not included as it does not actually involve matters of District Authority. President Pinto indicated a preference to include them so as to show Ms Andersdatter's efforts. Director Shaffer then *moved* to approve the January 27, 1999 minutes with the addition of a brief summary of Ms Andersdatter's comments.
- XIII. Next meeting date:** The next meeting date was scheduled for Wednesday, March 24, 1999.

The meeting was adjourned at 10:45 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

Donovan

**TABLE OF CONTENTS
FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, MAY 5, 1999
THE MEETING WILL BEGIN AT 7:00 P.M.**

<u>DESCRIPTION</u>	<u>PAGES</u>
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Draft Minutes for the March 31, 1998 meeting	14 - 16

Mr. Monner: Sgt Funderburk, Lt Clark
 to English who's partner - Supervisor named Jones
 their phone are & agree with info - B-22 are
 stand down. - Officers will ask and for the 1st
 (and) from Wagner said agree on this. At
 don't have 75% for or this.
 Article is in the 1st. was great.

for
 O.G.I.E may pay self \$1000 for
 and regarding procedure @ O.G.I.E.
 Patients - arrest diff in bank
 Community center within remaining area and
 phd. Body should be supplied and with.
 Report review for ongoing procedures - no
 discover - has more the hands from the individual
 are.
 Dr. says will be relevant in profit area.
 going & more the rest. Bank and also make
 forward for working full, the: and provide only order
 probably since they agree - and provide only order
 of look - making in work & recognize the
 left the same
 get information & use cases.
 Mrs. Winkler meeting - comments
 or here from down w/ C.D. the.
 there will continue as to with a one against a
 recorded.

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY
MAY 5, 1999 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, Matthew Schiffries and Steve Shaffer. *Erin not here -*

I. **Call the meeting to order:** President Kamradt will call the meeting to order. *7:15*

II. **Review and consideration of the May 5, 1999 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, Matt 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.

Deborah - Van Buren, Viteri, Wronski - appreciate for Harvey
PUBLIC INPUT

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

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

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

IV. **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. *Erin - Maria to lead people are going to survey the for a cabinet @ Park entrance - Park Service trying to find a place for people to park.*

V. **Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the March 1, 1999 through March 31, 1999 fiscal period. *Steve, Matt all.*

VI. **Fire Association:** Director Schiffries will render a progress report on the anticipated completion of the negotiations with the State Park Service and the water meter billing. *Unable to make progress.*

- May 12
withstanding
- VII. **Redwood Creek Watershed Committee:** A brief report is expected from the attendees of the most recent watershed committee, which was primarily dedicated to the drainage problems on Pacific Way. *Steve / Rich*
Carbon - will have 2' gas pump prior to mtg with Pacific Way Bridge 1 Box
- VIII. **Ad hoc Transportation Committee:** President Kamradt, chairperson for this committee will give a report on the committee's initial meeting. *Stewart Santos Fuld* *Steve / Matt* *on reconstruction / later*

- IX. **Fire Department, Emergency Disaster Committee:** The Fire Chief will give a brief report of the annual Bar B Que and other fire department items. *W. Marin funds - 5,500 - Bohm / Marin Co author*
this funds & have a full time para medic w/ W. Marin. #1

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

- letting W. Marin know in fire / Bar agreement, etc. - National Meeting*
- X. **General Manager's Report:** The General Manager's written report includes the following matters, and the General Manager (G. M.) will be available to answer questions concerning these matters.

- BBO and put the SDRMA into scope*
- A. **Administration:** The report includes Administrative operations, Fiscal Reports and District Fiscal Balance Sheets for March 1999; the County audit progress, and request action on the following items.

- ① During the March 31, 1999 Board meeting, the G. M. recommended changing insurance coverage from the S. D. R. M. A. to coverage through the American Water Works Association by General electric. The decision was postponed until tonight's meeting. *Steve - w/ anast SDRMA*
Peter
- ② During the January 27, 1999 meeting the Board listened to a presentation by a State representative of the medical insurance benefits available to District employees and Directors through Cal. Pers. A decision was postponed until the Directors had more time to review the written information. A request to approve participation in the program has been made to the board. *Steve*
not
- ③ During the March 31, 1999 meeting a request for the District to serve as the administrator of grant funds for the Redwood Creek Watershed Committee was presented. The committee has requested that this be formerly authorized and that the District authorize the G. M. to sign the District's grant application. *lack of the program, owner* *Steve / Matt*

- B. **Roads and Easements:** The repair and improvements of District pedestrian paths, private roadways and parklands has revealed the existence of private encroachments onto the District properties and in some situations the encroachment of District roadways and pedestrian paths onto private property. The final determination of these encroachments require surveys by a registered land surveyor and consideration by the Board for prudent and timely mitigation of the violations. *Survey - Steve / Peter*

- C. **Water:** The report reviews general water operations, activities and requests for Board actions. As a part of this discussion, President Kamradt will give a report on the ad hoc water committee's meeting to discuss the priorities of the Twenty Yea Plan. In addition, a particular note will be made of Harvey Pearlman's diligent efforts to assist residents in solving their water problems.

- D. **Recreation:** There are no new recreational activities to report; however, there are considerations from the previous Board meeting that were deferred to tonight's meeting.

- IX **Review of the draft minutes** for the March 31, 1999 Board meeting. *Pete, Steve, Matt* *actives*

- X. **Next meeting date:** The next regular meeting date is Wednesday, ~~April~~ 26, 1999.

ADJOURNMENT OR CONTINUATION

9:50

May

MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 03/01/99 THROUGH 03/31/99

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
ADMINISTRATION EXPENSES, DIVISION CODE 9236				
Office Depot	2049	Meeting packet printing	P	9.02
U.S.P.O.	2130	Postage	P	26.20
Discovery Office Systems	2137	Copier maintenance contract	B	300.00
AT&T	2534	Toll calls for 707-643-1143 thru 2/25/99	B	12.49
Pacific Bell	2534	707-643-1143 thru 2/28/99	B	49.50
Pacific Bell	2534	415-388-7804 thru 3/11/99	B	52.03
Pacific Bell Wireless	2534	Cellphone thru 3/6/99	B	111.69
ABC Consultants, Inc.	23117	Consulting fee for March	B	500.00
TOTAL G&A EXPENSES =				\$1,060.93

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
Harvey Pearlman	2077	Gas for chain saw & weed wacker	P	5.00
ABC Consultants, Inc.	2117	Consulting fee for March	B	500.00
David Howe Tree Service	2077F	Tree removal E. walk to Cove Lane	B	425.00
Goodman Building Supply	2077F	Misc. hardware for easement repairs	B	38.17
Harvey Pearlman	2077F	F.E.M.A. wages in March	C	137.79
Home Depot	2077F	Stucco for headwall repairs	B	30.32
Robert Wurgalt	2077F	F.E.M.A. wages in March	C	292.82
Salvador Gonzales	2077F	F.E.M.A. wages in March	C	274.51
TOTAL R&E EXPENSES =				\$1,703.61

WATER DIVISION EXPENSES, DIVISION CODE 9238				
Harvey Pearlman	1028	Maint. Mgr. wages in March	C	1,853.15
Harvey Pearlman	1506	Medical allowance in March	C	140.00
Goodman Building Supply	2077	Misc. hardware, cement, for repairs	B	79.03
Marin County Laboratory	2115	Coliform tests 3/10/99	B	30.00
ABC Consultants, Inc.	2117	Consulting fee for March	B	800.00
ABC Consultants, Inc.	2117	Clerical fee for March	B	850.00
Low Cost Storage	2121	Storage for April '99	B	85.00
USA Bluebook	2121	Water meter valve box	B	60.10
U.S.P.O.	2130	Postage	P	109.80
Frey's Electronics	2133	Ink for printing invoices	P	27.99
Office Depot	2133	Copies for annual water report	P	10.44
Harvey Pearlman	2479	Travel allowance in March	C	100.00
Pacific Bell	2534	Relay phone thru 3/7/99	B	31.66
Pacific Gas & Electric	2535	Well & lower tank electric thru 3/19/99	B	311.43
TOTAL WATER EXPENSES =				\$4,488.60

RECREATION EXPENSES, DIVISION CODE 9239				
Juana Gonzales	1073	Janitorial wages in March	C	138.88
Tam Rentals	2077	Log splitter rental for firewood	B	75.00
ABC Consultants, Inc.	2117	Consulting fee for March	B	325.00
Costco	2366	Paper towels, trash bags & supplies	P	71.55
Pacific Bell	2534	Com. C. pay phone thru 2/19/99	B	43.21
Pacific Bell	2534	Com. C. pay phone thru 3/19/99	B	43.21
Pacific Gas & Electric	2535	Com. Ctr. electric thru 3/19/99	B	61.90
Rachael Culp	2041BI	Bistro Wages in March	C	96.89
Emiko Wang	2041TC	Tai Chi instruction in March	B	126.00
TOTAL RECREATION EXPENSES =				\$981.64

FIRE DIVISION EXPENSES, DIVISION CODE 9240				
ABC Consultants, Inc.	2117	Consulting fee for March	B	225.00
L. N. Curtiss & Sons	4827	Flood lights and mounts	B	931.42
Marin County	4827	Radio repairs	B	153.53
Pacific Bell	4827	Fire station phone thru 2/25/99	B	17.67
TOTAL FIRE EXPENSES =				\$1,327.62

		TOTAL CAPITAL FUND EXPENSES =	\$0.00
		TOTAL GENERAL FUND EXPENSES =	9,562.40
		TOTAL CHECKS ISSUED FROM TRUST FUNDS =	0.00
		TOTAL OF ALL CHECKS ISSUED =	\$9,562.40

B = Paid thru Merrill Lynch Depository
 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

 Deborah Kamradt, President

 Donovan Macfarlane, General Manager

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

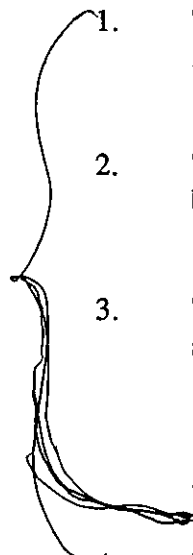
A ADMINISTRATION: The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.

- 1 The Board's vote on the G. M.'s recommendation to change insurance coverage was postponed from the last meeting to tonight's meeting. As a reminder, the recommendation was based on a slightly lower premium (for equal coverage) which includes coverage for as many as 50 special (rental events). The special event coverage eliminates the problem of requiring special insurance from renters. Insurance for the annual Fire Association Bar B Que can continue to be arranged as it is currently arranged each year.
- 2 A request for the District to consider participation in the State Pers. program has been made by Director Schiffries and others. It is recommended that the District instigate actions to participate in this program with the minimum provision for the District's fiscal share, continuation of Harvey Pearlman's benefit program amount, and reimbursement to the District by Directors wishing to participate in program. This will enable District participation without increased costs.
- 3 It is recommended that the District serve as the Grant applicant/administrator for the available State Grants applicable to the Redwood Watershed Committee.
- 4 There has been progress on completion of the five year audit by the County. This was temporarily delayed due to the G. M.'s schedule. The audit should be completed in time for the auditor to present the report during the May meeting.

B ROADS, PEDESTRIAN WAYS (DEDICATED LANDS), PEDESTRIAN EASEMENTS (EASEMENT RESERVATIONS), AND PARKLANDS: During the past several years, as the District has had funds available for the improvement of its private roads, pedestrian paths and parklands we have experienced some difficulties as a result of encroachments by the District onto private lands and private resident use encroachments onto District lands. As a result, the District reaffirmed that private use encroachments onto the District lands would not be permitted and District encroachments onto private lands would be corrected to be within the District lands. However, in most situations the final determination of these encroachments requires boundary surveys by licensed land surveyors.

Since the 1997-98 and 1998-99 storm damages and the obtainment of more than \$180,000 in F.E.M.A. grant funds, the District has been able to repair the storm damages, which in most areas has resulted in substantial improvements from pre storm conditions, as the repairs were required to be done to conform to the improved standards and codes of the current times. F.E.M.A. regulations require that the repairs restore the storm damaged areas to their condition existing prior to the storm; providing however, that if improved codes and standards have been adopted prior to the damage the requirements of the new codes and standards prevail for repairs. This includes the correction of District encroachments onto private property and the removal of private encroachments onto District property in the areas of F.E.M.A. damage repairs. F.E.M.A. funds may be used for the correction of District encroachments; however they cannot be used to remove private encroachments, which must be paid for by the persons responsible for the private encroachments.

The use of F.E.M.A. funds has in many situations relieved the District of maintenance expenses in the damage repair areas and the District now has some limited maintenance funds available for non F.E.M.A. funded improvements for the remaining roads, pedestrian ways, and parklands. Prior to planning and implementing these improvements it is necessary to have some area boundaries (where recent surveys have not been done or where known markers have been inadvertently destroyed) properly located by licensed surveyors. The required survey areas and estimated costs are as follows:

- 
1. The Pedestrian Way from Ahab Drive to Sunset Way. This trail has been improved but meanders down the hillside and may not be properly located within the right of way. Estimated survey cost is \$1,500.
 2. The Pedestrian Way from Sunset Way to Pacific Way below the community center. The box culvert for drainage has been reconstructed; however, the trail is in dire need of repairs for improved safety. Estimated survey cost is \$750.
 3. The upper region of the District parkland between Starbuck and Seacape Drives. This survey area should begin at Seacape Subdivision lot 24 on the southeast and lot 37 on the southwest going north and westward to the end of the Parkland at the intersection of Seacape Drive and Starbuck Drive. The survey (as an eventual cost saving measure) should continue across Seacape Drive to establish the boundaries of the Pedestrian Way to the Muir Beach Overlook. Estimated cost of this survey is \$3,000. *Steve Poplar*
 4. There is also a need to complete the research to reestablish the pedestrian "easement" from Muir Beach overlook to Charlotte's Way and then to "Little Beach". However, as this will require considerable time and effort, some delay in implementation is necessary.

The area map on the following pages highlights the areas applicable to items 1 through 3 above, to offer a general idea of the location of the subject areas. It should be noted that several of the Pedestrian Ways have been recently surveyed and the corners marked with protective posts. These include:

5. The Parkland (Item 3 above) above Sunset Way opposite the community center.
6. The Pedestrian Way from Sunset To Sunset adjacent to "Little Beach" was recently surveyed; however, protective markers have not been installed.
7. The Pedestrian Way from Sunset to Pacific Ways at the Sunset Way intersection with Shoreline Highway. Plan and profiled, protective markers not installed.

As the surveys are completed, the boundary markers should be protected with precast concrete posts embossed with M.B.C.S.D. on the post. The post should be set at least 18 inches into the ground and anchored with concrete, with 24" of the marker exposed above ground.

When the surveys are completed, private encroachments into the District lands should be noticed and the owners given a reasonable period of time to remove the encroachment. Similarly, encroachments by the District onto private lands should be noticed to the property owner and removed as quickly as possible. It is interesting to note that private encroachments onto public lands cannot acquire the violated land by adverse possession; however, public encroachments onto private lands may enable or indicate acquisition by imminent domain.

It should be noted that the above comments do not address the problems of encroachments and right of way locations for the District's private roadways. At this time, it is recommended that a discussion of these conditions be considered at a later date and preferably after proper plan and profile surveys have been completed to determine the extent of any problems that may exist.

C. WATER: In general, water operations have been quiet in so far as water quality problems. However, since the last report we have experienced several leaks that have resulted in the loss of approximately 50,000 gallons of water, plus several thousand gallons in consumer metered water loss. Two residential meters have experienced leaks on the resident side of the meter and the District's leak repair relief policy is applicable to permit the subject billings to be adjusted to the lower billing rate.

In addition, Harvey has repaired two leaks in the distribution system and a substantial leak in the State Park land service line (on the metered side) has been reported to the park service for repair.

Coliform tests taken during March and April were free of coliform bacteria. We are currently planning to implement the annual water quality tests mandated by the Safe Drinking Water Act, which are also necessary for preparation of the required Consumer Confidence Report (1st annual issue to be mailed prior to October 31, 1999).

Gross water billing for the February 23 through March 23, 1999 billing period was \$4,213.08 which is \$965.32 more than the same period last year, which may reflect the somewhat drier current season. Late charges of \$61.45 and interest charges of \$4.40 increased the gross total to \$4,278.93. The consumption surcharges totaled \$974.15.

The table below tabulates the water production for the period February 23 to March 23, 1999.

Total volume of water measured through the master meter =	833,750 gallons
Highest pumping day was on 3/13/99 and volume pumped =	41,420 gallons
Lowest pumping day was on 3/02/99 and volume pumped =	11,100 gallons
Total volume billed through service meters =	716,501 gallons
Gross unaccounted for water loss =	117,249 gallons
Estimated un-metered maintenance use =	15,000 gallons
Net unaccounted for water loss (12.26%) (doesn't reflect March/April leaks)	102,249 gallons
Average daily customer consumption =	174 gallons
Average service billing =	\$28.77

C. RECREATION: No unusual recreation operation activities have occurred, except for the need to find a long term replacement for Rachel Culp as the Bistro attendant. Mary Collier filled in temporarily, but is now on a European vacation and is not particularly interested in taking this over for the long term.

Some progress has been made in forming an ad hoc recreation committee and it is hoped that this committee membership can be recommended to the Board during the next Board meeting.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

04/30/99

Muir Beach Community Services District
Operations Fiscal Report For
March 1999

	Mar '99
Income	
Administrative Income	
A9001, General Tax Income	233.95
A9203, Interest earned	459.81
A9772, Copier Income	72.00
Total Administrative Income	765.76
Recreational Activities Income	
R9255, CC Rental Income	470.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	127.91
R9811CP, Child's Prog. Income	70.00
R9811TC, Tai Chi Income	157.50
Total R9811, Rec. Programs Income.	355.41
Recreational Activities Income - Other	12,572.00
Total Recreational Activities Income	13,397.41
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,149.12
H9031, Water Surcharge Income - Other	13.80
Total H9031, Water Surcharge Income	1,162.92
Total Water Capital Improvements Inco	1,162.92
Water Operations Income	
W9025, Water Service Income	4,683.46
W9772, Miscellaneous Income	20.00
Total Water Operations Income	4,703.46
Total Income	20,029.55
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	9.02
A2117, Consulting Admin. Fees	500.00
A2130, Mailing & Shipping Exp.	26.20
A2137, Copier Maint. Expenses	309.15
A2479, Travel Expenses	123.84
A2534, Telephone/Communications	225.71
Total Administrative Expenses	1,193.92
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marlin Fund Expenses	1,102.62
Total Fire Operational Expenses	1,327.62
Recreational Expenses	
R1073, Janitorial wages	129.00
R1404, FICA	16.77
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	90.00
R2041TC, Tai Chi Expenses	126.00
Total R2041, Rec. Program Expenses	216.00
R2117, Administrative Expenses	325.00
R2366, Building Supplies	71.55
R2534, Pay Telephone Expense	86.42
R2535, Energy Expenses	
R2535E, Electrical Expenses	61.90
Total R2535, Energy Expenses	61.90
Total Recreational Expenses	906.64
Roads & Easements Expenses	
E2077, Road & Easement Repairs	

04/30/99

**Muir Beach Community Services District
Operations Fiscal Report For
March 1999**

	<u>Mar '99</u>
E2077FEMA, 1997-98 Storms	897.32
E2077, Road & Easement Repairs - Other	<u>35.22</u>
Total E2077, Road & Easement Repairs	932.54
E2117, Administrative Fees	<u>500.00</u>
Total Roads & Easements Expenses	1,432.54
Water Operational Expenses	
W1028, Maint. Mgr. Wages	1,721.45
W1404, FICA	131.70
W1506, Medical benefits	140.00
W2077, Routine Repairs	425.00
W2116, Chemicals I Testing	30.00
W2117, Adminisitrative Fees	1,650.00
W2121, Miscellaneous Expenses	145.10
W2130, Postage & Shipping	109.80
W2133, Office Supplies	38.43
W2479, Travel allowance	100.00
W2534, Telephone Relay Expense	31.66
W2535, Electrical Service	<u>311.43</u>
Total Water Operational Expenses	4,834.57
Total Expense	<u>9,695.29</u>
Net Income	<u><u>10,334.26</u></u>

04/30/99

Muir Beach Community Services District
Consolidated Balance Sheet Accrual Basis
As of March 31, 1999

	Mar 31, '99
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	22,924.28
Fund 429, County Investment Fun	
Capital Improvements	94,799.42
General Investments	33,884.76
Fund 429, County Investment Fun - Other	-244.50
Total Fund 429, County Investment Fun	128,439.68
Merrill Lynch WCMA	
FEMA 1997-98 Storms	112,471.00
R&E Donations	950.00
Rental Deposit Trust	1,008.77
Water Security Deposit Trust	3,300.00
Merrill Lynch WCMA - Other	-3,799.36
Total Merrill Lynch WCMA	113,930.41
Petty Cash Fund	-119.29
Treasury Bill Investment Funds	
Fire Station	10,984.83
Investments	4,015.17
Total Treasury Bill Investment Funds	15,000.00
Total Checking/Savings	280,175.08
Accounts Receivable	
Receivables	15,180.50
Total Accounts Receivable	15,180.50
Other Current Assets	
Undeposited Funds	-235.00
Total Other Current Assets	-235.00
Total Current Assets	295,120.58
TOTAL ASSETS	295,120.58
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	1,008.77
W9025RD, Security deposits	3,400.00
Total Other Current Liabilities	4,408.77
Total Current Liabilities	4,408.77
Total Liabilities	4,408.77
Equity	
Opening Bal Equity	158,157.31
Retained Earnings	34,337.19
Net Income	98,217.31
Total Equity	290,711.81
TOTAL LIABILITIES & EQUITY	295,120.58

MBCSD 97-98

Fiscal Year to Date Operations Report

July 1998 through March 1999

04/30/99

	Jul '98 - Mar '99
Income	
Administrative Income	
A9881, General Tax Income	18,872.08
A9203, Interest earned	2,541.06
A9772, Copier Income	167.50
Total Administrative Income	21,580.64
Fire Operations Income	
F9377, West Marin Funds	8,633.91
F9763, Fire Assoc. Donations	5,824.00
Total Fire Operations Income	14,457.91
Recreational Activities Income	
R9255, CC Rental Income	3,540.00
R9772, Misc. Recreation Income	261.80
R9801, Donations received	
R9801Deck donations	15,865.00
Total R9801, Donations received	15,865.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	926.88
R9811CP, Child's Prog. Income	201.48
R9811TC, Tai Chi Income	1,109.75
R9811, Rec. Programs Income. - Other	55.00
Total R9811, Rec. Programs Income.	2,293.11
Recreational Activities Income - Other	12,572.00
Total Recreational Activities Income	34,531.91
Roads & Easements Income	
E9772, Road & Esm't Income	
E9772F. FEMA Grant Income	113,521.00
Total E9772, Road & Esm't Income	113,521.00
Total Roads & Easements Income	113,521.00
Water Capital Improvements Inco	
H9001, special Assessment Tax	17,589.00
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	11,272.70
H9031, Water Surcharge Income - Other	210.00
Total H9031, Water Surcharge Income	11,482.70
H9377, Interest Earnings	
H9377C, Cap. imp. Interest	3,690.00
H9377G, Gen. Inv. Interest	1,143.61
Total H9377, Interest Earnings	4,833.61
Total Water Capital Improvements Inco	33,905.31
Water Operations Income	
W9025, Water Service Income	45,726.24
W9772, Miscellaneous Income	70.00
Water Operations Income - Other	203.31
Total Water Operations Income	45,999.55
Total Income	263,996.32
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	419.58
A2059, P & L Insurance	353.00
A2117, Consulting Admin. Fees	5,500.00
A2121, Miscellaneous Expenses	224.91
A2129, Gen. Election expenses	257.50
A2130, Mailing & Shipping Exp.	85.15
A2133, Office Supplies	143.66

04/30/99

MBCSD 97-98
Fiscal Year to Date Operations Report
 July 1998 through March 1999

	Jul '98 - Mar '99
A2137, Copier Maint. Expenses	443.44
A2479, Travel Expenses	1,186.24
A2534, Telephone/Communications	1,955.29
Total Administrative Expenses	10,568.77
Fire Operational Expenses	
F2059, P & L Insurance	3,124.00
F2117, Administrative Fees	2,025.00
F4827, W. Marin Fund Expenses	8,340.53
Total Fire Operational Expenses	13,489.53
Recreational Expenses	
R1028, Maint. Mgr. Wages	622.73
R1073, Janitorial wages	1,255.10
R1404, FICA	206.41
R1701, Work Comp Insurance	1,098.35
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	1,760.06
R2041CP, Child's Program Exp.	101.94
R2041TC, Tai Chi Expenses	887.80
Total R2041, Rec. Program Expenses	2,749.80
R2059, P & L Insurance	451.00
R2077, Routine Repairs	196.37
R2096, Building Maintenance	126.00
R2097, CC Ground Maintenance	250.00
R2117, Administrative Expenses	2,925.00
R2133, Office Supplies & Stamps	18.15
R2259, Refuse Removal	336.10
R2366, Building Supplies	333.22
R2534, Pay Telephone Expense	436.81
R2535, Energy Expenses	
R2535E, Electrical Expenses	1,102.11
R2535G, Butane Gas Expenses	108.32
Total R2535, Energy Expenses	1,210.43
R4045, Community Block Grant Ex	
R4045D, Com. Ctr. Deck wages	15,849.32
R4045M, Equipment & Materials	13,338.24
Total R4045, Community Block Grant Ex	29,187.56
R4093, Furniture & Equipment	20.37
Total Recreational Expenses	41,423.40
Roads & Easements Expenses	
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	6,133.58
E2077FEMA, 1997-98 Storms	34,750.49
E2077, Road & Easement Repairs - Other	99.03
Total E2077, Road & Easement Repairs	40,983.10
E2117, Administrative Fees	4,500.00
Total Roads & Easements Expenses	46,160.36
Water Capital Improvements Exp.	
H2059, P & L Insurance	164.00
H2352, County fees	244.50
H2713, Project Improvements	
H2713WR, Water Right Resolution	3,012.50
H2713, Project Improvements - Other	4,089.00
Total H2713, Project Improvements	7,101.50
Total Water Capital Improvements Exp.	7,510.00

04/30/99

MBCSD 97-98
Fiscal Year to Date Operations Report
July 1998 through March 1999


	<u>Jul '98 - Mar '99</u>
Water Operational Expenses	
W1028, Maint. Mgr. Wages	11,016.62
W1073, Extra Hire Wages	160.00
W1404, FICA	557.75
W1506, Medical benefits	1,260.00
W1701, Work. Comp. Insurance	-805.04
W2049, Conferences & Training	286.00
W2058, Annual Permit Fee	1,500.00
W2059, P & L Insurance	1,019.00
W2077, Routine Repairs	1,769.85
W2115, Chemicals & Testing	1,137.65
W2117, Administrative Fees	14,850.00
W2121, Miscellaneous Expenses	996.96
W2130, Postage & Shipping	685.57
W2133, Office Supplies	1,216.40
W2325, Contract Services	14,981.58
W2479, Travel allowance	870.00
W2534, Telephone Relay Expense	294.72
W2535, Electrical Service	3,272.51
Total Water Operational Expenses	<u>55,069.57</u>
Total Expense	<u>174,221.63</u>
Net income	<u><u>89,774.69</u></u>

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, MARCH 31, 1998**

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

- I. **Call to order:** President Pinto called the meeting to order at 7:11 p. m. and turned the chair over to incoming President Kamradt. Director Schiffries requested clarification of the rotational order for the presidency, indicating that he believes he is next in rotation. The G. M. responded that his records indicate that Director Shaffer was in office at the time of Director Schiffries election and that Director Schiffries will assume the chair following Director Rudnick. Director Rudnick indicated that he would be satisfied to have Director Schiffries assume his rotational position. Director Schiffries responded that he did not desire to make an issue of this.
- II. **Review and consideration of the March 31, 1999 Agenda.** There was a brief review of the Agenda and Director Shaffer *moved* to approve the Agenda as submitted; seconded by Director Schiffries; ayes all. It was later noted that the date on the Agenda heading shown as February 24, 1999 and that the dates in Item V, shown as January 1 through January 31, 1999 are incorrect. The corrected dates are March 31, 1999 for the heading and February 1 through February 28, 1999 for Item V. the Board concurred with these corrections.
- III. **Public Open Time:** Matthew Martenyi requested permission to review the parking plans for his proposed residence on Sunset Way. He noted that the new plans have not been approved by the county and in fact the county seems to be opposed to this plan which shows three parking spaces parallel to the front property line. He then noted that he has had several discussions with the G. M. and understands that the G. M. has formerly notified the county that the District does not permit the use of any part of the District road right of way to be considered or used as a part of the area required by the county to meet county off street parking requirements. This was followed by a lengthy discussion with Mr. Martenyi explaining the difficulty of providing area for the parking and maintaining the required separation distances for the septic tank, leech field and building locations. The Board empathized with him but remained firm in their policy that the county off street parking cannot use part of the road right of way. President Kamradt related her experience and difficulty in trying to meet these requirements on a project she had considered and then offered some alternative possibilities for Mr. Martenyi to consider. The Board did indicate that they would permit the temporary continuance of an encroaching retaining wall, providing a deed restriction is recorded with a stipulation that at such time as the District is ready to improve the roadway and removal of the encroachment is necessary, it will be the responsibility and expense of the property owner to satisfactorily remove the wall.

Fred Thal requested permission to speak and then offered his compliments to the Board for their expertise and considerate handling of District policies during the many meetings he has attended. He then asked about the status of the water committee annual review of proposed capital improvements, particularly considering the delay in progress for resolving the water rights issue. This was followed by a discussion and Gordon Bennett mentioned that the annual review was supposed to be a part of the measure approved by the voters and wondered if we were in compliance with this requirement. The G. M. responded that several months ago, Director Pinto as chair of the committee had called the committee meeting to be held jointly with the Board meeting. At that time, due to the undetermined amount of expenses required to resolve the water rights it was decided to delay capital improvements, other than the Pacific Way water main upgrade where the pavement is to be reconstructed, until the water rights issue is resolved. It was then noted that this issue is taking a substantially longer time than anticipated, due to the delays in hydrology studies by the N.P.S. and it was suggested that a meeting of the water committee be conducted. Following some discussion, it was decided to schedule a water committee meeting at the earliest mutually convenient time.
- IV. **National Park Service:** N.P.S. maintenance chief Jim Boucher reported that Mia Monroe would not be attending tonight. She is at the Woods coordinating the Blue Moon Bat Celebration. He then distributed a memo from Mia which includes some brief updates on matters of concern to the District, including:

- A. The transportation study is in full swing. Gordon Bennett asked if he should make his comments concerning this study at this point and Director Pinto responded that she had a report on this subject as it had been presented to the Watershed Committee and that Gordon's comments might be more appropriate at that time.
- B.  ~~He~~ noted that flooding letters and support for Big Lagoon restoration have been received by the Superintendent. The memo indicates a response from N.P.S. is forthcoming.
- C. The memo then mentioned Earth Day, cape ivy removal, nature notes, and a public program for John Muir's birthday on April 21, 1999.

Jim then reported that he has discussed the Pacific Way flooding problem with his supervisors and indicated that he has informed them that the problem is the result of prior actions taken by the N.P.S. Regrettably, he feels that restoration of Big Lagoon is undetermined and will not be accomplished in a timely fashion suitable to mitigate the problems being experienced by the residents.

He then noted that he has installed a partial Boardwalk for improved beach access, 2 seasonal portable bridges with railings, and more clearly delineated the trail going uphill to the south of the beach. He then asked President Kamradt about her concerns for a trail in this area and she responded that it will be best if she can meet with him and physically review the area.

Jim then noted that the existing picnic area is delineated as a wetlands area and that he cannot properly maintain it during the growing season. As a result, he is submitting plans to his supervisors to relocate and reduce the amount of picnic facilities. His suggested plan for this includes an expansion of the existing picnic area at the south end of the parking lot and the a new area at the north end of the parking lot beneath the trees adjacent to Pacific Way. The later part of this proposal raised considerable concern about the safety (potential fire hazards), increased noise to nearby residents, etc. Following a fairly lengthy discussion, Jim indicated that he has a preference for this area as the trees provide shade. Director Shaffer wondered who comes to the beach for shade. Jim said he will note the District's concerns when he submits the plan for N.P.S. approval.

- V. **Bills to be paid:** The Bills to be Paid Report was reviewed and following a brief discussion Director Pinto *moved* to approve the report as submitted, including \$14,900.54 in general fund expenses and \$362.34 in customer refunds from the applicable trust funds, for a total of \$15,625.22 in checks and petty cash funds issued; seconded by Director Schiffries; ayes all.
- VI. **Fire Association:** Director Schiffries reported that he has been in contact with the State Park Service, and it seems that they have taken no action. The Park Service requested he submit the proposal in writing so they can take action. He had some concern as to whom should write the letter and the G. M. indicated that as the agreement is between the Park Service and the Volunteer Fire Association, the letter should be from the Association, not the District. The District's only concern is to have the water bill paid.
- VII. **Redwood Creek Watershed Committee:** Director Pinto reported that the March 10, 1999 meeting had concentrated on the presentation of a report on the Muir Woods Transportation Study by the N.P.S. Landscape Architect Nick Weeks who is coordinating the study activities. She then circulated a 13 page summary report of the presentation, and proceeded to report that this study has now been tied in with a new committee known as the "Parkland Transportation Task Force" which is reviewing the regional transportation needs. This group has gained some funding including two grants, one for 1.5 million dollars and a second for approximately 2.8 million dollars, and the group is one of five major park studies currently underway nationwide.

At this point, Gordon Bennett reported that he has gained a copy of the 'Muir Woods Transportation Study' and that it contains recommendations not included in the material distributed by Director Pinto. For instance, it contains a recommendation that a parking lot might be developed in the area used as a parking lot during the annual fire Association Bar B Que, adjacent to the District well site. This generated considerable discussion and concern, and the Board instructed the G. M. to seek membership on this "Task Force" as a representative of the District.

Directors Pinto and Schiffries expressed some surprise in response to Mr. Bennett's comments, to the extent that this had not been revealed during the overview given to the watershed committee by N.P.S. landscape architect Nick Woods, and it was requested that the G. M. obtain copies of this study for the Board's perusal. Gordon Bennett offered to loan his copy so the G. M. could expedite the duplication and distribution of the copies.

Director Pinto informed the Board that Ranger Carolyn Shoulders is trying to arrange the next meeting of the watershed committee to have a joint meeting with representatives of the N.P.S., Marin County and the District to discuss the flooding problems on Pacific Way. The meeting will be on April 14, 1999. Directors Shaffer and Kamradt along with the G. M. will attend the meeting to represent the District.

Director Pinto then reported that the season for the spotted owl migration is forthcoming and that the cape Ivy removal is continuing. She then reported that there may approximately \$70,000 in grant funds available for promoting study designed for Redwood Creek enhancement, on a limited basis. However, the committee does not have the ability to receive and provide accounting for the funds. She asked if it would be possible for the District to do this and following some discussion it was decided that the District would offer their services providing the administrative costs were paid from the grant proceeds.

- VIII. Fire Department, emergency disaster committee:** No report had been requested from the Fire Department. The G. M. reported that in answer to the fire Chief's request for assistance in having trees and shrubs that are overgrowing the pavement pruned, he has contacted County Public Works. The trees on Ahab have been pruned; however, the County requests that the District talk to the property owners on Starbuck Drive and give them an opportunity to do the pruning. If they don't do the pruning, the County will then do it. As for Sunset Way, the shrubs have been pruned. When asked if the shrubs are completely clear of the pavement on Sunset Way, the G. M. indicated that he will make another inspection to be certain of this.
- IX. General Manager's Report:** Due to the late time a detailed discussion of the G. M.'s report was deferred to the next meeting. However, Dean Pasvankias was present concerning the Pacific Way flooding. Director Shaffer asked Mr. Pasvankias if he understood the status of Pacific Way and the non action by the county, from the previous comments made during watershed committee report, and he acknowledged his understanding with some regret.
- X. Consideration of the February 2, 1999 draft minutes.** It was noted that the date in the heading needed correction as the draft shows the date as December 2, 1998 and the year in item II needs to be corrected from 1998 to 1999. Director Schiffries had some concern over the wording in the 1st paragraph of item V. and it was decided to have the 1st paragraph changed to read as follows: "V. National Park Service: N.P.S. maintenance chief Jim Boucher reported that Mi Monroe would not be attending tonight. She had relayed that the rangers have been cautioned about the use of private District roads." This eliminates the final sentence in the draft paragraph. With these changes, Director Rudnick *moved* to approve the minutes; seconded by Director Shaffer; ayes all.
- XI. Next meeting date:** Director Schiffries noted that he is unable to attend the next meeting if it is scheduled for April 28, 1999. This was followed by a discussion of alternative dates and the meeting date of May 5, 1999 was decided as meeting the schedules of all Directors. The next meeting will be held on Wednesday, May 5, 1999.

The meeting was adjourned at 10:54 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

Donovan

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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, MAY 26, 1999
THE MEETING WILL BEGIN AT 7:00 P.M.**

<u>DESCRIPTION</u>	<u>PAGES</u>
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District Operations Fiscal Report for April 1999	9 - 10
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Draft Minutes for the March 31, 1998 meeting	17 - 20

Birds migrate, some stop right
before the migration will begin.
Doubtful whether under any
rough conditions anywhere.

Remains back over -
Now nobody's any left
excepting bird movement.

There have - got left - from -
Doubtful whether the country of MPS and O'Neil.
Study never - we suggest a wild move -


Value people -
Fire house - Mrs. Corbridge - know the -
Model Fire Road - 5 Creek / Park

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY
MAY 26, 1999 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, Matthew Schiffries and Steve Shaffer.

- I. **Call the meeting to order:** President Kamradt will call the meeting to order. *7:15*
- II. **Review and consideration of the May 26, 1999 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 Park Service - later when they appear.*
- 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. *Steve Shaffer object to microphone, Matthew -*

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. *Quilley - started a rat fence - upgrading & change noted by 1. Board - Put*

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. **National Park Service:** Representatives from the National Park Service (N.P.S.) will offer information on the ongoing Muir Woods and Beach activities relevant to the Muir Beach Community. Along with the N.P.S. report President Kamradt and Director Pinto will report on the general context of their meeting with the N.P.S. personnel and Supervisor O'Neill. *Mia - 1st Spotted Owl*
- V. **Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the April 1, 1999 through April 30, 1999 fiscal period. *Steve, Matthew -*
- VI. **Fire Association:** Director Schiffries will render a progress report on the anticipated completion of the negotiations with the State Park Service and the water meter billing. *Dropped the ball.*

- Give 6 pad 2

~~Sample Forest with~~

DM with → Don Arger / 1/2

2 letters,

appearing

attempts for Robert or record
the LA, Don Arger. - record
Don Arger, St. Louis
Don Arger

On behalf of the Board. 5-6th / 17th / 14th

VII. **Redwood Creek Watershed Committee:** A brief report is expected from the attendees of the most recent watershed committee, which continued the discussion of the drainage problems on Pacific Way and opened discussion on the continued existence of the horse facilities and fire barn.

VIII. **Ad hoc Transportation Committee:** President Kamradt, chairperson for this committee will give a report on the committee's most recent meeting.

IX. **Fire Department, Emergency Disaster Committee:** Due to the time commitments of the annual Bar B Que, it is not anticipated that Chief Moore and Ellen Mettler will attend tonight's meeting.

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

X. **General Manager's Report:** The General Manager's written report includes the following matters, and the General Manager (G. M.) will be available to answer questions concerning these matters.

A. **Administration:** The report includes Administrative operations, Fiscal Reports and District Fiscal Balance Sheets for March 1999; the County audit progress, and request action on the following items.

1. The G. M. has requested clarification of certain sections of the modified Special District Risk Management insurance coverage, and is waiting for the detailed answers prior to selecting the agency for insurance coverage.
2. The State PERS representative has been contacted and it is anticipated that the documents for the District's participation will be completed prior to the next Board meeting.
3. Due to the anticipated matters to be considered during tonight's meeting and the multitude of committee meetings, the draft of the recommended budget for fiscal 1999-2000 has been delayed. It is anticipated that copies will be delivered to the Board during the meeting, for their perusal prior to the regular June meeting.
4. Budget review: The Board meeting packet includes a "Year to Date Operations Fiscal Report" with comments on areas where operational expenses have substantially exceeded the budget parameters. While there have been some overages, the overall general operations fiscal condition is that the District has gained substantial equity during the year.

B. **Roads and Easements:** Requests for the survey and topography work approved by the board during the May 5, 1999 meeting have been circulated to the four survey firms generally serving this area. As this is the busy season for the firms, the time limit for their reply was delayed until Friday, May 29, 1999. If the proposals are within the price limits approved, the work will awarded on the basis of price and time of completion. If the prices exceed the authorization, the proposal will be submitted for consideration during the next Board meeting.

It is anticipated that representatives for the Cummings property will attend the meeting to seek approval of their modified plans for development of the property. It is anticipated that a request for some modifications will be made that require Board policy decisions. This is scheduled in an attempt to mitigate the conflicting conditions so as to avoid the need for the District's appeal to reverse the planning commissions approval of plans which conflict with District standards.

C. **Water:** The report reviews general water operations, activities and requests for Board actions. As a part of this discussion, President Kamradt will give a report on the water study meeting with the N.P.S. hydrologists and the State Water Control Board representatives. In addition, the following considerations will requested.

1. A request has been received to permit amortization of the new meter installation fee (\$6,500) and to have the meter installed prior to the payment in full requirement. This is a policy matter and requires Board approval.
2. The G. M. is requesting additional funds to perform water quality tests mandated by the Safe Drinking Water Act, and to offset expenses for water leak repairs that have caused the water operations budget to exceed budget allocations

D. **Recreation:** There are no new recreational activities to report; however, there are considerations from the previous Board meeting that were deferred to tonight's meeting.

IX **Review of the draft minutes** for the May 5, 1999 Board meeting.

Stun, Ratin - Emi abstin

X. **Next meeting date:** The next regular meeting date is Wednesday, June 23, 1999; however there are five Wednesdays in June and an alternate date on the fifth Wednesday, June 30, 1999 may be desirable.

2/56

ADJOURNMENT OR CONTINUATION

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 04/01/99 THROUGH 04/30/99**

Page 1 of 2

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
TOTAL CAPITAL FUND EXPENSES =				\$0.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Ellen Mettler	2049	Emergency training conference	P	10.00
ABC Consultants, Inc.	2117	Administration fee for April 1999	B	500.00
Mill valley Flowers	2121	Flowers for memorial services	B	100.00
U. S. P. O.	2130	Postage stamps	P	24.20
Marin County	2352	Tax collection fees	C	257.50
ABC Consultants, Inc.	2479	Travel 3/1/99 thru 3/31/99	B	61.44
At&T	2534	Toll calls thru 3/25/99	B	9.97
Pacific Bell	2534	707-643-1143 thru 3/28/99	B	29.10
Pacific Mobile Telephone	2534	Cell phone thru 4/27/99	B	112.81
TOTAL G&A EXPENSES =				\$1,105.02

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Jose Gomez	2077	R&E maintenance wages	C	32.30
Salvador Gonzales	2077	R&E maintenance wages	C	139.94
ABC Consultants, Inc.	2117	Administration fee for April 1999	B	500.00
Lawrence P. Doyle	E2077	Survey & profile Cove La to W. Sunset	B	1,275.00
ABC Consultants, Inc.	E2077F	F.E.M.A. project work	B	1,500.00
Vallejo Wholesale Hardware	E2077F	Const. hardware for stair construction	P	398.34
Marin County Community Dev. Ag.	E2121	Planning commission appeal	B	525.00
TOTAL R&E EXPENSES =				\$4,370.58

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Peariman	1028	Maint. Mgr. Wages in April	C	861.21
Francisco Aicala	1073	Storage shed repair wages	C	43.06
Jose Aicala	1073	Storage shed repair wages	C	64.59
Salvador Gonzales	1073	Storage & leak repair wages	C	161.48
Harvey Peariman	1506	Medical benefits for April	C	140.00
State Fund	1701	Worker's Compensation 1st Quarter	B	396.60
Herb's Pool Service	2115	Chlorine supplies	B	11.66
Marin Health Laboratory	2115	Coliform tests 4/13/99	B	30.00
ABC Consultants, Inc.	2117	Clerical fees for April 1999	B	850.00
ABC Consultants, Inc.	2117	Administration fee for April 1999	B	800.00
Harvey Peariman	2479	Travel allowance for April	C	100.00
Pacific Bell	2534	Weil relay phone thru 4/7/99	B	31.46
TOTAL WATER EXPENSES =				\$3,490.06

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 04/01/99 THROUGH 04/30/99

Page 2 of 2

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
RECREATION EXPENSES, DIVISION CODE 9239				
Harvey Pearlman	1028	Maint. Mgr. Wages in April	C	34.45
Juana Gonzales	1073	Janitorial wages in April	C	138.88
State Fund	1701	Worker's Compensation 1st Quarter	B	48.31
Francisco Alcala	2077	Walkway and ground repair wages	C	16.15
Jose Alcala	2077	Walkway and ground repair wages	C	21.53
Jose Gomez	2077	Ground repairs in April	C	21.53
ABC Consultants, Inc.	2117	Administration fee for April 1999	B	325.00
Low Cost Storage	2121	Storage rental space	B	85.00
U. S. P. O.	2133	Postage stamps	P	19.80
Shoreline Disposal	2259	Garbage cloolection thru June '99	B	108.60
Lucky Market	2366	Paper towels, dish soap	P	4.65
Mary Collier	2041BI	Bistro wages in April	C	145.33
Mary Collier	2041BI	Bistro cream	P	2.77
Nancy Knox	2041BI	Bistro pastries	P	2.50
State Fund	2041BI	Worker's Compensation 1st Quarter	B	28.85
Emiko Wang	2041TC	Tai Chi Instruction April '99	B	108.00
McPhail	2535G	Butane recharge	B	140.60
TOTAL RECREATION EXPENSES =				\$1,251.95

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants, Inc.	2117	Administration fee for April 1999	B	225.00
Pacific Bell	4827	Fire station phone thru 3/25/99	B	17.38
TOTAL FIRE EXPENSES =				\$242.38

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Margaret Torn	9255R	Rental deposit refund	B	150.00
Ellen Mettler	9255R	Rental deposit refund	B	75.00
Karen Roeper	9255R	Rental deposit refund	B	75.00
TOTAL CHECKS ISSUED FROM TRUST FUNDS =				\$300.00

		TOTAL CAPITAL FUND EXPENSES =	\$0.00
		TOTAL GENERAL FUND EXPENSES =	10,459.99
		TOTAL CHECKS ISSUED FROM TRUST FUNDS =	300.00
		TOTAL OF ALL CHECKS ISSUED =	\$11,059.99

B = Paid thru Merrill Lynch Depository

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

Deborah Kamradt, President

Donovan Macfarlane, General Manager

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

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

1. I have contacted the Special District Risk Management Association for clarification of several details in their most recent insurance proposal. Of concern is the coverage for third parties, which is listed but not included in the policy. It is the lack of this coverage, offered by alternative insurers, that substantially weakens the merits of their policy. Coverage by the American Water Works underwriter offers coverage of up to 50 special events for a very minimal cost and no effort on our part. Coverage through S. D. R. M. A. requires the writing of a special policy through an outside broker and substantial bookkeeping and collection efforts. Regrettably, even the special event coverage through the A. W. W. A. will not cover the annual fire Bar B Que. However, I am seeking cost estimates for this as a special rider; otherwise, this coverage will be through the current special event insurer.
2. I have initiated the steps necessary for the District to participate in the State PERS system and expect to have this completed by the next Board meeting.
3. The initial draft of suggested 1999-2000 budget will be submitted for your perusal, the evening of the Board meeting. This will enable you to have a month for casual review.
4. The Board meeting packet includes a "Year to Date Operations Fiscal Report". Comments on areas where operational expenses have substantially exceeded the budget parameters are discussed below. While there have been some overages, the overall general operations fiscal condition is that the District has gained substantial equity during the year.

Needless to say, the capital improvement reserve has gained equity as the water system improvement projects have been delayed pending the final conditions for resolution of the water rights issue. All operational departments, except for water, will end the fiscal year in better condition than projected by the adopted budget. Water operations will be discussed in more detail under that section of this report.

B. Roads and Easements: Requests for the survey and topography work approved by the Board during the May 5, 1999 meeting have been circulated to the four survey firms generally serving this area. As this is the busy season for the firms, the time limit for their reply was delayed until Friday, May 29, 1999. If the proposals are within the price limits approved, the work will be awarded on the basis of price and time of completion. If the prices exceed the authorization, the proposal will be submitted for consideration during the next Board meeting.

The plan and profile for Pacific Way, necessary for the completion of the F.E.M.A. repairs and replacement of the water line should be completed in time for construction to begin in mid July.

It is anticipated that representatives for the Cummings property will attend the meeting to seek approval of their modified plans for development of the property. I expect a request for some modifications to be made that will require Board policy decisions. This is scheduled in an attempt to mitigate the conflicting conditions so as to avoid the need for the District's appeal to reverse the planning commissions approval of plans which conflict with District standards.

I met with Ms Cummings' consultants and suggested several possible solutions resolving the problems. The engineer indicated problems due to restrictions requested by the sanitary engineer and the septic system. I offered to review drafts, by fax or other methods of communication, but have received no communication from the engineer since the meeting. At the meeting, I informed him that some of the items discussed would require Board policy decisions and informed him that as a courtesy I would place this matter on the Agenda. The County planner, originally in charge of this project review has resigned to take a position elsewhere. The incoming planner contacted me for a general discussion and was to have further discussions with the Cummings' designer. There has been no further communication.

It should be noted that the needs for spot repairs for Sunset Way are being monitored. However, due to the heavy construction equipment traffic anticipated during the next few months, I recommend we do as little as possible to assure safe passage, while reserving the major repairs until the heavy equipment use is over.

C. Water: The report reviews general water operations, activities and requests for Board actions. As a part of this discussion, President Kamradt will give a report on the water study meeting with the N.P.S. hydrologists and the State Water Control Board representatives. In addition, the following considerations will requested.

1. A request has been received to permit amortization of the new meter installation fee (\$6,500) and to have the meter installed prior to the payment in full requirement. This is a policy matter and requires Board approval.
2. Water operations budget: As previously noted, water operations are exceeding the fiscal parameters established in the adopted budget. As of the end of April, the projected negative income versus expenses was more than 250% of the budget projection. Most of this excess is in the \$15,000 for contract repairs versus a budget provision of \$5,000. This is due to the abnormal number of significant system leaks requiring contract services. Other areas of excess include the additional \$1,000 County licensing fee, miscellaneous expenses (due to repairs), office supplies (due to a miscalculation of supplies on hand at the beginning of the year). It also appears that maintenance manager wages will go over budget (due to the number of leak repairs) and that the allocation for water quality tests and chemicals will go over budget. Income is projected to be within $\pm 5\%$ of the budget projection.

At this time, due to the projection that the water operational loss will substantially exceed the projected loss, some review by the Board for reasonable adjustment is necessary. The Safe Drinking Water Act requires several tests that will result in considerable costs and result in exceeding the budget, which is currently 94.34% of the budget allocation. We are in the process of scheduling and obtaining cost information for these tests; however, it should be noted that the tests are mandated and must be performed. As of this time, I recommend allocating an additional \$3,000 for this category.

3. Gross water billing for the July 23 through August 23, 1998 billing period was \$4,467.63 plus late charges of \$101.31 and interest charges of \$4.07 for a total of \$4,573.11. The consumption surcharges totaled \$1,154.04.

4. The table below tabulates the water production for the period March 23 to April 23, 1999.

Total volume of water measured through the master meter =	989,750 gallons
Highest pumping day was on 4/05/99 and volume pumped =	48,000 gallons
Lowest pumping day was on 4/12/99 and volume pumped =	12,130 gallons
Total volume billed through service meters =	822,587 gallons
Gross unaccounted for water loss =	177,163 gallons
Estimated un-metered maintenance use =	15,000 gallons
Net unaccounted for water loss (15.37%)	152,163 gallons
Average daily customer consumption =	181llons
Average service billing =	\$31.88

- D. **RECREATION:** I am soliciting proposals for pest mitigation (we have an invasion of army ants) and the need for continued periodic service. This will be detailed for the Board next month.

Design of the storage improvements in the ladies rest room and beneath the stairs has been delayed due to the numerous other higher priority meetings. However, I hope to have the design completed for bid and bids in by the next Board meeting.

When Harvey and I can get together at Costco, the purchase of 20 new chairs will be completed as provided for in the budget.

Gerry Pearlman has volunteered to coordinate an honorary dinner for the acknowledgment of the long term Board services by Directors Pinto and Shaffer. The dinner night is scheduled for Friday, June 11, 1999 and is to be a "pot luck" type event. This may be Gerry's swan song in District activities for awhile, as he is anticipating a "Peace Corps" assignment in the near future. Announcements for the dinner will be included in the next water billing and followed up with a flyer at an appropriate date.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

5/22/99

Muir Beach Community Services District Operations Fiscal Report For April 1999

	Apr '99
Income	
Administrative Income	
A9001, General Tax Income	12,364.45
A9203, Interest earned	411.29
Total Administrative Income	12,775.74
Recreational Activities Income	
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	115.54
R9811TC, Tai Chi Income	135.00
Total R9811, Rec. Programs Income.	250.54
Total Recreational Activities Income	250.54
Water Capital Improvements Inco	
H9001, special Assessment Tax	12,710.50
H9377, interest Earnings	
H9377C, Cap. Imp. Interest	1,102.00
H9377G, Gen. Inv. Interest	404.50
Total H9377, Interest Earnings	1,506.50
Total Water Capital Improvements Inco	14,217.00
Water Operations Income	
W9025, Water Service Income	-26.26
Total Water Operations Income	-26.26
Total Income	27,217.02
Expense	
Administrative Expenses	
A2117, Consulting Admin. Fees	500.00
A2121, Miscellaneous Expenses	100.00
A2130, Mailing & Shipping Exp.	24.20
A2352, County Fees	257.50
A2479, Travel Expenses	61.44
A2534, Telephone/Communications	151.88
A2713, Legal fees	525.00
Total Administrative Expenses	1,620.02
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	17.38
Total Fire Operational Expenses	242.38
Recreational Expenses	
R1073, Janitorial wages	129.00
R1404, FICA	58.87
R1701, Work Comp Insurance	77.16
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	144.92
R2041TC, Tai Chi Expenses	108.00
Total R2041, Rec. Program Expenses	252.92
R2077, Routine Repairs	55.00
R2117, Administrative Expenses	325.00
R2121, Miscellaneous Expenses	10.00
R2133, Office Supplies & Stamps	19.80
R2259, Refuse Removal	108.60
R2535, Energy Expenses	
R2535G, Butane Gas Expenses	140.60
Total R2535, Energy Expenses	140.60
Total Recreational Expenses	1,176.95
Roads & Easements Expenses	
E1404, FICA	12.24

05/22/99

Muir Beach Community Services District
Operations Fiscal Report For
April 1999

	<u>Apr '99</u>
E2077, Road & Easement Repairs	
E2077FEMA, 1997-98 Storms	2,795.00
E2077, Road & Easement Repairs - Other	<u>538.34</u>
Total E2077, Road & Easement Repairs	3,333.34
E2117, Administrative Fees	<u>500.00</u>
Total Roads & Easements Expenses	3,845.58
Water Operational Expenses	
W1028, Maint. Mgr. Wages	800.00
W1073, Extra Hire Wages	250.00
W1404, FICA	80.34
W1506, Medical benefits	140.00
W1701, Work. Comp. Insurance	396.60
W2115, Chemicals I Testing	41.66
W2117, Administrative Fees	1,650.00
W2121, Miscellaneous Expenses	85.00
W2479, Travel allowance	100.00
W2534, Telephone Relay Expense	<u>31.46</u>
Total Water Operational Expenses	<u>3,575.06</u>
Total Expense	<u>10,459.99</u>
Net Income	<u><u>16,757.03</u></u>

05/23/99

Muir Beach Community Services District
Consolidated Balance Sheet Accrual Basis
As of April 30, 1999

	<u>Apr 30, '99</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	36,246.61
Fund 429, County Investment Fun	
Capital Improvements	108,611.92
General Investments	34,289.26
Fund 429, County Investment Fun - Other	-244.50
Total Fund 429, County Investment Fun	<u>142,656.68</u>
Merrill Lynch WCMA	
FEMA 1997-98 Storms	112,471.00
R&E Donations	950.00
Rental Deposit Trust	858.77
Water Security Deposit Trust	3,300.00
Merrill Lynch WCMA - Other	-9,472.29
Total Merrill Lynch WCMA	<u>108,107.48</u>
Petty Cash Fund	-391.01
Treasury Bill Investment Funds	
Fire Station	10,984.83
Investments	4,015.17
Total Treasury Bill Investment Funds	<u>15,000.00</u>
Total Checking/Savings	301,619.76
Accounts Receivable	
Receivables	8,794.81
Total Accounts Receivable	<u>8,794.81</u>
Other Current Assets	
Undeposited Funds	291.00
Total Other Current Assets	<u>291.00</u>
Total Current Assets	<u>310,705.57</u>
TOTAL ASSETS	<u><u>310,705.57</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	708.77
W9025RD, Security deposits	3,400.00
Total Other Current Liabilities	<u>4,108.77</u>
Total Current Liabilities	<u>4,108.77</u>
Total Liabilities	4,108.77
Equity	
Opening Bal Equity	158,157.31
Retained Earnings	34,337.19
Net Income	114,102.30
Total Equity	<u>306,596.80</u>
TOTAL LIABILITIES & EQUITY	<u><u>310,705.57</u></u>

**MUIR BEACH COMMUNITY SERVICES DISTRICT
ADOPTED BUDGET FOR FISCAL 1998-99**

SUMMARY OF GENERAL FUND ACCOUNTS	BUDGET	Totals 07/01/98 to 04/30/99	% Of 1998-99 Adopted budget
	BEGINNING		
	FIS. YEAR TOTALS		
DESCRIPTION			
Beginning rental security deposit trust fund	\$1,480.00	\$1,480.00	100.00%
Beginning water security deposit trust fund	3,900.00	3,900.00	100.00%
Beginning fire station trust fund	11,565.00	11,565.00	100.00%
Beginning West Marin Emergency Services Fund	1,560.92	1,560.92	100.00%
Beginning Recreation trust fund (Walkathon \$440, Children \$201.21)	822.50	822.50	100.00%
Beginning Water Operations Balance	4,648.00	4,648.00	100.00%
Combined Cal Fed & Merrill Lynch Depositories unobligated balance	46,997.94	46,997.94	100.00%
Beginning Petty Cash on hand	232.76	232.76	100.00%
County General fund balance	14,320.00	14,320.00	100.00%
Combined beginning balance of all deposits	\$73,962.12	\$73,962.12	100.00%

	FISCAL YEAR TOTALS		
General and Admin. Income	32,600.00	34,356.38	105.39%
General & Admin. Expenses	19,178.00	12,188.79	63.56%
G&A Income - Expenses	\$13,422.00	\$22,167.59	165.16%
Water Income	60,000.00	49,725.58	82.88%
Water Expenses	63,525.00	58,644.63	92.32%
Water Income - Expenses	(\$3,525.00)	(\$8,919.05)	253.02%
Recreational Income	27,050.00	34,782.45	128.59%
Recreational Expenses	41,170.00	42,600.35	103.47%
Recreational Income - Expenses	(\$14,120.00)	(\$7,817.90)	55.37%
Road & Easement Income	65,000.00	113,521.00	174.65%
Road & Easement Expenses	77,035.00	50,005.94	64.91%
R&E Income - Expenses	(\$12,035.00)	\$63,515.06	527.75%
Fire Income	14,424.00	14,457.91	100.24%
Fire Expenses	15,985.00	13,731.91	85.90%
Fire Income - Expenses	(\$1,561.00)	\$726.00	46.51%
Intra Fund Transfers (non-income)			
General Funds budgeted combined balances =	\$56,143.12	\$143,633.82	255.84%
Total General Fund Income =	\$199,074.00	\$246,843.32	124.00%
Total General Fund Expenses =	216,893.00	177,171.62	81.69%
General Fund Income - Expenses =	(\$17,819.00)	\$69,671.70	-391.00%

COMBINED BALANCES OF ALL ACCOUNTS			
Total County Fund 29 Capital Improvement Funds	\$66,294.00	\$66,294.00	100.00%
Total General County Fund 429 Account Funds	33,973.00	34,421.11	101.32%
Total Funds in T-Bills (Based on Maturity Value)	15,000.00	15,000.00	100.00%
Petty Cash, Cash in Bank & Cash in County fund 428	56,143.12	143,633.82	255.84%
TOTAL OF ALL FUNDS COMBINED @ YEAR'S END	\$171,410.12	\$259,348.93	151.30%

**MUIR BEACH COMMUNITY SERVICES DISTRICT
ADOPTED BUDGET FOR FISCAL 1998-99**

CAPITAL IMPROVEMENT INVESTMENT FUND			Operating Totals 07/01/98 to 04/30/99	% Of 1998-99 Adopted budget
WATER CAPITAL IMPROVEMENTS EXPENSES				
EXPENSE DESCRIPTION	OBJECT CODE	1998-99 BUDGET		
Insurance	2059	\$264.00	\$164.00	62.12%
County tax collection fees	2352	350.00	244.50	69.86%
Administrative fees	2117	2,000.00	0.00	0.00%
Water rights resolution	2713	5,000.00	3,012.50	60.25%
Water meter upgrade replacements	4160	3,500.00	0.00	0.00%
Project Improvements	4169UT	85,000.00	4,089.00	4.81%
East Sunset to Pacific entertie	4169SP	17,000	0	0.00%
TOTAL CAPITAL IMPROVEMENT FUND EXPENSES =		\$113,114.00	\$7,510.00	6.64%

CAPITAL IMPROVEMENT & GENERAL INVESTMENT INCOME			Operating Totals 07/01/98 to 04/30/99	% Of 1998-99 Adopted budget
INCOME DESCRIPTION	OBJECT CODE	1998-99 BUDGET		
Special Assessment tax	9001	31,980.00	30,299.50	94.75%
Surcharge Income (See Fund 429 Intrafund transfer)	9031MS	20,500.00	12,921.30	63.03%
Interest earnings, capital improvements (County 429)	9203CIC	1,800.00	4,792.00	266.22%
Interest earnings, general fund inv. (County 429)	9203GFC	1,100.00	1,548.11	140.74%
TOTAL INCOME & INVESTMENTS =		\$55,380.00	\$49,560.91	89.49%

SUMMARY COUNTY FUND 429 CAPITAL & GENERAL INVESTMENT INCOME AND EXPENSE

DESCRIPTION	1998-99 BUDGET		
Opening Capital Fund Balance	\$66,294.00	\$66,294.00	100.00%
Total Capital Fund Income	54,280.00	48,012.80	88.45%
Total Capital Fund expenses	113,114.00	7,510.00	6.64%
Intra fund transfers from General Inv. 429 to Capital Imp. 429	NA	NA	NA
Capital fund balance at year's end =	\$7,460.00	\$106,796.80	1431.59%
Opening Gen. Fund Investments in County Fund 429 =	\$32,873.00	\$32,873.00	100.00%
General Fund Investment Transfers to County fund 429	NA	NA	NA
Interest earnings on general funds in Fund 429	1,100.00	1,548.11	140.74%
Less Money transfers from County Fund 429 to General Fund	NA	NA	NA
Less Intra fund transfers from General Inv. 429 to Capital Imp. 429	NA	NA	NA
General Fund Investments in County Fund 429 at year's end =	\$33,973.00	\$34,421.11	101.32%
Total County Fund 429 balance at year's end =	\$41,433.00	\$141,217.91	340.83%

**MUIR BEACH COMMUNITY SERVICES DISTRICT
ADOPTED BUDGET FOR FISCAL 1998-99**

GENERAL & ADMINISTRATIVE EXPENSES			Operating Totals 07/01/98 to 04/30/99	% Of 1998-99 Adopted budget
EXPENSE DESCRIPTION	OBJECT CODE	1998-99 BUDGET		
Conferences	2049	600.00	419.58	69.93%
Insurance	2059	353.00	353	100.00%
ABCC Administrative fees	2117	6,000.00	6000	100.00%
Miscellaneous expenses	2121	200.00	324.91	162.46%
General Election Expense	2129	525.00	257.5	49.05%
Postage	2130	100.00	109.35	109.35%
Office Supplies	2133	150.00	143.66	95.77%
Copier Maintenance	2137	700.00	443.44	63.35%
County Fees	2352	7,000.00	257.5	3.68%
Mileage	2479	1,250.00	1247.68	99.81%
Telephone	2534	1,800.00	2107.17	117.07%
Legal fees & expenses	2713	500.00	525	105.00%
TOTAL ADMINISTRATIVE EXPENSES =		\$19,178.00	\$12,188.79	63.56%

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	OBJECT CODE	1998-99 BUDGET		
Property Tax Revenue	9001	30,400.00	31,236.53	102.75%
Bank Interest Income	9203BI	2,000.00	2,952.35	147.62%
Copier Income	9772	200.00	167.50	83.75%
TOTAL ADMINISTRATIVE INCOME =		\$32,600.00	\$34,356.38	105.39%

ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	OBJECT CODE	1998-99 BUDGET		
Maintenance, Mgr.	1028	3,000.00	2.45	0.08%
Extra Hire	1073	5,500.00		
FICA	1404	842.00	12.24	1.45%
Work Compensation, Insurance.	1701	660.00	241.81	36.64%
Insurance	2059	433.00	433.00	100.00%
Maintenance, repairs & construction	2077	57,400.00	44,316.44	77.21%
ABCC Administrative fees	2117	9,000.00	5,000.00	55.56%
Travel	2479	200.00	0.00	0.00%
TOTAL EASEMENT EXPENSES =		\$77,035.00	\$50,005.94	64.91%

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	OBJECT CODE	1998-99 BUDGET		
F.E.M.A. INCOME	9772	\$65,000.00	\$113,521.00	174.65%

**MUIR BEACH COMMUNITY SERVICES DISTRICT
ADOPTED BUDGET FOR FISCAL 1998-99**

FIRE EXPENSES			Operating Totals 07/01/98 to 04/30/99	% Of 1998-99 Adopted budget
EXPENSE DESCRIPTION	OBJECT CODE	1998-99 BUDGET		
Gen. & Vehicle Insurance	2059	3,124.00	3,124.00	100.00%
ABCC Administrative fees	2117	2,700.00	2,250.00	83.33%
W. Marin G. Exp.	4827	10,161.00	8,357.91	82.25%
TOTAL FIRE EXPENSES =		\$15,985.00	\$13,731.91	85.90%

FIRE INCOME				
INCOME DESCRIPTION	OBJECT CODE	1998-99 BUDGET		
W. Marin Grant	9377	\$8,600.00	\$8,633.91	100.39%
Muir Beach Volunteer Fire Association Donations	9763	5,824.00	5,824.00	100.00%
TOTAL FIRE INCOME =		\$14,424.00	\$14,457.91	100.24%

WATER EXPENSES				
EXPENSE DESCRIPTION	OBJECT CODE	1998-99 BUDGET		
Maintenance. Mgr. Wages	1028	12,480.00	11,816.62	94.68%
Extra Hire Wages	1073	2,500.00	410.00	16.40%
FICA	1404	1,146.00	638.09	55.68%
Benefits	1506	1,680.00	1,400.00	83.33%
Work. Compensation Insurance	1701	1,250.00	(408.44)	-32.68%
Conferences/Training	2049	1,000.00	286.00	28.60%
Annual Fee	2058	500.00	1,500.00	300.00%
Gen. Insurance	2059	1,019.00	1,019.00	100.00%
Repairs	2077	6,500.00	1,769.85	27.23%
Tests & chemicals	2115	1,250.00	1,179.31	94.34%
ABCC Administrative & clerical fees	2117	19,800.00	16,500.00	83.33%
Misc.. Exp..	2121	800.00	1,081.96	135.25%
Postage	2130	1,200.00	685.57	57.13%
Office supplies	2133	450.00	1,216.40	270.31%
Contract Repairs	2325	5,000.00	14,981.58	299.63%
Travel	2479	1,080.00	970.00	89.81%
Telephone	2534	470.00	326.18	69.40%
Electricity	2535	5,000.00	3,272.51	65.45%
Equipment	4093	400.00	0.00	0.00%
TOTAL WATER EXPENSES =		\$63,525.00	\$58,644.63	92.32%

WATER INCOME				
INCOME DESCRIPTION	OBJECT CODE	1998-99 BUDGET		
Service Billing	9025	\$59,000.00	\$49,452.27	83.82%
Late penalties & interest billed	9772	1,000.00	273.31	27.33%
Receipts Collected	9025	60,000.00	49,725.58	82.88%
Accounts Receivable	9025	5,000.00		0.00%
Security Deposits billed and collected	9025SD			
Miscellaneous water income	9772			
TOTAL WATER INCOME =		\$60,000.00	\$49,725.58	82.88%

**MUIR BEACH COMMUNITY SERVICES DISTRICT
ADOPTED BUDGET FOR FISCAL 1998-99**

RECREATIONAL EXPENSES			Operating Totals 07/01/98 to 04/30/99	% Of 1998-99 Adopted budget
EXPENSE DESCRIPTION	OBJECT CODE	1998-99 BUDGET		
Maintenance. Mgr. Wages	1028	500.00	622.73	124.55%
Janitorial Wages	1073	1,677.00	1,384.10	82.53%
FICA	1404	167.00	265.28	158.85%
Work. Compensation Insurance	1701	350.00	1,175.51	335.86%
Basketball	2041BA	150.00	0.00	0.00%
Bistro	2041BI	2,500.00	1,904.98	76.20%
Community Dinners	2041CD	800.00	0.00	0.00%
Children's Programs	2041CP	200.00	101.94	50.97%
Labor Day BBQ	2041LD	500.00	0.00	0.00%
Tai Chi	2041TC	1,500.00	995.80	66.39%
Insurance	2059	451.00	451.00	100.00%
Repairs and maintenance	2077	400.00	377.37	94.34%
Ground Maintenance	2097	1,000.00	250.00	25.00%
ABCC Administrative fees	2117	3,600.00	3,250.00	90.28%
Publications	2119	300.00	0.00	0.00%
Misc. Expenses	2121	150.00	10.00	6.67%
Postage & Off. Sup.	2133	100.00	37.95	37.95%
Refuse Removal	2259	450.00	444.70	98.82%
Building Supplies	2366	350.00	333.22	95.21%
Pay Telephone	2534	525.00	436.81	83.20%
Electricity & Butane Gas for Community Center	2535	1,200.00	1,351.03	112.59%
CDBG Improvements	4045	20,000.00	29,187.56	145.94%
Bldg. Improvements	4048	3,000.00	0.00	0.00%
Equip. & Furnishings	4093	1,200.00	20.37	1.70%
Playground Imp.	4243	100.00	0.00	0.00%
TOTAL RECREATION EXPENSES =		\$41,170.00	\$42,600.35	103.47%

RECREATIONAL INCOME				
INCOME DESCRIPTION	OBJECT CODE	1998-99 BUDGET		
Child facility rentals	9248	100.00	0.00	0.00%
Community Center. Rental	9255	2,500.00	3,540.00	141.60%
Bistro	9811BI	1,500.00	1,042.42	69.49%
Community Dinners	9811CD	1,000.00	0.00	0.00%
Children's programs	9811CP	200.00	201.48	100.74%
Labor Day BBQ	9811LD	1,000.00	0.00	0.00%
Tai Chi	9811TC	1,700.00	1,244.75	73.22%
Res. Handbooks	9834	100.00	0.00	0.00%
Walkathon trust fund	9800	1,200.00	1,200.00	100.00%
Donations from MB Quilters	9801	5,000.00	15,865.00	317.30%
Community Development Block Grant	9900	12,750.00	12,572.00	98.60%
TOTAL RECREATION INCOME =		\$27,050.00	\$35,665.65	131.85%

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, MAY 5, 1999**

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

- I. Call to order:** President Kamradt called the meeting to order at 7:15 p. m.
- II. Review and consideration of the May 5, 1999 Agenda.** The Agenda was briefly considered with some thought about moving the National Park Service forward; however, due to the number of persons present it was decided to leave the Agenda unchanged. Director Shaffer *moved* to approve the agenda as is; seconded by Director Schiffries; ayes all.
- III. Public Open Time:** President Kamradt mentioned that an item to thank and compliment Harvey Pearlman for his efforts to assist Linda Van Haste resolve a serious leak problem, at a time when Harvey was recovering from eye surgery had been unintentionally left of the Agenda. She then described Harvey's efforts and Ms Van Haste's appreciation and requested that all present acknowledge Harvey for his efforts.
- IV. National Park Service:** Mia Monroe introduced Sgt. Fairbrother and Lieutenant McLaughlin from the California Highway Patrol. Sgt. Fairbrother then discussed the new traffic and parking control efforts in effect to mitigate the illegal parking along Pacific Way. The Sgt. explained that the Board of Supervisors has increased the parking fine and that the Highway Patrol will strictly enforce the no parking regulations. At first, the effort will be to ticket vehicles while developing public information that the parking regulations will be enforced. If this fails to resolve the problem, then vehicles will be towed by a tow service. He noted that the first public communication effort was an article published in the Independent Journal and many of the residents present had seen the article.

It was also noted that the no parking signs had been revamped; however, signs indicating the \$75 fine are still to be placed. County Maintenance personnel have indicated that these signs would be installed in the near future.

N.P.S. maintenance chief Jim Boucher reported that Marin County has agreed to install a bypass drain underneath the parking lot entrance in an effort to improve the drainage for Pacific Way.

He also reported that the N.P.S. topped a tree near Miumi Oda's residence, where the branches were creating a hazard to the electric power lines. Jim has had a discussion with P. G. & E. and they indicate that they may be willing to bear the cost of under-grounding the electric lines in this vicinity. He then summarized N.P.S. recent activities as:

- A. Volunteers are continuing to remove objectionable non native vegetation along the Redwood Creek area.
- B. Providing erosion control along the N.P.S.'s damaged pedestrian trail areas.
- C. Additional dog control signs have been placed in essential locations.
- D. The new bridge over Redwood Creek, at the South end of the parking lot should be completed next week.
- E. Additional drainage provisions will be provided in the parking lot.
- F. Additional recycle bins will be provided to improve beach cleanup.

- G. The beach water fountain will be relocated and a faucet will be installed to permit visitors to wash their feet and other items.
- H. Redesign and location of the picnic area is still under study, along with revision of the parking lot entrance to improve ingress-egress.

Mia Monroe reported that until such time as a new agreement is reached, the horse provisions will remain as they currently are. This will be discussed further during the next meeting of the Redwood Watershed committee.

- V. **Bills to be paid:** There was a brief discussion of the Bills to be Paid Report and Director Shaffer *moved* to approve the report as submitted, including \$9,562.40 in general fund expenditures.
- VI. **Fire Association:** Director Schiffries reported that no further progress has been made in finalizing the agreement with the State Park Service for the provision of water.
- VII. **Redwood Creek Watershed Committee:** Director Shaffer reported on the last meeting of the committee, in which Rick Carlson from Marin County Public Works stated that the County will install a pump for Pacific Way flood control. Mr. Carlson, noted that some preliminary engineering and topographic work will be necessary to more carefully consider the design requirements. However, the installation should be completed prior to the next rain season. An electric pump with automation controls was discussed, but not agreed to at this time. Mr. Carlson also indicated that there will be some consideration of the current capacity of the Pacific Way bridge over Redwood Creek and the possibility that some excavation may be necessary to restore the original capacity. Also, there will be some evaluation of the need to expand the bridge; however, the priority for improving bridge structures is generally governed by the State and the seismic upgrade program.
- VIII. **Fire Department, emergency disaster committee:** Chief Moore reported that the department has been awarded their full request of \$8,500 in West Marin grant funds for fiscal 1999-2000. He noted that several other departments requests were reduced to provide the MBVFD full request.

He then gave a brief report of the efforts to secure an agreement for the department to continue to use the current fire house facility (barn) and to have some possible use of the existing residence rooms for volunteer training activities. This was followed by a general discussion of the condition of the property and the need for some possibly extensive repairs.

- IX. **General Manager's Report:** The following items were discussed concerning the G. M.'s report.

- A. Administration: The following administrative operations were considered:
 - 1. During the March 31, 1999 meeting the G. M. recommended a change of primary insurance carriers. A decision for this was postponed until tonight's meeting. The G. M. noted that subsequently he has received a modified proposal and substantial detailed information from S. D. R. M. A. which may be worthy of consideration. He requested approval to change carriers to the American Water Works Association carriers if his evaluation indicates the new proposal from S. D. R. M. A. is not beneficial for the District. Director Shaffer *moved* to approve the change of insurance carriers providing the G. M. finds the S. D. R. M. A. proposal inadequate; seconded by Director Rudnick; ayes all.
 - 2. During the January 27, 1999 meeting the Board listened to a presentation of medical benefits through the State PERS system. A decision was postponed for further consideration. It has been requested to seek approval to have the District participate in this personnel benefits system. Director Shaffer *moved* to have the G. M. initiate District efforts to join the State PERS programs; seconded by Director Schiffries, ayes all.

3. During the March 31, 1999 meeting Director Schiffries suggested the District should serve as administrators and signatures for a State Grant possibly available for the Redwood Creek Watershed Committee. A final decision was postponed until tonight's meeting. Director Shaffer *moved* to approve this activity, with the understanding that the District will be compensated for its administrative costs; seconded by Director Schiffries, ayes all.

B. Roads and Easements: There were several residents present for this section of the Agenda and the G. M. reported that he had received several letters concerning activities in the easements, this afternoon and in the mail box this evening. The G. M. noted that there seemed to be some confusion concerning the District's policies governing the management of the District's roadways, pedestrian trails and parklands. Prior to opening this section of the agenda to public comment the G. M. requested permission to give an overview of the District's policies and procedures and the most recent problems experienced in this operational area as the District implemented repairs and improvements with the assistance of more than \$180,000 in F.E.M.A. funds received repair of damages from the 1996-97 and 1997-98 storms. The G. M. then went into a brief explanation of the right of way conflicts discovered as the repairs proceeded, including District encroachment onto private properties and private encroachments onto District right of ways. In particular, the G. M. reviewed the private encroachments into the District Parkland in the Seacape subdivision and the history of the District's efforts to reach a reasonable correction of the problem. This included recent actions by local residents which included the mowing and removal of native vegetation from the upper region of the Seacape park land. The G. M. explained that the District has a historical standing as a nature preserve and that while such activity may please some residents, it is not the desire of all residents. Therefore, the District's general policy is to do as little mowing as possible (limited to a basic fire clearing in the center of the parkland for the purpose of a fire break and clearing for a pedestrian path) while preserving all native vegetation. The G. M. emphasized that the District has no authority over the improvements on private land, but does recommend the extensive use of native plants that are suitable for the area and essentially water conservative.

The G. M. noted that while the mowing may facilitate the scenic views for some residents, the mowing can destroy nesting areas and native protected vegetation. As the District does not have the funds to retain a naturalist to determine if mowing and other maintenance activities can endanger protected species, the District's policy has been to do as little as possible, while maintaining reasonable user conditions for the pedestrian trails. The G. M. recommended the replacement of the removed vegetation, at the expense of the person responsible for the removed plants, under the supervision of a District selected person experienced in suitable native plants.

The G. M. noted that several encroachment problems exist in the park land; the pedestrian way from Ahab Drive to Sunset Way; the pedestrian way from Sunset to Sunset adjacent to "Little Beach"; and other pedestrian ways. He suggested that these conflicts can only be defined by a physical survey and recommended the Board approve a request for funds to have the needed surveys performed.

This was followed by a general discussion with members from the audience and the Board. Following the open discussion, Director Shaffer *moved* to approve the funds to have surveys performed to determine the property lines for the park land in Seacape from the Starbuck extension uphill to the intersection of Starbuck and Seacape Drives; the pedestrian way from Ahab Drive to Sunset Way; and the pedestrian way from Sunset Way to Pacific Way below the community center; seconded by Director Rudnick; ayes all.

When the survey work is completed, the G. M. will report to the Board on any encroachments by private property onto District property or right of way, and District encroachment onto private property with recommendations for eliminating the encroachments.

- C. **Water operations:** there was a brief discussion of water operations and the Board reconfirmed the G. M.'s authority to implement the District leak relief policies for residents experiencing abnormal bills as a result of water leaks on the residence side of the meter.
- D. **There were no Board questions concerning the recreational activities.**
- X. **Review of the draft minutes for the March 31, 1999 Board meeting.** There was a brief discussion of these minutes and Director Shaffer noted that the first words of item IV-B should be reworded to state that *Jim Boucher reported that Mia Monroe had reported* versus *Mia noted* as Mia was not present at the meeting. Director Rudnick then *moved* to approve the minutes with the suggested modification; seconded by Director Schiffries; ayes all.
- XI. **Next meeting date:** the next meeting date was confirmed as Wednesday, May 26, 1999.

The meeting was adjourned at 9:50 p m.

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

Deborah Kamradt, Board President

Donovan Macfarlane, Secretary

Danvers

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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, JUNE 26, 1999
THE MEETING WILL BEGIN AT 7:00 P.M.**

<u>DESCRIPTION</u>	<u>PAGES</u>
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Draft Minutes for the May 26, 1999 meeting	14 - 16

Excavation part of ABC gro.
over the last 2 years.

Back over

Mrs - Monday night 150+ people.

1. The ~~excavation~~ people already back in the
apartment. (Backed committee is forming the army
see ~~Ad hoc com~~?)

2. Virginia Phillips - who ex. action from weather
Mrs will conduct the 1 year survey w/ MBVFD.

3. Joint Mtgs. - Del. Appointed - wait up camp @

and 3 July.
4. Gene. Mall - 19th - 30th
5. Joint open mtg 7th 8th 9th 7 PM.

from will conduct survey
Should the water level $\frac{1}{2}$ - Give for war, but.
Filled is when old reservoir was. Local soil used
form and vegetation along park, Mt.
Lenses for new bridge should be not made.
Excavated - shipping to add gully open. and maintain
hundred, bridge.
Don't Start - Mrs. Webb / high during.

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY
JUNE 23, 1999. THE BOARD WILL HOLD A CLOSED MEETING TO BEGIN AT 6:30 PM
FOR THE PURPOSE OF PERSONNEL AND CONTRACT REVIEWS FOLLOWED BY A
REGULAR BUSINESS MEETING BEGINNING AT APPROXIMATELY 7:00 PM IN THE
COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

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

- I. **Call the closed meeting to order:** President Kamradt will call the closed meeting to order and begin discussion of personnel compensation and benefits, followed by consideration of renewing the contract with Associated Business and Community Consultants, Inc. for administrative, management and other services. *7:45*
6:45 - 7:40 Steve joined @ 7:15

- II. **Adjourn the closed meeting and open the regular meeting:** Following adjournment of the closed meeting, President Kamradt will call the regular meeting to order and announce any decision made by the Board during the closed meeting. If no decisions were made in the closed meeting or if the meeting was voted to be continued, President Kamradt will so announce and give the date of the meeting continuance if applicable.. *7:45*
Chair another closed July 22 Thurs. 7-8 dublin room - me @ 8 PM.

- III. **Review and consideration of the June 23, 1999 Agenda.** Agenda items may be deleted, postponed, continued, or changed in scheduled sequence from the posted agenda so as to accommodate the needs of the Board and the public in attendance. However, no item can be added to the Agenda, for the purpose of having the Board make a decision, except as defined below under "Public Open Time".

- IV. **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. *Food Truck #1 and the 16th what was impossible due to come from CC meeting - #2, Y2K -*

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.

- V. **National Park Service:** Representatives from the National Park Service (N.P.S.) will offer information on the ongoing Muir Woods and Beach activities relevant to the Muir Beach Community. *Pacific Way*

VI *Pacific Way flooding*
Erin Steu, all July - mty -

VI. **Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the May 1, 1999 through May 31, 1999 fiscal period. *Ernie, Matt all.*

VII. **Fire Department, Emergency Disaster Committee:** It is anticipated that the Fire Chief will give a brief report on the department's activities and the success of annual Bar B Que. *Matt = Fire Truck Mch. South on it / Work party - fire barn / brought from Cam Radt 5/6/99 P.D. met to do*

VIII. **Fire Association:** Director Schiffries will render a progress report on the anticipated completion of the negotiations with the State Park Service and the water meter billing. *He did 22 project & by doing*

Nat MRS
SO 22
Ernie / Matt
X.

IX. **Redwood Creek Watershed Committee:** A brief report is expected from the attendees of the most recent watershed committee, and selection of the Directors to attend the next scheduled meeting. *NPS - Gordon Shaffer*

Ernie / Control house STPS MMWD NPS coordination / again.

X. **Ad hoc Transportation Committee:** President Kamradt, chairperson for this committee will give a report on the committee's most recent meeting, and the public information meeting reviewing the Muir Woods Transportation Study. In addition, it is anticipated that this committee will be discontinued until a further need develops.

last only - Fred, Dept 1 - planned public info - no other reason - can w/le on/d.

AT 8:30 PM, A 15 MINUTE COFFEE BREAK WILL BE CALLED. *public info*

XI. **General Manager's Report:** The General Manager's written report includes the following matters, and the General Manager (G. M.) will be available to answer questions concerning these matters.

A. **Administration:** The report includes Administrative operations, Fiscal Reports and District Fiscal Balance Sheets for May 1999, and request action on the following items.

1. A decision for adoption of the suggested budget for fiscal year 1999-2000 is requested.
2. The County Auditor's Office has advised us of an Education Revenue Augmentation Fund interpretation that may result in a potential monetary liability of \$2,794 of additional tax revenues due the State. No action is required other than that the District be prepared to have the funds available if the additional assessment is ruled valid. (This involves all local agencies in proportional amounts). *Info*
3. Directors Shaffer and Kamradt are reminded that the filing period for reelection to the Board begins on July 12, 1999 and closes on August 6, 1999.
4. Adoption of Resolution 06-23-99-1 which establishes the basic criteria for the District's contracting to participate in the CalPERS Health Program for eligible employees, and elected Directors or District officials. *OK*
5. Budget review: The Board meeting packet includes the normal monthly budget report, current balance sheet and year to date income - expense report.
6. A request has been received to reschedule the July 15, 1999 meeting with the National Park Service to review the various items and projects of mutual concern. President Kamradt will report on this request and seek the Board's opinion.
7. The Special District Risk Management Association (SDRMA) has declined to offer integral third party coverage with their insurance. The California Rural Water Association has offered this third party coverage for as many as 50 special events (District events and rentals) along with coverage for the Fire Association's annual Bar B Que. The general coverage is equal in liability and property damage, and essentially the same price as SDRMA when the special events, lower deductible, and no contingent association liability is included. It is recommended that premium of \$4,600 be approved for coverage during fiscal 1999 - 2000 through the California Rural Water Association underwriters.

B. **Roads and Easements:** The following items will be reviewed for roads and easements.

1. The survey work for Pacific Way and the lower pedestrian way from Sunset to Pacific Ways, downhill from the community center is in progress and may be completed by the time of the board meeting. However, due to heavy construction currently underway at the end of the Pacific Way cul de sac, a general discussion on the possible delay of improvements is necessary.
2. Satisfactory proposals for the survey of the upper Seacape - Starbuck Park lands have been received. The District needs to do some clearing of the sight line for the pedestrian way to Muir Beach overlook, in order to bring the cost of this survey to within the approved budget parameters.
3. A satisfactory proposal for the survey of the pedestrian way from Ahab Drive to Sunset Way has been received and that work will commence in the near future, after the completion of the Pacific Way survey.

C. **Water:** The G. M.'s operation report reviews general water operations and activities. There are no requests for Board action. The G. M.'s suggested policies for potential Y2K problems is outlined in his report to the Board and will require consideration and a possible motion.

D. **Recreation:** The following items and requests for Board action will be considered.

1. The Muir Beach Quilter's have requested to make a presentation to the Board concerning the roofing of the new deck and the Board's consideration of reasonable District fiscal support.
2. The G. M. has proposed a "Friday Night Bistro" in the 1999 - 2000 suggested budget, and requests permission to begin this no later than Friday evening, July 30, 1999 for a minimum trial period of six months.
3. The G. M.'s suggested budget for 1999 - 2000 includes the purchase of an additional 22 chairs (like the new blue chairs). It is requested that the purchase of the additional chairs be authorized so matching chairs can be purchased. *Star/Pat Fri → Lake in Smith*
4. The G. M.'s report outlines requests for use of the District's Bar B Que properties, and an opportunity for assistance in restoring the annual Labor Day Bar B Que. The Board is requested to define the general policy for use of the area. *NO -*

IX **Review of the draft minutes** for the May 26, 1999 Board meeting.

X. **Next meeting date:** The next regular meeting date is Wednesday, July 28, 1999.

ADJOURNMENT OR CONTINUATION 10:32

*20 k needed
2 k for Quilting*

18 k needed

Quilting needed 3.4 k net

*Exci - Commit 8k to roof, comm 10k & corp
proge, Quilting have agreed to m-h 10k @
least 2k/yr over 5 yrs or 1/2 less each yr*

Star:

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 05/01/99 THROUGH 05/31/99**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
ADMINISTRATION EXPENSES, DIVISION CODE 9236				
Golden Gate Bridge	2049	Toll fee for N.P.S. meeting	P	3.00
Office Depot	2049	Meeting packet reproduction	P	21.81
Office Max	2049	Meeting packet reproduction	P	17.52
ABC Consultants, Inc.	2117	Administrative fee for May 1999	B	1,500.00
U. S. P. O.	2130	Postage stamps	P	17.60
Home Depot	2133	Gavel mallet	P	11.78
Office Depot	2133	District Seal, Deposit Stamp	P	35.41
Deborah Kamradt	2137	Copies of Traffic Study for committee	B	72.39
ABC Consultants, Inc.	2479	Travel 4/01/99 thru 4/30/99	B	136.64
AT&T	2534	Toll calls thru 4/25/99 (707) 643-1143	B	11.33
Pacific Bell	2534	415-388-7804 thru 4/1/99	B	28.32
Pacific Bell	2534	707-643-1143 thru 4/26/99	B	41.23
TOTAL G&A EXPENSES =				\$1,897.03

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
Salvador Gonzales	1073	Wages paid in May 1999	C	258.36
Harvey Pearlman	2077	Debris removal, dump run and fee	B	70.00
ABC Consultants, Inc.	2117	Administrative fee for May 1999	B	500.00
TOTAL R&E EXPENSES =				\$828.36

WATER DIVISION EXPENSES, DIVISION CODE 9238				
Harvey Pearlman	1028	Wages paid in May 1999	C	1,679.34
Robert Wurgaft	1073	Wages paid in May 1999	C	258.35
Salvador Gonzales	1073	Wages paid in May 1999	C	172.24
Harvey Pearlman	1506	Medical benefits paid in May 1999	C	140.00
Home Depot	2077	Misc. items for shed & water fittings	B	118.83
Marin County Health Laboratory	2115	Bacterial tests 5/13/99	B	30.00
ABC Consultants, Inc.	2117	Administrative fee for May 1999	B	800.00
ABC Consultants, Inc.	2117	Clerical services for May 1999	B	850.00
Low Cost Storage	2121	File storage May 1999	B	85.00
U. S. P. O.	2130	Postage stamps	P	99.00
Home Depot	2133	1st Aid Kit replacement	P	20.05
Harvey Pearlman	2479	Travel allowance for May 1999	C	100.00
Pacific Bell	2534	Realy phone thru 5/7/99	B	31.46
Pacific Gas & electric	2535	Well & lower tank electric thru 5/18/99	B	401.96
Pacific Gas & electric	2535	Well & lower tank electric thru 4/19/99	B	353.76
TOTAL WATER EXPENSES =				\$5,139.99

RECREATION EXPENSES, DIVISION CODE 9239				
Juana Gonzales	1073	Janitorial wages paid in May 1999	C	138.88
Martin Bros. Supply	2077	Stones for retaining wall	B	10.73
ABC Consultants, Inc.	2117	Administrative fee for May 1999	B	325.00
Home Depot	2366	1st Aid Kit replacement	P	20.05
Office Depot	2366	Light bulbs	P	7.28
Pacific Bell	2534	Pay phone thru 4/19/99	B	43.21
Pacific Gas & electric	2535	Community Center electric thru 4/19/99	B	56.94
Pacific Gas & electric	2535	Community Center electric thru 5/18/99	B	42.77
Bell's Market	2041Bi	Bistro cream	P	1.10
Mary Collier	2041Bi	Wages paid in May 1999, Bistro	C	48.44
Nancy Knox	2041Bi	Bistro Pastries	P	12.00
TOTAL RECREATION EXPENSES =				\$706.40

FIRE DIVISION EXPENSES, DIVISION CODE 9240				
ABC Consultants, Inc.	2117	Administrative fee for May 1999	B	225.00
L. N. Curtis & Sons	4827	Misc. emergency items	B	287.51
Pacific Bell	4827	Fire station phone thru 4/25/99	B	17.14
TOTAL FIRE EXPENSES =				\$529.65

B = Paid thru Merrill Lynch Depository	TOTAL CAPITAL FUND EXPENSES =	\$0.00
C = Paid thru County depositories	TOTAL GENERAL FUND EXPENSES =	9,101.43
P = Paid thru Petty Cash Funds	TOTAL CHECKS ISSUED FROM TRUST FUNDS =	0.00
	TOTAL OF ALL CHECKS ISSUED =	\$9,101.43

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 JUNE 23, 1999**

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

- 1 Last month, the Board received copies of the suggested budget for fiscal year 1999 - 2000 and it is recommended that the budget be adopted with any modifications preferred by the Board.
- 2 It seems that the State is coming up with a new interpretation of the taxes subject to the Educational Revenue Augmentation Fund (ERAF) and this has a potential District liability of \$2,794 owed to the State if the new interpretation holds true. So far, even though the State anticipates a budget surplus in excess of 4 billion dollars, efforts to do away with the ERAF funds taking have failed.
- 3 I remind President Kamradt and Director Shaffer that the filing period for their reelection is from July 12, 1999 through August 6, 1999.
- 4 A resolution setting forth the District's participation in the CalPERS insurance program is in process of being drafted. The resolution which basically sets forth the District's intent and minimum contribution is in review and not available for inclusion in the packet. However, I feel certain that its review will be complete in time for the meeting. As it is in keeping with the Board's prior instructions, I recommend approval so we can complete the necessary paperwork.
- 5 Currently the budget is within the parameters established, except as discussed in previous Board meetings. I have no new specific comments.
- 6 President Kamradt has received a request to reschedule the July 15, 1999 joint meeting with the National Park Service to continue discussions on the many matters of mutual concern. I leave further description of this request to be explained by President Kamradt.
- 7 My efforts to have the Special District Risk Management Association (SDRMA) include coverage of our community center rentals (third party) and other District special events, including the annual Fire Association Bar B Que, have been unsuccessful. As it now stands, each event requires a separate policy and payment (cost varies with event parameters) followed by a monthly report. This also requires a separate tracking of the insurance deposits and/or logging individual insurance riders received, and other ancillary details, which is very cumbersome.

The California Rural Water Association's (CRWA) underwriters offer equal coverage, plus third party coverage for up to 50 rentals and/or special event and for the annual Fire Association Bar B Que. The policy premium is \$4,600, including \$1,000 for the Fire Truck liability coverage and \$400 for the Bar B Que special coverage. In the long run, this is actually slightly less than the coverage premium offered by SDRMA when the special event coverage is considered and offers the added advantage of no contingent liability for excessive losses experienced in the SDRMA association. I recommend approval of insuring through CRWA for fiscal year 1999 - 2000.

B Roads and Easements. The following items are in progress and/or require consideration.

- 1 The plan and profile survey, with location control points for Pacific Way and the pedestrian way from Sunset to Pacific Way (beneath the community center) should be completed by the time of the Board meeting. This will enable completion of the design work for the F.E.M.A. repairs for Pacific Way, and the replacement of the water line.

Work on the water line can commence after receiving appropriate bids and/or costs (if done in house). However, due to the heavy construction equipment currently working at the West end of Pacific Way, it may be necessary to delay the roadway repairs. This equipment has already done considerable damage to the cul de sac paving area.

- 2 A satisfactory price proposal has been received for the survey of the upper park area (between Seacape and Starbuck Drives). However, the price for clearing the necessary sight line from Seacape to the Overlook is excessive. This work will be delayed until our temporary labor forces return from vacation and can be used to clear the sight line.
- 3 A satisfactory price proposal has been received for the survey of the pedestrian way from Ahab Drive to Sunset Way, and this work should proceed in the near future.

C. **WATER:** In general, water operations have been quiet in so far as water quality problems. However, since the last report we have experienced more leaks and there is some indication that resident water consumption is increasing above the norm. I am reviewing records and will have a more complete determination after the next meter readings are transcribed. During the interim, we have discontinued hydrant flushing.

Coliform tests taken during May were free of coliform bacteria.

Gross water billing for the April 23 through May 23, 1999 billing period was \$6,020.68. No late charges or interest charges were assessed. The consumption surcharges totaled \$1,535.17.

The table below tabulates the water production for the period April 23 to May 23, 1999.

Total volume of water measured through the master meter =	1,227,550 gallons
Highest pumping day was on 5/04/99 and volume pumped =	54,650 gallons
Lowest pumping day was on 5/10/99 and volume pumped =	25,300 gallons
Total volume billed through service meters =	1,050,268 gallons
Gross unaccounted for water loss =	177,282 gallons
Estimated un-metered maintenance use =	15,000 gallons
Net unaccounted for water loss (13.22%) (doesn't reflect March/April leaks)	162,282 gallons
Average daily customer consumption =	238 gallons
Average service billing =	\$40.96

Y2K policy recommendations. The following general policies are recommended for handling potential extended power outages as a result of the possible Y2K problems and during other times of power outages or when other lasting problems with the well operations occur.

1. **Stage One:** Power outage occurs and we are informed that it will be for more a few hours.
 - a. An alert notice is posted on all bulletin boards and individual notices are delivered to each residence that requests water conservation due to the problem.
 - b. The water level in the upper tank will be monitored every three hours, or more frequently if deemed necessary.

2. **Stage Two:** The power outage continues and resident water consumption has not declined to a satisfactory level.
 - a. Residents are notified that water consumption has not adequately declined and that the primary distribution system will be shut down within one hour of delivery of the notice. (Actually, it will require approximately 1 hour to deliver the notice.) This notice will include instructions that every household will be allotted 10 gallons of water daily and that they must come to either upper or lower storage tank to receive the water. **NOTE:** To provide for this, we need to install the necessary faucets to disperse the water (estimated cost \$750 per tank). The installation requires some pipe and possible valve controls.
 - b. This process will continue as long as the problem exists, or until it appears that the water storage is in danger of being fully depleted.
3. **Stage Three:** The water storage is in danger of being fully depleted:
 - a. Depending on the season, this determination will vary due to the need to retain some fire protection capability during the dry season. The critical factor during the dry season will be to retain at least 8 feet (60,000 gallons) of water in the upper tank and 10 feet (50,000 gallons) in the lower tank. During the wet season, this can be reduced by 66% without substantial danger.
 - b. When this stage is reached, residents will be notified that water will no longer be dispersed at the storage tanks, and that water will be available at the well site only. Water at the well site will be provided by use of a small portable gas pumping direct from the well. (We will need to purchase this pump). This water will require boiling, as there is no way to chlorinate it properly for the low volume.

D. RECREATION:

1. The Quilter's have requested time to present a proposal and cost estimates for roofing in the new deck. Depending on their report, the Board may wish to formalize the process.
2. The 1999 - 2000 budget provides for initiating a Friday night Bistro, and recommend Board approval for support funding, to begin prior to the end of July and continue until at least year end, unless it becomes obvious that the event cannot be at least reasonably self sustaining. The operating hours suggested are from 6:30 PM to 8 PM and the service will include gourmet coffee, possibly cappuccino, wine, and other tantalizing evening offerings with some variety as popular demand indicates. Numerous comment from residents indicate that this will be a successful undertaking. However, I believe the Board should be willing to underwrite early potential losses.
3. We have had a request from a private group to rent or obtain permission to use the Bar B Que grounds for a party. In the past, we have limited this use (free of charge) to cooperating public agencies and friends of the District such as the Zen Center and Green Gulch Farms. Private use has not been appropriate due to the difficulties of control, insurance, assured cleanup, etc. However, I believe our new insurance opens the door for consideration of a rental policy, with an adequate rate and security deposit to assure the cleanup, etc.

In addition, I strongly suggest that we instigate an annual Labor Day Bar B Que, or on an alternate later date in September. This year, the 1st Marine Division Association Northern Chapter is searching for a place to hold their annual picnic. As the editor for their newsletter, I have been requested to see if they could use the Bar B Que area, providing they open the picnic to Muir Beach residents. Annually, about 150 former Marines and their wives attend this event. It is also possible that the District could share in the revenue profits, if they are permitted to use the grounds.

06/17/99

Muir Beach Community Services District
Operations Fiscal Report For
May 1999

	<u>May '99</u>
Income	
Administrative Income	
A9001, General Tax Income	878.21
A9203, Interest earned	367.46
A9772, Copier Income	24.00
Total Administrative Income	<u>1,269.67</u>
Recreational Activities Income	
R9255, CC Rental Income	775.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	146.02
Total R9811, Rec. Programs Income.	<u>146.02</u>
Total Recreational Activities Income	921.02
Roads & Easements Income	
E9772, Road & Esm't Income	
E9772F, FEMA Grant Income	70.00
Total E9772, Road & Esm't Income	<u>70.00</u>
Total Roads & Easements Income	70.00
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	2,760.63
H9031, Water Surcharge Income - Other	60.00
Total H9031, Water Surcharge income	<u>2,820.63</u>
Total Water Capital Improvements Inco	2,820.63
Water Operations Income	
W9025, Water Service income	10,954.95
Total Water Operations Income	<u>10,954.95</u>
Total Income	16,036.27
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	21.81
A2117, Consulting Admin. Fees	1,500.00
A2130, Mailing & Shipping Exp.	17.60
A2133, Office Supplies	67.27
A2137, Copier Maint. Expenses	89.91
A2479, Travel Expenses	136.64
A2534, Telephone/Communications	80.88
Total Administrative Expenses	<u>1,914.11</u>
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	304.65
Total Fire Operational Expenses	<u>529.65</u>
Recreational Expenses	
R1073, Janitorial wages	129.00
R1404, FICA	13.32
R1701, Work Comp Insurance	-14.56
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	62.60
Total R2041, Rec. Program Expenses	<u>62.60</u>
R2077, Routine Repairs	10.73
R2117, Administrative Expenses	325.00
R2366, Building Supplies	7.28
R2534, Pay Telephone Expense	43.21
R2535, Energy Expenses	
R2535E, Electrical Expenses	99.71

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Muir Beach Community Services District
Operations Fiscal Report For
May 1999

	<u>May '99</u>
Total R2535, Energy Expenses	<u>99.71</u>
Total Recreational Expenses	676.29
Roads & Easements Expenses	
E1404, FICA	30.60
E2077, Road & Easement Repairs	
E2077FEMA, 1997-98 Storms	88.35
E2077, Road & Easement Repairs - Other	<u>240.00</u>
Total E2077, Road & Easement Repairs	328.35
E2117, Administrative Fees	<u>500.00</u>
Total Roads & Easements Expenses	858.95
Water Operational Expenses	
W1028, Maint. Mgr. Wages	1,560.00
W1073, Extra Hire Wages	400.00
W1404, FICA	119.34
W1506, Medical benefits	140.00
W1701, Work. Comp. Insurance	-56.11
W2049, Conferences & Training	3.00
W2077, Routine Repairs	118.83
W2115, Chemicals & Testing	30.00
W2117, Administrative Fees	1,650.00
W2121, Miscellaneous Expenses	85.00
W2130, Postage & Shipping	99.00
W2133, Office Supplies	20.02
W2479, Travel allowance	100.00
W2534, Telephone Relay Expense	31.46
W2535, Electrical Service	<u>755.72</u>
Total Water Operational Expenses	<u>5,056.26</u>
Total Expense	<u>9,035.26</u>
Net Income	<u><u>7,001.01</u></u>

06/17/99

Muir Beach Community Services District
Consolidated Balance Sheet Accrual Basis
As of May 31, 1999

	<u>May 31, '99</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	17,969.28
Fund 429, County Investment Fun	
Capital Improvements	109,507.11
General Investments	53,394.07
Fund 429, County Investment Fun - Other	-244.50
Total Fund 429, County Investment Fun	<u>162,656.68</u>
Merrill Lynch WCMA	
FEMA 1997-98 Storms	112,471.00
R&E Donations	950.00
Rental Deposit Trust	1,158.77
Water Security Deposit Trust	3,300.00
Merrill Lynch WCMA - Other	-12,076.41
Total Merrill Lynch WCMA	<u>105,803.36</u>
Petty Cash Fund	-192.09
Treasury Bill Investment Funds	
Fire Station	10,984.83
Investments	4,015.17
Total Treasury Bill Investment Funds	<u>15,000.00</u>
Total Checking/Savings	301,237.23
Accounts Receivable	
Receivables	16,738.59
Total Accounts Receivable	<u>16,738.59</u>
Other Current Assets	
Undeposited Funds	30.76
Total Other Current Assets	<u>30.76</u>
Total Current Assets	<u>318,006.58</u>
TOTAL ASSETS	<u><u>318,006.58</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	1,008.77
W9025RD, Security deposits	3,400.00
Total Other Current Liabilities	<u>4,408.77</u>
Total Current Liabilities	<u>4,408.77</u>
Total Liabilities	4,408.77
Equity	
Opening Bal Equity	158,157.31
Retained Earnings	34,337.19
Net Income	121,103.31
Total Equity	<u>313,597.81</u>
TOTAL LIABILITIES & EQUITY	<u><u>318,006.58</u></u>

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Muir Beach Community Services District
Fiscal Year to Date Operations Fiscal Report
 July 1998 through May 1999

	<u>Jul '98 - May '99</u>
Income	
Administrative Income	
A9001, General Tax Income	32,114.74
A9203, Interest earned	3,319.81
A9772, Copier Income	191.50
Total Administrative Income	<u>35,626.05</u>
Fire Operations Income	
F9377, West Marin Funds	8,633.91
F9763, Fire Assoc. Donations	5,824.00
Total Fire Operations Income	<u>14,457.91</u>
Recreational Activities Income	
R9255, CC Rental Income	4,315.00
R9772, Misc. Recreation Income	261.80
R9801, Donations received	
R9801Deck donations	15,865.00
Total R9801, Donations received	<u>15,865.00</u>
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	1,188.44
R9811CP, Child'a Prog. Income	201.48
R9811TC, Tai Chi Income	1,244.75
R9811, Rec. Programs Income. - Other	55.00
Total R9811, Rec. Programs Income.	<u>2,689.67</u>
Recreational Activities Income - Other	<u>12,572.00</u>
Total Recreational Activities Income	<u>35,703.47</u>
Roads & Easements Income	
E9772, Road & Esm't Income	
E9772F. FEMA Grant Income	113,591.00
Total E9772, Road & Esm't Income	<u>113,591.00</u>
Total Roads & Easements Income	<u>113,591.00</u>
Water Capital Improvements Inco	
H9001, special Assessment Tax	30,299.50
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	13,884.87
H9031, Water Surcharge Income - Other	7,345.00
Total H9031, Water Surcharge Income	<u>21,229.87</u>
H9377, Interest Earnings	
H9377C, Cap. Imp. Interest	4,792.00
H9377G, Gen. Inv. Interest	1,548.11
Total H9377, Interest Earnings	<u>6,340.11</u>
Total Water Capital Improvements Inco	<u>57,869.48</u>
Water Operations Income	
W9025, Water Service Income	57,278.97
W9772, Miscellaneous Income	90.00
Water Operations Income - Other	<u>203.31</u>
Total Water Operations Income	<u>57,572.28</u>
Total Income	<u>314,820.19</u>
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	441.39
A2059, P & L Insurance	353.00
A2117, Consulting Admin. Fees	7,500.00
A2121, Miscellaneous Expenses	324.91
A2129, Gen. Election expenses	257.50
A2130, Mailing & Shipping Exp.	126.95
A2133, Office Supplies	210.93

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Muir Beach Community Services District
Fiscal Year to Date Operations Fiscal Report
 July 1998 through May 1999

	<u>Jul '98 - May '99</u>
A2137, Copier Maint. Expenses	533.35
A2352, County Fees	257.50
A2479, Travel Expenses	1,384.32
A2534, Telephone/Communications	2,188.05
A2713, Legal fees	525.00
Total Administrative Expenses	14,102.90
Fire Operational Expenses	
F2059, P & L Insurance	3,124.00
F2117, Administrative Fees	2,475.00
F4827, W. Marin Fund Expenses	8,662.56
Total Fire Operational Expenses	14,261.56
Recreational Expenses	
R1028, Maint. Mgr. Wages	622.73
R1073, Janitorial wages	1,513.10
R1404, FICA	278.60
R1701, Work Comp Insurance	1,160.95
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	1,967.58
R2041CP, Child's Program Exp.	101.94
R2041TC, Tai Chi Expenses	995.80
Total R2041, Rec. Program Expenses	3,065.32
R2059, P & L Insurance	451.00
R2077, Routine Repairs	262.10
R2096, Building Maintenance	126.00
R2097, CC Ground Maintenance	250.00
R2117, Administrative Expenses	3,575.00
R2121, Miscellaneous Expenses	10.00
R2133, Office Supplies & Stamps	37.95
R2259, Refuse Removal	444.70
R2366, Building Supplies	340.50
R2534, Pay Telephone Expense	480.02
R2535, Energy Expenses	
R2535E, Electrical Expenses	1,201.82
R2535G, Butane Gas Expenses	248.92
Total R2535, Energy Expenses	1,450.74
R4045, Community Block Grant Ex	
R4045D, Com. Ctr. Deck wages	15,849.32
R4045M, Equipment & Materials	13,338.24
Total R4045, Community Block Grant Ex	29,187.56
R4093, Furniture & Equipment	20.37
Total Recreational Expenses	43,276.64
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	2.45
E1404, FICA	42.84
E1701, Work's. Comp. Insurance	241.81
E2059, P & L Insurance	433.00
E2077, Road & Easement Repairs	
E2077FEMA, 1996-97 Storms	6,133.58
E2077FEMA, 1997-98 Storms	37,633.84
E2077, Road & Easement Repairs - Other	877.37
Total E2077, Road & Easement Repairs	44,644.79
E2117, Administrative Fees	5,500.00
Total Roads & Easements Expenses	50,864.89
Water Capital Improvements Exp.	
H2059, P & L Insurance	164.00
H2352, County fees	244.50
H2713, Project Improvements	
H2713WR, Water Right Resolution	3,012.50
H2713, Project Improvements - Other	4,089.00

06/17/99

Muir Beach Community Services District
Fiscal Year to Date Operations Fiscal Report
 July 1998 through May 1999

	<u>Jul '98 - May '99</u>
Total H2713, Project Improvements	<u>7,101.50</u>
Total Water Capital Improvements Exp.	7,510.00
Water Operational Expenses	
W1028, Maint. Mgr. Wages	13,376.62
W1073, Extra Hire Wages	810.00
W1404, FICA	757.43
W1506, Medical benefits	1,540.00
W1701, Work. Comp. Insurance	-464.55
W2049, Conferences & Training	289.00
W2058, Annual Permit Fee	1,500.00
W2059, P & L Insurance	1,019.00
W2077, Routine Repairs	1,888.68
W2115, Chemicals & Testing	1,209.31
W2117, Administrative Fees	18,150.00
W2121, Miscellaneous Expenses	1,166.96
W2130, Postage & Shipping	784.57
W2133, Office Supplies	1,236.42
W2325, Contract Services	14,981.58
W2479, Travel allowance	1,070.00
W2534, Telephone Relay Expense	357.64
W2535, Electrical Service	<u>4,028.23</u>
Total Water Operational Expenses	<u>63,700.89</u>
Total Expense	<u>193,716.88</u>
Net Income	<u><u>121,103.31</u></u>

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, MAY 26, 1999**

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

- I. **Call to order:** President Kamradt called the meeting to order at 7:15 p. m.
- II. **Review and consideration of the May 26, 1999 Agenda.** There was a brief discussion concerning the delay of the National Park Service presentation; however, the Rangers arrived prior to the end of the discussion and Director Shaffer *moved* to approve the Agenda as published; seconded by Director Schiffries; ayes all.
- III. **Public Open Time:** Under Old business, the G. M. requested the Board to reconfirm its policy that encroachments by private property, onto District property is not permitted. However, the District does not oppose or object to the County's authority to grant setback variances for relief from the normally required setback distances, providing this does not endanger the public health, safety or welfare, and does not pertain to the primary dwelling structure or other above ground structures that may inhibit views, ~~air circulation~~, etc.

Following considerable discussion and questions concerning the need for the reconfirmation, and the G. M.'s explanation that this request is a carryover from recently submitted permit applications, such as the Cummings, Hulley and other permit applications, Director Shaffer *moved* to reconfirm the District policy concerning non objection to the County's granting of a variance from setback requirements, as outlined by the G. M.; seconded by Director Schiffries; ayes all.

Under new business, Judith Yamamoto reported that the Quilter's group has decided to expand their annual Art Faire from a one day event to a two day event. They hope to raise additional funds for completion of the community center roof over the new deck area. Director Shaffer mentioned that the District should consider assisting in this funding as, had the Quilter's not been successful in substantially funding the deck replacement and improvement the District would have found it necessary to fund the repairs for the deteriorated deck. He requested cost estimates for the improved roofing so the District could consider this further. The entire Board acknowledged appreciation for the Quilting Bee volunteer efforts and encouraged their expansion and success for the Art Faire.

- IV. **National Park Service:** N.P.S. Ranger Mia Monroe reported that the first spotted owl of the season had been observed. ~~Ranger~~ ^{ammir wing} maintenance chief Jim Boucher reported the following:

- Mia Monroe Jim*
- A. The new pedestrian bridge has been installed and ramps will soon be completed to ease its use.
 - B. The parking lot modifications have been delineated and the corrective work will soon commence.
 - C. The drinking fountain repairs and improvements are in process.
 - D. New recycle containers have been installed for more convenient use.
 - E. The Beach entry gate is being redesigned to improve circulation and improvements will soon begin.
 - F. The efforts to remove offensive non native plants is continuing.
 - G. Electronically controlled lights will soon be installed in the dwelling for the dairy. These lights will be set to activate at variable times, to improve security.

President Kamradt and Director Pinto then gave a brief summary of the meeting with N.P.S. Supervisor O'Brien and his staff to discuss the mutual concerns of the District and the N.P.S., including:

- Supervisor O'Brien*
- A. ~~Supervisor O'Brien~~ indicated that Marin Municipal Water District (M.M.W.D.) is interested in extending a water line to the District, when they upgrade their water line to Muir Woods. He acknowledged that the 2 million dollar cost was a prohibitive factor, but indicated that this might be offset by grants, etc. President Kamradt, Director Pinto and the G. M. responded by enumerating the environmental problems involved in extending the pipeline; the inability of M.M.W.D. to guarantee water supply outside its District boundaries; the current problems that M.M.W.D. has in obtaining an adequate raw water supply to meet its own current needs; the dangers of introducing foreign waters into the watershed; and the fact that more cost effective methods for solving the N.P.S. water needs, such as drilling their own well, and increasing their storage capacity, etc. might be more prudent.
- B. This discussion was followed by continued cordial and mutual discussion of the following topics:
1. The flooding problems on Pacific Way.
 2. The Big Lagoon project schedule.
 3. Continued use of the dairy by the Muir Beach Volunteer Fire Department (MBVFD).
 4. Expanded use of the dairy dwelling by the N.P.S., M.B.C.S.D., and M. B. V. F. D. Superintendent O'Brien instructed his staff to initiate an interim use agreement for the M. B. V. F. D., during the N.P.S. historical architectural study period, and instructed Mia Monroe to coordinate improved use of the facilities in the meantime.
 5. Leasing of the Muir Woods Road frontage land adjacent to the District's well site (to the District), and the investigation of a possible easement for construction of a dedicated raw water service line through N.P.S. lands from the well site to the District's upper storage tank.
 6. Considerable discussion was given concerning the recently completed initial traffic study for Muir Woods and the District's adamant objection to the suggested use of Santos Field as a new parking lot. Close cooperation and consultation with the District for improvement of the traffic conditions was promised.
 7. It was noted that Muir Woods has been designated as one of five National Parks to be eligible for additional funding and studies to improve service to the public.

In summary, President Kamradt emphasized the general feeling of cooperation and desire to maintain good faith between the N.P.S., M.B.C.S.D. and Marin County so their mutual problems can be satisfactorily resolved for the benefit of all, and that the problems of overlapping agency authority can be minimized.

- V. **Bills to be Paid:** There was a brief consideration of the Bills to be Paid Report and Director Shaffer *moved* to approve the report as submitted, including \$10,459.99 in general fund expenditures and \$300 in rental security deposit refunds for a total of \$10,759.99 in checks issued; seconded by Director Schiffries; ayes all.
- VI. **Fire Association:** Director Schiffries reported that he has not completed the letter outlining the desired agreement between the Fire Association and the State Park Service.
- VII. **Redwood Creek Watershed Committee:** Director Pinto reported that most of the issues were previously discussed under the report on the meeting with N.P.S. ~~Supervisor O'Brien~~ *Supervisor*. She then mentioned that the next Carolyn Shoulders wished to discuss the M.M.W.D. water source during the next committee meeting, and the general consensus of the Board was that this is an inappropriate topic at this point in time. Director Pinto and possibly President Kamradt will attend the next committee meeting on June 17, 1999.
- VIII. **Fire Department, emergency disaster committee:** there was no report anticipated and no report given.

- X. **General Manager's Report:** There was a brief discussion of the G. M.'s report. Director Schiffries stated that he found the tracking of the F.E.M.A. expenditures difficult. He noted that he was not interested in the itemized details, but that he desired a general overview. The G. M. referred Director Schiffries to the normal year to date budget report, using the last Board meeting's packet as an example, where the total F.E.M.A. income (1997-98 storm grant) is listed as \$113,521 (page 11 of 16) versus expenditures of \$6,133.58 from the 1996-97 grant funds (\$67,000) and \$34,750.49 from the 1997-98 grant funds (page 12 of 16). The year to date report in tonight's Board Packet does not report this, as tonight's year to date report is a comparison of income and expenses versus the adopted budget and uses the adopted budget form to conserve on paperwork. The Quickbooks year to date budget comparison requires some twenty pages in its report form.

The G. M. mentioned that he had anticipated that Ms Cummings designers would be in attendance with suggested plan revisions for the Board to review. However, they are not in attendance and the District's appeal is still pending.

The G. M. noted that a request has been received for amortization of the \$6,500 new water meter fee, versus the current policy of paid in full prior to installing the meter. After a brief discussion, the consensus was to continue the current policy.

The G. M. then noted that water operations are about to exceed the allocations for chemicals and water testing. The Safe Drinking Water Act requires several additional tests, some of which are quite expensive and the G. M. recommended allocating an additional \$3,000 for this purpose. The Board concurred.

The G. M. then circulated copies of his suggested budget for fiscal year 1999-2000 and briefly reviewed the significant changes, primarily including his recommendation for a wage increase for Harvey Pearlman and additional funds to have Harvey attend classes so his water maintenance rating can be upgraded to the next higher class. The G. M. indicated that the Safe Drinking Water Act may require annual re-certification and possible upgrades. Further, in any event the Act requires various water tests that necessitate further education. The G. M. then noted that there is no anticipation of grant funds, such as additional F.E.M.A. funds for the next fiscal year, unless new storm damage occurs. President Kamradt requested a copy of the suggested budget be given to Judith Yamamoto, as in past years.

The G. M. then noted that the month to month continuation of his services would be a year old at the end of the fiscal year. He indicated that due to the recent changes in his commitments, he is open to renewing his contract, with appropriate fiscal adjustments, on a two year basis. This was followed by a brief discussion and the Board decided to have a closed session to discuss this prior to the next board meeting. The closed session should be scheduled to begin a half hour prior to the scheduled regular meeting time.

- XI. **Consideration of the May 5, 1999 draft minutes.** Following a brief discussion of these minutes, Director Shaffer *moved* to approve the minutes as submitted; seconded by Director Rudnick; ayes all except Director Pinto abstained because she was not in attendance.
- XII. **Next meeting date:** The next meeting date was set as Wednesday, June 23, 1999 and to begin 6:30 p.m. with a closed session for consideration of the G. M.'s contract. The regular meeting will follow.

The meeting was adjourned at 9:50 p.m.

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

Deborah Kamradt, Board President

Donovan Macfarlane, Secretary

**AGENDA FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
CLOSED BOARD OF DIRECTORS'
MEETING TO BE CONTINUED ON THURSDAY, JULY 22, 1999
THE MEETING WILL BEGIN AT 7:00 P.M.**

This is a continued closed meeting from June 26, 1999 for the purpose of reviewing employee performances and to consider renewal of the contract for general management services with Associated Business and Community Consultants, Inc. The results of the meeting will be announced during the next regular meeting of the Board of Directors to be held on Wednesday, July 28, 1999.

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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 28 1999
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
General Manager's Report to the Board	4 - 5
Consolidated Fiscal Balance Sheet as of June 30,1999	6
Fiscal Operations Report for June 1999	7 - 8
Fiscal Year to Date Report as of June 30, 1999	9 - 11
Draft Minutes for the 06/23/99 Board Meeting	12 - 14

Water tests comprehensive

Bill Backen has copy

DM to get copy - Copies for Board

Pre results by July 31

More detailed by Sept.

Mafton

Pre results read by
water committee.

Steve, Erin
opposed Mafton.

Tamara willing to present

Final results

O'Neill - Sept 30 Gen Mts. 7:00PM

check w/ Kinsey

Pacific Way

Agreement w/ MBVFD w/ proceeds

Jim : Primarily routine maintenance.
non native plants still being removed
barbed wire being removed
fishing boat aground / moved by
salvage company - 20' balsa boat.
Next month fire / approach ramp for new bridge.
Gate modification.
Then MBVFD wants for ass't
Wegardons waste hauled away
Rick Culham - no work.

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY
JULY 28, 1999 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, Matthew Schiffries and Steve Shaffer.

- 7-10 Rev'd contract w/ ABCL 1yr contract, 2,000 per raise on most portions. 44,500*
- I. **Open the meeting:** President Kamradt will call the regular meeting to order and announce any decision made by the Board during the continued closed meeting held on Thursday, July 22, 1999. If no decisions were made in the closed meeting or if the meeting was voted to be continued, President Kamradt will so announce and give the date of the meeting continuance if applicable. *7:14 Peter agrees.*
 - II. **Review and consideration of the July 28, 1999 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, Peter, all.*
 - III. **National Park Service:** Representatives from the National Park Service (N.P.S.) will offer information on the ongoing Muir Woods and Beach activities relevant to the Muir Beach Community. During this Item, the Board will establish alternative dates for a joint public information meeting with the N.P.S.. *See left hand of page.*
 - IV. **Muir Beach Quilters:** The Muir Beach Quilters will report on the progress in having the deck roof installed, and on their plans for the 1999 Art Faire. *Estimated may be 1.5k instead of 1k. Also there is a ribbon that material may be more expensive.*
 - V. **PUBLIC OPEN TIME:** California State Law prohibits Board action on any item, within its jurisdiction, that has not been listed on the lawfully posted Agenda unless: 1) upon a determination by a majority of the Board that an emergency situation exists; 2) upon a determination by a two-thirds majority of the Board (or by no less than three members, if less than the entire Board is present) that the need to take action arose subsequent to the Agenda being posted; or 3) the item was posted for a prior Board meeting, occurring not more than five (5) days prior to the date action is taken on the item, and at the subject prior meeting, the item was continued to the meeting at which action is being taken. Other items will generally be received as information, or referred to staff for further consideration prior to the next scheduled meeting of the board. As a matter of procedure, the Board may limit individual presentations to no more than five minutes. Individual presentations should involve non-repetitive items, and non-repetitive supporting information.

PUBLIC INPUT

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

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

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. *Bill Bangli - Sanitary Study.*

- VI. **Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the June 1, 1999 through June 30, 1999 fiscal period. *Erin/Steve - all.*

- VII. **Fire Department, Emergency Disaster Committee:** No report from is anticipated for this Item.
- VIII. **Fire Association:** Director Schiffries will render a progress report on the anticipated completion of the negotiations with the State Park Service and the water meter billing. *Not meeting*
- IX. **Redwood Creek Watershed Committee:** A brief report is expected from the attendees of the most recent watershed committee, and selection of the Directors to attend the next scheduled meeting

No Meeting

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

- X. **General Manager's Report:** The General Manager's written report includes the following matters, and the General Manager (G. M.) will be available to answer questions concerning these matters.
- A. **Administration:** The report includes Administrative operations, Fiscal Reports and District Fiscal Balance Sheets for June 1999, and request action on the following items. *u/5000 ; Adj on GM salary*
- Per bus - str. Steve, Peter all.*
1. A decision for adoption of the suggested budget for fiscal year 1999-2000 is requested.
 2. Directors Shaffer and Pinto are reminded that the filing period for reelection to the Board closes on August 6, 1999.
 3. Budget review: The Board meeting packet includes the normal monthly budget report, current balance sheet and year to date income - expense report.
- B. **Roads and Easements:** The following items will be reviewed for roads and easements.
1. A brief discussion of the plans for completion of the water line renovation, paving and drainage improvements for upper Pacific Way (Paving & Drainage will complete the F.E.M.A. project) and scheduled bidding and reviews for the August meeting.
 2. We have received a request for opening the pedestrian way from Seacape Drive to the Muir Beach Overlook. Our work crews will be clearing a survey path so the surveyor can establish the correct centerline of the right of way. As this path was originally closed many years ago, due to vandalism and other security problems, the Board should open discussions for use of this path.
- C. **Water:** There is a strong indication that the District's water consumption has increased during the past two years, necessitating consideration of a larger capacity well pump to facilitate maintaining the water storage requirements. The G. M. has requested the Board to consider action and policy discussions.
- D. **Recreation:** The following items and requests for Board action will be considered.
1. The proposed a "Friday Night Bistro" in the 1999 - 2000 was to commence on July 30, 1999. However, replacement of the silverware and other planning items for this event have delayed the opening until the second or third Friday in August.
 2. A request has been made to renovate the gravel area around the children's play gym on the lower grounds of the Community Center. The Cost estimate for this is less than \$500, and Board approval to complete this is requested. The current gravel depth no longer meets code.
- IX **Review of the draft minutes** for the June 23, 1999 Board meeting. *Steve, Emi all.*
- X. **Next meeting date:** The next regular meeting date is Wednesday, August 25, 1999.

ADJOURNMENT OR CONTINUATION

9:39

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 06/01/99 THROUGH 06/30/99**

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Costco	2049	Cookies for meetings	P	18.97
ABC Consultants, Inc	2117	Administrative fees for June 1999	B	500.00
Costco	2133	Printer supplies	P	51.53
AT&T	2534	Long distance for 707-643-1143 -5/25/99	B	9.37
Pacific Bell	2534	707-643-1143 thru 5/26/99	B	42.36
Pacific Bell	2534	415-388-3804 thru 6/11/99	B	34.20
Pacific Bell	2534	415-388-7804 through 5/11/99	B	32.45
Pacific Bell Mobile ServiBes	2534	Cell phone for May and June 1999	B	217.22
TOTAL G&A EXPENSES =				\$906.10

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Salvador Gonzales	1073	General maintenance wages 6/99	C	172.24
ABC Consultants, Inc	2117	Administrative fees for June 1999	B	500.00
ABC Consultants, Inc	2077F	F.E.M.A. work in June 1999	B	2,000.00
TOTAL R&E EXPENSES =				\$2,672.24

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. Mgr. Wages June 1999	C	1,050.66
Harvey Pearlman	1506	Medical benefits June 1999	C	140.00
Home Depot	2077	Misc fittings and electrical boxes	B	215.22
Martin Bros. Supply	2077	Sand for fill reserves	B	193.69
Herb's Pool ServiBe	2115	Chlorine supplies 4/30/99	B	34.32
Marin Bounty Laboratory	2115	Coliform tests 6/16/99	B	30.00
ABC Consultants, Inc	2117	Clerical service in June 1999	B	850.00
ABC Consultants, Inc	2117	Administrative fees for June 1999	B	800.00
Sir Speedy Printing	2133	New Invoice supply	P	151.56
Harvey Pearlman	2479	Travel allowance June 1999	C	100.00
Pacific Bell	2534	Well relay phone through 6/7/99	B	31.46
TOTAL WATER EXPENSES =				\$3,596.91

VENDER NAME	USE CODE	DESBRIPTION	FUND	AMOUNT
RECREATION EXPENSES, DIVISION CODE 9239				

Juana Gonzales	1073	Janitorial wages June 1999	C	138.88
ABC Consultants, Inc	2117	Administrative fees for June 1999	B	325.00
Low Bost Storage	2121	Storage rental spaBe for July 1999	B	85.00
OffiBe Depot	2366	Light bulbs	P	7.28
Pacific Bell	2534	Pay Phone thru 5/26/99	B	43.21
Costco	4093	Motion lights	P	81.56
Costco	4093	21 Chairs for Community Center	B	434.36
Costco	2041BD	Wine for Community Dinner	B	19.36
Bells Market	2041BI	Bread & Jams for Bistro	p	14.52
Costco	2041BI	Coffee and Bistro supplies	P	67.35
Nancy Knox	2041BI	Bistro pastries	P	12.00
Whole Foods Market	2041BI	Bistro pastries	P	67.28
TOTAL REBREACTION EXPENSES =				\$1,295.80

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants, Inc	2117	Administrative fees for June 1999	B	225.00
Pacific Bell	4827	Fire Station phone thru 5/26/99	B	17.35
TOTAL FIRE EXPENSES =				\$242.35

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Thomas F. Bieri	9255R	Deposit refund	B	150.00
TOTAL CHECKS ISSUED FROM TRUST FUNDS =				\$150.00

B = Paid thru Merrill Lynch Depository
B = Paid thru County depositories
P = Paid thru Petty Cash Funds

TOTAL GENERAL FUND EXPENSES = 8,713.40
TOTAL CHECKS ISSUED FROM TRUST FUNDS = 150.00
TOTAL OF ALL CHECKS ISSUED = \$9,013.40

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 JULY 28, 1999**

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

- 1 In May, the Board received copies of the suggested budget for fiscal year 1999 - 2000. State law requires that the next fiscal year's budget be adopted prior to August 15 in the new fiscal year. Therefore, the budget must be adopted during this meeting, or a special meeting must be held to adopt the budget.
- 2 Governor Davis has signed AB 1115 which in part, returns the excess E.R.A.F. contributions for the fiscal year 1998-99. The estimated refund for M.B.C.S.D. is \$8,235 which will be refunded in June of 2000. It is unclear if the State's revised interpretation increasing the taking by \$2,794 is included in this estimate or to be deducted from this estimate. This will be clarified at a later date. In the meantime, it seems we will be getting a refund in the range of \$5,441 to \$8,235.
- 3 The County has been delayed in preparing their year end budget statement and I am unable to finalize our year end balance until I receive the County's report. The budget reports include all known deposits and expenditures made through the County, but this cannot be considered final as there may be small amounts of late tax income and delayed County fees that I am not aware of. However, I believe it is safe to assume that the budget reports are within 1% of the final figures.

B Roads and Easements. The following items are in progress and/or require consideration.

- 1 The plan and profile survey, with location control points for Pacific Way and the pedestrian way from Sunset to Pacific Way (beneath the community center) has been completed and the plans for replacing the shallow water line and re-paving the upper zone of Pacific Way are near completion. The requests for bids are scheduled for Board review and approval during the August meeting, with construction to begin in early September.
- 2 We have a work crew now and can do the clearing for the survey of the pedestrian path to Muir Beach Overlook. When the clearing is done, the survey work can be completed in the Park and the Overlook path. When this survey work is completed, the survey for the Ahab to Sunset easement will follow.

C. WATER: As you know, we experienced some difficulty and a possible need to shut the distribution system down in order to restore the fire reserves, due to the pump operational procedures necessary to complete the well tests. Happily, the volunteer conservation efforts were effective and the shut down was not required.

As a result of the problems, I reviewed the District's water consumption and found the following:

- 1 During the month of June, 25% of the service meters accounted for 58% of the total consumption; 75% of the meters averaged less than the monthly meter consumption average; and 42% of the meters recorded less than ½ the consumption average.
- 2 It seems that our annual consumption has increased. In fiscal 1996-97 we pumped 73,922,372 gallons, versus 93,576,072 in fiscal 1997-98 and 92,619,903 in fiscal 1998-99. The average of 97-98 and 98-99 is 93,097,988 which is a 25.9% increase over 96-97. This increase approaches the maximum capacity of our current well pump production rate and indicates that it may be necessary to install a pump with a greater pumping capacity. While this can be done, there is a limit as to how much the pumping rate can be increased without exceeding the well's production capacity. Further, it may adversely affect our water right's approval, unless an alternative well site can be obtained. There was a suggestion, during the well test, that a more sensible well location would be downstream near the

intersection of Muir Woods Road and Shoreline Highway, where a successful well might be located more distant from the creek and where there is little or no possibility of affecting the creek flow.

- 3 Some consideration should be given to the cause of the increase in water consumption. While a part of it may be due to the dry year (not actually applicable to 97-98), there are other possibilities, such as but not limited to an increase in population, a change in resident water use character, etc.

General Water Operations Report:

Coliform tests taken during June were free of coliform bacteria.

Gross water billing for the May 23 through June 23, 1999 billing period was \$6,651.29. Late penalties and interest charges totaled \$169.12. The consumption surcharges totaled \$1,704.34

The table below tabulates the water production for the period March 23 to June 23, 1999.

Total volume of water measured through the master meter =	1,284,000 gallons
Highest pumping day was on 6/08/99 and volume pumped =	63,900gallons
Lowest pumping day was on 6/23/99 and volume pumped =	24,700 gallons
Total volume billed through service meters =	1,155,197 gallons
Gross unaccounted for water loss =	128,803 gallons
Estimated un-metered maintenance use =	15,000 gallons
Net unaccounted for water loss, 8.86%	113,803 gallons
Average daily customer consumption =	253 gallons
Average service billing =	\$46.71

D. RECREATION:

1. Recent problems with security and rentals at the community center require consideration and reevaluation of our rental rates and policies. Ann Browning has expressed concern over our current policies and it may be that we need to have a paid person responsible for checking the community center before and after each rental.
2. The Friday night Bistro is still in planning. I had hoped to begin on July 30; however, it now looks as if the earliest starting date is August 13 or 20.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

*Spencer
Browning
Kathy
Lund
Ann*

07/24/99

Muir Beach Community Services District
Consolidated Balance Sheet Accrual Basis
As of June 30, 1999

	Jun 30, '99
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	19,148.38
Fund 429, County Investment Fun	
Capital Improvements	109,507.11
General Investments	53,394.07
Fund 429, County Investment Fun - Other	-244.50
Total Fund 429, County Investment Fun	<u>162,656.68</u>
Merrill Lynch WCMA	
FEMA 1997-98 Storms	112,471.00
R&E Donations	950.00
Rental Deposit Trust	1,458.77
Water Security Deposit Trust	3,400.00
Merrill Lynch WCMA - Other	-14,224.39
Total Merrill Lynch WCMA	<u>104,055.38</u>
Petty Cash Fund	-386.49
Treasury Bill Investment Funds	
Fire Station	10,984.83
Investments	4,015.17
Total Treasury Bill Investment Funds	<u>15,000.00</u>
Total Checking/Savings	300,473.95
Accounts Receivable	
Receivables	9,946.19
Total Accounts Receivable	9,946.19
Other Current Assets	
Undeposited Funds	30.76
Total Other Current Assets	<u>30.76</u>
Total Current Assets	<u>310,450.90</u>
TOTAL ASSETS	<u><u>310,450.90</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	1,308.77
W9025RD, Security deposits	3,500.00
Total Other Current Liabilities	<u>4,808.77</u>
Total Current Liabilities	<u>4,808.77</u>
Total Liabilities	4,808.77
Equity	
Opening Bal Equity	158,157.31
Retained Earnings	34,337.19
Net Income	113,147.63
Total Equity	<u>305,642.13</u>
TOTAL LIABILITIES & EQUITY	<u><u>310,450.90</u></u>

07/24/99

Muir Beach Community Services District

Operations Fiscal Report For

June 1999

	Jun '99
Income	
Administrative Income	
A9203, Interest earned	422.17
Total Administrative Income	422.17
Recreational Activities Income	
R9772, Misc. Recreation Income	20.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	227.87
R9811TC, Tai Chi Income	135.00
Total R9811, Rec. Programs Income.	362.87
Total Recreational Activities Income	382.87
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	11.58
Total H9031, Water Surcharge Income	11.58
Total Water Capital improvements Inco	11.58
Water Operations Income	
W9025, Water Service Income	46.30
Total Water Operations Income	46.30
Total Income	862.92
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	18.97
A2117, Consulting Admin. Fees	500.00
A2137, Copier Maint. Expenses	51.53
A2479, Travel Expenses	142.08
A2534, Telephone/Communications	293.24
Total Administrative Expenses	1,005.82
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	17.35
Total Fire Operational Expenses	242.35
Recreational Expenses	
R1073, Janitorial wages	129.00
R1404, FICA	9.88
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	161.15
R2041CD, Com. Dinner Expenses	17.96
Total R2041, Rec. Program Expenses	179.11
R2117, Administrative Expenses	325.00
R2366, Building Supplies	81.56
R2534, Pay Telephone Expense	43.21
R4048, Building improvements	456.45
Total Recreational Expenses	1,224.21
Roads & Easements Expenses	
E1404, FICA	12.24
E2077, Road & Easement Repairs	
E2077FEMA, 1997-98 Storms	2,000.00
Total E2077, Road & Easement Repairs	2,000.00
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	2,512.24
Uncategorized Expenses	0.00
Water Operational Expenses	
W1028, Maint. Mgr. Wages	976.00

07/24/99

Muir Beach Community Services District
Operations Fiscal Report For
June 1999

	<u>Jun '99</u>
W1073, Extra Hire Wages	160.00
W1404, FICA	74.66
W1506, Medical benefits	140.00
W2077, Routine Repairs	408.91
W2115, Chemicals I Testing	64.32
W2117, Administrative Fees	1,650.00
W2121, Miscellaneous Expenses	85.00
W2133, Office Supplies	151.56
W2479, Travel allowance	100.00
W2534, Telephone Relay Expense	<u>62.92</u>
Total Water Operational Expenses	<u>3,873.37</u>
Total Expense	<u>8,857.99</u>
Net Income	<u><u>-7,995.07</u></u>

07/24/99

Muir Beach Community Services District
Fiscal Year to Date Operations Fiscal Report
 July 1998 through June 1999

	Jul '98 - Jun '99
Income	
Administrative Income	
A9001, General Tax Income	32,114.74
A9203, Interest earned	3,741.98
A9772, Copier Income	191.50
Total Administrative Income	36,048.22
Fire Operations Income	
F9377, West Marin Funds	8,633.91
F9763, Fire Assoc. Donations	5,824.00
Total Fire Operations income	14,457.91
Recreational Activities Income	
R9255, CC Rental income	4,315.00
R9772, Misc. Recreation Income	281.80
R9801, Donations received	
R9801Deck donations	15,865.00
Total R9801, Donations received	15,865.00
R9811, Rec. Programs Income.	
R9611Bi, Bistro Income	1,416.31
R9811CP, Child's Prog. Income	201.48
R9811TC, Tai Chi Income	1,379.75
R9811, Rec. Programs Income. - Other	55.00
Total R9811, Rec. Programs Income.	3,052.54
Recreational Activities Income - Other	12,572.00
Total Recreational Activities income	36,086.34
Roads & Easements Income	
E9772, Road & Esm't Income	
E9772F. FEMA Grant income	113,591.00
Total E9772, Road & Esm't Income	113,591.00
Total Roads & Easements Income	113,591.00
Water Capital Improvements Inco	
H9001, special Assessment Tax	30,299.50
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	13,896.45
H9031, Water Surcharge income - Other	7,345.00
Total H9031, Water Surcharge Income	21,241.45
H9377, Interest Earnings	
H9377C, Cap. Imp. Interest	4,792.00
H9377G, Gen. Inv. Interest	1,548.11
Total H9377, Interest Earnings	6,340.11
Total Water Capital Improvements Inco	57,881.06
Water Operations Income	
W9025, Water Service Income	57,364.66
W9772, Miscellaneous Income	90.00
Water Operations Income - Other	203.31
Total Water Operations income	57,657.97
Total Income	315,722.50
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	460.36
A2059, P & L Insurance	353.00
A2117, Consulting Admin. Fees	8,000.00
A2121, Miscellaneous Expenses	324.91
A2129, Gen. Election expenses	257.50
A2130, Mailing & Shipping Exp.	126.95
A2133, Office Supplies	210.93

07/24/99

Muir Beach Community Services District
Fiscal Year to Date Operations Fiscal Report
 July 1998 through June 1999

	Jul '98 - Jun '99
A2137, Copier Maint. Expenses	584.88
A2352, County Fees	257.50
A2479, Travel Expenses	1,526.40
A2534, Telephone/Communications	2,481.29
A2713, Legal fees	525.00
Total Administrative Expenses	15,108.72
Fire Operational Expenses	
F2059, P & L Insurance	3,124.00
F2117, Administrative Fees	2,700.00
F4827, W. Marin Fund Expenses	8,679.91
Total Fire Operational Expenses	14,503.91
Recreational Expenses	
R1028, Maint. Mgr. Wages	622.73
R1073, Janitorial wages	1,642.10
R1404, FICA	288.48
R1701, Work Comp Insurance	1,160.95
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	2,128.73
R2041CD, Com. Dinner Expenses	17.96
R2041CP, Child's Program Exp.	101.94
R2041TC, Tai Chi Expenses	995.80
Total R2041, Rec. Program Expenses	3,244.43
R2059, P & L Insurance	451.00
R2077, Routine Repairs	262.10
R2096, Building Maintenance	126.00
R2097, CC Ground Maintenance	250.00
R2117, Administrative Expenses	3,900.00
R2121, Miscellaneous Expenses	10.00
R2133, Office Supplies & Stamps	37.95
R2259, Refuse Removal	444.70
R2366, Building Supplies	422.06
R2534, Pay Telephone Expense	523.23
R2535, Energy Expenses	
R2535E, Electrical Expenses	1,201.82
R2535G, Butane Gas Expenses	248.92
Total R2535, Energy Expenses	1,450.74
R4045, Community Block Grant Ex	
R4045D, Com. Ctr. Deck wages	15,849.32
R4045M, Equipment & Materials	13,338.24
Total R4045, Community Block Grant Ex	29,187.56
R4048, Building Improvements	456.45
R4093, Furniture & Equipment	20.37
Total Recreational Expenses	44,500.85
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	2.45
E1404, FICA	55.08
E1701, Work's. Comp. Insurance	241.81
E2059, P & L Insurance	433.00
E2077, Road & Easement Repairs	
E2077FEMA, 1996-97 Storms	6,133.58
E2077FEMA, 1997-98 Storms	39,633.84
E2077, Road & Easement Repairs - Other	877.37
Total E2077, Road & Easement Repairs	46,644.79
E2117, Administrative Fees	6,000.00
Total Roads & Easements Expenses	53,377.13
Uncategorized Expenses	0.00
Water Capital Improvements Exp.	
H2059, P & L Insurance	164.00
H2352, County fees	244.50

07/24/99

Muir Beach Community Services District
Fiscal Year to Date Operations Fiscal Report
 July 1998 through June 1999

	<u>Jul '98 - Jun '99</u>
H2713, Project Improvements	
H2713WR, Water Right Resolution	3,012.50
H2713, Project Improvements - Other	4,089.00
Total H2713, Project Improvements	<u>7,101.50</u>
Total Water Capital Improvements Exp.	7,510.00
Water Operational Expenses	
W1028, Maint. Mgr. Wages	14,352.62
W1073, Extra Hire Wages	970.00
W1404, FICA	832.09
W1506, Medical benefits	1,680.00
W1701, Work. Comp. Insurance	-464.55
W2049, Conferences & Training	289.00
W2058, Annual Permit Fee	1,500.00
W2059, P & L Insurance	1,019.00
W2077, Routine Repairs	2,297.59
W2115, Chemicals & Testing	1,273.63
W2117, Administrative Fees	19,800.00
W2121, Miscellaneous Expenses	1,251.96
W2130, Postage & Shipping	784.57
W2133, Office Supplies	1,387.98
W2325, Contract Services	14,981.58
W2479, Travel allowance	1,170.00
W2534, Telephone Relay Expense	420.56
W2535, Electrical Service	4,028.23
Total Water Operational Expenses	<u>67,574.26</u>
Total Expense	<u>202,574.87</u>
Net Income	<u><u>113,147.63</u></u>

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, JUNE 26, 1999**

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

- I. Call to order:** President Kamradt called the meeting to order at 7:45 p. m.
- II. Closed meeting announcement:** President Kamradt then announced that the Board had been inclosed session to review personnel and contracts for services, from 6:45 PM to 7:15 PM, and that no decisions had been reached. Therefore, the meeting was continued until 7:00 PM on Thursday, July 22, 1999. Any and all decisions resulting from the completion of the continued meeting will be announced during the next regular Board meeting to be held on Wednesday, July 28, 1999.
- III. Review and consideration of the ~~October 28~~ ^{June 26}, 1999 Agenda.** The Agenda was briefly reviewed and it was recommended that Item V. National Park Service, be advanced to follow Item III; and then that the discussion of Pacific Way flooding (included under Item XI-B-1) follow; and then that Item XI-D-1 (Muir Beach Quilters) be considered. With these changes, Director Shaffer *moved* to approve the Agenda, seconded by Director Pinto; ayes all.
- IV. National Park Service:** N.P.S. Ranger Mia Monroe reported that funds have been approved to perform the visitor profile study. She then went on to review the following:
 - A.** She is prepared to initiate a 1 year continued use agreement for use of the dairy as a garage for the fire trucks and meeting room for the fire volunteers, as soon as Virginia Phillips returns.
 - B.** The proposed joint public meeting with the N.P.S. and the M.B.C.S.D. currently scheduled for July 15, 1999 is too soon to have preliminary results from the hydrology study and several N.P.S. people are not available for that date. She then suggested as possible alternative dates some time between September 19 and 30. After some consideration of their schedules by the Board members, a tentative date for September 16, 1999 was established. Mia will relay this to Brian O'Neill for confirmation.

N.P.S. maintenance chief Jim Boche [✓] the reported on the following:

 - C.** The Beach water fountain has been rehabilitated and now includes a washing facility to aid visitors in rinsing the beach sand from their properties. At this point, the CSD General Manager pointed out that the water bill for this service and the vacant ranger's house have not been paid for some time and requested assistance in getting it paid. He noted that the bills are not a major amounts, but that there has been no response to the last annual billing in June and a later reminder were submitted.
 - D.** The area where the old beach restrooms has been filled in with local soil.
 - E.** The parking lot has been cleaned and considerable vegetation trimmed.
 - F.** Ramps for the new bridge will be installed next month.
 - G.** The parking lot at Muir Beach Overlook has been re-striped and six new spaces marked. In addition, considerable trimming of the vegetation and removal of the offensive non-native plants has been completed. Regrettably, he noted that there has been some vandalism graffiti on the bomb shelters.

- H. He concluded with the hope that the dairy dwelling would have new blinds and automatic lights installed next month.
- V. **Pacific Way Flooding:** The G. M. noted that he had discussed the County's progress with Rick Carlson after the public information meeting with Supervisor Kinsey, and that the County survey work had not been completed as of that date. Ranger Bouchee indicated that he had talked with Mr. Carlson and said he would follow up with another call to encourage some progress. All Directors expressed their concerns that they did not want to have this drag out and enter the next rain season without better provisions for mitigating the flooding along Pacific Way. This will be an important subject during the forthcoming joint meeting with the N.P.S..
The G.M. was directed by the board to pursue timely resolution of the issue.
- VI. **Muir Beach Quilters:** Judith Yamamoto distributed a summary report of the progress on the roofing for the Community Center deck area. The Quilters had called a specialty company skilled in patio roofs and their estimate was over \$60,000. Subsequently, they contacted Mike Moore's brother and he volunteered to prepare tentative plans and a cost estimate. This cost estimate was \$20,000. The Quilters currently have \$2,000 and are short the balance, though they feel certain the next Art Faire will yield at least another \$2,000. The G. M. noted that time is too short to apply for grants, though this may be possible through time. The Board had previously indicated the CSD would have found it necessary to spend approximately \$8,000 to repair the deck, if the Quilters had not been successful in their fund-raising activities to construct the new deck. Therefore, this sum should be available for the roof project. The G. M. suggested that the M.B.C.S.D. might loan the additional \$10,000 needed, providing the Quilters committed to reasonable repayment terms. This was discussed at some length and the general consensus was that this would be satisfactory if the Quilters could repay the loan over a five year period.
- VII. **Public Open Time:** Fred Thal interred a formal complaint concerning a recent rental event in the community center, and offered pictures of the overcrowding of automobiles parked along Ahab Drive substantially blocking emergency vehicle access. He noted that the party was noisy and that some of the young people were quite rude. The G. M. noted that this particular event left the community center improperly cleaned and reported some damage and missing items that may have resulted from this event. The parties responsible will be contacted when they return from vacation.
- VIII. **Bills to be paid:** There was a brief discussion of the Bills to be Paid Report and Director Shaffer *moved* to approve the Bills to be Paid as submitted, totaling \$9,101.43 in general fund expenditures; seconded by Director Schiffries; ayes all.
- IX. **Fire Department, Emergency Disaster Committee:** Director Schiffries reported that Chief Moore and Sutton Freebairn-Smith are taking care of having the trucks smog checked and completing the ancillary items necessary to satisfy the D. M. V. and State Consumer Affairs concerns for granting the State licenses. He then noted that they had a work party to cleanup the fire barn area, and that there are some conflicts with the Ocean Riders for use and safety within the area. However, these are being resolved with mutual cooperation.
- X. **Fire Association:** Director Schiffries reported that he has turned the negotiations with the State Park Service over to Sidney Lanier, who will negotiate with Ron Angier. He expects a resolution in July or August.
- XI. **Redwood Creek Watershed Committee:** Director Pinto reported that the N.P.S. and M.M.W.D. have cooperated on controlled burns to reduce the fire dangers prior to the mid fire season. The next scheduled meeting is September 22, and Directors Pinto and Schiffries indicated that they will be able to attend.

~~XII.~~

- XIII. **Ad hoc Transportation Committee:** President Kamradt reported that the last meeting of the committee worked on coordinating the planned joint public meeting. As this would essentially end the need for the committee, she indicated that it would be dissolved until a further need arises. *A decision was made and it was agreed not to debate the committee*
- XIV. **General Manager's Report:** Due to the late hour, it was decided to postpone detailed consideration of the G. M.'s report to a later date, including the adoption of the budget for fiscal 1999-2000. The Board did consider the G. M.'s request to purchase an additional 22 chairs for the Community Center. Director Shaffer *moved* to approve this request, seconded by Director Pinto; ayes all.

The G. M. reviewed the possible use of the Bar B Que area for a joint District Labor Day event to be in conjunction with the Northern California Chapter of the 1st Marine Division Association. After some consideration, the Board decided that this would not be appropriate at this time.

- XV. **Approval of the minutes for the May 26, 1999 meeting.** Director Pinto noted that the minutes referred to N.P.S. Superintendent O' Neil as O'Brien, which requires correction. She then requested the following additional modifications:
- A. That the words air circulation be stricken from the end of the 1st paragraph under Public Open Time.
 - B. Change the word Rancher to Ranger in Item IV and the word reported to summarized.
 - C. Strike the vacant Item IX and correct the subsequent Item numbers.

Director Rudnick then *moved* to approve the minutes as modified and corrected; seconded by Director Shaffer; ayes all.

- XVI. The next Board meeting date was confirmed as Wednesday, July 28, 1999.

The meeting was adjourned at 10:32 PM.

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

Deborah Kamradt, Board President

Donovan Macfarlane, Secretary

**TABLE OF CONTENTS
FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, AUGUST 25, 1999 .
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 - 6
Consolidated Fiscal Balance Sheet as of June 30,1999	7
Fiscal Operations Report for June 1999	8 - 9
Draft Minutes for the 07/28/99 Board Meeting	10 - 11

Joint meeting is Sept 30 @ 7 PM.
Deb is assist/coordinate w/m.

★ Call Larry's office re meeting.

Gordon, Mia are working on "Annual Coast Cleanup
Date"

Coastal Forestry - County Fire/NPS, etc
on: fire roads - Watershed group applying for
a grant to improve the trails - Coastal trail is
bad condition / it is emergency across and fire
road - can it eventually be converted to a trail.

Looking for input re what to do for beach,
parking area, picnic grounds, etc.

Deb has re 5 pages of upgr roads & Davey House,
etc.

|||||

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY
AUGUST 25, 1999 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, Matthew Schiffries and Steve Shaffer.

- I. Open the meeting:** President Kamradt will call the regular meeting to order. *17:15*
- II. Review and consideration of the August 25, 1999 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. Opening of bids for Pacific Way Water Main and Pavement Repairs and Improvements: The construction bids received prior to 5:00 p.m. on Wednesday, August 25, 1999 will be opened and considered by the Board for awarding the contract. The contract will be awarded to the low bidder for the total contract, providing the total price of the low bidder is not more than 15% above the estimated construction price. In the event the low bidder's price is more than 15% above the estimated price, the Board has the option of refusing all bids and requesting a review of design for rebidding, accepting the low bid, or considering alternatives. *Peter - awarded to Bartholomew, Steve -*

IV. National Park Service: Representatives from the National Park Service (N.P.S.) will offer information on the ongoing Muir Woods and Beach activities relevant to the Muir Beach Community. During this item, the Board will establish alternative dates for a joint public information meeting with the N.P.S.. *Meeting w/CHP rep tomorrow. Also re: Lumsopp going up on a Shoreline point. SEE LEFT*

V. Easement to Muir Beach Overlook and Encroachments on the upper area of the Seacape Parklands. The Board will consider letters received concerning the subject easements and Parkland which are in opposition to and in support of opening these easements and removing the encroachments. *Seacape Pedestrian? - from five / open open / Do nothing / now until full grant.*

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

PUBLIC INPUT

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

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

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

- VII. **Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the July 1, 1999 through July 31, 1999 fiscal period. *Emi, Stu - all -*
abstained
- VIII. **Fire Department, Emergency Disaster Committee:** No report from is anticipated for this Item.
- IX. **Redwood Creek Watershed Committee:** A brief report is expected from the attendees of the most recent watershed committee, and selection of the Directors to attend the next scheduled meeting *Nom*

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

- X. **General Manager's Report:** The General Manager's written report includes the following matters, and the General Manager (G. M.) will be available to answer questions concerning these matters.
- A. **Administration:** The report includes Administrative operations, Fiscal Reports and District Fiscal Balance Sheets for July 1999, and request action on the following items.
1. **Budget review:** The Board meeting packet includes the normal monthly budget report, current balance sheet and year to date income - expense report.
 2. **CalPers:** The G. M. will give an update on the District's membership in CalPers and request confirmation of Directors desiring to participate. In addition, there may be a representative from CalPers to review the hospital insurance variables. *Next meeting*
- B. **Roads and Easements:** As the contract considerations for Pacific Way and letters concerning the Seacape Parklands and pedestrian easement to Muir Beach Overlook are considered earlier in this Agenda. There are no other Roads and Easement considerations for this meeting.
- C. **Recreation:** The following items and requests for Board action will be considered.
1. The proposed a "Friday Night Bistro" in the 1999 - 2000 was to commence on August 20, 1999. However, other pressing matters have necessitated rescheduling the opening to September 10, 1999.
 2. The original cost estimate for adding gravel to the children's playground was less than \$500, and Board approval to complete this is requested. Due to the difficulty of hauling and placing the gravel, the best proposal received is a total of \$800. The Board's approval of the increase is requested. *Steve Emi / all -*
- D. **Water Operations:** All pertinent considerations for water operations are contained in the G. M.'s report. The G. M. will answer questions from the Board, if there are any. *CALL TAMARA*
By Sept 15th -
- IX. **Review of the draft minutes for the July 28, 1999 Board meeting.** *Steve*
- X. **Next meeting date:** The next regular meeting date is Wednesday, September 22, 1999. *BTB who / Pte, all.*

ADJOURNMENT OR CONTINUATION *21:50*

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 07/01/99 THROUGH 07/31/99**

Page 1 of 2

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
Special District Risk Management	2059	Property & liability insurance	B	100.00
Michael Brogan & Associates	4169	Pacific Way topography	B	3,000.00
Office Max	4169	Pacific Way water main plan copies	P	8.37
TOTAL CAPITAL FUND EXPENSES =				\$3,108.37

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Office Max	2049	Meeting packet copies	P	15.80
Special District Risk Management	2059	Property & liability insurance	B	215.05
ABC Consultants, Inc.	2117	Administrative fee for July	B	500.00
ABC Consultants, Inc.	2479	Travel 06/01 thru 06/30/99	B	120.32
Pacific Bell	2534	707-643-1143 thru 6/26/99	B	126.02
Marin County	2713	Legal fees	B	47.50
TOTAL G&A EXPENSES =				\$1,024.69

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Special District Risk Management	2059	Property & liability insurance	B	264.00
Michael Brogan & Associates	2077	Sunset to Pacific Way Esm't topo	B	800.00
ABC Consultants, Inc.	2117	Administrative fee for July	B	500.00
Pacific Bell	2534	Cell phone thru 7/26/99	B	110.01
TOTAL R&E EXPENSES =				\$1,674.01

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. Mgr. wages paid in July	C	1,765.46
Robert Wurgaft	1073	Extra hire wages paid in July	C	516.72
Salvador Gonzales	1073	Extra hire wages paid in July	C	258.36
Harvey Pearlman	1506	July medical allowance	C	140.00
Special District Risk Management	2059	Property & liability insurance	B	620.00
Herb's Poll Service	2115	Chlorine supplies	B	34.32
Marin County Health Laboratory	2115	Bacterial tests 7/20/99	B	30.00
ABC Consultants, Inc.	2117	Clerical fees for July	B	850.00
ABC Consultants, Inc.	2117	Administrative fee for July	B	800.00
Home Depot	2121	Misc. small supplies	B	16.80
Low Cost Storage	2121	File storage, July 1999	B	85.00
U.S.P.O.	2130	Postage	P	49.50
Harvey Pearlman	2479	July Travel allowance	C	100.00
Pacific Bell	2534	Well relay phone thru 7/7/99	B	31.46
Pacific Gas & Electric	2535	Well & relay electric thru 6/19/99	B	443.79
TOTAL WATER EXPENSES =				\$5,741.41

MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 07/01/99 THROUGH 07/31/99

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	208.32
Special District Risk Management	2059	Property & liability insurance	B	275.00
National Appliance Service	2077	Stove repair	B	92.00
ABC Consultants, Inc.	2117	Administrative fee for July	B	325.00
U.S.P.O.	2130	Postage	P	36.30
Shoreline Disposal	2259	Garbage removal thru August '99	B	108.60
Costco	2366	Building supplies, soap, towels, etc	P	17.41
Costco	2366	Building supplies, soap, towels, etc	B	70.33
Pacific Bell	2534	Com. Ctr. pay phone thru 6/19/99	B	54.11
Pacific Gas & Electric	2535	Com. Ctr. electric thru 6/18/99	B	73.90
Costco	4093	Chairs for community center	B	455.15
Alison Pinto	2041BI	Jam & Jelly	P	5.17
Alison Pinto	2041BI	Bistro wages paid in July	C	484.43
Nancy Knox	2041BI	Bistro pastries	P	18.00
Safeway	2041BI	Bistro supplies	P	10.86
Whole Foods Market	2041BI	Bistro cream, etc.	P	3.45
Emiko Wang	2041TC	Tai Chi Instruction, May, June & July '99	B	359.80
TOTAL RECREATION EXPENSES =				\$2,597.83

FIRE DIVISION EXPENSES, DIVISION CODE 9240				
Special District Risk Management	2059	Vehicle & liability insurance	B	1,902.00
ABC Consultants, Inc.	2117	Administrative fee for July	B	225.00
Pacific Bell	4827	Fire Station phone thru 6/25/99	B	17.82
TOTAL FIRE EXPENSES =				\$2,144.82

SECURITY DEPOSIT TRUST FUND TRANSACTIONS				
Kathleen Large	9255R	Security deposit refund	B	150.00
TOTAL CHECKS ISSUED FROM TRUST FUNDS =				\$150.00

TOTAL CAPITAL FUND EXPENSES =		\$3,108.37
TOTAL GENERAL FUND EXPENSES =		13,182.76
TOTAL CHECKS ISSUED FROM TRUST FUNDS =		150.00
TOTAL OF ALL CHECKS ISSUED =		\$16,591.13

B = Paid thru Merrill Lynch Depository
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

Deborah Kamradt, President

Donovan Macfarlane, General Manager

**MUIR BEACH COMMUNITY SERVICES DISTRICT
GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS
FOR THE BOARD OF DIRECTORS MEETING ON AUGUST 25, 1999**

A ADMINISTRATION: The following items are in progress and/or require consideration.

- 1 Budget:** The first month of operation in fiscal year 1999 - 2000 was completed with a slight increase in equity. However, as the Operations Fiscal Report is an accrual format, the accounts receivable inflate the balance sheet. Our actual cash balance declined rather than increased.

The Balance sheet shows that the District's equity remains in good condition with a total cash equity of \$318,082.44 comprised of \$117, 351.96 in Water Capital Improvement Funds and \$200,730.48 in general funds (including approximately 15,000 in trust fund reserves).

The County has been furnished all requested information for completion of the five year audit. However, their staff has not had time to complete the audit due to the County's year end closing. Completion of the audit is anticipated for the next board meeting.

B ROADS AND EASEMENTS. The following items are in progress and/or require consideration.

- 1 Pacific Way Repairs and Improvements:** the Project Plans and Specifications for the Water Main Improvement (a water capital improvement project) and Pavement Repairs (Completion of the 1998 F.E.M.A. damage repairs) have been circulated for contract proposals. The circulation notice established a proposal submission deadline of 5:00 p.m. August 25, 1999, and stipulated that the proposals will be reviewed during tonight's meeting. Regrettably, two possible contractors indicated that they would not be submitting a proposal as their current workload would not permit them to meet the specified project completion deadline of October 31, 1991. Both contractors indicated that they could not start the project until some time next year.

It should be noted that further inspection of the cul de sac area at the end of Pacific Way indicated that the possible expansion of the turnaround, to conform to the circular right of way area, was impractical due to the severe falling contours on the south side of the area. Expansion would require a substantial retaining wall, fill and considerable expense. For this reason, the project plans did not include this alternative.

- 2 Easement to Muir Beach Overlook:** We have received correspondence and phone calls objecting to the proposed opening of this easement. Copies of the written correspondence are furnished to the Directors under separate cover. We have also received several virulent verbal comments advocating the opening of this easement. The Board should carefully consider both sides of the issue.
- 3 Encroachments into the Seacape Parkland:** We have received a letter protesting the existing encroachments into the District's Seacape Parkland (copies furnished to Directors under separate cover), which prevented an authorized use of the area by blocking vehicle access. The primary encroachment involves the Lasky property and the encroachment was originally determined in August 1995. Following the finding, the Laskey's requested time to negotiate with the downhill property owner for purchase of the property, with the intent that a land exchange could be made with the District. The District authorized a ninety day negotiating period which was later extended. However, the downhill property has subsequently been purchased by another party and the encroachment has continued.

C Recreation: The following items and a request for Board approval are submitted.

- 1 The commencement of the Friday Night Bistro has been postponed until September 10, 1999 due to other more pressing matters.
- 2 During the last meeting, the Board approved an expenditure of \$500 for adding pea gravel to the children's playground, in order to restore the gravel depth to accepted levels. Subsequently, we have solicited proposals and due to the difficulty of placement, the lowest proposal received is \$800. The Board's approval of the increased price is requested.

D Water Operations: We have continued to have problems with cloudy water. However, there is no indication of a specific cause. There have been no maintenance operations that would account for the problem.

- 1 Last week, a moderate leak was repaired on Sunset Way. The primary cause of the leak was the failure of a service saddle, which most likely was the result of the shallow main depth and vibration weakening the joint compound.
- 2 Final preparation of the Pacific Way Project Plans and Specifications and requests for proposals prevented the completion of the analysis of the District's water consumption during the past few years. This will be completed prior to the next Board meeting.

General Water Operations Report:

Coliform tests taken during July were free of coliform bacteria.

Gross water billing for the June 23 through July 23, 1999 billing period was \$6,618.03 (\$33 less than the previous month). Late penalties and interest charges totaled \$85.17. The consumption surcharges totaled \$1,672.37.

The table below tabulates the water production for the period March 23 to June 23, 1999.

Total volume of water measured through the master meter =	1,297,680 gallons
Highest pumping day was on 6/23/99 and volume pumped =	74,700 gallons
Lowest pumping day was on 7/08/99 and volume pumped =	0 gallons
Total volume billed through service meters =	1,155,197 gallons
Gross unaccounted for water loss =	? 1,126,519 gallons
Estimated un-metered maintenance use =	10,000 gallons
Net unaccounted for water loss, 8.86%	161,361 gallons
Average daily customer consumption =	255 gallons
Average service billing =	\$45.10

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

08/22/99

Muir Beach Community Services District
Consolidated Balance Sheet Accrual Basis
As of July 31, 1999

	<u>Jul 31, '99</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	19,991.64
Fund 429, County Investment Fun	
Capital Improvements	117,351.96
General Investments	48,046.38
Total Fund 429, County Investment Fun	<u>165,398.34</u>
Merrill Lynch WCMA	
FEMA 1997-98 Storms	112,471.00
R&E Donations	950.00
Rental Deposit Trust	1,458.77
Water Security Deposit Trust	3,500.00
Merrill Lynch WCMA - Other	-18,511.11
Total Merrill Lynch WCMA	<u>99,868.66</u>
Petty Cash Fund	-143.60
Treasury Bill Investment Funds	
Fire Station	10,984.83
Investments	4,015.17
Total Treasury Bill Investment Funds	<u>15,000.00</u>
Total Checking/Savings	300,115.04
Accounts Receivable	
Receivables	17,945.40
Total Accounts Receivable	<u>17,945.40</u>
Other Current Assets	
Undeposited Funds	22.00
Total Other Current Assets	<u>22.00</u>
Total Current Assets	<u>318,082.44</u>
TOTAL ASSETS	<u><u>318,082.44</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	1,383.77
W9025RD, Security deposits	3,700.00
Total Other Current Liabilities	<u>5,083.77</u>
Total Current Liabilities	<u>5,083.77</u>
Total Liabilities	5,083.77
Equity	
Opening Bal Equity	158,163.31
Retained Earnings	150,487.25
Net Income	4,348.11
Total Equity	<u>312,998.67</u>
TOTAL LIABILITIES & EQUITY	<u><u>318,082.44</u></u>

Muir Beach Community Services District

Fiscal Year to Date Operations Fiscal Report

July 1999

	Jul '99
Income	
Administrative Income	
A9001, General Tax Income	176.31
A9203, Interest earned	393.83
A9772, Copler Income	48.00
Total Administrative Income	618.14
Recreational Activities Income	
R9255, CC Rental Income	670.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	207.06
R9811TC, Tai Chi Income	292.25
R9811, Rec. Programs Income. - Other	1.00
Total R9811, Rec. Programs Income.	500.31
Total Recreational Activities Income	1,170.31
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	3,332.14
H9031, Water Surcharge Income - Other	60.00
Total H9031, Water Surcharge Income	3,392.14
H9377, Interest Earnings	1,366.52
Total Water Capital Improvements Inco	4,758.66
Water Operations Income	
W9025, Water Service Income	13,546.44
Total Water Operations Income	13,546.44
Total Income	20,093.55
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	15.80
A2059, P & L Insurance	3,376.05
A2117, Consulting Admin. Fees	500.00
A2479, Travel Expenses	120.32
A2534, Telephone/Communications	236.03
A2713, Legal fees	-477.50
Total Administrative Expenses	3,770.70
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	17.82
Total Fire Operational Expenses	242.82
Recreational Expenses	
R1073, Janitorial wages	193.50
R1404, FICA	14.82
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	504.89
R2041TC, Tai Chi Expenses	359.80
R2041, Rec. Program Expenses - Other	34.43
Total R2041, Rec. Program Expenses	899.12
R2077, Routine Repairs	92.00
R2117, Administrative Expenses	325.00
R2133, Office Supplies & Stamps	36.30
R2259, Refuse Removal	108.60
R2534, Pay Telephone Expense	54.11
R2535, Energy Expenses	
R2535E, Electrical Expenses	73.90
Total R2535, Energy Expenses	73.90
R4045, Community Block Grant Ex	
R4045M, Equipment & Materials	-20.69

08/22/99

Muir Beach Community Services District
Fiscal Year to Date Operations Fiscal Report
July 1999

	<u>Jul '99</u>
Total R4045, Community Block Grant Ex	-20.69
R4048, Building Improvements	525.48
Total Recreational Expenses	2,302.14
Roads & Easements Expenses	
E1404, FICA	18.36
E2077, Road & Easement Repairs	
E2077FEMA, 1997-98 Storms	36.72
Total E2077, Road & Easement Repairs	36.72
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	555.08
Uncategorized Expenses	0.00
Water Capital Improvements Exp.	
H2713, Project Improvements	
H2713WR, Water Right Resolution	3,800.00
Total H2713, Project Improvements	3,800.00
H4169UT, Priority Improvements	8.37
Total Water Capital Improvements Exp.	3,808.37
Water Operational Expenses	
W1028, Maint. Mgr. Wages	1,640.00
W1073, Extra Hire Wages	720.00
W1404, FICA	125.46
W1506, Medical benefits	140.00
W2077, Routine Repairs	16.80
W2115, Chemicals & Testing	64.32
W2117, Administrative Fees	1,650.00
W2121, Miscellaneous Expenses	85.00
W2130, Postage & Shipping	49.50
W2479, Travel allowance	100.00
W2534, Telephone Relay Expense	31.46
W2535, Electrical Service	443.79
Total Water Operational Expenses	5,066.33
Total Expense	15,745.44
Net income	<u><u>4,348.11</u></u>

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, JULY 28, 1999**

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

- I. Call to order:** President Kamradt called the meeting to order at 7:10 p. m. and announced that during the Board's continued closed meeting concluded on July 22, 1999, the Board approved a revised contract with Associated Business and Community Consultants, Inc. to furnish administrative, management, and clerical services for fiscal 1999 - 2000 for an annual fee of \$40,500. As Director Rudnick had not been present during the meeting, he acknowledged that he concurred with the Board's action.
- II. Review and consideration of the July 28, 1999 Agenda.** After a brief review, Director Shaffer *moved* to approve the Agenda as submitted; seconded by Director Rudnick, ayes all.
- III. National Park Service:** N.P.S. maintenance chief Jim Boucher reported that the N.P.S. has completed the field work for the comprehensive well tests and that the preliminary results will be forwarded to District consultant Bill Bazlen and the District G. M. He noted that there will be a more complete analysis available by the end of September, and that Tamara Williams is available to make a presentation.

This was followed by a general discussion, and the Director Shaffer *moved* to have the results considered by the water committee prior to an open Board meeting; seconded by Director Pinto; ayes Kamradt, Pinto, Rudnick, Shaffer; opposed Schiffries.

The proposed public meeting with the Board and N.P.S. Superintendent Brian O'Neill was discussed, with September 30, 1999 set as a possible date. It was agreed that Mia Monroe would contact Supervisor Kinsey's office to confirm the meeting date.

There was a brief discussion of the N.P.S. - County joint effort to mitigate the Pacific Way flooding prior to the coming rain season. Ranger Boucher indicated that he will contact the County to facilitate progress.

Mia Monroe stated that the agreement for continued use of the Dairy as a fire station is in the final stages of preparation and is certain that it will be concluded within a few weeks.

Ranger Boucher then reported that most of the N.P.S. maintenance has been ongoing and routine in nature. He did mention that a fishing boat had gone aground recently, and that the debris had been timely removed by a salvage company. He also acknowledged the efforts of Muir Beach residents for their assistance in the creek survey and other areas.

- IV. Muir Beach Quilters:** Kathy Sward reported that further consideration of the deck roof indicates that the cost may be somewhat more than originally anticipated, as the engineer feels the materials must be more substantial. At this time, she is not certain but the first indication is that it will be approximately \$1,500 more.
- V. Public Open Time:** David Carneglia asked if the Board has made provision for a standby well pump in the event of an extended power failure. Director Shaffer responded that this has been discussed in detail in the past and that the Board's decision is that such a provision is not prudently practical, but that there was not time to give a complete overview of the reasons tonight. Mr. Carneglia was invited to discuss this with the G. M. at his convenience.

Director Pinto then reported that consultant Bill Bazlen has requested permission to file a detailed analysis of the well study with a scientific group. She will cooperate in this effort, providing the Board has no objection. After some discussion, the general consensus was that this would not interfere with the Board's goals in pursuing resolution of the water rights issue.

Bills to be paid: There was a brief discussion of the Bills to be Paid Report and Director Shaffer *moved* to approve the report as submitted, including \$8,713.40 in general fund expenses and \$150 in trust fund security deposit refunds, for a total of \$9,013.40 in checks issued.

- VI. **Fire Department, emergency disaster committee:** There was no report requested for tonight's meeting.
- VII. **Fire Association:** Director Schiffries reported that he had delegated the agreement letter between the State Park Service and the Association. After some discussion, it was decided to postpone further discussion until the Board meeting in October, when the agreement should be complete and payment of the delinquent bill is arranged for.
- VIII. **Redwood Creek Watershed Committee:** There was no meeting held and Director Pinto indicated that she would attend the next meeting.
- IX. **General Manager's Report:** there was a discussion of the proposed budget for fiscal 1999 - 2000. Director Shaffer *moved* to adopt the budget, providing the necessary modifications are made to provide for the new contract with ABC Consultants, Inc. and that \$500 is scheduled for adding gravel to the children's playground area; seconded by Director Rudnick; ayes all.

There was a general discussion of the apparent increase in the District's water consumption and the fact that approximately 75% of the meters indicate less than the average overall consumption. Further, approximately 25% of the meters account for approximately 58% of total consumption. The G. M. will give this further study and report to the Board when the study is complete.

- X. **Review of the June 23, 1999 minutes:** Director Pinto noted that several corrections were necessary including the following:
 - A. The date in Item III needs to be changed from October 28 to *June 26, 1999*.
 - B. Ranger Boucher's name is misspelled in Item IV B, second paragraph.
 - C. The following sentence should be added as the closing sentence to Item V. "*The G. M. was directed by the Board, to pursue timely resolution of the Pacific Way flooding problem*".
 - D. Strike vacant Item XII, and correct all subsequent Item numbers.
 - E. The following sentence should be added as the closing sentence for Item XIII (corrected to Item XII) "*A discussion followed and it was agreed not to disband the committee at this time.*"

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

- XI. **Next meeting date:** the next meeting date was confirmed as Wednesday, August 25, 1999.

The meeting was adjourned at 9:39 p m.

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

on _____

Deborah Kamradt, Board President

Donovan Macfarlane, Secretary

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FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, SEPTEMBER 22, 1999
THE MEETING WILL BEGIN AT 7:00 P.M.

<u>DESCRIPTION</u>	<u>PAGES</u>
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General Manager's Report to the Board	4 - 5
Consolidated Fiscal Balance Sheet as of August 31,1999	6
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Draft Minutes for the 08/25/99 Board Meeting	11 - 12

Wm: > County and Park names and letters
re: Park's who called - Born, offspring.

John, John from

Col - Bill Gt & regent from Redwood Creek.

Frank and FJ Red Creek - had good show up day.
(10-11 admittance) from King garden-crochet
Hopefully all from will be named

Mrs. Orndorff - her husband people named
they have now received a copy of 2 illegal
activity.

Night Thursday morning - Kathy's Grand will post.
Dore - back —

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY
SEPTEMBER 22, 1999 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, Matthew Schiffries and Steve Shaffer. *19:05* *Emi open.* *Deb 17:20*

- I. **Open the meeting:** President Kamradt will call the regular meeting to order and then turn the meeting over to incoming President Rudnick.
- II. **Swearing in of Directors Pinto and Shaffer:** The County Clerk has notified the District that there were no opponents registered for the November election; therefore, Directors Pinto and Shaffer are to be appointed to office by the Board of Supervisors on August 24, 1999 and there will be no election of Directors on the ballot. Directors Pinto and Shaffer are to be sworn in for their new term of office lasting until 2004. *Next time.*
- III. **Review and consideration of the August 22, 1999 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, Emi correct then X act.*
- IV. **National Park Service:** Representatives from the National Park Service (N.P.S.) will offer information on the ongoing Muir Woods and Beach activities relevant to the Muir Beach Community.
- V. **PUBLIC OPEN TIME:** *See left* 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. *Request to move Asher mail boxes.*

Make a bench - playground.

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.

- VI. **Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the August 1, 1999 through August 31, 1999 fiscal period. *Emi / Deb all.*

Emi Abston / air

- Dis. meeting, Add here, CSD, the Matt
Mike Moore the on vehicle / Stm age.*
- Associates with
Board / Fire Department*
- VII. **Fire Department, Emergency Disaster Committee:** No report from is anticipated for this Item. However, the County has requested that a new agreement between the County and the Muir Beach Volunteer Fire Department be completed. It has been twenty years since the original agreement was completed. The Board is requested to approve the agreement and has the Board President sign as the authorized officer.

Memo - On agenda very much - Report from the Fire Department.

Done on disaster committee -

*Ben Carter Trust - Chair on practice - crane left up ship on road
Fire House Committee - Work party meeting on 14th Oct @ 9:30 Volunteers.*

- VIII. **Redwood Creek Watershed Committee:** A brief report is expected from the attendees of the most recent watershed committee, and selection of the Directors to attend the next scheduled meeting

No Meeting

Dis. WM / Stm.

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

- IX. **General Manager's Report:** The General Manager's written report includes the following matters, and the General Manager (G. M.) will be available to answer questions concerning these matters.

*Don Cohen
and Sunny Dora*

Administration: The report includes Administrative operations, Fiscal Reports and District Fiscal Balance Sheets for August 1999, and request action on the following items.

1. **Budget review:** The Board meeting packet includes the normal monthly budget report, current balance sheet and year to date income - expense report.
2. **CalPers:** The G. M. will give an update on the District's membership in CalPers. In addition, there may be a representative from CalPers to review the hospital insurance variables. —

- B. **Roads and Easements:** As the contract considerations for Pacific Way and letters concerning the Seacape Parklands and pedestrian easement to Muir Beach Overlook, ~~are considered earlier in this Agenda.~~ There are no other Roads and Easement considerations for this meeting. *Done Mockingbird - submitted -*
- C. **Recreation:** There will be a discussion of the progress on the enclosure of the Community Center deck area and an update on the cost estimate. *See memo*
- D. **Water Operations:** All pertinent considerations for water operations are contained in the G. M.'s report. A policy decision will be requested in regard to the discovery of an installed water meter to a vacant lot in the Seacape Subdivision, that was not known about, apparently has not been in use for many years and that the new property owner has requested to be placed in service.

- IX **Review of the draft minutes** for the August 25, 1999 Board meeting.

- X. **Next meeting date:** The next regular meeting date is Wednesday, ~~September 22,~~ 1999.

ADJOURNMENT OR CONTINUATION

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 08/01/99 THROUGH 08/31/99**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
Office Max	4169SP	Plans and specifications for Water Line	P	277.78
U. S. Post Office	4169SP	Mail requests for proposals	P	9.60
TOTAL CAPITAL FUND EXPENSES =				\$287.38

ADMINISTRATION EXPENSES, DIVISION CODE 9236				
ABCConsultants	2117	Admin. fee for August/July	B	675.00
ABCConsultants	2479	Travel 7/01 thru 7/31/99	B	119.68
At&T	2534	Toll calls 707-643-7015, thru 8/25/99	B	24.46
Pacific Telephone	2534	707-643-1143 thru 7/26/99	B	88.04
Pacific Telephone	2534	415-388-7804 thru 7/11/99	B	32.22
Pacific Mobile	2534	Mobile phone thru 8/26/99	B	110.01
Pacific Telephone	2534	415-388-7804 thru 8/11/99	B	29.94
TOTAL G&A EXPENSES =				\$1,079.35

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
ABCConsultants	2117	Admin. fee for August	B	500.00
ABCConsultants	2077F	F.E.M.A. project work	B	2,000.00
TOTAL R&E EXPENSES =				\$2,500.00

WATER DIVISION EXPENSES, DIVISION CODE 9238				
Harvey Pearlman	1028	Wages paid in August	C	1,438.75
Salvador Gonzales	1073	Wages Paid In August	C	412.82
State Fund	1701	Workers Comp Insurance 2nd quarter	B	281.59
Marin County Laboratory	2115	Choliform tests 8/11/99	B	30.00
Herb's Pool Service	2115	Chlorine supplies, thermometer	B	52.50
ABCConsultants	2117	Admin. fee for August	B	800.00
ABCConsultants	2117	Clerical fees for August	B	850.00
Shamrock Material, Inc	2121	Meter box and cover	B	34.81
Home Depot	2121	Poly tubing for chlorinator	B	20.34
West Marine	2121	Hand drill pump	P	15.00
U. S. Post Office	2130	Stamps for postage	P	85.80
Pacific Telephone	2534	Relay phone thru 8/7/99	B	31.49
Pacific Gas & Electric	2535	Well & Lower Tank electric thru 7/20/99	B	482.29
TOTAL WATER EXPENSES =				\$4,535.39

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
RECREATION EXPENSES, DIVISION CODE 9239				
Juana Gonzales	1073	Janitorial Wages paid in August	C	138.88
State Fund	1701	Workers Comp Insurance 2nd quarter	B	81.93
ABCConsultants	2117	Admin. fee for August	B	500.00
Pacific Telephone	2534	Pay phone thru 7/19/99	B	43.21
Pacific Gas & Electric	2535	Com Center electric thru 7/20/99	B	62.24
K-Mart	2041BI	Bistro Supplies	P	16.26
Nancy Knox	2041BI	Pastries for Bistro	P	24.00
Whole Foods Market	2041BI	Bistro supplies	P	28.59
Alison Pinto	2041BI	Wages paid in August	C	290.66
TOTAL RECREATION EXPENSES =				\$1,185.77

FIRE DIVISION EXPENSES, DIVISION CODE 9240				
ABCConsultants	2117	Admin. fee for August	B	225.00
Pacific Telephone	4827	Fire Station phone thru 7/25/99	B	17.23
L. N. Curtis & Sons	4827	Emergency clothing	B	288.91
DynaMed	4827	Imobile splint set	B	362.08
TOTAL FIRE EXPENSES =				\$893.22

TOTAL CAPITAL FUND EXPENSES =	\$287.38
TOTAL GENERAL FUND EXPENSES =	10,193.73
TOTAL CHECKS ISSUED FROM TRUST FUNDS =	0.00
TOTAL OF ALL CHECKS ISSUED =	\$10,481.11

B = Paid thru Merrill Lynch Depository
 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

Deborah Kamradt, President

Donovan Macfarlane, General Manager

**MUIR BEACH COMMUNITY SERVICES DISTRICT
GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS
FOR THE BOARD OF DIRECTORS MEETING ON SEPTEMBER 22, 1999**

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

- 1 Budget report: The County's monthly budget report has been delayed for some reason and the budget reports may be inaccurate by 1 or 2 % due to the lack of the County report. However, overall District operations for the first two months of the fiscal year are normal with a small decline in equity of just over \$6,000. This decline will increase as the completion of the Pacific Way project is completed.
- 2 A final report from CalPers has not been received, but is anticipated in time for the Board meeting. A representative from CalPers may attend the meeting; however, it may be preferred to have a meeting with the individual Directors and employees desiring participation in the program. This will be determined by the time of the meeting.

B Roads and Easements. The following items are in progress and/or require consideration.

- 1 The survey of the upper Seacape Park land is in progress at the time of this report and it is possible that the plans will be completed in time for presentation during the meeting.
- 2 The beginning of the construction on Pacific Way was delayed due to non delivery of the water pipe line. Construction is now scheduled to begin during the week of the Board meeting, provided the pipe is delivered. Due to the inconvenience to residents caused by the pipeline trench, which will block access, there is little that can be timely done without the pipe.
- 3 It was necessary to fall three severely insect damaged trees located in the easement at the east end of Sunset Way from Sunset Way to Pacific Way. The trees were a hazard to nearby dwellings, due to their weakened condition and the coming storm season.
- 4 During the joint meeting with Supervisor Kinsey and Brian O'Neill, attended by Director Shaffer and the G. M., there was progress on the interim mitigation of the flooding on Pacific Way. A gas pump has been purchased and will be installed prior to the rain season. However, more important is that the survey of the area indicates that a pipe beneath the parking lot entrance is feasible. This will connect the trench adjacent to Pacific Way to the outfall to the Ocean and should provide a more effective method for removing the storm water under most conditions.

Subsequent to the meeting, Rick Carlson called me to say that the drainpipe design has been completed and that the County intends to install the line with County crews prior to the end of October, providing the N.P.S. concurs with the project and completes the connection through N.P.S. lands to the ocean.

Also discussed during this meeting was the installation of a pipe at the intersection of Seacape Drive with Shoreline Highway, to go underneath Shoreline Highway and drain onto N.P.S. lands. The Park service has approved their part of this; however, the County may not have the available funds at this time. CalTrans has indicated they will approve the installation, but will not fund the work.

- 5 Contact and opinions from the County Attorney concerning the District's responsibilities and liabilities for the pedestrian easements is still in progress. This is a somewhat complicated matter and requires considerable case study prior to Attorney rendering an opinion.

- C. **Water operations:** We have experienced three substantial water leaks during the past month. Two in adjacent locations on Sunset Way and most recently a substantial leak in the pipe from the well to the well house. Repair of the well pipe indicates that this galvanized pipe is in generally poor condition and may need replacement. This line is in the most critical location for an adverse environmental leak, the line is under the highest pressure forces in the system, and is subject to the most concentrated chlorine content in the system. This line should be replaced with a high pressure plastic line. Estimated cost of replacement is less than \$5,000 and the work could be done by District personnel.

- 1 General Operations: Coliform tests taken during August were free of coliform bacteria.

Gross water billing for the July 23 through August 23, 1999 billing period was \$5,902.31, plus late charges of \$88.42 and interest charges of \$5.81. The consumption surcharges totaled \$1,526.08. The average water bill was \$40.15 and the average consumption 2,200 gallons.

Due to a misunderstanding of the meter reading process, while Harvey was on vacation, there was a delay in completing the water billing. This has been corrected and will not be repeated.

- 2 We have an unusual situation that requires a Board policy decision. A property owner in the Seacape Subdivision has recently purchased the vacant property adjacent to his existing residence and requested that the water meter be changed to his name. The District has no record of this meter being installed; however, physical inspection proves its existence and that it is functional. When originally requested to activate the meter, I informed the owner that a new meter requires an installation fee of \$6,500. When the owner informed me that the meter was existing, I noted that we had no record and that the normal standby fees have not been paid. General District policy has been as follows:

- Chad Johnson*
Wm
- a. Installation of a new meter requires a fee of \$6,500. We have charged this fee to two property owners and the fee is pending on two other possible projects.
 - b. Installed meters on vacant properties require the monthly payment of minimum stand by charges or actual consumption, whichever is greater, plus the surcharge fees. We currently have three meters under this policy. *Steve - owner who property was purchased + activate for 1/2000.*
 - c. Two meters have been installed, and are locked, with the standby fee waived in consideration of easements granted to the District in lieu of the fees, until such time as the property owners request meter activation. At that time, normal monthly charges will be in effect, but no installation charge imposed.
 - d. We currently have one meter (Spindrift) under a suspended payment basis pending the land disposition. At the time the meter is activated (if the property is not placed under District management) all standby fees, including surcharges will become due and payable.
 - e. A Board decision is required to either release (void any possible fees) the new owner of past due fees, assess past due fees and establish the fees to be charged, or access the new meter installation fee.

Walt
D. RECREATION:

1. Plans for the roofing of the deck have been completed and submitted to the County for the permit process. Hopefully, the final cost estimate will be ready in time for the Board meeting, in the event there is a substantial difference from the original cost estimate.
2. The placement of the additional gravel in the playground has been completed and the area is now back to acceptable standards.
3. Conflicts in my schedule combined with trying to get settled after relocating my home and office have delayed my participation in beginning the Friday Night Bistro.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

09/19/99

Muir Beach Community Services District
Consolidated Balance Sheet Accrual Basis
As of August 31, 1999

	Aug 31, '99
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	19,111.71
Fund 429, County Investment Fun	
Capital Improvements	115,915.96
General Investments	49,482.38
Total Fund 429, County Investment Fun	165,398.34
Merrill Lynch WCMA	
FEMA 1997-98 Storms	112,471.00
R&E Donations	950.00
Rental Deposit Trust	1,458.77
Water Security Deposit Trust	3,600.00
Merrill Lynch WCMA - Other	-20,809.35
Total Merrill Lynch WCMA	97,670.42
Petty Cash Fund	-120.24
Treasury Bill Investment Funds	
Fire Station	10,984.83
Investments	4,015.17
Total Treasury Bill Investment Funds	15,000.00
Total Checking/Savings	297,060.23
Accounts Receivable	
Receivables	10,668.77
Total Accounts Receivable	10,668.77
Other Current Assets	
Undeposited Funds	22.00
Total Other Current Assets	22.00
Total Current Assets	307,751.00
TOTAL ASSETS	307,751.00
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	1,383.77
W9025RD, Security deposits	4,100.00
Total Other Current Liabilities	5,483.77
Total Current Liabilities	5,483.77
Total Liabilities	5,483.77
Equity	
Opening Bal Equity	158,163.31
Retained Earnings	150,487.25
Net income	-6,383.33
Total Equity	302,267.23
TOTAL LIABILITIES & EQUITY	307,751.00

09/19/99

Muir Beach Community Services District

Operations Fiscal Report For

August 1999

	Aug '99
Income	
Recreational Activities Income	
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	130.39
Total R9811, Rec. Programs Income.	130.39
Total Recreational Activities Income	130.39
Total Income	130.39
Expense	
Administrative Expenses	
A2117, Consulting Admin. Fees	675.00
A2479, Travel Expenses	119.68
A2534, Telephone/Communications	284.67
Total Administrative Expenses	1,079.35
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	668.22
Total Fire Operational Expenses	893.22
Recreational Expenses	
R1073, Janitorial wages	129.00
R1404, FICA	9.88
R1701, Work Comp Insurance	81.98
R2041, Rec. Program Expenses	
R2041BF	16.26
R2041BI, Bistro Expenses	322.59
R2041, Rec. Program Expenses - Other	20.66
Total R2041, Rec. Program Expenses	359.51
R2117, Administrative Expenses	500.00
R2534, Pay Telephone Expense	43.21
R2535, Energy Expenses	
R2535E, Electrical Expenses	62.24
Total R2535, Energy Expenses	62.24
Total Recreational Expenses	1,185.82
Roads & Easements Expenses	
E1404, FICA	28.78
E2077, Road & Easement Repairs	
E2077FEMA, 1997-98 Storms	2,000.00
Total E2077, Road & Easement Repairs	2,000.00
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	2,528.78
Water Capital Improvements Exp.	
H4169UT, Priority Improvements	287.38
Total Water Capital Improvements Exp.	287.38
Water Operational Expenses	
W1028, Maint. Mgr. Wages	1,336.50
W1073, Extra Hire Wages	384.00
W1404, FICA	102.25
W1701, Work. Comp. Insurance	281.59
W2077, Routine Repairs	20.34
W2115, Chemicals I Testing	82.50
W2117, Administrative Fees	1,650.00
W2121, Miscellaneous Expenses	49.81
W2130, Postage & Shipping	85.80
W2534, Telephone Relay Expense	31.49
W2535, Electrical Service	482.29
Total Water Operational Expenses	4,506.57

09/19/99

Muir Beach Community Services District
Operations Fiscal Report For
August 1999

	<u>Aug '99</u>
Total Expense	<u>10,481.12</u>
Net Income	<u><u>-10,350.73</u></u>

09/19/99

Muir Beach Community Services District
Fiscal Year to Date Operations Fiscal Report
 July through August 1999

	Jul - Aug '99
Income	
Administrative Income	
A9001, General Tax Income	176.31
A9203, Interest earned	393.83
A9772, Copier Income	48.00
Total Administrative Income	618.14
Recreational Activities Income	
R9255, CC Rental Income	670.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	337.45
R9811TC, Tai Chi Income	292.25
R9811, Rec. Programs Income. - Other	1.00
Total R9811, Rec. Programs Income.	630.70
Total Recreational Activities Income	1,300.70
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	3,256.01
H9031, Water Surcharge Income - Other	60.00
Total H9031, Water Surcharge Income	3,316.01
H9377, Interest Earnings	1,366.52
Total Water Capital Improvements Inco	4,682.53
Water Operations Income	
W9025, Water Service Income	13,241.86
Total Water Operations Income	13,241.86
Total Income	19,843.23
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	15.80
A2059, P & L Insurance	3,376.05
A2117, Consulting Admin. Fees	1,175.00
A2479, Travel Expenses	240.00
A2534, Telephone/Communications	520.70
A2713, Legal fees	-477.50
Total Administrative Expenses	4,850.05
Fire Operational Expenses	
F2117, Administrative Fees	450.00
F4827, W. Marin Fund Expenses	686.04
Total Fire Operational Expenses	1,136.04
Recreational Expenses	
R1073, Janitorial wages	322.50
R1404, FICA	24.70
R1701, Work Comp Insurance	81.98
R2041, Rec. Program Expenses	
R2041BF	16.26
R2041BI, Bistro Expenses	827.48
R2041TC, Tai Chi Expenses	359.80
R2041, Rec. Program Expenses - Other	55.09
Total R2041, Rec. Program Expenses	1,258.63
R2077, Routine Repairs	92.00
R2117, Administrative Expenses	825.00
R2133, Office Supplies & Stamps	36.30
R2259, Refuse Removal	108.60
R2534, Pay Telephone Expense	97.32
R2535, Energy Expenses	
R2535E, Electrical Expenses	136.14
Total R2535, Energy Expenses	136.14

09/19/99

Muir Beach Community Services District
Fiscal Year to Date Operations Fiscal Report
 July through August 1999

	Jul - Aug '99
R4045, Community Block Grant Ex	
R4045M, Equipment & Materials	-20.69
Total R4045, Community Block Grant Ex	-20.69
R4048, Building Improvements	525.48
Total Recreational Expenses	3,487.96
Roads & Easements Expenses	
E1404, FICA	47.14
E2077, Road & Easement Repairs	
E2077FEMA, 1997-98 Storms	2,036.72
Total E2077, Road & Easement Repairs	2,036.72
E2117, Administrative Fees	1,000.00
Total Roads & Easements Expenses	3,083.86
Uncategorized Expenses	0.00
Water Capital Improvements Exp.	
H2713, Project Improvements	
H2713WR, Water Right Resolution	3,800.00
Total H2713, Project Improvements	3,800.00
H4169UT, Priority Improvements	295.75
Total Water Capital Improvements Exp.	4,095.75
Water Operational Expenses	
W1028, Maint. Mgr. Wages	2,976.50
W1073, Extra Hire Wages	1,104.00
W1404, FICA	227.71
W1506, Medical benefits	140.00
W1701, Work. Comp. Insurance	281.59
W2077, Routine Repairs	37.14
W2115, Chemicals I Testing	146.82
W2117, Administrative Fees	3,300.00
W2121, Miscellaneous Expenses	134.81
W2130, Postage & Shipping	135.30
W2479, Travel allowance	100.00
W2534, Telephone Relay Expense	62.95
W2535, Electrical Service	928.08
Total Water Operational Expenses	9,572.90
Total Expense	26,226.56
Net Income	-6,383.33

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, AUGUST 25, 1999**

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

- I. Call to order:** President Kamradt called the meeting to order at 7:15 p. m.
- II. Review and consideration of the August 25, 1999 Agenda.** A general discussion of the Agenda reached a consensus that Item III should be delayed until after Public Open Time, as no contractor's representatives were present. Director Shaffer *moved* to approve the Agenda after moving Item III to become Item VI and existing Items IV through VI to become Items III through V; seconded by Director Pinto; ayes all.
- III. National Park Service:** N.P.S. Ranger Mia Monroe reported that she is meeting with the California Highway Patrol tomorrow to discuss the turnouts on the uphill lane from Muir Beach along Shoreline Highway, as no official turnouts currently exist. This was followed by a general discussion of the planned public meeting with the N.P.S., Supervisor Kinsey and county staff, with the M.B.C.S.D. to discuss the various problems affecting the District that tend to involve multiple jurisdiction of the different agencies or that while under a single agencies jurisdiction have significant effects on the other agencies. There was concern that the well study would not be properly reviewed by the Board prior to the meeting. After continued discussion, it was decided to have the meeting on September 30, and if necessary to have a separate meeting for the discussion of the well study and water rights.

Mia then went on to discuss the severely cleared trail going uphill from the beach area toward Sausalito. Mia explained that this was the result of several conflicting work groups and some misunderstanding. The area will be improved with protective measures to prevent erosion and to make the trail less visually obnoxious.

She indicated that the preliminary draft of the use agreement for the fire station had been forwarded to Chief Moore. Chief Moore indicated that he has reviewed the agreement with Dave Carniglia (a resident and attorney) and there are several areas that require some clarification. President Kamradt then mentioned the several pages of upgrades indicated by the N.P.S. building survey, and Miss Monroe responded that this was be further considered.
- IV. District Pedestrian Easements:** There were several members in the audience present to participate in the discussion concerning the District's pedestrian easements. The G. M. placed into record several letters received in support and opposed to opening the pedestrian way from Seacape Drive to Muir Beach Overlook. This was followed by a general discussion of all pedestrian easements, with input by both residents in attendance and various Directors. Of primary concern to the Board is the District's potential legal liability for maintaining the pedestrian ways in a safely useable condition versus the potential of vandalism to adjacent properties, which has occurred in the past. The Board noted that prior to more detailed discussion and possible action, it desires a legal opinion from the County Counsel in regards to the District's potential liabilities and fiduciary responsibilities. The G. M. reported that he has several phone calls pending with the County Counsel. The G. M. then reported that the survey of the upper zone of the Seacape Park area and the pedestrian easement from Ahab to Sunset have been ordered and should be completed prior to the next Board meeting.

- V. **Bills to be paid:** Following a brief discussion Director Pinto *moved* to approve the Bills to be Paid Report, in the amount of \$3,108.37 in capital fund expenditures, \$13,182.76 in general fund expenditures and \$150 in deposit refunds, for a total of \$16,591.13 in checks issued; seconded by Director Shaffer; eyes all, with Director Pinto abstaining in regard to the wages paid Robert Wurgaft.
- VI. **Fire Department:** Chief Moore was present and the use agreement with the N.P.S. for the fire station was discussed in further detail. The General Manager was authorized to execute the agreement providing there is a reasonable resolution of the questioned sections of the agreement.
- VII. **Redwood Watershed Committee:** As there was no meeting by this committee, no report was given.
- VIII. **General manager's Report:** The G. M.'s written report was not questioned. However, Director Schiffries and Shaffer asked about the progress on the District's joining California PERS. The G. M. responded that District membership should be completed by the date of the next Board meeting.
- Under Recreation, the G. M. noted that the previously approved \$500 for replenishing the gravel in the playground area needed to return the area to acceptable standards was going to cost \$800, and asked for Board approval of the increased amount. Director Shaffer *moved* to approve the additional costs; seconded by Director Pinto; ayes all.
- Under water operations, there was a general discussion of the progress in receiving the preliminary report from the N.P.S. on their well study. The G. M. said he would contact Tamara Williams and check on the progress as he has had no new information. Also, he expects consultant Bill Bazlin to be back from vacation and will discuss it with him. The Board stressed trying to get the information prior to September 15, so they will be prepared for the public meeting on the September 30th.
- IX. **Review of the Draft Minutes for the July 28, 1999 meeting:** there were some minor typographical errors noted and with these corrections Director Shaffer *moved* to approve the minutes as submitted; seconded by Director Rudnick; ayes all.
- X. **Next meeting date:** The next meeting scheduled date of Wednesday, September 22, 1999 was confirmed by all Directors.

The meeting was adjourned at 9:50 p m.

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

Deborah Kamradt, Board President

Donovan Macfarlane, Secretary

Donovan

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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 27, 1999
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 09/01/98 through 09/30/98	3 - 4
General Manager's Report to the Board	5 - 6
Consolidated Fiscal Balance Sheet as of September 30,1999	7
Fiscal Operations Report for September 1999	8 - 9
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Draft Minutes for the 09/22/99 Board Meeting	12 - 13

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY
OCTOBER 27, 1999 AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

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

- I. **Open the meeting:** President Rudnick will call the regular meeting to order. *7:15*
- II. **Swearing in of Directors Pinto and Shaffer:** The County Clerk has notified the District that there were no opponents registered for the November election; therefore, Directors Pinto and Shaffer are to be appointed to office by the Board of Supervisors and there will be no election of Directors on the ballot. Directors Pinto and Shaffer are to be sworn in for their new term of office lasting until 2004. ✓
- III. **Review and consideration of the October 27, 1999 Agenda.** Agenda items may be deleted, postponed, continued, or changed in scheduled sequence from the posted agenda so as to accommodate the needs of the Board and the public in attendance. However, no item can be added to the Agenda, for the purpose of having the Board make a decision, except as defined below under "Public Open Time". *Deborah, except Martinye - Shaffer*
- IV. **National Park Service:** Representatives from the National Park Service (N.P.S.) will offer information on the ongoing Muir Woods and Beach activities relevant to the Muir Beach Community. *Mia is on vacation - she left some notes - Ranger Robert in Nov. - Temp sign on coastal trail -*
- V. **Building permits:** Property Martinye has submitted revised plans for his proposed residence on Sunset Way and has requested a brief time to present his plans to the Board. *226 Sunset Way - btwn Sutter, Warner - he has earlier approval to operate a snow machine (small)*
- VI. **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. *ICSD volunteers will do the Art Fair shuttle.
2. Ellen Taylor & Fred Thal about electrical.*

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. *Erin Groeman apologized.*

- VII. **Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the September 1, 1999 through September 30, 1999 fiscal period. *Steve/Matt w/Erin ahead.*
- VIII. **Fire Department, Emergency Disaster Committee:** The Fire Chief will report on the activities of his department. *Unable to do work party in the Fire Burn area - NPS will
CSD\Agendas\10-27-99 resubmit lease agreement - 1 yr.*

*Met last Wed. - Water Rights and Water usage -
Matthias will attend next meeting
in Nov 17 & Dec 15. NMMWD
roads -*

- IX. **Redwood Creek Watershed Committee:** A brief report is expected from the attendees of the most recent watershed committee, and selection of the Directors to attend the next scheduled meeting. *2 controversial cases
Comm del - park houses*

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

- X. **General Manager's Report:** The General Manager's written report includes the following matters, and the General Manager (G. M.) will be available to answer questions concerning these matters.

- A. **Administration:** The report includes Administrative operations, Fiscal Reports and District Fiscal Balance Sheets for August 1999, and request action on the following items.

1. **Budget review:** The Board meeting packet includes the normal monthly budget report, current balance sheet and year to date income - expense report.
2. **District fiscal condition:** The report indicates the District's equity is declining, but adequate reserves are available for emergencies and unforeseen contingencies.

- B. **Roads and Easements:** The report includes progress reports and discussion for the following.

1. **Upper Pacific Way:** The F.E.M.A. repairs for upper Pacific Way have been completed, and minor changes in the plans are discussed.
2. **Upper Park Survey:** The survey of the upper Seacape Park area has been completed and the report includes a discussion of the encroachments, location of the existing trail, removal of some of the surveyor's markers, the need for permanent markers, and the need for relocation and improvement of the trail.
3. **Ahab to Sunset pedestrian trail:** The report discusses the location and encroachments of the existing trail, the poor condition of the upper stairs, and the need to properly improve and locate the trail for pedestrian safety while eliminating District encroachments.
4. **Pacific Way - Beach Entrance:** The report reviews the County's commencement of the installation of the bypass culvert for drainage improvement.

- C. **Recreation:** There will be a discussion of the progress on the enclosure of the Community Center deck area and an update on the cost estimate.

The security of the community center is discussed and a recommendation to provide improved security using coded door locks is made along with replacing the entry door which has deteriorated beyond repair. Two alternative locking systems are suggested.

- D. **Water Operations:** All pertinent considerations for water operations are contained in the G. M.'s report.

During the last Board meeting a policy decision was made regarding a newly discovered water meter that had not been in use. Subsequently, this meter has been found to be inoperable and not connected to the District's Distribution system. The G. M. requests a policy decision for installing the meter, in the event the Board feels existing policy is not applicable. *Epist's policy informed*

- IX **Review of the draft minutes** for the September 2, 1999 Board meeting. *Deh/Stu -*

- X. **Next meeting date:** The next regular meeting date is Wednesday, November 24, 1999. However, as this is the day before Thanksgiving, it is recommended that the meeting date be set as Wednesday, December 1 or 8, 1999.

ADJOURNMENT OR CONTINUATION

Matth de Barros

9:30

MUIR BEACH COMMUNITY SERVICES DISTRICT

BILLS RECEIVED 09/01/99 THROUGH 09/30/99

Page 1 of 2

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
ADMINISTRATION EXPENSES, DIVISION CODE 9236				
Office Max	2049	Meeting packet reproduction	P	11.16
ABC Consultants	2117	Administration fee for September	B	675.00
ABC Consultants	2479	Travel 8/01 thru 8/31/99, 356 miles	B	113.92
Pacific Bell	2534	707-648-1143 thru 8/26/99	B	64.43
Pacific Bell	2534	415-388-7804 thru 9/11/99	B	31.77
Pacific Bell Mobile Services	2534	Cell phone for September	B	108.55
At&T	2534	Toll calls thru 9/10/99	B	14.34
TOTAL G&A EXPENSES =				\$1,019.17

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
Swift Tree Company	2077	Fall 3 diseased trees	B	1,250.00
ABC Consultants	2117	Administration fee for September	B	500.00
Harvey Pearlman	2077F	Maint. Mgr. Wages paid in September	C	330.93
ABC Consultants	2077F	F.E.M.A. projects	B	2,000.00
Salvador Gonzales	2077F	Sunset way repairs & maintenance	C	206.69
TOTAL R&E EXPENSES =				\$4,287.62

WATER DIVISION EXPENSES, DIVISION CODE 9238				
Harvey Pearlman	1028	Maint. Mgr. Wages paid in September	C	831.80
Harvey Pearlman	1506	Benefits paid in September	C	150.00
American Water Works Association	2049	Annual dues	B	95.00
California Rural Water Association	2049	Annual dues	B	195.00
Marin County Laboratory	2058	Annual water permit fee	B	1,500.00
Home Depot	2077	Misc. pipe and fittings for repairs	B	75.47
Hach Company	2115	Test chemicals	B	25.59
Western Water Products	2115	Filters	B	198.60
Marin County Laboratory	2115	Water tests 9/08/99	B	30.00
ABC Consultants	2117	Administration fee for September	B	800.00
ABC Consultants	2117	Clerical fee for September	B	850.00
Cal-Steam	2121	Repair clamps	B	40.45
Low Cost Storage	2121	September storage rental space	B	100.00
U. S. Post Office	2130	Stamps for postage	P	41.80
Harvey Pearlman	2479	September travel allowance	C	110.00
Pacific Bell	2534	Well relay phone thru 9/7/99	B	31.46
Pacific Gas & Electric	2535	Well & lower tank thru 9/18/99	B	366.62
TOTAL WATER EXPENSES =				\$5,441.79

RECREATION EXPENSES, DIVISION CODE 9239

Harvey Pearlman	1028	Maint. Mgr. Wages paid in September	C	98.38
Juana Gonzales	1073	Janitorial wages paid in September	C	138.88
Home Depot	2077	Retaining wall repairs	B	31.96
Salvador Gonzales	2097	Ground maintenance wages	C	206.69
ABC Consultants	2117	Administration fee for September	B	500.00
U. S. Post Office	2133	Stamps for postage	P	26.40
Pacific Bell	2534	Community Center phone 8 & 9/19/99	B	86.38
Pacific Gas & Electric	2535	Community Center thru 9/18/99	B	63.57
Alison Pinto	2041BI	Bistro wages paid in September	C	193.78
Emiko Wang	2041TC	Tai Chi Instruction August & September	B	144.00
Annie Joseph	2041Y	Yoga Instruction for September	B	300.00
Whole Foods Market	R2041BI	Bistro cream, jam, etc.	P	23.17
Nancy Knox	R2041BI	Bistro pastries	P	27.00

TOTAL RECREATION EXPENSES = \$1,840.21

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants	2117	Administration fee for September	B	225.00
The Supply Cache, Inc.	4827	Face protectors, etc.	B	3,136.50
Pacific Bell	4827	Fire Station Phone thru 8/25/99	B	16.00

TOTAL FIRE EXPENSES = \$3,377.50

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Marilyn Laatsch	R9255R	Rental deposit refund	B	75.00
Tom Waddy	R9255R	Rental deposit refund	B	150.00
E. Feliciano	W9025R	Partial water security deposit refund	B	43.97
Jack Moldenhour	W9025R	Water security deposit refund	B	100.00
Patricia Cummings	W9025R	Water security deposit refund	B	100.00

TOTAL CHECKS ISSUED FROM TRUST FUNDS = \$468.97

B = Paid thru Merrill Lynch Depository

C = Paid thru County depositories

P = Paid thru Petty Cash Funds

TOTAL GENERAL FUND EXPENSES = 15,966.29

TOTAL CHECKS ISSUED FROM TRUST FUNDS = 468.97

TOTAL OF ALL CHECKS ISSUED = \$16,904.23

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

Peter Rudnick, President

Donovan Macfarlane, General Manager

**MUIR BEACH COMMUNITY SERVICES DISTRICT
GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS
FOR THE BOARD OF DIRECTORS MEETING ON OCTOBER 27, 1999**

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

- 1 **Five year audit:** The County has experienced a shortage of available personnel and as a result the audit has not been completed. All information required from the District was submitted long ago and completion of the audit is subject to the County's schedule.
- 2 **District fiscal condition:** While the District's equity continues to gradually decline, as F.E.M.A. work is and other improvements are completed, its fiscal reserves are sufficient to provide for reasonable emergencies and unforeseen contingencies. Equity will decline significantly when the Pacific Way repairs and water line improvements are completed; however, reserves will still be adequate. The gross District reserves were \$300,642.85 at the end of the September reporting period.

B Roads and Easements. The following items are in progress and/or require consideration.

- 1 **Pacific Way:** Upper Pacific Way repairs have been completed in accord with the contract with Maggiora & Ghilotti. A field design change was required for the shoulder improvements due to the severe moisture conditions of the subsoil. The shoulder swale area was improved by placing six (6") inches of asphalt over geodesic cloth in lieu of a combination of base rock and a 1" asphalt surface. No additional cost was involved and this treatment was approved as a better method for overcoming the subsurface moisture and poor soil condition. Alternatively, it would have been necessary to remove several feet of the subsoil and replace the excavation with suitable fill and base rock material, which would have involved a substantial cost increase.
- 2 **Upper Park Land Survey:** The survey and profile of this area has been completed. Maps of the survey indicate that the existing trail approximately meanders along the Park centerline until it approaches the Hulley property. At approximately the middle of the adjacent Hulley property, the trail deviates to the west and continues generally meandering close to the westerly boundary of the park. This is particularly noticeable in the area between the Laskey and Lake property, where the Laskey landscaping has encroached into the Park well beyond the centerline.

At last inspection, several of the surveyors marking flag stakes had been removed and it will be necessary for the District to set more permanent markers, when personnel are available to do so. The estimated cost for this is \$750 including materials and District labor.

It is recommended that the trail, for the entire length of the Park, be properly located along the centerline of the Park area, and improved as required with steps (similar to concrete steps below the Community Center) in the steep slope areas, and gravel placed in the lessor slope areas. The estimated costs for these improvements is \$4,000 including materials and District labor.

- 3 **Ahab to Sunset way/easement:** The survey and profile of this pedestrian way/easement has been completed. As anticipated, the existing trail wanders back and forth within the District's right of way and easement and onto private property. The stairs at the upper end of this trail are in poor condition and have been scheduled for replacement as soon as personnel are available to do the work. Eventually, the encroachments onto private property should be corrected, with the trail located within the District's way/easement boundaries. However, this is not easily accomplished as several sizeable trees block the path and the recent F.E.M.A. repairs (which improved access safety) constitute some of the encroachments. Proper realignment, with safe trail improvements are estimated to cost several thousand dollars for materials and District labor.

- 4 **Pacific Way - Beach Entrance:** Construction of the culvert has commenced and may be completed by the time of the Board meeting. There have been some problems in the field, but these have apparently been resolved by County personnel.

- C **Recreation:** The plans for the deck roofing have been approved by the County Planning Department and as of this date are being processed for permit. Hopefully, the permit will be obtained by the time of the Board meeting. I have suggested that the materials be ordered, so as to expedite the construction schedule.

We continue to have problems with the community center's security. Ann Browning found some non resident youths in the center and had them leave the building. When she entered the building, one of the youths was tossing chairs around; however, seeing her, he disappeared. Later it was determined that these youths had burned two of the bar stools in the fireplace.

It is recommended that we install a combination keypad electronic deadbolt (along with new steel clad entry door) for the main entrance to the community center. The existing door is beyond repair and needs replacement (included in the adopted budget). The lock, installed only on the entry door (the lock on the opposite door will be permanently fixed in a lock status when closed) will permit two entry codes. One code for normal use will be changed weekly or as necessary, and the second code will be used for janitorial entrance and long term recreational activities (Tai Chi, Yoga, Quilting, etc.) with the code given to the coordinators of these events. The lock is estimated to cost \$135. Alternatively, a card activated lock can be installed and cards issued to residents desiring use. Depending on the model of card activated lock, the lock will be in a cost range of \$250 to \$500 plus the cost of the activating cards. The more expensive lock provides for recording the time and card # used.

- D. **WATER:** We experienced several small water line breaks and one substantial break (during the Pacific Way repairs), plus two residents experienced breaks on their side of the water meter. The District leaks were properly repaired and the new water main on Pacific Way is at a depth that will prevent future breaks for that section of the main. Breaks on Sunset Way continue to occur due to the inadequate depth of the main and the service connections which crack due to continued traffic vibrations.

Coliform tests taken during September were free of coliform bacteria.

Gross water billing for the August 23 through September 23, 1999 billing period was \$5,511.33. No late charges or interest charges were assessed. The consumption surcharges totaled \$1,372.78.

The table below tabulates the water production for the period August 23 to September 23, 1999.

Total volume of water measured through the master meter =	1,285,350 gallons
Highest pumping day was on 8/28/99 and volume pumped =	51,400 gallons
Lowest pumping day was on 9/16/99 and volume pumped =	00 gallons
Total volume billed through service meters =	962,747gallons
Gross unaccounted for water loss =	322,603 gallons
Estimated un-metered maintenance use =	45,000 gallons
Net unaccounted for water loss (21.6%)	277,603gallons
Average daily customer consumption =	211 gallons
Average service billing =	\$37.75

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

10/22/99

Muir Beach Community Services District
Consolidated Balance Sheet Accrual Basis
As of September 30, 1999

	Sep 30, '99
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	18,126.00
Fund 429, County Investment Fund	
Capital Improvements	117,450.04
General Investments	47,992.16
Total Fund 429, County Investment Fund	165,442.20
Merrill Lynch WCMA	
FEMA 1997-98 Storms	112,471.00
R&E Donations	950.00
Rental Deposit Trust	1,833.77
Water Security Deposit Trust	3,800.00
Merrill Lynch WCMA - Other	-30,472.42
Total Merrill Lynch WCMA	88,582.35
Petty Cash Fund	26.40
Treasury Bill Investment Funds	
Fire Station	10,984.83
Investments	4,015.17
Total Treasury Bill Investment Funds	15,000.00
Total Checking/Savings	287,176.95
Accounts Receivable	
Receivables	13,465.90
Total Accounts Receivable	13,465.90
Total Current Assets	300,642.85
TOTAL ASSETS	300,642.85
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	1,833.77
W9025RD, Security deposits	3,800.00
Total Other Current Liabilities	5,633.77
Total Current Liabilities	5,633.77
Total Liabilities	5,633.77
Equity	
Opening Bai Equity	158,157.33
Retained Earnings	150,487.25
Net Income	-13,635.50
Total Equity	295,009.08
TOTAL LIABILITIES & EQUITY	300,642.85

10/22/99

Muir Beach Community Services District
Operations Fiscal Report For
September 1999

	Sep '99
Income	
Administrative Income	
A9001, General Tax Income	1.84
A9772, Copier Income	35.00
Total Administrative Income	36.84
Recreational Activities Income	
R9255, CC Rental Income	1,520.00
R9811, Rec. Programs Income.	
R9811Bi, Bistro Income	211.17
R9811TC, Tai Chi Income	180.00
Total R9811, Rec. Programs income.	391.17
R9811Y, Yoga Classes	340.00
Total Recreational Activities income	2,251.17
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,526.08
Total H9031, Water Surcharge Income	1,526.08
Total Water Capital Improvements Inco	1,526.08
Water Operations Income	
W9025, Water Service Income	6,196.54
Total Water Operations Income	6,196.54
Total Income	10,010.63
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	11.16
A2117, Consulting Admin. Fees	500.00
A2479, Travel Expenses	113.92
A2534, Telephone/Communications	219.09
Total Administrative Expenses	844.17
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	3,152.50
Total Fire Operational Expenses	3,377.50
Recreational Expenses	
R1073, Janitorial wages	129.00
R1404, FICA	9.88
R2041, Rec. Program Expenses	
R2041Bi, Bistro Expenses	237.06
R2041TC, Tai Chi Expenses	144.00
R2041, Rec. Program Expenses - Other	6.89
Total R2041, Rec. Program Expenses	387.95
R2041Y, Yoga Instruction	300.00
R2117, Administrative Expenses	500.00
R2133, Office Supplies & Stamps	26.40
R2534, Pay Telephone Expense	86.40
R2535, Energy Expenses	
R2535E, Electrical Expenses	118.32
Total R2535, Energy Expenses	118.32
R4243, Playground Improvements	800.00
Total Recreational Expenses	2,357.95
Roads & Easements Expenses	
E1404, FICA	29.38
E2077, Road & Easement Repairs	
E2077FEMA, 1997-98 Storms	2,000.00
E2077, Road & Easement Repairs - Other	1,250.00

10/22/99

Muir Beach Community Services District
Operations Fiscal Report For
September 1999

	<u>Sep '99</u>
Total E2077, Road & Easement Repairs	3,250.00
E2117, Administrative Fees	<u>500.00</u>
Total Roads & Easements Expenses	3,779.38
Water Operational Expenses	
W1028, Maint. Mgr. Wages	1,171.50
W1073, Extra Hire Wages	384.00
W1404, FICA	89.61
W1506, Medical benefits	150.00
W2049, Conferences & Training	440.00
W2058, Annual Permit Fee	1,500.00
W2077, Routine Repairs	107.43
W2116, Chemicals I Testing	944.19
W2117, Administrative Fees	1,650.00
W2121, Miscellaneous Expenses	175.20
W2130, Postage & Shipping	41.80
W2479, Travel allowance	110.00
W2534, Telephone Relay Expense	31.46
W2535, Electrical Service	<u>581.68</u>
Total Water Operational Expenses	<u>7,376.87</u>
Total Expense	<u>17,735.87</u>
Net Income	<u><u>-7,725.24</u></u>

10/22/99

Muir Beach Community Services District
Fiscal Year to Date Operations Fiscal Report
 July through September 1999

	<u>Jul - Sep '99</u>
Income	
Administrative Income	
A9001, General Tax Income	205.46
A9203, Interest earned	811.23
A9772, Copier Income	90.50
Total Administrative Income	<u>1,107.19</u>
Recreational Activities Income	
R9255, CC Rental Income	2,190.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	526.62
R9811TC, Tai Chi Income	472.25
R9811, Rec. Programs Income. - Other	1.00
Total R9811, Rec. Programs Income.	<u>999.87</u>
R9811Y, Yoga Classes	340.00
Total Recreational Activities Income	<u>3,529.87</u>
Water Capital Improvements Inco	
H9001, special Assessment Tax	43.86
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	4,782.01
H9031, Water Surcharge Income - Other	60.00
Total H9031, Water Surcharge Income	<u>4,842.01</u>
H9377, Interest Earnings	1,366.52
Total Water Capital Improvements Inco	<u>6,252.39</u>
Water Operations Income	
W9025, Water Service Income	19,438.08
Total Water Operations Income	<u>19,438.08</u>
Total Income	<u>30,327.53</u>
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	26.96
A2059, P & L Insurance	3,376.05
A2117, Consulting Admin. Fees	1,675.00
A2479, Travel Expenses	353.92
A2534, Telephone/Communications	739.79
A2713, Legal fees	-477.50
Total Administrative Expenses	<u>5,694.22</u>
Fire Operational Expenses	
F2117, Administrative Fees	675.00
F4827, W. Marin Fund Expenses	3,838.54
Total Fire Operational Expenses	<u>4,513.54</u>
Recreational Expenses	
R1073, Janitorial wages	451.50
R1404, FICA	34.58
R1701, Work Comp Insurance	81.98
R2041, Rec. Program Expenses	
R2041BF	16.26
R2041BI, Bistro Expenses	1,064.54
R2041TC, Tai Chi Expenses	503.80
R2041, Rec. Program Expenses - Other	61.98
Total R2041, Rec. Program Expenses	<u>1,646.58</u>
R2041Y, Yoga Instruction	300.00
R2077, Routine Repairs	92.00
R2117, Administrative Expenses	1,325.00
R2133, Office Supplies & Stamps	62.70
R2259, Refuse Removal	108.60
R2534, Pay Telephone Expense	183.72
R2535, Energy Expenses	

10/22/99

Muir Beach Community Services District
Fiscal Year to Date Operations Fiscal Report
 July through September 1999

	Jul - Sep '99
R2535E, Electrical Expenses	254.46
Total R2535, Energy Expenses	254.46
R4045, Community Block Grant Ex	
R4045M, Equipment & Materials	-20.69
Total R4045, Community Block Grant Ex	-20.69
R4048, Building Improvements	525.48
R4243, Playground Improvements	800.00
Total Recreational Expenses	5,845.91
Roads & Easements Expenses	
E1404, FICA	77.12
E2077, Road & Easement Repairs	
E2077FEMA, 1997-98 Storms	4,036.72
E2077, Road & Easement Repairs - Other	1,250.00
Total E2077, Road & Easement Repairs	5,286.72
E2117, Administrative Fees	1,500.00
Total Roads & Easements Expenses	6,863.84
Uncategorized Expenses	0.00
Water Capital Improvements Exp.	
H2713, Project Improvements	
H2713WR, Water Right Resolution	3,800.00
Total H2713, Project Improvements	3,800.00
H4169UT, Priority Improvements	295.75
Total Water Capital Improvements Exp.	4,095.75
Water Operational Expenses	
W1028, Maint. Mgr. Wages	4,148.00
W1073, Extra Hire Wages	1,488.00
W1404, FICA	317.32
W1506, Medical benefits	290.00
W1701, Work. Comp. Insurance	281.59
W2049, Conferences & Training	440.00
W2058, Annual Permit Fee	1,500.00
W2077, Routine Repairs	144.57
W2115, Chemicals & Testing	1,091.01
W2117, Administrative Fees	4,950.00
W2121, Miscellaneous Expenses	310.01
W2130, Postage & Shipping	177.10
W2479, Travel allowance	210.00
W2534, Telephone Relay Expense	94.41
W2535, Electrical Service	1,507.76
Total Water Operational Expenses	16,949.77
Total Expense	43,963.03
Net Income	-13,635.50

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, SEPTEMBER 22, 1999**

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

- I. Call to order:** President Rudnick called the meeting to order at 7:05 p. m.
- II. Swearing in of Directors Shaffer and Pinto:** The G. M. noted that he had forgotten to bring the oath of office, hence the swearing in for the non contested new elected terms of office is postponed until the next meeting, and the Directors Pinto and Shaffer continue in office under their current term.
- III. Review and consideration of the September 22, 1999 Agenda.** The Agenda was reviewed and noted that Item X requires the date to be corrected to October 27, 1999. With this correction Director Shaffer *moved* to approve the Agenda; seconded by Director Pinto; ayes all.
- IV. National Park Service:** N.P.S. Ranger Mia Monroe reported that the N.P.S. and County had met today to review the proposed Pacific Way culvert crossing at the Beach parking lot entrance. It was also noted that certain areas of the temporary protective berm will be strengthened.

Mia then reported that Bill Cox, from the State Department of Fish and Game, will be out to inspect lower Redwood Creek as a preliminary for possible flow enhancements.

She noted that the many community volunteers had been helpful in a recent cleanup of the creek bed and that the N.P.S. will be removing the temporary protective barriers when the vegetation has restored itself.

The Park Police have received complaints of suspicious activities at the Muir Beach Overlook. As previously reported, there have been some arrests for illegal activities.

The scheduled public meeting with N.P.S. Superintendent O'Neill and Supervisor Kinsey was discussed and the need for additional advertizement was noted. Kathy Sward and other residents volunteered to post the announcements of the meeting.

- V. Public Open Time:** Under new business a request was submitted to relocate the mail boxes at the end of Ahab Drive. It seems that automobile headlights, at night, shine into the windows of a nearby residence when the cars stop to pickup the mail. It was noted that these boxes had been relocated from the Ahab/Seacape intersection last year, and there is no convenient alternate location. It was also noted that this is a postal decision and not under the authority of the Board.

Michael Moore requested permission to build a bench just above the playground, using a donated natural redwood slab. The Board indicated appreciation for the volunteer effort. As this was not an Agenda item, no official action was taken; however, no objection was indicated to prevent the volunteer improvement.

- 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 as submitted, including \$287.38 in capital fund expenses and \$10,193.11 in general fund expenses for a total of \$10,481.11; seconded by Director Kamradt; ayes all with Director Pinto abstaining on the Bistro wages paid to her sister.
- VII. Fire Department:** Chief Moore reported that the department is continuing negotiations with the N.P.S. for use of the Fire Barn. Director Kamradt *moved* to form an ad hoc committee with Director Schiffries as the chair, to work with the department for resolution of this endeavor; seconded by Director Shaffer; ayes all.

Chief Moore requested that the department be placed on the Agenda every month, due to the many activities currently in process affecting the department. The G. M. was instructed to provide for this.

Chief Moore then reported that a work party will form on October 16, 1999 to do some cleanup in the fire barn area. Also, that the Fire Association has indicated that they will assist in funding needed improvements.

A new agreement with the County was briefly discussed, with Chief Moore and the G. M. indicating that the agreement is essentially the same as the old agreement with minor changes necessary for the update. The Board concurred and authorized the G. M. to execute the agreement.

VIII. Redwood Creek Watershed Committee: There was no meeting scheduled and no report submitted. The next meeting is scheduled for Wednesday, October 20, 1999 and Directors Pinto and Schiffries indicated that they will attend.

IX. General Manager's Report: There were no questions concerning administrative activities, and the following operational items were reviewed.

A. Roads and Easements: It was noted that the survey of the upper parkland between Seacape and Starbuck is near completion. Also, that Don Cohon has recently had his property surveyed. The G. M. should try to get a copy of the Cohon survey for the District records.

Resident Dave Mac Kensie submitted a list of suggestions for policy development concerning the policies and operations of the District's roads and easements. The Board acknowledged the submission and their appreciation for his efforts, indicating that the suggestions will be considered during the development of the Roads and Easements Policies and Procedures.

B. Recreation: Kathy Sward submitted a brief progress report on the deck roofing project, indicating that the new plans and cost estimates are within the figures previously submitted.

C. Water: The Board discussed the problem of a meter recently found in the Seacape subdivision that had not been known to exist. The G. M. indicated that the meter reading indicates that the meter has not been active. After some discussion Director Shaffer *moved* to wave the \$6,500 charge for a new meter and activate the existing meter, for the new property owner, providing the new owner pays the minimum service charge applicable to the new owner's time of ownership, along with the \$50 activation charge and \$100 security deposit; seconded by Director Kamradt; ayes all.

X. Consideration of the August 25, 1999 draft minutes. Following a brief review, Director Kamradt *moved* to approve the minutes as submitted; seconded by Director Shaffer; ayes all.

XI. Next meeting date: The next Board meeting was scheduled for Wednesday, October 27, 1999.

The meeting was adjourned at 9:37 p m.

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

Peter Rudnick, Board President

Donovan Macfarlane, Secretary

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
SPECIAL BOARD OF DIRECTORS' MEETING TO BE HELD ON THURSDAY
DECEMBER 16, 1999 AND BEGINNING AT 7:30 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

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

- I. **Call the meeting to order.** President Rudnick will call the meeting to order. @ 7:40
- II. **Review and consideration of the December 16, 1999 Agenda.** This is a single purpose special meeting and no other business matters will be discussed other than those listed below.
- III. **PUBLIC OPEN TIME:** California State Law prohibits Board action on any item, within its jurisdiction, that has not been listed on the lawfully posted Agenda unless: 1) upon a determination by a majority of the Board that an emergency situation exists; 2) upon a determination by a two-thirds majority of the Board (or by no less than three members, if less than the entire Board is present) that the need to take action arose subsequent to the Agenda being posted; or 3) the item was posted for a prior Board meeting, occurring not more than five (5) days prior to the date action is taken on the item, and at the subject prior meeting, the item was continued to the meeting at which action is being taken. Other items will generally be received as information, or referred to staff for further consideration prior to the next scheduled meeting of the board. *As a matter of procedure, the Board may limit individual presentations to no more than five minutes. Individual presentations should involve non-repetitive items, and non-repetitive supporting information.*

PUBLIC INPUT

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

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

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

- IV. **Review of the draft "National Park Service Well Study", and consideration of future water rights actions:** This meeting is a special purpose meeting to review the draft "National Park Service Well Study", and develop a course of action plan for continued District activities to obtain the District's water rights.

ADJOURNMENT OR CONTINUATION

Donovan

**TABLE OF CONTENTS
FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, DECEMBER 8, 1999
THE MEETING WILL BEGIN AT 7:00 P.M.**

DESCRIPTION	PAGES
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 - 6
Consolidated Fiscal Balance Sheet as of October 31,1999	7
Operations Fiscal Report for October 1999	8 - 9
Fiscal Year to Date Operations Fiscal Report	10 - 11
Draft Minutes for the 10/27/99 Board Meeting	12 - 13

Pacific Way drainage

Eucalyptus - Bandner hillside
Frank Valley Rd

Sagehen only

Call Mia re: Round up
Volunteer before in line of round up.

Awarded contract for use of Bandner's land.

NPS has made no decision re the land.

Event -

Pushing lot confusion - Mia would like to
improve communication in this regard.

Expediting through the permit process.

NY - MBVFD volunteer & sup lot.

Just hired a former SPCA to assist in resolving
the dog problem.

Water Meeting w/ Baylin

AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' RESCHEDULED MEETING TO BE HELD ON WEDNESDAY
DECEMBER 8, 1999 AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

Matt called Peter to say he will be here about 9.
DIRECTORS: President Peter Rudnick; Directors: Deborah Kamradt, Erin Pinto, Matthew Schiffries and Steve Shaffer.

- I. **Open the meeting:** President Rudnick will call the regular meeting to order. *7:13*
- II. **Review and consideration of the December 8, 1999 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 - all that to float - Dec. all.*
- III. **National Park Service:** Representatives from the National Park Service (N.P.S.) will offer information on the ongoing Muir Woods and Beach activities relevant to the Muir Beach Community. *Mid - The freeway is being corrected - Rkt. Mitzashu. moving info.*
- 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.

Steve
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 - Quilten - #33, K+ - Gross 7k has up. 2x last y*

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. *Letter from Gordon Bennett.*

- V. **Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the October 1, 1999 through October 31, 1999 fiscal period. *Steve, Deb. all.*

- VI. **Fire Department, Emergency Disaster Committee:** The Fire Chief will report on the activities of his department.

EMT will go - 120 hr class - train and purchase in automatic fire trucks

*Water Rights
Gordon*
Fire Association - purchased and paid for volunteers to keep in their cars, etc. \$ 7k up. (CSD funding)
Box Flash Lights - \$1,500 for new nozzles on trucks

Program for coordinating

Y2k parking
Pump & Generator
Fire house See Memo

Matt; Eric met

- VII. **Redwood Creek Watershed Committee:** A brief report is expected from the attendees of the most recent watershed committee, and selection of the Directors to attend the next scheduled meeting. *NO Report*

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

- VIII. **General Manager's Report:** The General Manager's written report includes the following matters, and the General Manager (G. M.) will be available to answer questions concerning these matters.

- Deb
Paul
Sandy*
- A. **Administration:** The report includes Administrative operations, Fiscal Reports and District Fiscal Balance Sheets for October 1999.
- B. **Roads and Easements:** The report includes a final analysis of the income and expenses of the F.E.M.A. grant work. Work for the F.E.M.A. grants has been completed and final documentation submitted to F.E.M.A..
- C. **Recreation:** The report gives a brief update on maintenance operations for the community center.
- D. **Water Operations:** All pertinent considerations for water operations are contained in the G. M.'s report. In addition:
1. Director Schiffries has requested that he Board consider discontinuing the water committee and that all discussion of water rights be done during the public meetings of the Board.
 2. We have had a request to reconsider the Board's decision for the meter installation fee for 43 Seacape Drive.

- IX. **Review of the draft minutes** for the October 27, 1999 Board meeting. *Steve, Deb all*

- X. **Next meeting date:** The next regular meeting date is Wednesday, January 26, 2000.

ADJOURNMENT OR CONTINUATION

Steve: Ashel Blumy-

10:02

Bazlem

*Tues
Thurs*

*Monday
Public - Thursday*

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 10/01/99 THROUGH 10/31/99**

Page 1 of 2

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
Maggiore & Ghilotti	4169	Upper Pacific Way Water Main	Co. 429	42,218.88

TOTAL CAPITAL FUND EXPENSES = \$42,218.88

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Costco	2049	Meeting refreshments	P	21.98
Kinko's	2049	Meeting packet reproduction	P	16.83
ABC Consultants	2117	Administrative fee for October	B	500.00
Costco	2133	Copy paper, toner, envelopes, etc.	P	90.69
AT&T	2534	Toll calls for 415-388-7804 in Sept.	B	16.32
At & T	2534	Toll calls for 707-643-1143 in Sept.	B	27.72
Pacific Bell Mobile Services	2534	Cell phone through Oct.	B	109.37
Pacific Bell	2534	415-388-7804 thru 10/11	B	30.66
Pacific Bell	2534	707-643-1143 thru 9/26	B	115.24

TOTAL G&A EXPENSES = \$928.81

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Harvey Pearlman	1028	Maint. Mgr. wages paid in October	C	790.42
Salvador Gonzales	1073	Extra Hire wages paid in October	C	465.05
Tam Rentals	2077	Chain saw sharpening	B	18.00
Martin Bros. Supply	2077	Gravel & Base Course for maintenance	B	524.88
Water Components Supply	2077	60' of 12" drain pipe	B	618.75
ABC Consultants	2117	Administrative fee for October	B	500.00
ABC Consultants	2077F	F.E.M.A. completion	B	2,000.00
Maggiore & Ghilotti	2077F	Upper Pacific Way Paving & Drainage	Co. 429	43,248.17

TOTAL R&E EXPENSES = \$48,165.27

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. Mgr. Wages paid in October	C	1,190.07
Robert Wurgalt	1073	Extra Hire wages paid in October	C	465.04
Salvador Gonzales	1073	Extra Hire wages paid in October	C	58.14
Harvey Pearlman	1506	Medical benefits, October & August	C	300.00
Marin County Health Laboratory	2115	Bacterial tests 10/12 & 9/30	B	45.00
Herb's Pool Service	2115	Chlorine supplies	B	48.53
ABC Consultants	2117	Administrative fee for October	B	800.00
ABC Consultants	2117	Clerical fee for October	B	850.00
Vallejo Mini Storage	2121	File and document storage, 10/99	P	53.00
Low Cost Storage	2121	Storage rental for October	B	85.00
Vallejo Mini Storage	2121	New less expensive storage space	B	38.70
U.S.P.O.	2130	Postage	P	72.60
Harvey Pearlman	2479	Travel allowance October & August	C	220.00
Pacific Bell	2534	Relay phone thru 10/07/99	B	31.46
Pacific Gas & Electric	2535	Well & Lower tank electric for Oct.	B	407.29

TOTAL WATER EXPENSES = \$4,664.83

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 10/01/99 THROUGH 10/31/99**

Page 2 of 2

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
RECREATION EXPENSES, DIVISION CODE 9239				
Harvey Pearlman	1028	Maint. Mgr. wages paid in October	C	266.44
Juana Gonzales	1073	Janitorial Wages paid in October	C	138.88
Salvador Gonzales	2097	Ground Maint. Wages paid in October	C	71.05
ABC Consultants	2117	Administrative fee for October	B	500.00
Shoreline Disposal	2259	Garbage service through December	B	108.60
McPhail Fuel Company	2535	Community Center Butane supply	B	138.57
Pacific Gas & Electric	2535	Community Center Electric for Oct.	B	70.00
Costco	R2041B	Bistro Jams	P	7.59
Whole Foods Market	R2041B	Bistro cream, etc	P	2.84
Safeway	R2041B	Bistro Jams	P	3.89
Nancy Knox	R2041B	Bistro pastries	P	16.50
Alison Pinto	R2041B	Bistro Wages Paid in October	C	145.33

TOTAL RECREATION EXPENSES = \$1,469.69

FIRE DIVISION EXPENSES, DIVISION CODE 9240				
ABC Consultants	2117	Administrative fee for October	B	225.00
Williams Communications	4827	Radio batteries	B	208.55
L. N. Curtis & Son	4827	Fire clothing	B	320.70
Chief Supply	4827	Helmet lights	B	218.88

TOTAL FIRE EXPENSES = \$973.13

SECURITY DEPOSIT TRUST FUND TRANSACTIONS				
Beverly biondi	R9255R	Deposit refund	B	75.00
Dane S. Faber	R9255R	Partial deposit refund	B	37.50
Karl Volz	R9255R	Deposit refund	B	150.00
Marc Gold	R9255R	Deposit refund	B	150.00
Marc Laving	R9255R	Deposit refund	B	150.00

TOTAL CHECKS ISSUED FROM TRUST FUNDS = \$562.50

B = Paid thru Merrill Lynch Depository
C = Paid thru County depositories
P = Paid thru Petty Cash Funds

TOTAL CAPITAL FUND EXPENSES = \$42,218.88
TOTAL GENERAL FUND EXPENSES = 56,201.73
TOTAL CHECKS ISSUED FROM TRUST FUNDS = 562.50
TOTAL OF ALL CHECKS ISSUED = \$99,545.61

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

 Peter Rudnick, President

 Donovan Macfarlane, General Manager

**MUIR BEACH COMMUNITY SERVICES DISTRICT
GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS
FOR THE BOARD OF DIRECTORS MEETING ON DECEMBER 8, 1999**

- A ADMINISTRATION:** In general, the administrative activities have been calm. It is somewhat discouraging that the County has not completed the five year audit, but this is not a critical factor and I have been assured that it will be completed in the near future.

We experienced our largest monthly expenditure during October, as the water main improvements and F.E.M.A. repairs on upper Pacific Way were completed. This work did involve some \$4,200 in additional charges (approximately equally divided between water and the roadway) due to unanticipated complications in the field. However, for projects of this nature and scope the unanticipated extras are normally more substantial.

We continue to operate within the budget parameters and the District's fiscal condition is sound.

- B Roads and Easements.** The following items are in progress and or require consideration.

- 1 Upper Pacific Way repairs have been completed, and with minor exception (areas of Sunset Way) all F.E.M.A. work has been completed. The work on Sunset Way has been delayed, using temporary repairs, due to the continued and anticipated construction work involving heavy trucks. Doing more than temporary repairs at this time will simply result in having to more extensive work later on, as the paving would be severely damaged and require removal prior to replacement. The Sunset Way work to be completed is actually a part of general maintenance outside the F.E.M.A. grant work.
- 2 Removal of the fallen tree debris on the pedestrian easement at the east end of Sunset Way to Pacific Way is in progress, but due to a lack of abundant labor has not been completed. Preparation of the drainage swales prior the winter storms had priority. This work should be completed within the next two weeks.
- 3 F.E.M.A. projects, in accord with the grant application and approval have been completed. Final documents have been forwarded to the State to close out the process. A summary of the combined 1997 and 1998 F.E.M.A. grant income and expenses is as follows:

a	Gross Income	= \$168,535.78
b	Gross Expenses	= \$153,852.07
c	Remaining Funds	= \$ 14,683.71

It should be noted that the above balance does not include the substantial interest earned on these funds.

It is suggested that the remaining funds be used for improving the pedestrian trail in the parkland uphill from lower Starbuck to the Seacape/Starbuck intersection, and the lower end of the community Center easement to Sunset Way. If funds remain after this work, additional work is required on the Ahab to sunset easement.

- C RECREATION:** There have been no unusual problems in recreational activities and none are currently anticipated. Several repairs to the Community Center are in process, including replacing the main entry door, and the steps to the playground.

- D. **WATER:** In general, water operations have been quiet in so far as water quality problems. However, since the last report we have experienced several more leaks, most of which have been on the resident side of the meters. Resident water consumption has declined with the recent rainstorms contributing to irrigation.

Long term notices for the increased maintenance flushing and valve exercising were mailed to all water accounts, posted on the bulletin boards, and the maintenance process began on schedule. Indications are that the flushing is clearing the settled precipitate; however it is too soon to make a final evaluation or determine the effectiveness on clearing the valve channels to improve valve operation.

Coliform tests taken during October were free of coliform bacteria.

- A. Gross water billing for the September 23 through October 23, 1999 billing period was \$5,788.93 plus \$45.55 in late charges and \$5.90 in interest charges. The consumption surcharge for this period totaled \$1,434.51.

- B. The table below tabulates the water production for the period September 23 to October 23, 1999.

Total volume of water measured through the master meter =	1,368,170 gallons
Highest pumping day was on 10/09/99 and volume pumped =	56,550gallons
Lowest pumping day was on 10/08/99 and volume pumped =	28,530gallons
Total volume billed through service meters =	1,023,149 gallons
Estimated un-metered maintenance use =	35,000 gallons
Estimated unaccounted for water loss (22.66%)	310,021 gallons
Average daily customer consumption =	232 gallons
Average service billing =	\$39.69

- C. There has been a request to reconsider the fee for installing a service meter to serve 43 Starbuck Drive. A copy of this e-mail request has been furnished to the Board under separate cover.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

12/03/99

Muir Beach Community Services District
Consolidated Balance Sheet Accrual Basis
As of October 31, 1999

	<u>Oct 31, '99</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	15,031.39
Fund 429, County Investment Fun	
Capital improvements	78,081.99
General investments	3,984.63
Total Fund 429, County Investment Fun	<u>82,066.62</u>
Merrill Lynch WCMA	
FEMA 1997-98 Storms	62,647.14
R&E Donations	950.00
Rental Deposit Trust	1,728.77
Water Security Deposit Trust	3,900.00
Merrill Lynch WCMA - Other	13,545.89
Total Merrill Lynch WCMA	<u>82,771.80</u>
Petty Cash Fund	-127.43
Treasury Bill Investment Funds	
Fire Station	10,984.83
Investments	4,015.17
Total Treasury Bill Investment Funds	<u>15,000.00</u>
Total Checking/Savings	194,742.38
Accounts Receivable	
Receivables	20,365.38
Total Accounts Receivable	<u>20,365.38</u>
Total Current Assets	<u>215,107.76</u>
TOTAL ASSETS	<u>215,107.76</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	1,728.77
W9025RD, Security deposits	3,900.00
Total Other Current Liabilities	<u>5,628.77</u>
Total Current Liabilities	<u>5,628.77</u>
Total Liabilities	5,628.77
Equity	
Opening Bal Equity	158,157.33
Retained Earnings	150,487.25
Net Income	-99,165.59
Total Equity	<u>209,478.99</u>
TOTAL LIABILITIES & EQUITY	<u>215,107.76</u>

12/04/99

Muir Beach Community Services District
Operations Fiscal Report For
October 1999

	<u>Oct '99</u>
Income	
Administrative Income	
A9001, General Tax Income	32.75
A9203, Interest earned	365.92
A9772, Copier Income	0.50
Total Administrative Income	399.17
Recreational Activities Income	
R9255, CC Rental Income	1,062.50
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	161.59
Total R9811, Rec. Programs Income.	161.59
Total Recreational Activities Income	1,224.09
Water Capital Improvement Income	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	2,769.70
Total H9031, Water Surcharge Income	2,769.70
H9377, Interest Earnings	
H9377C, Cap. Imp. Interest	1,478.05
H9377G, Gen. Inv. Interest	613.42
Total H9377, Interest Earnings	2,091.47
Total Water Capital Improvements Income	4,861.17
Water Operations Income	
W9025, Water Service Income	11,254.94
W9772, Miscellaneous Income	50.00
Total Water Operations Income	11,304.94
Total Income	17,789.37
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	38.81
A2117, Consulting Admin. Fees	500.00
A2133, Office Supplies	90.69
A2479, Travel Expenses	98.24
A2534, Telephone/Communications	293.31
Total Administrative Expenses	1,021.05
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	748.13
Total Fire Operational Expenses	973.13
Recreational Expenses	
R1028, Maint. Mgr. Wages	247.50
R1073, Janitorial wages	129.00
R1404, FICA	33.87
R1701, Work Comp Insurance	-14.67
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	165.82
R2041, Rec. Program Expenses - Other	10.33
Total R2041, Rec. Program Expenses	176.15
R2097, CC Ground Maintenance	66.00
R2117, Administrative Expenses	500.00
R2259, Refuse Removal	108.60
R2535, Energy Expenses	
R2535E, Electrical Expenses	70.00
R2535G, Butane Gas Expenses	138.57
Total R2535, Energy Expenses	208.57

12/04/99

Muir Beach Community Services District
Operations Fiscal Report For
October 1999

	<u>Oct '99</u>
Total Recreational Expenses	1,455.02
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	734.25
E1404, FICA	89.22
E2077, Road & Easement Repairs	
E2077FEMA, 1996-97 Storms	432.00
E2077FEMA, 1997-98 Storms	45,355.14
E2077, Road & Easement Repairs - Other	5,514.95
Total E2077, Road & Easement Repairs	<u>51,302.09</u>
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	<u>52,625.56</u>
Water Capital Improvements Exp.	
H2713, Project Improvements	
H2713CP, System Improvements	42,218.88
Total H2713, Project Improvements	<u>42,218.88</u>
Total Water Capital Improvements Exp.	42,218.88
Water Operational Expenses	
W1028, Maint. Mgr. Wages	1,105.50
W1073, Extra Hire Wages	486.00
W1404, FICA	88.71
W1506, Medical benefits	300.00
W1701, Work. Comp. Insurance	-107.58
W2077, Routine Repairs	524.88
W2115, Chemicals & Testing	93.53
W2117, Administrative Fees	1,650.00
W2121, Miscellaneous Expenses	176.70
W2130, Postage & Shipping	72.60
W2479, Travel allowance	220.00
W2534, Telephone Relay Expense	31.46
W2535, Electrical Service	407.29
Total Water Operational Expenses	<u>5,049.09</u>
Total Expense	<u>103,342.73</u>
Net Income	<u><u>-85,553.36</u></u>

12/04/99

Muir Beach Community Services District
Fiscal Year to Date Operations Fiscal Report
 July through October 1999

	Jul - Oct '99
R2041Y, Yoga Instruction	300.00
R2077, Routine Repairs	92.00
R2097, CC Ground Maintenance	66.00
R2117, Administrative Expenses	1,825.00
R2133, Office Supplies & Stamps	62.70
R2259, Refuse Removal	217.20
R2534, Pay Telephone Expense	183.72
R2535, Energy Expenses	
R2535E, Electrical Expenses	324.46
R2535G, Butane Gas Expenses	138.57
Total R2535, Energy Expenses	463.03
R4045, Community Block Grant Ex	
R4045M, Equipment & Materials	-20.69
Total R4045, Community Block Grant Ex	-20.69
R4048, Building Improvements	525.48
R4243, Playground Improvements	800.00
Total Recreational Expenses	7,300.93
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	734.25
E1404, FICA	166.34
E2077, Road & Easement Repairs	
E2077FEMA, 1996-97 Storms	432.00
E2077FEMA, 1997-98 Storms	49,391.86
E2077, Road & Easement Repairs - Other	6,764.95
Total E2077, Road & Easement Repairs	56,588.81
E2117, Administrative Fees	2,000.00
Total Roads & Easements Expenses	59,489.40
Uncategorized Expenses	0.00
Water Capital Improvements Exp.	
H2713, Project Improvements	
H2713CP, System Improvements	42,218.88
H2713WR, Water Right Resolution	3,800.00
Total H2713, Project Improvements	46,018.88
H4169UT, Priority Improvements	295.75
Total Water Capital Improvements Exp.	46,314.63
Water Operational Expenses	
W1028, Maint. Mgr. Wages	5,253.50
W1073, Extra Hire Wages	1,974.00
W1404, FICA	406.03
W1506, Medical benefits	590.00
W1701, Work. Comp. Insurance	174.01
W2049, Conferences & Training	440.00
W2058, Annual Permit Fee	1,500.00
W2077, Routine Repairs	669.45
W2115, Chemicals & Testing	1,184.54
W2117, Administrative Fees	6,600.00
W2121, Miscellaneous Expenses	486.71
W2130, Postage & Shipping	249.70
W2479, Travel allowance	430.00
W2534, Telephone Relay Expense	125.87
W2535, Electrical Service	1,915.05
Total Water Operational Expenses	21,998.86
Total Expense	147,305.76
Net Income	-98,799.67

12/04/99

Muir Beach Community Services District
Fiscal Year to Date Operations Fiscal Report
 July through October 1999

	Jul - Oct '99
Income	
Administrative Income	
A9001, General Tax Income	238.21
A9203, Interest earned	1,586.34
A9772, Copier Income	91.00
Total Administrative Income	1,895.55
Recreational Activities Income	
R9255, CC Rental Income	3,252.50
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	688.21
R9811TC, Tai Chi Income	472.25
R9811, Rec. Programs Income. - Other	1.00
Total R9811, Rec. Programs Income.	1,161.46
R9811Y, Yoge Classes	340.00
Total Recreational Activities Income	4,753.96
Water Capital Improvements Inco	
H9001, special Assessment Tax	43.86
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	7,551.71
H9031, Water Surcharge Income - Other	60.00
Total H9031, Water Surcharge Income	7,611.71
H9377, Interest Earnings	
H9377C, Cap. Imp. Interest	2,458.73
H9377G, Gen. Inv. Interest	999.26
Total H9377, Interest Earnings	3,457.99
Total Water Capital Improvements Inco	11,113.56
Water Operations Income	
W9025, Water Service Income	30,693.02
W9772, Miscellaneous Income	50.00
Total Water Operations Income	30,743.02
Total Income	48,506.09
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	65.77
A2059, P & L Insurance	3,376.05
A2117, Consulting Admin. Fees	2,175.00
A2133, Office Supplies	90.69
A2479, Travel Expenses	452.16
A2534, Telephone/Communications	1,033.10
A2713, Legal fees	-477.50
Total Administrative Expenses	6,715.27
Fire Operational Expenses	
F2117, Administrative Fees	900.00
F4827, W. Marin Fund Expenses	4,586.67
Total Fire Operational Expenses	5,486.67
Recreational Expenses	
R1028, Maint. Mgr. Wages	247.50
R1073, Janitorial wages	580.50
R1404, FICA	68.45
R1701, Work Comp Insurance	67.31
R2041, Rec. Program Expenses	
R2041BF	16.26
R2041BI, Bistro Expenses	1,230.36
R2041TC, Tai Chi Expenses	503.80
R2041, Rec. Program Expenses - Other	72.31
Total R2041, Rec. Program Expenses	1,822.73

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, OCTOBER 27, 1999**

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

- I. **Call to order:** President Rudnick called the meeting to order at 7:15 p. m.
- II. **Swearing in of elected Directors:** The General Manager administered the oath of office to elected Directors Erin Pinto and Steven Shaffer.
- III. **Review and consideration of the October 27, 1999 Agenda.** The agenda was reviewed and Director Kamradt *moved* to approve the Agenda as submitted, providing the Martinye property review will be adjusted to be heard when Mr. Martinye arrives; seconded by Director Shaffer; ayes all.
- IV. **National Park Service:** Ranger Mia Monroe is on vacation, but forwarded some comments on the N.P.S. activities by memorandum. Primarily, noting that temporary signs have been placed along the coastal trail and that dogs are permitted on the path to Green Gulch Farms, providing the dogs are on a leash.
- V. **Building Permits:** Mr. Martinye reported that the County Building Department has approved his plans for construction of a small single family dwelling on his property and that approval of the septic tank sewerage treatment system has several special requirements including recently approved system innovations. The Board reviewed the plans and Director Shaffer noted that the off street parking has been revised to provide for three spaces, with no encroachment onto the District Right of Way. Mr. Martinye confirmed Director Shaffer's comments. As the plans do not conflict with District policies, the Board congratulated Mr. Martinye on his project approval and welcomed his future residency.
- VI. **Public Open Time:** Graham Groneman was in attendance and offered his apologies for the problems that occurred during the party he had held at the community center. He said he did not know how the party was posted in the valley, and that the invasion by rowdy teenagers resulted in his calling the police for assistance. This was followed by a general discussion, after the board accepted Mr. Groneman's apology, and there was a general consensus that the rental policies, rates and security deposits need to be reviewed by an ad hoc recreation committee that will submit recommendations to the Board.

Ellen Mettler that she has talked with Fred Thal in regards to the increased electrical needs for the Art Faire, and Mr. Thal has indicated that modifications will be made as necessary.

Kathy Sward reported that it seems the building permit for the new deck roof will not be approved in time to allow construction completion for the Art Faire. The Quilters are discussing possible temporary alternatives that can be completed in time for the Faire.

It was noted that Director Shaffer has volunteered to coordinate the parking shuttle activities for the Art Faire. He did this last year with considerable success.

- VII. **Bills to be paid:** The Bills to be Paid report was briefly reviewed and Director Shaffer *moved* to approve the report as submitted including \$15,966.29 in general fund expenditures and \$468.97 in deposit refunds for a total of \$16,904.23 in expenses paid; seconded by Director Schiffries; ayes all. Director Pinto abstained from the approval of wages paid to her sister.

VIII. **Fire Department, Emergency Disaster Committee:** Chief Moore reported that the work party for the Fire Station site had not been able to work in the area as the requirements by N.P.S. were not clear. N.P.S. is revising the temporary use agreement between N.P.S. and the District Fire Department. The new agreement will be for a one year period and should be ready by the next Board meeting.

IX. **Redwood Creek Watershed Committee:** Directors Pinto and Schiffries reported that this committee had considered water rights and water use within the watershed during their last meeting. There was some discussion of two controversial uses and the N.P.S. houses. There was also some discussion of M.M.W.D. area roads. Director Schiffries will attend the next watershed committee meetings scheduled for November 17 and December 15.

President Rudnick asked if anyone had information concerning a ~~the~~ meeting being held or committee being formed by Supervisor Kinsey and Gordon Bennett. No one seemed to have knowledge of this and the G. M. noted that it may be a special activity involving Gordon's Inviro Group, but that to his knowledge it does not involve the District activities or area.

X. **General Manager's Report:** There were no specific questions concerning the G. M.'s report on administration, roads and easements and recreation operations.

There was some discussion concerning the progress of Consultant Bill Bazlin's evaluation of the N.P.S. well hydrology data. The G. M. reported that so far Mr. Bazlin has not received the draft N.P.S. report and is working with raw data, which is taking considerable time. Delivery of the N.P.S. report is projected for some time in December. The G. M. indicated that he hoped Mr. Bazlin would have his work completed within the next two weeks, so the water rights committee can review his findings and report to the Board. At this point, Director Schiffries raised an objection to indicate that he feels Mr. Bazlin should report directly to the Board. This was followed by a brief discussion and the consensus was that the water rights committee would meet with Mr. Bazlin and then report to the Board, and that a special Board meeting may be called if necessary.

The meter of the water meter previously thought to exist to serve a vacant lot on Seacape Drive was reintroduced. The G. M. reported that the meter was not operational and that Harvey had not been able to find a connection or evidence of a connection to the District's water main. Discussion with John Sward indicated that he has no recollection of a meter being installed in this location and the G. M.'s review of the as built drawings shows no meter service at this location. Following some discussion, the consensus of the Board was that if water service is requested for this property, the existing District policy and fees are applicable.

XI. **Consideration of the September 22, 1999 draft minutes.** Following a brief discussion, the minutes were approved as submitted.

XII. **Next meeting date:** The next meeting date was scheduled for Wednesday, December 1, 1999.

The meeting was adjourned at 9:30 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

Rudnick