

Donovan

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BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, JANUARY 26, 2000
THE MEETING WILL BEGIN AT 7:00 P.M.**

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Ad hoc Fire House

1 yr basis

no work until

See agreement

House has essentially
been abandoned

George Perkins or Swart

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY
JANUARY 26, 2000 AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

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

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

II. Review and consideration of the January 26, 2000 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". *Del move VIII D'B to the VI BTBD to move to VII, the ✓ to IV, Steve, Del 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.



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 - coordinate supervisor's candidate by Del will call Ann. Wed is a mistake*

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

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

IV. Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the November 1, 1998 through December 31, 1999 fiscal period. *Del, Steve*

V. National Park Service: Representatives from the National Park Service will offer information on the ongoing Muir Woods and Beach activities relevant to the Muir Beach Community. *Med Monitor 2 1/2 hrs on the web. and. They have a new person for animals. follow up*

VI. Fire Department, Emergency Disaster Committee: Fire Chief Moore will report on the departments activities. *Fire truck out of service 5-6 days last bad / Deane spent 4 1/2 hr on T.*

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.

EMT sang well -

01-24-00

No one attended / Grants - reg'd - too & no one / CSD show

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

VIII. **General Manager's Report to the Board:** The G. M. will be available to answer questions from the Board and public, concerning his report on the following matters and departments.

A. **Administration:** The G. M. will submit fiscal reports along with an update on administrative activities. The Board will review the fiscal status and administrative activities, and where necessary take action to facilitate the operations and activities. *Pete wants to read Brown Act.*

B. **Roads and Easements:** The G. M. will submit an update on the operational activities concerning Roads and Easements. The Board will review the Roads and Easement activities, and where necessary take action to facilitate the operations and activities.

C. **Recreation:** There have been no special District conducted recreational events and the G. M. has submitted no specific comments to the Board. The Board will hear reports from the volunteer activities and take actions as necessary to facilitate operations. *Accounting not complete*

D. **Water:** The G. M. has submitted operational reports for the water department covering the months of November and December. The Board will review water operations and activities and where necessary take action to facilitate the operations and activities. *11 parts road over. Some electrical improvements proposed.*

IX **Review of the draft minutes** for the December 8, 1999 regular Board meeting and the December 16, 1999 special Board meeting. *Erin / Matthew all.* *Star / Disk all*

X. **Next meeting date:** The next regular meeting date is Wednesday, February 23, 2000. *Mark 1*

ADJOURNMENT OR CONTINUATION

Spindrift - nothing has happened

*Flashlights
candle
1,500 flashlights
Strike parking*

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 11/01/99 THROUGH 11/30/99**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
ADMINISTRATION EXPENSES, DIVISION CODE 9236				
ABC Consultants	2117	Administrative fees for November	B	\$500.00
At&T	2534	Toll calls thru 11/25/99	B	15.58
Pacific Telephone	2534	707-643-1143 thru 10/26/99	P	78.34
Pacific Wireless	2534	Cell phone through November	B	108.39

TOTAL G&A EXPENSES = \$702.31

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
Harvey Pearlman	1028	Maint. Mgr. Wages paid in November	C	\$88.81
Salvador Gonzales	1073	Extra hire wages paid in November	C	439.22
ABC Consultants	2117	Administrative fees for November	B	500.00

TOTAL R&E EXPENSES = \$1,028.03

WATER DIVISION EXPENSES, DIVISION CODE 9238				
Harvey Pearlman	1028	Maint. Mgr. Wages paid in November	C	\$1,580.85
Harvey Pearlman	1505	Medical allowance November	C	150.00
Cal PERS	1506	Medical Insurances advances	B	991.41
Pace Supply	2077	Water meter replacement	B	104.25
Marin County Laboratory	2115	Coliform tests 11/10/99	B	30.00
ABC Consultants	2117	Clerical fee for November	B	850.00
ABC Consultants	2117	Administrative fees for November	B	800.00
Public Storage	2121	File storage November	B	43.00
U. S. P. O.	2130	Postage	P	99.00
NEBS	2133	Billing envelopes (20 month supply)	B	304.95
Office Depot	2133	Printing of forms, water labels, etc.	P	31.68
Harvey Pearlman	2479	Training seminar travel & lodging	C	134.00
Harvey Pearlman	2479	November travel allowance	C	110.00
Pacific Gas & Electric	2535	Well & lower tank electric thru 10/20/99	B	354.23
Pacific Gas & Electric	2535	Well & lower tank electric thru 11/19/99	B	309.24

TOTAL WATER EXPENSES = \$5,892.61

RECREATION EXPENSES, DIVISION CODE 9239				
Harvey Pearlman	1028	Maint. Mgr. Wages paid in November	C	\$62.16
Juana Gonzales	1073	Janitorial wages paid in November	C	138.88
Salvador Gonzales	1073	Extra hire wages paid in November	C	51.68
Goodman Bu&ilding Supply	2077	Misc. repair materials	B	107.80
Home Depot	2077	Paint, mops, etc for repairs	B	147.08
ABC Consultants	2117	Administrative fees for November	B	500.00
Pacific Telephone	2534	Com. Center pay phone thru 10/20/99	B	43.21
Pacific Gas & Electric	2535	Com. Center electric thru 10/20/99	B	81.01
Pacific Gas & Electric	2535	Com. Center electric thru 11/19/99	B	67.53
Alison Pinto	2041BI	Bistro wages paid in November	C	193.78
Nancy Knbx	2041BI	Bistro pastries	P	9.00
Emiko Wang	2041TC	Tai Chi instruction October & November	B	180.00
Debra Allen	2041CP	Children's Halloween Party Expenses	B	171.16

TOTAL RECREATION EXPENSES = \$1,753.29

FIRE DIVISION EXPENSES, DIVISION CODE 9240				
ABC Consultants	2117	Administrative fees for November	B	\$225.00
Pacific Telephone	4827	Fire Station phone thru 10/25/99	B	16.08
Pacific Telephone	4847	Fire Station phone thru 11/25/99	B	16.08

TOTAL FIRE EXPENSES = \$257.16

SECURITY DEPOSIT TRUST FUND TRANSACTIONS				
Penelope Woorley	9255R	Security Deposit Refund	B	150.00

TOTAL CHECKS ISSUED FROM TRUST FUNDS = \$150.00

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

TOTAL GENERAL FUND EXPENSES = 9,633.40
TOTAL CHECKS ISSUED FROM TRUST FUNDS = 150.00
TOTAL OF ALL CHECKS ISSUED = \$9,933.40

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

Peter Rudnick, President

Donovan Macfarlane, General Manager

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 12/01/99 THROUGH 12/31/99**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
Marin County	2352	Tax collection fee	C	243.00
Maffiora & Ghilotti	4169	Release contract retention, completed	C	4,691.00
TOTAL CAPITAL FUND EXPENSES =				\$4,934.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236				
California Special District Assoc.	2049	Annual dues	B	242.00
Office Depot	2049	Copy service	P	14.59
Office Depot	2133	Log book	P	4.77
Marin County	2352	Tax collection fee	C	302.00
Pacific Bell	2534	707-643-1143 thru 11/26/99	B	66.27
Pacific Mobile	2534	Cell phone thru December	B	114.23
TOTAL G&A EXPENSES =				\$743.86

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
Harvey Pearlman	1028	Maint. Mgr. Wages Paid in December	C	293.06
Salvador Gonzales	1073	Extra hire wages paid in December	C	77.51
Pace Supply	2077	12" Drain pipe	B	114.69
TOTAL R&E EXPENSES =				\$485.26

WATER DIVISION EXPENSES, DIVISION CODE 9238				
Harvey Pearlman	1028	Maint. Mgr. Wages Paid in December	C	1,696.30
State Fund	1401	Worker's Comp. Insurance 10/05/99	B	440.34
Harvey Pearlman	1505	Medical allowance in December	C	150.00
Herb's Pool Service	2115	Chlorine Supplies 11/23/99	B	34.32
Marin Laboratory	2115	Coliform tests 12/13/99	B	30.00
ABC Consultants, Inc.	2117	Administrative fee for December	B	800.00
ABC Consultants, Inc.	2117	Clerical fees in December	B	850.00
Public Storage	2121	Storage fee for January	B	43.00
USPO	2130	Postage	P	110.90
Office Depot	2133	Diary refill for Hervey	P	4.28
Office Max	2133	Printer Drum	P	257.69
Harvey Pearlman	2479	Travel Allowance for December	C	110.00
TOTAL WATER EXPENSES =				\$4,526.83

RECREATION EXPENSES, DIVISION CODE 9239				
Harvey Pearlman	1028	Maint. Mgr. Wages Paid in December	C	674.96
Juana Gonzales	1073	Janitorial wages paid in December	C	208.32
State Fund	1401	Worker's Comp. Insurance 10/05/99	B	108.88
Goodman Building Supply	2077	Paint for playhouse	P	18.20
Harvey Pearlman	2077	Misc. repair items	B	45.75
Home Depot	2077	Misc. repair items	B	140.31
Salvador Gonzales	2097	Ground maint. paid in December	C	465.06
ABC Consultants, Inc.	2117	Administrative fee for December	B	500.00
Fire Mester	2366	Recharge Com. Center Fire Ext.	B	48.00
Alison Pinto	2041BI	Bistro wages paid in December	C	193.77
Costco	2041BI	Coffee for Bistro	P	37.53
Nancy Knox	2041BI	Bistro pastries	P	16.50
Whole Foods Market	2041BI	Jem, cream, etc. for Bistro	P	10.92
Sara Means	2041Y	Yoge instruction paid in December	B	228.00
TOTAL RECREATION EXPENSES =				\$2,696.20

FIRE DIVISION EXPENSES, DIVISION CODE 9240				
ABC Consultants, Inc.	2117	Administrative fee for December	B	225.00
L. N. Curtiss & Sons	4879	SCBA Gear	B	1,304.42
TOTAL FIRE EXPENSES =				\$1,529.42

SECURITY DEPOSIT TRUST FUND TRANSACTIONS				
Carlos O. Esquivel	9255R	Refund security deposit	B	75.00
Irv Walzer	9255R	Refund security deposit	B	150.00
Jan Lifshiz	9255R	Refund security deposit	B	150.00
Shirley Streshinsky	9255R	Refund security deposit	B	150.00
TOTAL CHECKS ISSUED FROM TRUST FUNDS =				\$525.00

TOTAL CAPITAL FUND EXPENSES =				\$4,934.00
TOTAL GENERAL FUND EXPENSES =				9,881.57
TOTAL CHECKS ISSUED FROM TRUST FUNDS =				525.00
TOTAL OF ALL CHECKS ISSUED =				\$15,965.57

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

Peter Rudnick, President

Donovan Macfarlane, General Manager

**MUIR BEACH COMMUNITY SERVICES DISTRICT
GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS
FOR THE BOARD OF DIRECTORS MEETING ON JANUARY 26, 2000**

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 not completed the audit. During the second week of January, I talked with Victor (the person doing the audit) and he said he had been temporarily pulled off to do some other work, but was now back on the audit and should have it completed this month. Most of the work has been done by a volunteer gaining experience for her CPA exam.
- 2 **Brown act and series meetings:** The County Attorney has rendered an opinion regarding my communications with Directors, which indicates that I cannot discuss a particular issue with more than two Directors without it becoming a series meeting. Directors are limited to a discussion of a particular subject with just one other Director; if a second Director is contacted, the discussion becomes a series meeting. The attorney's opinion, which includes opinions on other matters as well, is forwarded to you under separate cover.
- 3 **Fiscal status:** The monthly Operations Fiscal Report and Consolidated Balance Sheets for November and December 1999, plus the Fiscal Year to Date reports ending in November and December are included in the Board Packet. During the month of November, the District's equity declined by \$8,756 as expenses exceeded income. However, the receipt of the 1st tax increments for general and capital revenues received in December yielded a net increase in equity of \$35,441 in December. Fiscal year to date equity has declined by \$72,070 through December, which is better than anticipated when the full cost of the Pacific Way water improvements and paving repairs are considered.

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

- 1 **General drainage maintenance:** General maintenance of the various drainage facilities and swales was completed in November and the subsequent light rains have not been a problem.
- 2 **Pacific Way:** The first rains of the season have occurred and the District's drainage improvements installed on upper Pacific Way are functioning well. Also, the improvements installed on lower Pacific Way, by the County, seem to have substantially relieved the drainage problems in this area. So far, it has not been necessary to activate the standby pump. However, the rainfall has been light, so it is too early to evaluate the overall effectiveness.
- 3 **Sunset Way:** Maintenance paving repairs on Sunset Way were scheduled for January 19, 2000, as this was the earliest date that we could arrange for the equipment operators to haul, spread and compact the quantity of asphalt necessary to make the repairs. Regrettably, the recent rains rendered the areas too wet to receive the pavement and the work is in the process of being rescheduled.
- 4 **Attorney's opinion:** The County Attorney's opinion concerning the District's obligation and liability for improving pedestrian trails, plus encroachments onto District's fee simple lands is forwarded under separate cover. In general the opinion indicates:
 - a The District is not required to open and maintain pedestrian easements, except as established by the policies of the Board of Directors. Further, if the District does open and maintain a pedestrian way, it has no liability to the adjacent property owners in the event their properties are trespassed upon by users of the trail.
 - b Unauthorized encroachment onto the District's fee simple lands is prohibited, and the District's fee simple land cannot be relinquished by adverse possession, even if such an encroachment action is posted with the intent to do so.

- c Removal, destruction, or damage of District markers, such as boundary markers is considered either petty or grand theft, depending on the value involved. Grand theft (values exceeding \$100) is punishable by imprisonment in the state prison; whereas petty theft (values less than \$100) is punishable by a fine not exceeding \$1,000 and/or imprisonment in the county jail for not more than one year. **It should be noted that these considerations are also applicable to any and all District real property and furnishings.**

C **WATER:** In general, water operations have been quiet in so far as water quality problems. With the cooler weather and the beginning rains, water consumption is gradually declining.

- 1 **Flushing:** Harvey has instigated the systematic flushing operations, as described in the "Notice" circulated to all water accounts. At the beginning, the flushing required extensive water flow; however, there is some indication that the operations are successful as the later flushing's were less demanding.
- 2 **Title 22, with lead/copper water sampling and tests:** Due to an error on my part, these tests were not completed in 1999. My consultation with the County indicated that the basic Title 22 testing, which we did earlier in the year, was all that was required. However, further review of the law indicated that the more detailed tests are required, along with the lead and copper tests. The test samples have been taken and submitted to the laboratory; however, as of the date of this report the results of the tests have not been received. The combined tests are expensive, totaling more than \$2,600. When the results are completed, it is necessary to furnish the consumers with an informational report.
- 3 **Coliform** tests taken during November and December were free of coliform bacteria.

Gross water billing for the October 23 through November 23, 1999 billing period was \$4,515.08, including late charges of \$198.07 and interest charges of \$8.09. The consumption surcharges totaled \$1,077.82.

The table below tabulates the water production for the period October 23 to November 23, 1999.

Total volume of water measured through the master meter =	1,083,651 gallons
Highest pumping day was on 10/24/99 and volume pumped =	64,430 gallons
Lowest pumping day was on 11/02/99 and volume pumped =	25,890 gallons
Average volume pumped per day =	34,956.5 gallons
Total volume billed through service meters =	776,405 gallons
Gross unaccounted for water loss =	307,246 gallons
Estimated un-metered maintenance use (flushing operations) =	100,000 gallons
Net unaccounted for water loss (19.12%)	207,246 gallons
Average daily customer consumption =	169 gallons
Average service billing =	\$29.69

Gross water billing for the November 23 through December 23, 1999 billing period was \$4,614.02, including late charges of \$130.55 and interest charges of \$10.73. The consumption surcharges totaled \$1,106.12.

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

Total volume of water measured through the master meter =	1,011,620 gallons
Highest pumping day was on 11/25/99 and volume pumped =	45,970 gallons
Lowest pumping day was on 12/04/99 and volume pumped =	18.210 gallons
Average volume pumped per day =	33,720.7 gallons
Total volume billed through service meters =	789,356 gallons
Gross unaccounted for water loss =	222,264 gallons
Estimated un-metered maintenance use (flushing operations) =	60,000 gallons
Net unaccounted for water loss (16.04%)	162,246 gallons
Average daily customer consumption =	178 gallons
Average service billing =	\$30.95

D RECREATION: There were no major District operations involving recreation. Brief considerations include the following:

- 1 The Quilter's sponsored and coordinated Millennium event was oversubscribed and reported to be a very enjoyable event.
- 2 The Quilter's Two Day Art Faire has been reported as being successful.
- 3 Harvey did complete several minor repairs, prior to the Art Faire, including some electrical circuit changes; substantial replacement and additions to the firewood reserves (includes cleaning logs from recently fallen trees endangering pedestrian easements and adjacent property); and the replacement door for the Community Center entry has been purchased but not installed.
- 4 One problem exists. The pot bellied stove, which is the most effective regular heat for the building produces so much radiant heat that the cushioned chairs must be stored at least fifteen feet away. A few chars were damaged when stored too close to the heater.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

Muir Beach Community Services District
Operations Fiscal Report For
November 1999

	Nov '99
Income	
Administrative Income	
A9001, General Tax Income	11.15
A9203, Interest earned	391.62
A9772, Copier Income	15.00
Total Administrative Income	417.77
Recreational Activities Income	
R9255, CC Rental Income	125.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	188.40
R9811TC, Tai Chi Income	153.00
Total R9811, Rec. Programs Income.	341.40
Total Recreational Activities Income	466.40
Total Income	884.17
Expense	
Administrative Expenses	
A2117, Consulting Admin. Fees	500.00
A2479, Travel Expenses	142.04
A2534, Telephone/Communications	231.17
Total Administrative Expenses	873.21
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	-167.84
Total Fire Operational Expenses	57.16
Recreational Expenses	
R1028, Maint. Mgr. Wages	57.75
R1073, Janitorial wages	129.00
R1404, FICA	17.97
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	189.00
R2041CP, Child's Program Exp.	171.16
R2041TC, Tai Chi Expenses	108.00
R2041, Rec. Program Expenses - Other	13.78
Total R2041, Rec. Program Expenses	481.94
R2077, Routine Repairs	254.88
R2097, CC Ground Maintenance	48.00
R2117, Administrative Expenses	500.00
R2534, Pay Telephone Expense	82.95
R2535, Energy Expenses	
R2535E, Electrical Expenses	148.54
Total R2535, Energy Expenses	148.54
Total Recreational Expenses	1,721.03
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	82.50
E1073, Extra Hire Wages	120.00
E1404, FICA	37.53
E2077, Road & Easement Repairs	
E2077FEMA, 1996-97 Storms	288.00
Total E2077, Road & Easement Repairs	288.00
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	1,028.03
Water Operational Expenses	
W1028, Maint. Mgr. Wages	1,468.50
W1404, FICA	112.35
W1506, Medical benefits	1,141.41
W2077, Routine Repairs	104.25

Muir Beach Community Services District
Operations Fiscal Report For
November 1999

	<u>Nov '99</u>
W2116, Chemicals I Testing	30.00
W2117, Adminisitrative Fees	1,650.00
W2121, Miscellaneous Expenses	56.60
W2130, Postage & Shipping	99.00
W2133, Office Supplies	353.69
W2479, Travel allowance	244.00
W2534, Telephone Relay Expense	31.13
W2535, Electrical Service	670.76
Total Water Operational Expenses	<u>5,961.69</u>
Total Expense	<u>9,641.12</u>
Net Income	<u><u>-8,756.95</u></u>

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

	Jul - Nov '99
Income	
Administrative Income	
A9001, General Tax Income	249.36
A9203, Interest earned	1,957.96
A9772, Copier Income	106.00
Total Administrative Income	2,313.32
Recreational Activities Income	
R9255, CC Rental Income	3,422.50
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	876.61
R9811TC, Tai Chi Income	625.25
R9811, Rec. Programs Income. - Other	1.00
Total R9811, Rec. Programs Income.	1,502.86
R9811Y, Yoga Classes	340.00
Total Recreational Activities Income	5,265.36
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	49,435.26
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	65.77
A2059, P & L Insurance	458.64
A2117, Consulting Admin. Fees	2,675.00
A2133, Office Supplies	90.69
A2479, Travel Expenses	594.20
A2534, Telephone/Communications	1,284.27
A2713, Legal fees	-477.50
Total Administrative Expenses	4,671.07
Fire Operational Expenses	
F2059, P & L Insurance	1,658.61
F2117, Administrative Fees	1,125.00
F4827, W. Marin Fund Expenses	4,418.83
Total Fire Operational Expenses	7,202.44
Recreational Expenses	
R1028, Maint. Mgr. Wages	305.25
R1073, Janitorial wages	709.50
R1404, FICA	86.42
R1701, Work Comp Insurance	67.31
R2041, Rec. Program Expenses	
R2041BF	16.26
R2041BI, Bistro Expenses	1,419.36
R2041CP, Child's Program Exp.	171.16
R2041TC, Tai Chi Expenses	611.80
R2041, Rec. Program Expenses - Other	86.09

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

	Jul - Nov '99
Total R2041, Rec. Program Expenses	2,304.67
R2041Y, Yoga Instruction	300.00
R2059, P & L Insurance	450.00
R2077, Routine Repairs	346.88
R2097, CC Ground Maintenance	114.00
R2117, Administrative Expenses	2,325.00
R2133, Office Supplies & Stamps	62.70
R2259, Refuse Removal	217.20
R2534, Pay Telephone Expense	266.67
R2535, Energy Expenses	
R2535E, Electrical Expenses	473.00
R2535G, Butane Gas Expenses	138.57
Total R2535, Energy Expenses	611.57
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	9,471.96
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	616.75
E1073, Extra Hire Wages	120.00
E1404, FICA	203.87
E2059, P & L Insurance	100.00
E2077, Road & Easement Repairs	
E2077FEMA, 1996-97 Storms	720.00
E2077FEMA, 1997-98 Storms	49,391.86
E2077, Road & Easement Repairs - Other	6,764.95
Total E2077, Road & Easement Repairs	56,876.81
E2117, Administrative Fees	2,500.00
Total Roads & Easements Expenses	60,617.43
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	6,722.00
W1073, Extra Hire Wages	1,974.00
W1404, FICA	516.38
W1506, Medical benefits	1,731.41
W1701, Work. Comp. Insurance	174.01
W2049, Conferences & Training	440.00
W2058, Annual Permit Fee	1,500.00
W2059, P & L Insurance	708.80
W2077, Routine Repairs	773.70
W2116, Chemicals & Testing	1,214.54
W2117, Administrative Fees	8,250.00
W2121, Miscellaneous Expenses	543.31
W2130, Postage & Shipping	348.70
W2133, Office Supplies	353.69
W2479, Travel allowance	674.00
W2534, Telephone Relay Expense	157.00
W2535, Electrical Service	2,585.81
Total Water Operational Expenses	28,669.35
Total Expense	156,946.88
Net Income	-107,511.62

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

	Nov 30, '99
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	12,093.16
Fund 429, County Investment Fun	
Capital Improvements	79,446.15
General Investments	2,620.47
Total Fund 429, County Investment Fun	82,066.62
Merrill Lynch WCMA	
FEMA 1997-98 Storms	62,647.14
R&E Donations	950.00
Rental Deposit Trust	1,413.77
Water Security Deposit Trust	3,900.00
Merrill Lynch WCMA - Other	17,658.05
Total Merrill Lynch WCMA	86,568.96
Petty Cash Fund	-78.71
Treasury Bill Investment Funds	
Fire Station	10,984.83
Investments	4,015.17
Total Treasury Bill Investment Funds	15,000.00
Total Checking/Savings	195,650.03
Accounts Receivable	
Receivables	11,009.22
Total Accounts Receivable	11,009.22
Other Current Assets	
Undeposited Funds	57.48
Total Other Current Assets	57.48
Total Current Assets	206,716.73
TOTAL ASSETS	206,716.73
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	1,413.77
W9025RD, Security deposits	3,900.00
Total Other Current Liabilities	5,313.77
Total Current Liabilities	5,313.77
Total Liabilities	5,313.77
Equity	
Opening Bal Equity	158,157.33
Retained Earnings	150,757.25
Net Income	-107,511.62
Total Equity	201,402.96
TOTAL LIABILITIES & EQUITY	206,716.73

Muir Beach Community Services District
Operations Fiscal Report For
December 1999

	Dec '99
Income	
Administrative Income	
A9001, General Tax income	20,144.84
A9203, Interest earned	410.91
A9772, Copler income	1.00
Total Administrative Income	20,556.75
Recreational Activities Income	
R9255, CC Rental Income	1,102.50
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	165.05
R9811CP, Child's Prog. Income	229.50
Total R9811, Rec. Programs Income.	394.55
R9811Y, Yoga Classes	285.00
R9834, Res. Handbook income	164.00
Total Recreational Activities Income	1,946.05
Water Capital Improvements Inco	
H9001, special Assessment Tax	17,490.00
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	2,183.94
H9031, Water Surcharge Income - Other	30.00
Total H9031, Water Surcharge Income	2,213.94
Total Water Capital Improvements inco	19,703.94
Water Operations income	
W9025, Water Service Income	9,106.27
Total Water Operations Income	9,106.27
Total Income	51,313.01
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	256.59
A2117, Consulting Admin. Fees	500.00
A2133, Office Supplies	4.77
A2352, County Fees	302.00
A2479, Travel Expenses	153.92
A2534, Telephone/Communications	162.28
Total Administrative Expenses	1,379.56
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	1,304.42
Total Fire Operational Expenses	1,529.42
Recreational Expenses	
R1028, Maint. Mgr. Wages	627.00
R1073, Janitorial wages	193.50
R1404, FICA	95.84
R1701, Work Comp Insurance	108.88
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	244.95
R2041, Rec. Program Expenses - Other	13.79
Total R2041, Rec. Program Expenses	258.74
R2041Y, Yoga Instruction	228.00
R2077, Routine Repairs	158.51
R2096, Building Maintenance	48.00
R2097, CC Ground Maintenance	432.00
R2117, Administrative Expenses	500.00
R2368, Building Supplies	45.75
Total Recreational Expenses	2,696.22
Roads & Easements Expenses	

Muir Beach Community Services District
Operations Fiscal Report For
December 1999

	<u>Dec '99</u>
E1028, Maint. Mgr. wages	272.24
E1073, Extra Hire Wages	120.00
E1404, FICA	29.99
E2117, Administrative Fees	<u>500.00</u>
Total Roads & Easements Expenses	922.23
Water Capital Improvements Exp.	
H2352, County fees	243.00
H2713, Project Improvements	
H2713CP, System Improvements	<u>4,691.00</u>
Total H2713, Project Improvements	4,691.00
Total Water Capital Improvements Exp.	4,934.00
Water Operational Expenses	
W1028, Maint. Mgr. Wages	1,575.75
W1404, FICA	120.55
W1506, Medical benefits	-81.31
W1701, Work. Comp. Insurance	440.34
W2077, Routine Repairs	114.69
W2115, Chemicals & Testing	64.32
W2117, Administrative Fees	1,650.00
W2121, Miscellaneous Expenses	43.00
W2130, Postage & Shipping	110.90
W2133, Office Supplies	261.97
W2479, Travel allowance	<u>110.00</u>
Total Water Operational Expenses	4,410.21
Total Expense	15,871.64
Net Income	<u>35,441.37</u>

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

	<u>Jul - Dec '99</u>
Income	
Administrative Income	
A9001, General Tax Income	20,394.20
A9203, Interest earned	2,368.87
A9772, Copier Income	107.00
Total Administrative Income	<u>22,870.07</u>
Recreational Activities Income	
R9255, CC Rental Income	4,525.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	1,041.66
R9811CP, Child's Prog. Income	229.50
R9811TC, Tai Chi Income	625.25
R9811, Rec. Programs Income. - Other	1.00
Total R9811, Rec. Programs Income.	<u>1,897.41</u>
R9811Y, Yoga Classes	625.00
R9834, Res. Handbook Income	164.00
Total Recreational Activities Income	<u>7,211.41</u>
Water Capital Improvements Inco	
H9001, special Assessment Tax	17,533.86
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	9,735.65
H9031, Water Surcharge Income - Other	90.00
Total H9031, Water Surcharge Income	<u>9,825.65</u>
H9377, Interest Earnings	
H9377C, Cap. Imp. Interest	2,458.73
H9377G, Gen. Inv. Interest	999.26
Total H9377, Interest Earnings	<u>3,457.99</u>
Total Water Capital Improvements Inco	<u>30,817.50</u>
Water Operations Income	
W9025, Water Service Income	39,799.29
W9772, Miscellaneous Income	50.00
Total Water Operations Income	<u>39,849.29</u>
Total Income	<u>100,748.27</u>
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	322.36
A2059, P & L Insurance	458.64
A2117, Consulting Admin. Fees	3,175.00
A2133, Office Supplies	95.46
A2352, County Fees	302.00
A2479, Travel Expenses	748.12
A2534, Telephone/Communications	1,426.55
A2713, Legal fees	-477.50
Total Administrative Expenses	<u>6,050.63</u>
Fire Operational Expenses	
F2059, P & L Insurance	1,658.61
F2117, Administrative Fees	1,350.00
F4827, W. Marin Fund Expenses	5,723.25
Total Fire Operational Expenses	<u>8,731.86</u>
Recreational Expenses	
R1028, Maint. Mgr. Wages	932.25
R1073, Janitorial wages	903.00
R1404, FICA	182.26
R1701, Work Comp Insurance	176.19
R2041, Rec. Program Expenses	
R2041BF	16.26
R2041BI, Bistro Expenses	1,664.31

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

	Jul - Dec '99
R2041CP, Child's Program Exp.	171.16
R2041TC, Tai Chi Expenses	611.80
R2041, Rec. Program Expenses - Other	99.88
Total R2041, Rec. Program Expenses	2,563.41
R2041Y, Yoga Instruction	528.00
R2059, P & L Insurance	450.00
R2077, Routine Repairs	505.39
R2096, Building Maintenance	48.00
R2097, CC Ground Maintenance	546.00
R2117, Administrative Expenses	2,825.00
R2133, Office Supplies & Stamps	62.70
R2259, Refuse Removal	217.20
R2366, Building Supplies	45.75
R2534, Pay Telephone Expense	266.67
R2535, Energy Expenses	
R2535E, Electrical Expenses	473.00
R2535G, Butane Gas Expenses	138.57
Total R2535, Energy Expenses	611.57
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	12,168.18
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	1,088.99
E1073, Extra Hire Wages	240.00
E1404, FICA	233.86
E2059, P & L Insurance	100.00
E2077, Road & Easement Repairs	
E2077FEMA, 1996-97 Storms	720.00
E2077FEMA, 1997-98 Storms	49,391.86
E2077, Road & Easement Repairs - Other	6,764.95
Total E2077, Road & Easement Repairs	56,876.81
E2117, Administrative Fees	3,000.00
Total Roads & Easements Expenses	61,539.66
Uncategorized Expenses	0.00
Water Capital Improvements Exp.	
H2352, County fees	243.00
H2713, Project Improvements	
H2713CP, System Improvements	46,909.88
H2713WR, Water Right Resolution	3,800.00
Total H2713, Project Improvements	50,709.88
H4169UT, Priority Improvements	295.75
Total Water Capital Improvements Exp.	51,248.63
Water Operational Expenses	
W1028, Maint. Mgr. Wages	8,297.75
W1073, Extra Hire Wages	1,974.00
W1404, FICA	638.93
W1506, Medical benefits	1,650.10
W1701, Work. Comp. Insurance	614.35
W2049, Conferences & Training	440.00
W2058, Annual Permit Fee	1,500.00
W2059, P & L Insurance	708.80
W2077, Routine Repairs	888.39
W2115, Chemicals & Testing	1,278.86
W2117, Administrative Fees	9,900.00
W2121, Miscellaneous Expenses	586.31
W2130, Postage & Shipping	459.60

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

	<u>Jul - Dec '99</u>
W2133, Office Supplies	615.66
W2479, Travel allowance	784.00
W2534, Telephone Relay Expense	157.00
W2535, Electrical Service	<u>2,585.81</u>
Total Water Operational Expenses	<u>33,079.56</u>
Total Expense	<u>172,818.52</u>
Net Income	<u><u>-72,070.25</u></u>

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

	<u>Dec 31, '99</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 426, County General Fund	28,015.34
Fund 429, County Investment Fun	
Capital Improvements	93,079.97
General Investments	1,542.65
Total Fund 429, County Investment Fun	<u>94,622.62</u>
Merrill Lynch WCMA	
FEMA 1997-98 Storms	62,647.14
R&E Donations	950.00
Rental Deposit Trust	888.77
Water Security Deposit Trust	3,900.00
Merrill Lynch WCMA - Other	19,652.63
Total Merrill Lynch WCMA	<u>88,038.54</u>
Petty Cash Fund	-392.54
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	225,283.96
Accounts Receivable	
Receivables	16,349.14
Total Accounts Receivable	<u>16,349.14</u>
Total Current Assets	<u>241,633.10</u>
TOTAL ASSETS	<u><u>241,633.10</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	888.77
W9025RD, Security deposits	3,900.00
Total Other Current Liabilities	<u>4,788.77</u>
Total Current Liabilities	<u>4,788.77</u>
Total Liabilities	4,788.77
Equity	
Opening Bal Equity	158,157.33
Retained Earnings	150,757.25
Net Income	-72,070.25
Total Equity	<u>236,844.33</u>
TOTAL LIABILITIES & EQUITY	<u><u>241,633.10</u></u>

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, DECEMBER 8, 1999**

Directors present: President Rudnick and Directors: Kamradt, Pinto, and Shaffer. Director Schiffries had called President Rudnick earlier to say he would be delayed in arriving for the meeting.

- I. Call to order:** President Rudnick called the meeting to order at 7:13 p. m.
- II. Review and consideration of the December 8, 1999 Agenda.** There was a brief discussion of the Agenda, and Director Shaffer suggested that Item III be delayed and entertained when and if representatives from the Park Service arrived. Prior to further discussion, Mia Monroe arrived and Director Shaffer *moved* to approve the Agenda as published; seconded by Director Kamradt; ayes all except absent Director Schiffries.
- III. National Park Service:** N.P.S. Ranger Mia Monroe reported that the ravaged hillside area has been seeded and should be in suitable condition to whether the oncoming rain season, and will soon have a more aesthetic appearance. She then informed the Board that the vacant ranger's house on Shoreline Highway will soon be occupied by a new ranger, named Robert Mitziashu.
- IV. Public Open Time:** Kathy Sward reported that the Quilters "Art Faire" held on December 4 and 5, 1999 was successful. This is the first year that the Faire was held for two consecutive days, and while sales may not have quite doubled, they were substantially greater than last year. The final accounting has not been completed; however, the preliminary indications are that the net income is at least one and one half times last year's income and that the two day event is well worth considering next year.

Director Pinto introduced correspondence from Gordon Bennett, including five typewritten pages, that review Gordon's position on various issues concerning the District's pursuit of water rights and other Redwood Creek Watershed considerations. Included in the letter are several comments concerning Gordon's concern that the District is excluding the general public from their water rights discussions and failing to properly communicate with the public. This was followed by a general discussion, with the Board noting that there have been numerous public discussions concerning the pursuit of water rights, including several reports of research in progress by consultant Bill Bazlen and the G. M.. It was agreed that the District's files are public domain and under proper conditions to protect the loss of documents, are open for public review. Mr. Bennett was encouraged to arrange for his review of the files at some time of mutual convenience for Mr. Bennett and the G. M. during the near future. The G. M. mentioned that he will be out of town during a part of December.

- V. Bills to be paid:** There was a brief discussion of the Bills to be Paid Report for October 1999. Director Shaffer *moved* to approve the Report as submitted, including \$42,218.88 in capital expenditures, \$56,201.73 in general fund expenditures, and \$562.50 in rental deposit refunds, for a total of \$99,545.61 in warrants issued; seconded by Director Kamradt; ayes all except for absent Director Schiffries.
- VI. Fire Association:** Fire Chief Moore reported that the volunteers have been scheduled for EMT re-certification. The classes involve 120 hours of training. Also, the Fire Association has purchased med pacs for the volunteers to keep in their cars (a \$7,000 expenses) plus \$1,500 for new nozzles on the trucks.

Fire volunteers will coordinate the parking for the Quilters Millennium party.

- VII. Redwood Creek Watershed Committee:** Director Pinto, reported that there had not been a meeting of the committee. Directors Pinto and Schiffries will attend the next meeting of the Committee if their time permits.

VIII. General Manager's Report: There were no questions concerning the G. M. fiscal report or recreation.

- A. Director Kamradt asked about the progress on the District's parkland boundaries and the G. M. responded that he meet with the new County Attorney, handling special district matters, to discuss the legal opinions needed by the District. Once these opinions are received, the G. M. stated he can proceed with scheduling the needed improvements for the pedestrian trail in the parkland from lower Seacape to the Starbuck-Seacape intersection.
- B. Director Pinto asked about the repairs for Sunset Way. The G. M. responded that he is trying to arrange for assistance from Bill Steele, as the volume of asphalt needed to repair the area near Cove Lane is so substantial that it will require a large dump truck, a front end loader to spread and a roller to properly compact. He hopes to have this scheduled prior to inclement weather.
- C. There was continued discussion concerning the request for water meter service to the vacant property addressed as 43 Seacape Drive. A letter from the owners stipulates that this lot formerly had a water meter and that special circumstances are involved for a new meter. The G. M. indicated that the Board has a previous special circumstance of possible relevance, where an existing meter was relocated for an owner, so as to improve the water pressure. In that situation, the District charged the owner the actual costs involved in relocating the meter. Director Shaffer asked Harvey if he had made a full investigation to locate the original water service line. Harvey indicated that some trenching had been done but that it was not extensive. After some discussion, the consensus was that the owner should meet with the G. M. and Harvey to pursue possible methods for resolving this.

IX. Review of the draft minutes for the October 27, 1999 meeting. Following a brief review of the draft minutes, Director Shaffer *moved* to approve the minutes as submitted; seconded by Director Kamradt, ayes all.

X. Next meeting date: The next meeting date was confirmed for Wednesday, January 26, 2000.

The meeting was adjourned at 10:02 p m.

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

Peter Rudnick, Board President

Donovan Macfarlane, Secretary

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING
HELD ON WEDNESDAY, DECEMBER 16, 1999**

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

- I. Call to order:** President Rudnick called the meeting to order at 7:40 p. m.
- II. Review and consideration of the December 16, 1999 Agenda.** It was agreed that as this is a single purpose meeting that the Agenda would stand as published, except that the date 1998 should be corrected to 1999.
- III. President Rudnick** explained to the audience that the purpose of this meeting was to have the District's consulting hydrologist offer his comments on the recently prepared National Park Service's Draft Study of the District's well site and hydrology. He then introduced consultant Bill Bazlen
- IV. Consultant Bill Bazlen,** gave a general overview of his findings. He found the study to be well prepared, containing considerable information and in conformance with reasonable scientific standards. However, he did feel that the conclusions of the study, as worded, might result in misinterpretation by non qualified readers. In particular, he noted that the study did not find conclusive evidence that the District's well has any measurable effect of the water flow within Redwood Creek. In fact, the study indicates that if there is an effect, the quantity is too minimal to reliably measure. He then went on to offer some technical data and interpretations of the study as further evidence that the District's well, while possibly having some hydrological connection to the creek, has no significant effect on the creek water flow.

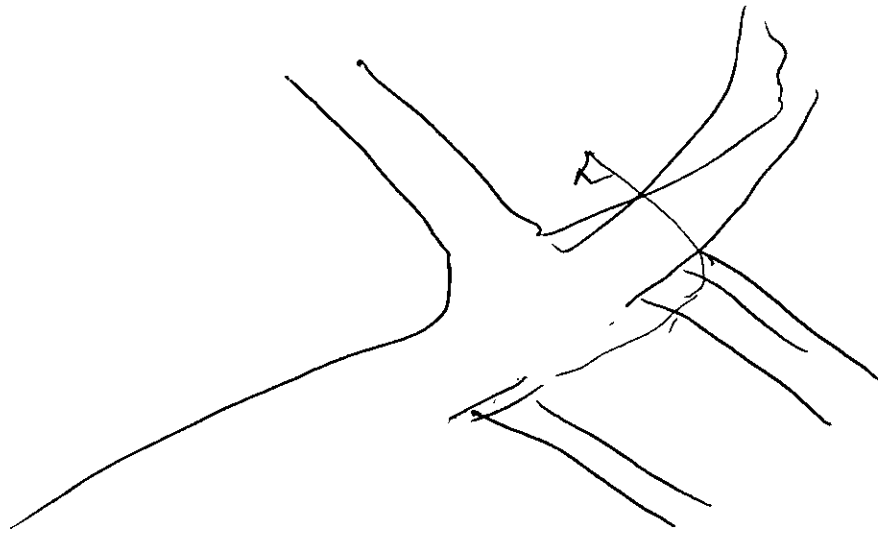
Mr. Bazlen's discussion was then followed by comments from the General Manager, who offered some lay language meanings to the technical language used by Mr. Bazlen. The G. M. then noted that President Rudnick had attended a technical meeting between the N.P.S. personnel that prepared the study, Mr. Bazlen and the District G. M. During this meeting, an understanding that a cooperative effort would be made to resolve the District's Water Right issues and a follow up meeting of this group, also inviting representatives from State Fish and Game, State Parks Service, and the State Division of Water Rights would be held in the Muir Woods meeting room on Friday, January 8, 2000. It was agreed that two members of the Board would also attend this meeting, including Water Rights Committee chairperson Director Deborah Kamradt, Director Pinto and/or President Rudnick, depending on the their schedules and availability.

The floor was then opened to questions and answers from the audience and approximately one half hour was devoted to answering questions. As no decisions were to be made as a result of this meeting, the meeting was adjourned at 9:45 p. m.

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

Peter Rudnick, 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, MARCH 1, 2000
THE MEETING WILL BEGIN AT 7:00 P.M.**

DESCRIPTION	PAGES
Agenda for the Meeting	1 - 2
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General Manager's Report to the Board	4
Consolidated Balance Sheet, July 1 through January 31, 2000	5
Monthly Operations Fiscal Report for January 2000	6 - 7
Year to Date Operations Fiscal Report through January 2000	8 - 10
Draft Minutes for the January 26, 2000 regular meeting	11 - 12
Draft Minutes for the February 12, 2000 special meeting	13 - 14

1. Nothing on Fire Down
Meet w/ Carnegie.
2. W Mann - Call Mich w/ Available
funds.
3. Improve ^{the} power lines to BBQ area.
Contact Mich re: stage.

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' MEETING TO BE HELD ON WEDNESDAY
MARCH 1, 2000 AND BEGINNING AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

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

- Deborah Kamradt* *Erin Pinto*
- I. Call the meeting to order:** President Rudnick will call the meeting to order. *7:06*
- II. Review and consideration of the March 1, 2000 Agenda.** Agenda items may be deleted, postponed, continued, or changed in scheduled sequence from the posted agenda so as to accommodate the needs of the Board and the public in attendance. However, no item can be added to the Agenda, for the purpose of having the Board make a decision, except as defined below under "Public Open Time". *Steve, Erin*
- III. 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 *Whole Fund fund to F. Moore.*

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. *Phone Book on Agenda -*

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. *Mie*
- V. Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the January 1 through January 31, 2000 fiscal period. *Erin, Steve all*
- VI. Fire Department, Emergency Disaster Committee:** Fire Chief Moore will report on the departments activities. *See list*
- 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. *Peter came in @ 7:20*

VIII. **General Manager's Report to the Board:** The G. M. will be available to answer questions from the Board and public, concerning his report on the following matters and departments.

- A. **Administration:** The G. M. will submit fiscal reports along with an update on administrative activities. The Board will review the fiscal status and administrative activities, and where necessary take action to facilitate the operations and activities.
- B. **Roads and Easements:** The G. M. will submit an update on the operational activities concerning Roads and Easements. The Board will review the Roads and Easement activities, and where necessary take action to facilitate the operations and activities.
- C. **Recreation:** There have been no special District conducted recreational events and the G. M. has submitted no specific comments to the Board. The Board will hear reports from the volunteer activities and take actions as necessary to facilitate operations.
- D. **Water:** The G. M. has submitted operational reports for the water department covering the month of January 2000. The Board will review water operations and activities and where necessary take action to facilitate the operations and activities.

IX **Review of the draft minutes** for the January 26, 2000 regular Board meeting and the February 12, 2000 special Board meeting. *Eni, Steu all.* — *Dick?* *(Dick, Steu all)*

X. **Next meeting date:** The next regular meeting date is Wednesday, March 22, 2000; however, it is suggested that the meeting date be changed to ~~Wednesday, March 29, 2000.~~

ADJOURNMENT OR CONTINUATION *8:08*

Budget: Buy Quick Books

Spud bumps for next meeting.

*Can't a Abrah - strain —
© Nylon needs grant.*

*Matth - Re: Cap Long Comm to disc student
improvements*

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 01/01/00 THROUGH 01/31/00**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
ADMINISTRATION EXPENSES, DIVISION CODE 9236				
ABC Consultants, Inc.	2117	January Administration fee	B	500.00
USPO	2130	Postage	P	26.40
Office Max	2133	Toner, envelopes, etc.	P	78.79
Discovery Office Systems	2137	Copier repairs	B	308.34
ABC Consultants, Inc.	2479	Travel 12/01/99 thru 12/31/99	B	112.22
AT&T	2534	Toll calls 707-643-1143 thru 1/10/00	B	11.73
AT&T	2534	Toll calls 415-388-7804 thru 12/10/99	B	17.28
Pacific Bell	2534	707-643-7804 thru 12/26/99	B	53.10
Pacific Bell	2534	415-388-7804 thru 12/11/99	B	31.98
Pacific Wireless	2534	Cell phone thru 01/2000	B	114.74
TOTAL G&A EXPENSES =				\$1,254.58

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
Harvey Pearlman	1028	Maintenance manager wages paid in January	C	26.64
Salvador Gonzales	2077	Maintenance wages paid in January	C	129.18
ABC Consultants, Inc.	2117	January Administration fee	B	500.00
TOTAL R&E EXPENSES =				\$655.82

WATER DIVISION EXPENSES, DIVISION CODE 9238				
Harvey Pearlman	1028	Maintenance manager wages paid in January	C	1,376.57
Salvador Gonzales	1073	Maintenance wages paid in January	C	109.80
PERS	1501	Medical insurance	B	361.86
Harvey Pearlman	1506	Medical allowance for January	C	150.00
State Fund	1701	Reserve deposit increase	B	532.27
State Fund	1701	Worker's Compensation Insurance 2nd Quarter	B	403.23
Pace Supply	2087	Pipe fittings	B	70.43
Western Water Products	2115	Cartridge filters	B	198.51
ABC Consultants, Inc.	2117	January Administration fee	B	800.00
ABC Consultants, Inc.	2117	January clerical fee	B	850.00
Public Storage	2121	Record storage January 2000	B	43.00
FedEx	2130	Ship water samples	B	16.25
USPO	2130	Postage	P	39.60
Harvey Pearlman	2479	Travel allowance for January	C	110.00
Pacific Bell	2534	Upper Tank relay control phone thru 1/07/00	B	63.12
Pacific Gas & Electric	2535	Well & lower tank electric thru 12/18/99	B	309.00
TOTAL WATER EXPENSES =				\$5,433.65

RECREATION EXPENSES, DIVISION CODE 9239				
Harvey Pearlman	1028	Maintenance manager wages paid in January	C	142.10
Juana Gonzales	1073	Janitorial Wages paid in January	C	138.88
State Fund	1701	Worker's Compensation Insurance 2nd Quarter	B	70.39
Costco	2077	Replace damaged chairs	B	61.10
Glass & Sash, Inc.	2077	Window repairs	B	182.00
Home Depot	2077	Table repairs	B	65.77
Salvador Gonzales	2077	Maintenance wages paid in January	C	96.89
ABC Consultants, Inc.	2117	January Administration fee	B	500.00
USPO	2133	Postage	P	16.50
Shoreline disposal	2259	Garbage service through March 2000	B	108.60
Tam Rentals	2366	Log splitter rental	B	125.00
Pacific Bell	2534	Community Center pay phone thru 12/19/99	B	49.26
Pacific Gas & Electric	2535	Community Center electric thru 12/18/99	B	99.51
Alsion Pinto	2041BI	Bistro Jam & supplies	P	25.00
Alsion Pinto	2041BI	Bistro Wages paid in January	C	96.89
Costco	2041BI	Bistro Butter, soap, etc	P	34.87
Nancy Knox	2041BI	Bistro Pastries	P	16.50
Whole Foods	2041BI	Bistro Cream & supplies	P	4.60
Emiko Wang	2041TC	Tai Chi instruction Dec. & January	B	162.00
Sara Means	2041Y	Yoga instruction January	B	197.60
TOTAL RECREATION EXPENSES =				\$2,193.45

FIRE DIVISION EXPENSES, DIVISION CODE 9240				
ABC Consultants, Inc.	2117	January Administration fee	B	225.00
Pacific Bell	4827	Fire station phone thru 12/25/99	B	46.40
TOTAL FIRE EXPENSES =				\$271.40

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

TOTAL GENERAL FUND EXPENSES = 9,808.90

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on
the _____ day of _____ 2000.

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 JUNE 23, 1999**

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

- 1 Annual budget development.** It is time for the Board to begin their contemplation for the next fiscal year's budget priorities.
- 2 Five year audit.** My most recent discussion with the County is that they are making progress but have been overwhelmed with other higher priority items.
- 3 District fiscal condition.** As may be observed from the financial reports, the District's fiscal condition is sound.

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

- 1 Temporary repairs to the severely failing area of Sunset Way,** for approximately 125 feet extending from Cove Lane to the east, should be completed by the time of the Board meeting. The heavy rainfall has caused several delays, and may prevent completion of the work. At this time, what is being done involves excavating the existing pavement surface and base rock, then excavating as much of the substandard subsoil as possible, then backfilling with the original excavated base rock and asphalt to create a permeable and stable base to receive an additional layer of compacted base rock. This surface will be maintained, with additions of base rock as needed, until mid summer when natural traffic compaction can be followed by additional base rock, heavy compaction and then surfaced with asphalt. There is a need to consider more extensive improvement; however, this would also involve the need to replace the water main and renovate the drainage facilities, which involves more costs than dollars available in the general fund.
- 2 When the Spring season begins,** maintenance of the pedestrian trail through the Seacape Park area will commence. Unless otherwise directed by the Board, notices will be sent to all property owners of the intent to locate the pedestrian trail in the approximate center of the Park and that the property owners have until April 15, 2000 to remove any encroachments they may wish to relocate for preservation. Also, it should be noted that in several limited length areas it will be necessary to place steps or other forms of grade modifications to improve the safety of the trail for walking/hiking.

C. WATER: In general, water operations have been quiet in so far as water quality problems. Pumping records indicate that we may have a leak in the distribution system (less than 5,000 g.p.d.); however, due to the considerable rainfall efforts to locate the leak have not been successful.

Coliform tests taken during January were free of coliform bacteria.

Due to heavy rainfall during the normal meter reading time period, many of the consumer meters were underwater and could not be read. For this reason, the January water service invoices were prepared by averaging the individual customers daily consumption for the October 23 through December 23 period and then using the customers's daily average for the December 23 through January 23 billing period. Also, for this reason, the normal water consumption/production table is not included below.

Water production/consumption report: This report will be delivered to the Board, with brief verbal comments, during the scheduled Board meeting.

D. RECREATION: There are no recreational items to report.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

Muir Beach Community Services District
Consolidated Balance Sheet Accrual Basis
As of January 31, 2000

	Jan 31, '00
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	26,660.77
Fund 429, County Investment Fun	
Capital Improvements	95,477.95
General Investments	8,828.65
Total Fund 429, County Investment Fun	104,306.60
Merrill Lynch WCMA	
FEMA 1997-98 Storms	62,647.14
R&E Donations	950.00
Rental Deposit Trust	1,188.77
Water Security Deposit Trust	4,100.00
Merrill Lynch WCMA - Other	23,710.41
Total Merrill Lynch WCMA	92,596.32
Petty Cash Fund	146.30
Treasury Bill Investment Funds	
Fire Station	10,984.83
Investments	4,015.17
Total Treasury Bill Investment Funds	15,000.00
Total Checking/Savings	238,709.99
Accounts Receivable	
Receivables	15,934.99
Total Accounts Receivable	15,934.99
Total Current Assets	254,644.98
TOTAL ASSETS	254,644.98
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	1,188.77
W9025RD, Security deposits	4,000.00
Total Other Current Liabilities	5,188.77
Total Current Liabilities	5,188.77
Total Liabilities	5,188.77
Equity	
Opening Bal Equity	158,129.80
Retained Earnings	150,757.25
Net Income	-59,430.84
Total Equity	249,456.21
TOTAL LIABILITIES & EQUITY	254,644.98

Muir Beach Community Services District
Operations Fiscal Report For
January 2000

	Jan '00
Income	
Administrative Income	
A9001, General Tax Income	1,697.35
A9203, Interest earned	365.60
A9772, Copier Income	0.50
Total Administrative Income	2,063.45
Fire Operations Income	
F9377, West Marin Funds	8,350.00
F9763, Fire Assoc. Donations	4,358.61
Total Fire Operations Income	12,708.61
Recreational Activities Income	
R9255, CC Rental Income	415.00
R9772, Misc. Recreation Income	9.30
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	157.85
R9811TC, Tai Chi Income	202.50
Total R9811, Rec. Programs Income.	360.35
R9834, Res. Handbook Income	59.15
Total Recreational Activities Income	843.80
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,099.04
H9031, Water Surcharge Income - Other	15.00
Total H9031, Water Surcharge Income	1,114.04
H9377, Interest Earnings	
H9377C, Cap. Imp. Interest	1,291.86
H9377G, Gen. Inv. Interest	42.12
Total H9377, Interest Earnings	1,333.98
Total Water Capital Improvements Inco	2,448.02
Water Operations Income	
W9025, Water Service Income	4,524.26
W9772, Miscellaneous Income	20.00
Total Water Operations Income	4,544.26
Total Income	22,608.14
Expense	
Administrative Expenses	
A2117, Consulting Admin. Fees	500.00
A2121, Miscellaneous Expenses	183.25
A2130, Mailing & Shipping Exp.	26.40
A2133, Office Supplies	78.79
A2137, Copier Maint. Expenses	308.34
A2479, Travel Expenses	112.22
A2534, Telephone/Communications	225.33
Total Administrative Expenses	1,434.33
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	46.40
Total Fire Operational Expenses	271.40
Recreational Expenses	
R1028, Maint. Mgr. Wages	132.00
R1073, Janitorial wages	129.00
R1404, FICA	26.87
R1701, Work Comp Insurance	41.41
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	199.95
R2041TC, Tai Chi Expenses	162.00

Muir Beach Community Services District
Operations Fiscal Report For
January 2000

	<u>Jan '00</u>
R2041, Rec. Program Expenses - Other	<u>6.89</u>
Total R2041, Rec. Program Expenses	368.84
R2041Y, Yoga Instruction	197.60
R2077, Routine Repairs	247.77
R2097, CC Ground Maintenance	90.00
R2117, Administrative Expenses	500.00
R2133, Office Supplies & Stamps	16.50
R2259, Refuse Removal	108.60
R2366, Building Supplies	186.10
R2534, Pay Telephone Expense	49.26
R2535, Energy Expenses	
R2535E, Electrical Expenses	<u>99.51</u>
Total R2535, Energy Expenses	<u>99.51</u>
Total Recreational Expenses	2,193.46
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	24.75
E1404, FICA	11.07
E2077, Road & Easement Repairs	120.00
E2117, Administrative Fees	<u>500.00</u>
Total Roads & Easements Expenses	655.82
Water Operational Expenses	
W1028, Maint. Mgr. Wages	1,905.75
W1073, Extra Hire Wages	102.00
W1404, FICA	153.59
W1506, Medical benefits	511.86
W1701, Work. Comp. Insurance	223.86
W2077, Routine Repairs	70.43
W2115, Chemicals & Testing	198.51
W2117, Administrative Fees	1,650.00
W2121, Miscellaneous Expenses	59.75
W2130, Postage & Shipping	55.85
W2479, Travel allowance	110.00
W2534, Telephone Relay Expense	63.12
W2535, Electrical Service	<u>309.00</u>
Total Water Operational Expenses	<u>5,413.72</u>
Total Expense	<u>9,968.73</u>
Net Income	<u><u>12,639.41</u></u>

Muir Beach Community Services District
Fiscal Year to Date Operations Fiscal Report
 July 1999 through January 2000

	<u>Jul '99 - Jan '00</u>
Income	
Administrative Income	
A9001, General Tax Income	22,091.55
A9203, Interest earned	2,734.47
A9772, Copier Income	107.50
Total Administrative Income	<u>24,933.52</u>
Fire Operations Income	
F9377, West Marlin Funds	8,350.00
F9763, Fire Assoc. Donations	4,358.61
Total Fire Operations Income	<u>12,708.61</u>
Recreational Activities Income	
R9255, CC Rental Income	4,940.00
R9772, Misc. Recreation Income	9.30
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	1,199.51
R9811CP, Child's Prog. Income	229.50
R9811TC, Tai Chi Income	827.75
R9811, Rec. Programs Income. - Other	1.00
Total R9811, Rec. Programs Income.	<u>2,257.76</u>
R9811Y, Yoga Classes	625.00
R9834, Res. Handbook Income	223.15
Total Recreational Activities Income	<u>8,055.21</u>
Water Capital Improvements Inco	
H9001, special Assessment Tax	17,533.86
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	10,834.69
H9031, Water Surcharge Income - Other	105.00
Total H9031, Water Surcharge Income	<u>10,939.69</u>
H9377, Interest Earnings	
H9377C, Cap. Imp. Interest	3,750.59
H9377G, Gen. Inv. Interest	1,041.38
Total H9377, Interest Earnings	<u>4,791.97</u>
Total Water Capital Improvements Inco	<u>33,265.52</u>
Water Operations Income	
W9025, Water Service Income	44,323.55
W9772, Miscellaneous Income	70.00
Total Water Operations Income	<u>44,393.55</u>
Total Income	<u>123,356.41</u>
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	322.36
A2059, P & L Insurance	458.64
A2117, Consulting Admin. Fees	3,675.00
A2121, Miscellaneous Expenses	183.25
A2130, Mailing & Shipping Exp.	26.40
A2133, Office Supplies	174.25
A2137, Copier Maint. Expenses	308.34
A2352, County Fees	302.00
A2479, Travel Expenses	860.34
A2534, Telephone/Communications	1,651.88
A2713, Legal fees	-477.50
Total Administrative Expenses	<u>7,484.96</u>
Fire Operational Expenses	
F2059, P & L Insurance	1,658.61
F2117, Administrative Fees	1,575.00
F4827, W. Marlin Fund Expenses	5,769.65

Muir Beach Community Services District
Fiscal Year to Date Operations Fiscal Report
 July 1999 through January 2000

	Jul '99 - Jan '00
Total Fire Operational Expenses	9,003.26
Recreational Expenses	
R1028, Maint. Mgr. Wages	1,064.25
R1073, Janitorial wages	1,032.00
R1404, FICA	209.13
R1701, Work Comp Insurance	217.60
R2041, Rec. Program Expenses	
R2041BF	16.26
R2041BI, Bistro Expenses	1,864.26
R2041CP, Child's Program Exp.	171.16
R2041TC, Tai Chi Expenses	773.80
R2041, Rec. Program Expenses - Other	106.77
Total R2041, Rec. Program Expenses	2,932.25
R2041Y, Yoga Instruction	725.60
R2059, P & L Insurance	450.00
R2077, Routine Repairs	753.16
R2096, Building Maintenance	48.00
R2097, CC Ground Maintenance	636.00
R2117, Administrative Expenses	3,325.00
R2133, Office Supplies & Stamps	79.20
R2259, Refuse Removal	325.80
R2366, Building Supplies	231.85
R2534, Pay Telephone Expense	315.93
R2535, Energy Expenses	
R2535E, Electrical Expenses	572.51
R2535G, Butane Gas Expenses	138.57
Total R2535, Energy Expenses	711.08
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	14,361.64
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	1,113.74
E1073, Extra Hire Wages	240.00
E1404, FICA	244.93
E2059, P & L Insurance	100.00
E2077, Road & Easement Repairs	
E2077FEMA, 1996-97 Storms	720.00
E2077FEMA, 1997-98 Storms	49,391.86
E2077, Road & Easement Repairs - Other	6,884.95
Total E2077, Road & Easement Repairs	56,996.81
E2117, Administrative Fees	3,500.00
Total Roads & Easements Expenses	62,195.48
Uncategorized Expenses	0.00
Water Capital Improvements Exp.	
H2352, County fees	243.00
H2713, Project Improvements	
H2713CP, System improvements	46,909.88
H2713WR, Water Right Resolution	3,800.00
Total H2713, Project Improvements	50,709.88
H4169UT, Priority Improvements	295.75
Total Water Capital Improvements Exp.	51,248.63
Water Operational Expenses	
W1028, Maint. Mgr. Wages	10,203.50
W1073, Extra Hire Wages	2,076.00
W1404, FICA	792.52

Muir Beach Community Services District
Fiscal Year to Date Operations Fiscal Report
 July 1999 through January 2000

	<u>Jul '99 - Jan '00</u>
W1506, Medical benefits	2,161.96
W1701, Work. Comp. Insurance	838.21
W2049, Conferences & Training	440.00
W2058, Annual Permit Fee	1,500.00
W2059, P & L Insurance	708.80
W2077, Routine Repairs	958.82
W2115, Chemicals & Testing	1,477.37
W2117, Administrative Fees	11,550.00
W2121, Miscellaneous Expenses	646.06
W2130, Postage & Shipping	515.45
W2133, Office Supplies	615.66
W2479, Travel allowance	894.00
W2534, Telephone Relay Expense	220.12
W2535, Electrical Service	2,894.81
Total Water Operational Expenses	<u>38,493.28</u>
Total Expense	<u>182,787.25</u>
Net Income	<u><u>-59,430.64</u></u>

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, JANUARY 26, 2000**

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

- I. Call to order:** President Rudnick called the meeting to order at 7:13 p. m.
- II. Review and consideration of the January 26, 2000 Agenda.** There was brief discussion of the Agenda and Director Kamradt requested that Item VIII B (Roads and Easements) & VIII D (Water) be moved to become Items VI and VII; Item IV (Bills to be Paid) moved to Item V and Item V (National Park Service) *moved* to Item IV. Incorporating Director Kamradt's request, Director Shaffer moved to approve the Agenda as revised; seconded by Director Kamradt, ayes all.
- III. Public Open Time:** Resident Fred Thal informed the Board that he is trying to coordinate a candidate's night for the prospective Board of Supervisor candidates to meet Muir Beach residents and respond to residents questions. Director Kamradt noted that this is normally coordinated by the District. Some discussion followed, and Mr Thal noted that the best night available for the candidates was Wednesday, February 16; however, it seems the community center is occupied by a meditation group on that night. Director Kamradt indicated that she would talk with Ann Browning to see if the meditation group could make alternative arrangements, and advise Mr. Thal of a suitable night.
- IV. National Park Service:** Mia Monroe reported that Muir Woods recorded 2.5 inches of rainfall last weekend and that a new ranger is in charge of animal regulations and enforcement. She has been assured that animal matters will be given more careful consideration. Mia also indicated that several minor activities to improve trails, etc. are in progress.
- V. Bills to be paid:** There was a brief discussion of the Bills to be Paid Report for November and December 1999 and Director Shaffer *moved* to approve the reports as submitted, including \$9,633.40 in general fund expenditures and \$150 in Trust Fund rental security deposit refunds, for a total of \$9,933.40 in November 1999. For December 1999, capital fund expenditures of \$4,934 plus general fund expenditures of \$9,981.57 and \$525 in Trust Fund rental security deposit refunds, for a total of \$15,965.57.
- VI. Roads and Easements:** There was a brief discussion of the Pacific Way flooding between Shoreline Highway and the Pacific Way bridge. Director Shaffer noted that the recently installed culvert opposite the Beach parking lot is working effectively. However, the flooding at the easterly end is causing residents to miss work as their automobiles cannot negotiate the flood waters. Many people are now parking on Sunset Way, and Gordon Bennett mentioned that this is causing some problems by obstructing the free movement of traffic on Sunset Way. The G. M. mentioned that he has discussed the Pacific Way problem with the County, but that there does not seem to be a satisfactory temporary solution.
- VII. Water:** There was a lengthy discussion concerning the letter from Ed Ditto of the State Water Resources Control Board (DWR) and his summary of the recent meeting involving the District, the protestants and the DWR. Director Kamradt specifically objected to the suggestion of an alternative well sight, noting that the Board had previously considered and rejected the suggestion. Following additional discussion, the G. M. was instructed to contact Mr. Ditto and without discussing any specific items or conditions, learn if the protestants have responded and if it is necessary for the District to respond in writing. Following the phone call, if necessary the G. M. should advise the Directors of a need for a special meeting to consider appropriate responses and arrange for a convenient and timely special meeting date.

- VIII. Fire Department:** Chief Moore reported that one of the fire trucks had been out of service for several days due to a bad carburetor. The Truck needs considerable improvement and the Fire Association has agreed to fund the necessary improvements, involving an expense of approximately \$4,000.

The Chief then went on to discuss the negotiations with the N.P.S. regarding the use of the fire house. As it now stands, a lease of 1 year is being considered and no work for building improvements is scheduled until all parties have had an opportunity to review the terms of the lease agreement. He also mentioned that at the present time, the old residence has the appearance of being abandoned. There are plans to install a light on a timer to offer the appearance of being in use.

He noted that attendance for the EMT training is going well and that the training will certify all participants successfully completing the course.

- IX. Redwood Creek Watershed Committee:** Director Schiffries reported that no one attended the last committee meeting. Also, the grant approval is for a lesser amount of funding than originally requested. The funding and needs for administration are being reviewed to minimize District expenses.

X. General Manager's Report:

- A. Administration:** The G. M. advised the Board that the District's fiscal operations are within the tolerances of the adopted budget. President Rudnick mentioned that he desires to obtain a recent copy of the Brown Act for his review.
- B. Recreation:** Kathy Sward reported that while the accounting for the Millennium Bash is not quite complete, she feels confident that it was at least a break even activity and that everyone attending had a good time.

She then mentioned that reports from the County indicate that the roofing for the Deck must be of Class A quality. This is somewhat more expensive and they are waiting for further details prior to additional consideration.

- XI. Consideration of the December 8, 1999 draft minutes.** Following a brief discussion, Director Pinto *moved* to approve the minutes as submitted; seconded by Director Kamradt, ayes all.
- XII. Consideration of the December 16, 1999 draft minutes.** Following a brief discussion, Director Shaffer *moved* to approve these minutes as submitted; seconded by Director Kamradt, ayes all.
- XIII. Next meeting date:** Following a brief discussion and indicates conflicts the next meeting date was scheduled for Wednesday, March 1, 2000.

The meeting was adjourned at 10:08 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 SPECIAL MEETING
HELD ON SATURDAY, FEBRUARY 12, 2000**

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

- I. Call to order:** President Rudnick called the meeting to order at 9:14 A. m.
- II. This is a special single purpose meeting to discuss a response to the corresponded fro Ed Ditto of the California Water Resources Board.** No revisions to the Agenda were considered.
- III. General Manager's Report:** The General Manager reported on his most recent telephone conversation with Mr. Ditto, indicating that his memo previously forwarded to the Board outlined some suggested considerations for a formal written reply to Mr. Ditto's general summary of the meeting with the water rights protestants and his outline of possible permit conditions.

This was followed by a lengthy discussion with participation by all Board members. Director Kamradt distributed her written comments concerning the suggestion of an alternative well site, and following further discussion it was decided to review and respond to each of the details of Mr. Ditto's conditions to develop exact wording for appropriate replies. Each item was considered and the G. M. was instructed to prepare a response with the following wording, forwarding the repose to Mr. Ditto with the previously prepared cover letter:

WATER CONSERVATION

The District will submit a draft water conservation plan, to the Division of Water Rights, within six months of the issuance of a water right permit. The District plan will follow the guidelines outlined in the "Proposed Permit Terms".

INCREASED STORAGE CAPACITY

The District will seek the public funds necessary for increasing its water storage capacity by replacing the existing upper storage facility with a 200,000 to 300,000 gallon storage tank, at the existing location. Every effort will be made to complete this project based on the issuance of a water right permit and implementation of the District's capital improvement program and the availability of funds.

QUANTITY OF WATER TO BE DIVERTED

The District concurs with the limited total quantity of water the District can pump of 50.6 acre feet per year, which reflects an average annual usage of 0.07 cubic feet per second.

DIVERSION PERIOD

The District agrees to limit its pumping hours. Under normal operations, the District shall operate their pumps between the hours of 6 p.m. and 8 a.m. Maintaining fire reserves and repairing line breaks may effect normal water operations.

SHARING DATA

The District has no objection to furnishing copies of it's water operations information, in so far as the records are public domain. However, resident privacy must be protected, reasonable times to respond to information requests, and expense recovery are necessary.

GAGE AND STREAM FLOW MEASUREMENTS

While the District recognizes the desires to monitor stream flow, there is some question as to the District's responsibility. The District has maintained for several years and continues to monitor a water level gauge located near the creek's water flow edge. As the gauge is within the District's property, the District is more than willing to establish a regular observation and recording schedule.

On the other hand, more accurate methods such as but not limited to in stream weirs and flow gauges may be desired. However, as these items would be of more benefit to the overall watershed it would not seem equitable to have the District fund such items. In the event such monitoring devices could be appropriately located where the District might assist in taking systematic recordings, the District is certainly willing to offer its cooperation.

ALTERNATIVE WATER SUPPLY

The District has considered the alternative well site proposed by the National Park Service and concluded that it is not likely to be feasible because:

4. Of the site's proximity to potential pollution sources.
5. The site is located within a flood plain.
6. The District is open to considering viable alternative well site locations as submitted by the protestants.

EMERGENCY CONDITIONS

The District agrees with the language in the proposed permit, with the exception that the first line in the proposed Term be changed to: "In the event of an emergency condition, upon request by the District, the Division may temporarily allow the District to increase the annual water allocation provided the State Department of Fish and Game concurs with the proposed modification."

With the above details completed, the meeting was adjourned at 11:15 a 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

*Donovan's
Copy*

**TABLE OF CONTENTS
FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, MARCH 22, 2000
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 02/01/00 through 02/29/00	3
General Manager's Report to the Board	4 - 5
District Fiscal Consolidated Balance Sheet as of February 29, 2000	6
District Operations Fiscal Report for February 2000	7 - 8
District Operations Year to Date Profit & Loss Budget vs. Actual	9 - 12
Draft Minutes for the March 1, 2000 meeting	13 - 14

J. Savant - signs are confusing
some signs have been removed
Call County -

Spotter Ovals - March 1st - New
maintenance crew is developing a plan,
Filling potholes in ~~park~~ many areas.
Geo Sebastiani is maintenance person.

Shifting from planting & weeding - volunteer
this Sunday.

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING TO BE HELD ON WEDNESDAY
MARCH 22, 2000 AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

Debt power called in such.
DIRECTORS: President Peter Rudnick; Directors: Deborah Kamradt, Erin Pinto, Matthew Schiffries and Steve Shaffer.

must be
I. Open the meeting: President Rudnick will call the regular meeting to order and then turn the chair over to incoming President Schiffries. *7:00*

must be
II. Review and consideration of the March 22, 2000 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". *NPS float - Steve Peter all*

new
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. can be after 7:00 They have content HP and Coas were toward - 2 offices on Red Way.*

IV. Sunset Way traffic considerations: The use of speed bumps and other methods for controlling traffic speed for Sunset Way will be considered. All owners of properties fronting on Sunset Way were notified by mail and invited to attend or vote by mailed ballot, on this issue. *1800 5 bumps. - Steve w/ Sign. D. Smith. Pub. all.*

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.

at 7:00
PUBLIC INPUT
G. Bennett appointed to G.W. advisory commission. Erin asked Gordon. Re. Steve. He. in meeting
Old business: The public may request further consideration, clarification, or modification of business items previously considered and acted upon by the Board. To do so, the public must refer to the specific minute item and date of the approved minutes

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.

VI. Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the February 1, 2000 through February 29, 2000 fiscal period. *Erin / Steve*

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

Nick absent - Out EMT 10 of 12 vol. attending. Matthew - re: Erin's truck. I go home - next Monday - when repairs 20-25% + labor. - apt. I home, car. over \$ amt. Contractual claims. CALL COUNTY COUNCIL -

*Peter attached - Internal document about problems and solution
Frank Valley Road impacts stream - Trying to get County involved.*

- 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.

For 2000 planning w/o \$ - Consensus I am now be used for the development.

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

well argued the Regional Transportation Study.

- Peter's Meeting*
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 Administrative operations, Fiscal Reports and District Fiscal Balance Sheets for February 2000 and the fiscal year to date. *Solomon Smith Barney*
- B. **Roads and Easements:** In addition to Item IV above, the G. M.'s report will review general operations. *FEMA 18,125*
- 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, there will be an update on the pursuit of water rights. *Value Book*
Bid for Tank Liner.

- IX. **Review of the draft minutes** for the March 1, 2000 Board meeting. *Peter, Steve,*
Steve w/ when Eric all.

- X. **Next meeting date:** The next regular meeting date is Wednesday, April 26, 2000. *Eric w/ on vac.*

ADJOURNMENT OR CONTINUATION

Stockholm 7/20 - 8/8

7/19

MUIR BEACH CSD, BILLS TO BE PAID

RECEIVED 02/01/00 THROUGH 02/29/00

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
-------------	-------------	-------------	------	--------

ADMINISTRATION EXPENSES, DIVISION CODE 9236

ABC Consultants, Inc.	2117	Administrative fee, February	B	500.00
ABC Consultants, Inc.	2479	Travel, 01/01/00 thru 01/31/00	B	138.56
AT&T	2534	415-388-7804 long distance thru 01/10/00	B	11.27
Pacific Bell	2534	415-388-7804 service thru 01/11/00	B	31.62

TOTAL G&A EXPENSES = \$681.45

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

ABC Consultants, Inc.	2117	Administrative fee, February	B	500.00

TOTAL R&E EXPENSES = \$500.00

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. Mgr. Wages paid in February	C	1,483.16
CalPers	1506	Medical insurance, February	B	361.86
Harvey Pearlman	1506	Medical benefits, February	C	150.00
Herb's Pool Service	2115	Chlorine supplies, 01-25-00	B	55.45
ABC Consultants, Inc.	2117	Administrative fee, February	B	800.00
ABC Consultants, Inc.	2117	Clerical fees, February	B	850.00
USPO	2130	Postage	P	46.20
Marin Law Library	2133	Copies of case histories	P	10.00
Costco	2366	Paper towels	P	10.72
Harvey Pearlman	2476	Travel allowance, February	C	110.00
Pacific Gas & Electric	2535	Well & lower tank electric thru 01/20/00	B	380.00

TOTAL WATER EXPENSES = \$4,257.39

RECREATION EXPENSES, DIVISION CODE 9239

Juan Gonzales	1073	Janitorial Wages paid in February	C	138.86
Big 4 Rents	2077	Chain saw rental, firewood	B	53.94
Home Depot	2077	Trash cans, tarp, drain, door, paint, etc.	B	376.08
Jackson's	2077	Repairs, oil, blade, etc.	B	75.47
Salvador Gonzales	2077	extra hire wages paid in February	B	103.34
ABC Consultants, Inc.	2117	Administrative fee, February	B	500.00
Eladon Incorporated	2119	Printing & binding community directory	B	486.92
Costco	2366	Paper towels	P	10.71
Pacific Gas & Electric	2535	Community Center electric thru 01/20/00	B	113.30
Alison Pinto	2041BI	Bistro wages paid in February	C	96.89
Nancy Knox	2041BI	Pastries for Bistro	P	10.50

TOTAL RECREATION EXPENSES = \$1,966.01

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants, Inc.	2117	Administrative fee, February	B	225.00
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TOTAL FIRE EXPENSES = \$225.00

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

TOTAL GENERAL FUND EXPENSES = 7,629.85
TOTAL OF ALL CHECKS ISSUED = \$7,629.85

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

Mathew Schiffries, President

Donovan Macfarlane, General Manager

**MUIR BEACH COMMUNITY SERVICES DISTRICT
GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS
FOR THE BOARD OF DIRECTORS MEETING ON MARCH 22, 2000**

Agenda Item IX. General Manager's Report

- A. ADMINISTRATION:** The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.
- 1. Budget report.** The Board Packet includes the new format for the District Profit and Loss Year to Date which compares income and expenses to the adopted budget for the fiscal year. This report is developed in the Quick Books Pro 2000 edition requested and authorized by the Board. In this month's packet, I have also included the Operations Fiscal Report for the month of February and the Consolidated Balance Sheet as of February 29, 2000. The Operations Report for February may be unnecessary, with the year to date budget versus actual report, as the details of expenditures are contained in the Bills to be Paid Report. Please advise me of your desires concerning these reports. In review of the budget versus actual the following comments are made in regard to the expenses over budget:
 - a. The overage in administrative insurance is the result of an error in prorating the insurance premium in the suggested budget. The actual expense is correct.
 - b. The various wages and applicable F. I. C. A. expenses for the maintenance manager and extra hires appear to be over budget. However, these overages are generally due to using District personnel (when possible) for the various routine repairs versus using more expensive contractors. Therefore, the overages are offset by the budget allowances for the repairs.
 - c. The overage in the District Handbook is due to the outside printing versus using the District's copier. If you recall, we decided not to spend a considerable sum for extensive repairs to the copier, or to update the copier. The copier, in its condition, was not suitable for duplicating the Directory. All other items are within normal budget tolerances.
 - 2. Liability insurance for fiscal 2000-2001:** Last year I submitted a proposal for alternative insurance coverage through the Rural Water Association. This coverage is equal to or better than insurance through S. D. R. M. A. at comparable or better cost and has the advantages of automatic coverage for 50 special events, including the annual Bar B Que, plus no contingent liability as that the membership coverage of S. D. R. M. A. carries. Last year, the Board decided to stay with S. D. R. M. A.; however, it may be wise to seek a new proposal.
- B. Roads and Easements:** Each owner of property fronting on Sunset Way was notified of the Board's intent to consider methods for speed control and in particular the use of speed bumps for Sunset Way. You were mailed a typical notice and voting ballot, for your information. In addition, copies of the catalog pages offering removable speed bumps, including pricing, are included as a separate item from your Board packet. I will have a summary and count of the ballots received concerning this matter, for your consideration during the meeting.
- 1.** We have arranged for some special labor to complete the necessary easement repairs. The stairs from Ahab, may be completed by the time of this report.

2. Gravel has been added, as requested, to the pedestrian easement adjacent to the Nygren property and to other locations where needed.
 3. Completion of the paving repair on Sunset Way just east of Cove lane, and for the various patches along Sunset Way should be completed in April.
- C. **Recreation:** The entry door for the Community Center should be completed by the time of the meeting. In addition, design of the improved storage facilities in the ladies rest room should be completed in late April and ready for completion in May.
- D. **WATER:** In general, water operations have been quiet in so far as water quality problems. However, since the last report we experienced some leaks, including a substantial leak in the service line to the State Park lands. This line has had several major leaks and some consideration should be given to suggest that this line only be activated by special request. Otherwise, a requirement that the line be reinstalled in accord with code requirements for depth, etc. should be requested.

The unexpected warm weather has resulted in substantial leaking in the upper storage tank. As of this date, we have not determined the volume; however, we are monitoring the situation. If the acquisition of water rights does not require timely upgrading of this, then we should give serious consideration to lining the tank as originally recommended in the Twenty Year Plan.

Coliform tests taken during February were free of coliform bacteria.

Gross water billing for the January 23 to February 23, 2000 billing period was \$4,499.79 including \$2.87 in interest and \$83.03 in late payment charges. The consumption surcharges totaled \$1,103.81.

The table below tabulates the water production for the period January 23 to February 23, 2000.

Total volume of water measured through the master meter =	1,203,160 gallons
Highest pumping day was on 02-07-00 and volume pumped =	53,790 gallons
Lowest pumping day was on 02-08-00 and volume pumped =	21,350 gallons
Total volume billed through service meters =	762,768 gallons
Gross unaccounted for water loss =	440,392 gallons
Estimated un-metered maintenance use =	50,000 gallons
Net unaccounted for water loss (32.5%), reflects State Park leak	390, 392 gallons
Average daily customer consumption =	5, 154 gallons
Average service billing =	\$30.50

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

Muir Beach Community Services District
Consolidated Balance Sheet Accrual Basis
As of February 29, 2000

	Feb 29, '00
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	26,660.77
Fund 429, County Investment Fun	
Capital Improvements	96,573.81
General Investments	7,732.79
Total Fund 429, County Investment Fun	104,306.60
Merrill Lynch WCMA	
FEMA 1997-98 Storms	21,447.14
R&E Donations	950.00
Rental Deposit Trust	1,188.77
Water Security Deposit Trust	4,000.00
Merrill Lynch WCMA - Other	66,648.40
Total Merrill Lynch WCMA	94,234.31
Petty Cash Fund	181.02
Treasury Bill Investment Funds	
Fire Station	10,984.83
Investments	4,015.17
Total Treasury Bill Investment Funde	15,000.00
Total Checking/Savings	240,382.70
Accounts Receivable	
Receivables	14,905.78
Total Accounts Receivable	14,905.78
Other Current Assets	
Undeposited Funds	160.00
Total Other Current Assets	160.00
Total Current Assets	255,448.48
TOTAL ASSETS	255,448.48
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	1,188.77
W9025RD, Security deposits	4,000.00
Total Other Current Liabilities	5,188.77
Total Current Liabilities	5,188.77
Total Liabilities	5,188.77
Equity	
Opening Bal Equity	158,129.80
Retained Earnings	150,757.25
Net Income	-58,627.34
Total Equity	250,259.71
TOTAL LIABILITIES & EQUITY	255,448.48

Muir Beach Community Services District
Operations Fiscal Report For
February 2000

	<u>Feb '00</u>
Income	
Administrative Income	
A9203, Interest earned	426.64
Total Administrative Income	426.64
Recreational Activities Income	
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	115.35
Total R9811, Rec. Programs Income.	115.35
R9811Y, Yoga Classes	247.00
Total Recreational Activities Income	362.35
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,103.81
H9031, Water Surcharge Income - Other	15.00
Total H9031, Water Surcharge Income	1,118.81
Total Water Capital Improvements Inco	1,118.81
Water Operations Income	
W9025, Water Service Income	
W9025Int, Overdue bill Interst	2.87
W9025LP, Late pay penalty	73.10
W9025, Water Service Income - Other	4,413.89
Total W9025, Water Service Income	4,489.86
Total Water Operations Income	4,489.86
Total Income	6,397.66
Expense	
Administrative Expenses	
A2117, Consulting Admin. Fees	500.00
A2137, Copier Maint. Expenses	10.00
A2479, Travel Expenses	138.56
A2534, Telephone/Communications	11.77
Total Administrative Expenses	660.33
Fire Operational Expenses	
F2117, Administrative Fees	225.00
Total Fire Operational Expenses	225.00
Recreational Expenses	
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	3.00
Total R2041, Rec. Program Expenses	3.00
R2077, Routine Repairs	376.08
R2097, CC Ground Maintenance	53.94
R2117, Administrative Expenses	500.00
R2119, District Handbook Exp.	486.92
R2366, Building Supplies	21.43
R2535, Energy Expenses	
R2535E, Electrical Expenses	113.30
Total R2535, Energy Expenses	113.30
R4093, Furniture & Equipment	53.56
Total Recreational Expenses	1,608.23

03/18/00

**Muir Beach Community Services District
Operations Fiscal Report For
February 2000**

	<u>Feb '00</u>
Roads & Easements Expenses	
E2077, Road & Easement Repairs	
E2077FEMA, 1997-98 Storms	75.47
Total E2077, Road & Easement Repairs	<u>75.47</u>
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	<u>575.47</u>
Water Operational Expenses	
W1506, Medical benefits	
W1501CPHvy	184.96
W1506CPSH	176.90
Total W1506, Medical benefits	<u>361.86</u>
W2115, Chemicals I Testing	55.45
W2117, Administrative Fees	1,650.00
W2130, Postage & Shipping	46.20
W2534, Telephone Relay Expense	31.62
W2535, Electrical Service	380.00
Total Water Operational Expenses	<u>2,525.13</u>
Total Expense	<u>5,594.16</u>
Net Income	<u><u>803.50</u></u>

Muir Beach Community Services District Fiscal 1999-2000
Profit & Loss Budget vs. Actual
 July 1999 through February 2000

03/19/00

	Jul '99 - Feb '00	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income				
A9001, General Tax Income	22,091.55	33,000.00	(10,908.45)	66.9%
A9203, Interest earned	3,161.11	2,000.00	1,161.11	158.1%
A9772, Copier Income	107.50	200.00	(92.50)	53.8%
Total Administrative Income	25,360.16	35,200.00	(9,839.84)	72.0%
Fire Operations Income				
F9377, West Marin Funds	8,350.00	8,500.00	(150.00)	98.2%
F9763, Fire Assoc. Donations	4,358.61	5,824.00	(1,465.39)	74.8%
Total Fire Operations Income	12,708.61	14,324.00	(1,615.39)	88.7%
Recreational Activities Income				
R9255, CC Rental Income	4,940.00	4,200.00	740.00	117.6%
R9772, Misc. Recreation Income	9.30			
R9811, Rec. Programs Income.				
R9811BI, Bistro Income	1,314.86	1,200.00	114.86	109.6%
R9811CD, Com. Din. Income	0.00	1,200.00	(1,200.00)	0.0%
R9811CP, Child's Prog. Income	229.50	200.00	29.50	114.8%
R9811TC, Tai Chi Income	827.75	960.00	(132.25)	86.2%
R9811, Rec. Programs Income. - Other	1.00			
Total R9811, Rec. Programs Income.	2,373.11	3,560.00	(1,186.89)	66.7%
R9811Y, Yoga Classes	872.00			
R9834, Res. Handbook Income	223.15	200.00	23.15	111.6%
Total Recreational Activities Income	8,417.56	7,960.00	457.56	105.7%
Water Capital Improvements Inco				
H9001, special Assessment Tax	17,533.86	31,980.00	(14,446.14)	54.8%
H9031, Water Surcharge Income				
H9031, Consumption Surcharge	11,938.50	20,000.00	(8,061.50)	59.7%
H9031, Water Surcharge Income - Other	120.00			
Total H9031, Water Surcharge Income	12,058.50	20,000.00	(7,941.50)	60.3%
H9377, Interest Earnings				
H9377C, Cap. Imp. Interest	3,750.59	4,000.00	(249.41)	93.8%
H9377G, Gen. Inv. Interest	1,041.38	2,000.00	(958.62)	52.1%
Total H9377, Interest Earnings	4,791.97	6,000.00	(1,208.03)	79.9%
Total Water Capital Improvements Inco	34,384.33	57,980.00	(23,595.67)	59.3%
Water Operations Income				
W9025, Water Service Income				
W9025Int., Overdue bill Interst	51.76	100.00	(48.24)	51.8%
W9025LP, Late pay penalty	900.26	1,150.00	(249.74)	78.3%
W9025, Water Service Income - Other	47,861.39	62,000.00	(14,138.61)	77.2%
Total W9025, Water Service Income	48,813.41	63,250.00	(14,436.59)	77.2%

03/19/00

Muir Beach Community Services District Fiscal 1999-2000
Profit & Loss Budget vs. Actual
 July 1999 through February 2000

	Jul '99 - Feb '00	Budget	\$ Over Budget	% of Budget
W9772, Miscellaneous Income	70.00			
Total Water Operations Income	48,883.41	63,250.00	(14,366.59)	77.3%
Total Income	129,754.07	178,714.00	(48,959.93)	72.6%
Expense				
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	322.36	600.00	(277.64)	53.7%
A2059, P & L Insurance	458.64	353.00	105.64	129.9%
A2117, Consulting Admin. Fees	4,175.00	8,000.00	(3,825.00)	52.2%
A2121, Miscellaneous Expenses	183.25	400.00	(216.75)	45.8%
A2129, Gen. Election expenses	0.00	525.00	(525.00)	0.0%
A2130, Mailing & Shipping Exp.	26.40	130.00	(103.60)	20.3%
A2133, Office Supplies	174.25	175.00	(0.75)	99.6%
A2137, Copier Maint. Expenses	318.34	600.00	(281.66)	53.1%
A2352, County Fees	302.00	8,000.00	(7,698.00)	3.8%
A2479, Travel Expenses	998.90	1,600.00	(601.10)	62.4%
A2534, Telephone/Communications	1,663.65	2,500.00	(836.35)	66.5%
A2713, Legal fees	(477.50)	600.00	(1,077.50)	(79.6)%
Total Administrative Expenses	8,145.29	23,483.00	(15,337.71)	34.7%
Fire Operational Expenses				
F2059, P & L Insurance	1,658.61	3,124.00	(1,465.39)	53.1%
F2117, Administrative Fees	1,800.00	2,800.00	(1,000.00)	64.3%
F4827, W. Marin Fund Expenses	5,769.65	8,700.00	(2,930.35)	66.3%
Total Fire Operational Expenses	9,228.26	14,624.00	(5,395.74)	63.1%
Recreational Expenses				
R1028, Maint. Mgr. Wages	1,064.25	750.00	314.25	141.9%
R1073, Janitorial wages	1,032.00	1,700.00	(668.00)	60.7%
R1404, FICA	209.13	187.00	22.13	111.8%
R1701, Work Comp Insurance	217.60	285.00	(67.40)	76.4%
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	1,883.52	2,100.00	(216.48)	89.7%
R2041CD, Com. Dinner Expenses	0.00	800.00	(800.00)	0.0%
R2041CP, Child's Program Exp.	171.16	200.00	(28.84)	85.6%
R2041TC, Tai Chi Expenses	773.80	1,200.00	(426.20)	64.5%
R2041, Rec. Program Expenses - Other	106.77			
Total R2041, Rec. Program Expenses	2,935.25	4,300.00	(1,364.75)	68.3%

Muir Beach Community Services District Fiscal 1999-2000
Profit & Loss Budget vs. Actual
 July 1999 through February 2000

03/19/00

	Jul '99 - Feb '00	Budget	\$ Over Budget	% of Budget
R2041Y, Yoga Instruction	725.60			
R2059, P & L Insurance	450.00	451.00	(1.00)	99.8%
R2077, Routine Repairs	1,129.24	3,000.00	(1,870.76)	37.6%
R2097, CC Ground Maintenance	689.94	800.00	(110.06)	86.2%
R2117, Administrative Expenses	3,825.00	4,000.00	(175.00)	95.6%
R2119, District Handbook Exp.	486.92	300.00	186.92	162.3%
R2121, Miscellaneous Expenses	0.00	125.00	(125.00)	0.0%
R2133, Office Supplies & Stamps	79.20	100.00	(20.80)	79.2%
R2259, Refuse Removal	325.80	500.00	(174.20)	65.2%
R2366, Building Supplies	301.28	400.00	(98.72)	75.3%
R2534, Pay Telephone Expense	315.93	550.00	(234.07)	57.4%
R2535, Energy Expenses				
R2535E, Electrical Expenses	685.81	1,500.00	(814.19)	45.7%
R2535G, Butane Gas Expenses	138.57	400.00	(261.43)	34.6%
Total R2535, Energy Expenses	824.38	1,900.00	(1,075.62)	43.4%
R4045, Community Block Grant Ex				
R4045M, Equipment & Materials	(20.69)			
Total R4045, Community Block Grant Ex	(20.69)			
R4048, Building Improvements	525.48	3,000.00	(2,474.52)	17.5%
R4093, Furniture & Equipment	53.56	1,000.00	(946.44)	5.4%
R4243, Playground Improvements	800.00			
Total Recreational Expenses	15,969.87	23,348.00	(7,378.13)	68.4%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	1,113.74	2,000.00	(886.26)	55.7%
E1073, Extra Hire Wages	240.00	3,000.00	(2,760.00)	8.0%
E1404, FICA	244.93	383.00	(138.07)	64.0%
E1701, Work's. Comp. Insurance	0.00	383.00	(383.00)	0.0%
E2059, P & L Insurance	100.00	433.00	(333.00)	23.1%
E2077, Road & Easement Repairs				
E2077FEMA, 1996-97 Storms	720.00			
E2077FEMA, 1997-98 Storms	49,467.33	60,000.00	(10,532.67)	82.4%
E2077, Road & Easement Repairs - Other	6,884.95	5,000.00	1,884.95	137.7%
Total E2077, Road & Easement Repairs	57,072.28	65,000.00	(7,927.72)	87.8%
E2117, Administrative Fees	4,000.00	7,000.00	(3,000.00)	57.1%
Total Roads & Easements Expenses	62,770.95	78,199.00	(15,428.05)	80.3%
Uncategorized Expenses	0.00			
Water Capital Improvements Exp.				
H2059, P & L Insurance	0.00	164.00	(164.00)	0.0%
H2352, County fees	243.00	245.00	(2.00)	99.2%
H2713, Project Improvements				
H2713WR, Water Right Resolution	3,800.00	10,000.00	(6,200.00)	38.0%
Total H2713, Project Improvements	3,800.00	10,000.00	(6,200.00)	38.0%

Muir Beach Community Services District Fiscal 1999-2000
Profit & Loss Budget vs. Actual
 July 1999 through February 2000

03/19/00

	Jul '99 - Feb '00	Budget	\$ Over Budget	% of Budget
H4169UT, Priority Improvements				
H4169NW, New Well	0.00	30,000.00	(30,000.00)	0.0%
H4169PW, Pacific Way Main	46,909.88	40,000.00	6,909.88	117.3%
H4169VR, Valve Replacement	0.00	20,000.00	(20,000.00)	0.0%
H4169UT, Priority Improvements - Other	295.75			
Total H4169UT, Priority Improvements	47,205.63	90,000.00	(42,794.37)	52.5%
Total Water Capital Improvements Exp.	51,248.63	100,409.00	(49,160.37)	51.0%
Water Operational Expenses				
W1028, Maint. Mgr. Wages	10,203.50	13,700.00	(3,496.50)	74.5%
W1073, Extra Hire Wages	2,076.00	1,000.00	1,076.00	207.6%
W1404, FICA	792.52	1,125.00	(332.48)	70.4%
W1506, Medical benefits				
W1501CPHvy	368.73			
W1506CPSH	509.45			
W1506, Medical benefits - Other	1,040.00	1,800.00	(760.00)	57.8%
Total W1506, Medical benefits	1,918.18	1,800.00	118.18	106.6%
W1701, Work. Comp. Insurance	1,443.85	1,058.00	385.85	136.5%
W2049, Conferences & Training	440.00	650.00	(210.00)	67.7%
W2058, Annual Permit Fee	1,500.00	1,500.00	0.00	100.0%
W2059, P & L Insurance	708.80	1,019.00	(310.20)	69.6%
W2077, Routine Repairs	958.82	3,000.00	(2,041.18)	32.0%
W2116, Chemicals I Testing	1,532.82	4,000.00	(2,467.18)	38.3%
W2117, Administrative Fees	13,200.00	19,800.00	(6,600.00)	66.7%
W2121, Miscellaneous Expenses	646.06	1,350.00	(703.94)	47.9%
W2130, Postage & Shipping	561.65	1,250.00	(688.35)	44.9%
W2133, Office Supplies	615.66	1,250.00	(634.34)	49.3%
W2325, Contract Services	0.00	5,000.00	(5,000.00)	0.0%
W2479, Travel allowance	894.00	1,320.00	(426.00)	67.7%
W2534, Telephone Relay Expense	251.74	470.00	(218.26)	53.6%
W2535, Electrical Service	3,274.81	4,500.00	(1,225.19)	72.8%
Total Water Operational Expenses	41,018.41	63,792.00	(22,773.59)	64.3%
Total Expense	188,381.41	303,855.00	(115,473.59)	62.0%
Net Income	(58,627.34)	(125,141.00)	66,513.66	46.8%

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, MARCH 1, 2000**

Directors present: Directors: Kamradt, Pinto, Schiffries and Shaffer. President Rudnick was delayed and arrived later.

- I. **Call to order:** Vice President Kamradt called the meeting to order at 7:06 p. m.
- II. **Review and consideration of the March 1, 2000 Agenda.** There was a brief discussion of the Agenda and Director Shaffer *moved* to approve the Agenda as submitted; seconded by Director Pinto, ayes all.
- III. **National Park Service:** The G. M. reported that Mia Monroe had called earlier in the week to inform him that she will on vacation and unable to attend the meeting. There were no other representatives from N.P.S.
- IV. **Public Open Time:** The G. M. reported that he has received two donations for removal of the deceased whale and asked to whom these should be directed. He was instructed to forward them to the Volunteer Fire Association, as they had been instrumental in removing whale

There was a question concerning the distribution of the District Phone Directories. The G. M. responded that Directories had been mailed to all water customers with the January water invoices and that the forwarding message indicated that copies were available for sale for \$1.00 during the Bistro hours, or may be requested by mail for \$1.55 (\$0.55 postage). He noted that in the past, free directories had been supplied to water customers only. A discussion followed and the consensus of the Board was that each person listed in the Directory should receive a free copy, and that these copies should be made available for those residents that have not received their copy during the Bistro hours. Extra, additional copies should continue to be sold for the fees previously stipulated.

- V. **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 a total of \$9,808.90 in general fund expenditures; seconded by Director Shaffer; ayes all. At this point, 7:20 P.M., President Rudnick arrived and assumed the chair.
- VI. **Redwood Creek Watershed Committee:** Director Schiffries reported that he, Carolyn Shoulders and the G. M. had met today to discuss the reduced funding (\$41,000 instead of \$57,000) of the creek study grant received. Most of the reduced funding is being replaced by greater contributions from the N.P.S. and Marin Municipal Water Service. The problem is a need to minimize the District's administrative expenses and after some review of the work required, the G. M. indicated that his expenses could be reduced from \$4,000 to \$1,000, providing that the administrative oversight requirements were as represented. Following some discussion, Director Shaffer moved to approve the fee of \$1,000; seconded by Director Kamradt, ayes all.

Director Schiffries then reported that there had been no meeting of the Watershed Committee since the last Board meeting. There should be a meeting in April to review the Williams study. President Rudnick and Director Pinto plan to attend.

- VII. **Fire Department, emergency disaster committee:** Chief Moore *appointed Dir. Schiffries to rep* ~~was not in attendance~~; however it was requested that the G. M. meet with Dave Carniglia to review the N.P.S. lease proposal for the Fire House. Also, to contact Chief Moore with the current West Marin fund balance.

Harvey Pearlman noted that the fire volunteers desire to improve the electrical service for their annual Bar B Que. It seems that the band requires a minimum of 50 amps for their equipment. There was a discussion of the need to underground the overhead wiring and other electrical improvements for the well site, and it was suggested that the volunteers could participate in these upgrades. The G. M. concurred that there is a need for these improvements, but indicated that the existing 440 volt 3 phase service requires some special consideration and cautioned the Board that an overall design review is necessary. During the interim, for the needs of the volunteer's Bar B Que, he indicated that they should be able to get more than adequate electrical service from the electrical box for the back up well, which will not be in use. It was agreed that the G. M. should communicate this to the Fire Chief.

- VIII. General Manager's Report:** There was brief discussion of the fiscal report and Director Schiffries requested approval for the G. M. to purchase an up to date version of Quick Books Pro, as this software offers more flexible report forms and budget reports than the older Quick Books version currently used. The G. M. indicated that a new version will cost approximately \$180 plus tax, then less a \$70 or \$80 dollar rebate. The Board approved the expense for this purpose.

Director Schiffries then indicated that he has received several requests to do something about the excessive traffic speed on Sunset Way. This was followed by a brief discussion, including the use of speed bumps. Due to the controversy of speed pumps, the G. M. suggested that the issue be more formally discussed in a noticed meeting. The Board concurred and instructed the G. M. to place this on the next meetings Agenda, with notices mailed to the residents on Sunset Way.

Director Shaffer reported that the pedestrian easement adjacent to the Nygren residence needs gravel fill on the stairs, and Director Pinto noted that the upper stairs on the Ahab to Sunset easement were in very bad condition. Harvey was instructed to place these items on a high priority basis.

Director Schiffries suggested that even though the water rights issue has not been finally resolved, there is a need to do capital improvements and that it time to have the Capital Improvement Committee hold a meeting to make their recommendations to the Board. He asked for clarification if there is one or two committees, and it was noted that two committees exist, one for Capital Improvements chaired by Director Pinto and one for Water Rights chaired by Director Kamradt.

- IX. Review of the draft minutes for January 26, 2000.** Following a brief review Director Pinto *moved* to approve the minutes as written, providing a correction of the spelling of Ed Dito's name; seconded by Director Shaffer; ayes all.

Review of the draft minutes for the February 12, 2000 special meeting. Following a brief review Director Kamradt *moved* to approve these minutes as written; seconded by Director Shaffer; ayes all.

- X. Next meeting date:** Following a brief discussion the next meeting date was confirmed for Wednesday, March 22, 2000.

The meeting was adjourned at 8:08 P.M.

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

Peter Rudnick, Board President

Donovan Macfarlane, Secretary

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, APRIL 26, 2000
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 03/01/00 through 03/31/00	3 - 4
General Manager's Report to the Board	5 - 6
District Fiscal Consolidated Balance Sheet as of February 29, 2000	7
Draft Minutes for the March 22, 2000 meeting	8 - 9

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING TO BE HELD ON WEDNESDAY
APRIL 26, 2000 AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

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

- Propagating native plants w/ community*
For That Country department after 6:00
Urges us to contact Bob Beaumont
- Park Service starting 11:00 AM*
talk about watershed from 11:00 AM
Callin
- I. Open the meeting:** President Schiffries will call the regular meeting to order. *7:08*
- II. Review and consideration of the April 26, 2000 Agenda.** Agenda items may be deleted, postponed, continued, or changed in scheduled sequence from the posted agenda so as to accommodate the needs of the Board and the public in attendance. However, no item can be added to the Agenda, for the purpose of having the Board make a decision, except as defined below under "Public Open Time". *Peter said Mike would be here @ 8 PM and wants to give Redwood Watershed in conjunction Steve, Deb 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. *She arrived @ 8:50 - May 9th - GGNRA has lowest staff level - 6 officers -*
- 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. *Lighten hills rid the Cypress tree problem. Private right ingress/egress - 2 Title Co opinion -*
- PUBLIC INPUT**
Is lot buildable? Long disc. District's authority is questionable.
- 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 *Deb had to leave @ 8:05*

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. *For That - Undergirding the priority - Bob Beaumont - Col Wiggins*

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. Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the March 1, 2000 through March 31, 2000 fiscal period. *Matthew asked about Title 22 - Steve - Peter - Col Wiggins*

Fire Department, Emergency Disaster Committee: The Fire Chief will report on the activities of his department. *2 New Members - Groneman Sir. EMT coming tomorrow - BBQ on track -*

Matthew wants it on the Agenda to abandon the water rights committee.

*Matthew - NPS commenced a study for a poster from our wild site
& they - some dicty, was mistakes blocking a flood plain - They
looked at look & for flow conditions - Peter - Phil Williams is Eng. - comm. by May 5th
Song Birds*

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.

Next time Matthew/Erin or Peter. Bonducci site

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.

- A. **Administration:** The report includes Administrative operations, Fiscal Reports and District Fiscal Balance Sheets for February 2000 and the fiscal year to date.
- B. **Roads and Easements:** The G. M.'s report includes a review current general operations.
- C. **Water Operations:** All pertinent considerations for water operations are contained in the G. M.'s report. In addition, there will be an update on the pursuit of water rights.
- John Set up meeting w/ Ed Dito - Peter. all.*
- D. **Recreation:** The report gives a brief update on maintenance operations for the community center.

IX **Review of the draft minutes** for the March 22, 2000 Board meeting. *Locking Syote*

X. **Next meeting date:** The next regular meeting date is Wednesday, May 24, 2000.

ADJOURNMENT OR CONTINUATION *10:52*

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 03/01/00 THROUGH 03/31/00

Page 1 of 2

VENDER NAME	USE CODE	DESCRIPTION	FUAMOUNT
ADMINISTRATION EXPENSES, DIVISION CODE 9236			
Office Max	2049	Meeting packets, copies of documents, etc.	\$35.74
ABC Consultants, Inc.	2117	Administrative fees for March	500.00
Merrill Lynch	2121	Service charge in March	4.00
Costco	2133	Copy paper, labels, etc.	43.14
Michael J. Smith, County Clerk	2352	Election fees	100.00
ABC Consultants, Inc.	2479	Travel 02/01 thru 02/29/00	132.00
AT&T	2534	Toll charges 707-643-143 thru 02/10/00	12.86
AT&T	2534	Toll charges 415-388-7804 thru 2/10/00	12.06
Pacific Bell	2534	415-388-7804 thru 2/11/00	27.00
Pacific Bell	2534	707-643-1143 thru 1/26/00	39.19
Pacific Bell Mobile	2534	February & March mobile phone charges	225.91
TOTAL G&A EXPENSES =			\$1,131.90

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237			
Harvey Pearlman	1028	Maint. Mgr. wages paid in March	\$435.17
Jose Alcala	1073	Extra hire maintenance wages paid in March	75.36
Salvador Gonzales	1073	Extra hire maintenance wages paid in March	245.44
Arco	2077	Gas for debris removal	5.00
Shamrock Materials, Inc.	2077	Gravel for Sunset repairs	232.20
Tam rentals	2077	Allocation of Log splitter rental	70.00
ABC Consultants, Inc.	2117	Administrative fees for March	500.00
TOTAL R&E EXPENSES =			\$1,563.17

WATER DIVISION EXPENSES, DIVISION CODE 9238			
Harvey Pearlman	1028	Maint. Mgr. wages paid in March	\$950.28
Robert Wurgaft	1073	Extra hire maintenance wages paid in March	68.90
Salvador Gonzales	1073	Extra hire maintenance wages paid in March	38.75
CALPERS	1501	Medical advances for March	361.86
Harvey Pearlman	1506	Medical benefits for March	150.00
Flynn & Enslow, Inc.	2077	Stainless steel screen for upper tank vent.	133.98
Caltest Analytical Laboratory	2115	Lead and copper testing	450.00
Caltest Analytical Laboratory	2115	Title 22 detailed water analysis	2,725.00
Marin Laboratory	2115	Bacterial tests 2/15/00	30.00
ABC Consultants, Inc.	2117	Administrative fees for March	800.00
ABC Consultants, Inc.	2117	Clerical fees for March	850.00
Goodman's	2121	Misc. small fittings	1.48
Home Depot	2121	Filter bags, rags, etc.	31.77
Public Storage	2121	File storage for February and March	86.00
US Post Office	2130	Postage stamps	46.20
Costco	2133	QuickBooks Pro program	193.04
Office Depot	2133	Printer toner, ink, etc.	75.12
Office Depot	2133	Copies of protest letters	11.6
Office Max	2133	Copies of water consumption study	21.22
Pacific Gas & electric	2435	Well & lower tank electric thru 2/17/00	322.20
Harvey Pearlman	2479	Travel allowance for March	110.00
Pacific Bell	2534	Well relay control thru 02/07/00	31.61
TOTAL WATER EXPENSES =			\$7,489.01

RECREATION EXPENSES, DIVISION CODE 9239			
Harvey Pearlman	1028	Maint. Mgr. wages paid in March	\$71.05
Juana Gonzales	1073	Janitorial wages paid in March	138.88
Salvador Gonzales	1073	Extra hire maintenance wages paid in March	219.60
Goodman Building supply	2077	Paint for children's playhouse	92.19
Jackson's	2077	Chain saw repairs & environmental check	204.40
Tam rentals	2077	Allocation of log splitter rental	75.00
ABC Consultants, Inc.	2117	Administrative fees for March	500.00
Pacific Bell	2534	Pay phone thru 11/19/99 to 1/19/00	50.72
Pacific Gas & electric	2535	Community Center electric thru 2/17/00	58.86
Costco	2041BI	Coffee for bistro	40.94
Mill Valley Market	2041BI	Jams for Bistro	23.76
Nancy Knox	2041BI	Bistro pastries	24.50
Emiko Wang	2041TC	Tai Chi instruction fee for March	198.00
TOTAL RECREATION EXPENSES =			\$1,697.90

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 03/01/00 THROUGH 03/31/00

Page 1 of 2
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FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants, Inc.	2117	Administrative fees for March	B	\$225.00
L. N. Curtis & Sons	4827	Hydrant wrenches, etc.	B	363.55
Marin County	4827	Pager repairs	B	85.73
Pacific Bell	4827	Fire station phone thru 1/25/00	B	16.89
TOTAL FIRE EXPENSES =				\$691.17

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Stacey Bovero Price	9255R	Rental security deposit refund	B	\$150.00
TOTAL CHECKS ISSUED FROM TRUST FUNDS =				\$150.00

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

TOTAL GENERAL FUND EXPENSES = \$12,573.15
TOTAL CHECKS ISSUED FROM TRUST FUNDS = 150.00
TOTAL OF ALL CHECKS ISSUED = \$12,723.15

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on
the _____ day of _____, 2000.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Matthew Schiffries, President

Donovan Macfarlane, General Manager

**MUIR BEACH COMMUNITY SERVICES DISTRICT
GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS
FOR THE BOARD OF DIRECTORS MEETING ON APRIL 26, 2000**

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

- 1 You will note that the financial reports included in this month's Board packet do not include the year to date budget comparison and monthly profit and loss for the month of March. The Consolidated Balance Sheet as of March 31, 2000 is included and is correct. However, when reviewing the other reports through March 31, 2000 I noted that the water income receipts were not included in the reports. After several hours in effort to correct this without success, I finally decided to delay these reports so as to permit the timely posting of the Agenda and packet. The error seems to be limited to the month of March, for in both February and in the April to date the water receipts are properly included, except the March receipts excluded. All receipts are properly included in Consolidated Balance Sheet. I have contacted Intuit, and they have promised to get back to me with a corrective answer as soon as possible.

My review of the incorrect reports, allowing for manual inclusion (on scratch paper) of the water receipts, indicates that we continue to be within allowable budget parameters, except as noted in last months report.

- 2 The opening of the Salomon Smith Barney account is still in process. It was delayed due to the need for additional signatures on the application. The papers have been filed and the account should be completed prior to the next Board meeting.

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

- 1 Construction of the stairs leading down from Ahab Drive has been completed. Construction of the stairs on the Sunset Way part of this pedestrian way has been delayed waiting on the availability of labor for the construction. The same is also applicable to the completion of the community center easement to Sunset Way and the Seacape Park area.
- 2 The speed bumps and signs were ordered the day after the previous Board meeting; however, delivery has been delayed due to the supplier's lack of inventory. Hopefully, delivery will be received by the time of the meeting.
- 3 Completing paving of the areas under repair on Sunset Way was delayed due to the contractor's vacation and the subsequent rains. Completion is in process and should be finalized in May.
- 4 During the completion of the Sunset Way repairs, corrections will be provided by the owner of the new residence on Sunset Way so as to direct storm flow waters away from the downhill properties. The contractor doing the paving work did not follow the District's cross section which provides for a swale on the uphill side. The shallow water line rendered the provision of a swale near impossible without modification and lowering of the water line. After inspection and consultation with the owner, he has agreed to provide a paved swale and curb on the downhill side, for the full length of his property and tying into the existing box drain to Pacific Way. This will be done while we are doing the completion of the Sunset Way repairs. At this time, I suggest that this the entire approximate 75' length of roadway (which is in very poor shape) be surfaced. The estimated District cost for the roadway surfacing is \$2,500, including reconstruction of the speed bump.

- 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 March were free of Coliform bacteria.

Gross water service billing for the February 23 through March 23, 2000 billing period was \$3,654.21, including \$4.41 in interest and \$67.60 in late payment charges. Consumption surcharges totaled \$969.41.

The table below tabulates the water production for the period February 23 to March 23, 2000.

Total volume of water measured through the master meter =	1,219,260 gallons
Highest pumping day was on 03/14/00 and volume pumped =	54,730 gallons
Lowest pumping day was on 02/23/00 and volume pumped =	21,610 gallons
Total volume billed through service meters =	671,218 gallons
Gross unaccounted for water loss =	548,042 gallons
Estimated un-metered maintenance use = none due to search for leak	00 gallons
Net unaccounted for water loss (44.95%)	548,042 gallons
Average customer consumption =	4,535 gallons
Average service billing =	\$25.79

As noted during last month's Board meeting, the distribution system had a substantial water leak, and the upper storage tank was leaking excessively during the warm weather temperature fluctuations. A major leak was found and repaired, along shoreline highway in front of the Pelican Inn. There is an indication of a leak in upper Pacific Way, and the contractor has been contacted as the suspect line is under warranty. However, thus far a pinpoint location has not been determined and further testing will be required prior to repairs.

We have initiated a systemized search for additional water leaks in the system, using pressure tests. The tests are made more difficult due to the minimum number of control valves in the system. Overall system check should be completed within sixty days.

Installation of the upper storage tank liner has been completed and the cooperation of the residents in water consumption has returned the storage levels to normal. Review of the unaccounted for water losses during the March-April billing period will not be reliable, due to the pumping procedures necessary to maintain water service to all residents. However, systematic monitoring of production for the following period should be enhanced with the installation of the tank liner (eliminating the unknown factor of tank leakage) and repair of the Shoreline leak. Further enhancement will be assisted with the installation of a new smaller sized master meter.

- D RECREATION:** The most significant recreation factor is the recent vandalism at the community center and playground. To date I have received no information indicating the vandals are from our community and suspect that it was done by non residents. The Board should consider the possible need to secure the community center. As it now stands, the open center is considered an attractive area with full liability falling to the District.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

Bold Type - Re Card Lock - Next Meeting.

04/22/00

Muir Beach Community Services District
Consolidated Balance Sheet Accrual Basis
As of March 31, 2000

	<u>Mar 31, '00</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	25,295.66
Fund 429, County Investment Fun	
Capital Improvements	97,677.62
General Investments	6,628.98
Total Fund 429, County Investment Fun	<u>104,306.60</u>
Merrill Lynch WCMA	
FEMA 1997-98 Storms	21,447.14
R&E Donations	950.00
Rental Deposit Trust	1,938.77
Water Security Deposit Trust	4,100.00
Merrill Lynch WCMA - Other	47,513.58
Total Merrill Lynch WCMA	<u>75,949.49</u>
Petty Cash Fund	119.55
Salomon Smith Barney	10,000.00
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	230,671.30
Accounts Receivable	
Receivables	10,560.80
Total Accounts Receivable	<u>10,560.80</u>
Total Current Assets	<u>241,232.10</u>
TOTAL ASSETS	<u><u>241,232.10</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	1,938.77
W9025RD, Security deposits	4,100.00
Total Other Current Liabilities	<u>6,038.77</u>
Total Current Liabilities	<u>6,038.77</u>
Total Liabilities	6,038.77
Equity	
Opening Bal Equity	158,129.80
Retained Earnings	150,757.25
Net Income	-73,693.72
Total Equity	<u>235,193.33</u>
TOTAL LIABILITIES & EQUITY	<u><u>241,232.10</u></u>

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, MARCH 22, 2000**

Directors present: President Schiffries and directors: Pinto, Rudnick and Shaffer. Director Kamradt had previously notified the General Manager that due to illness she would not be present.

- I. **Call to order:** President Schiffries called the meeting to order at 7:06 p. m.
- II. **Review and consideration of the March 22, 2000 Agenda.** There was a brief discussion of the Agenda and Director Shaffer *moved* to approve the Agenda as submitted, providing that the N. P. S. position would be delayed until their representative arrived; seconded by Director Rudnick, ayes all.
- III. **Sunset Way traffic considerations:** The G. M. reported that he had mailed voting ballots to all property owners fronting on Sunset Way and Cove Lane. Of the 55 ballots mailed, 30 have been returned with 24 in favor of speed bumps, 2 opposed, 1 no opinion and 3 as undeliverable to addressee. The G. M. then showed an illustration of a plastic pre formed speed bumps and recommended the Board's consideration of their use. Following a brief discussion and the need for speed bumps, with warning signs, particularly at locations approaching the blind curves on Sunset Way, Director Shaffer moved to have the G. M. initially purchase 5 of the preformed bumps, with appropriate signs, and to have them installed at the appropriate locations. The approximate material cost was estimated at \$1,800; seconded by Director Rudnick; ayes all.
- IV. **National Park Service:** N. P. S. Ranger Mia Monroe was now present and reviewed the combined efforts of the N. P. S., Highway Patrol and Marin Sheriff's to control the parking problem on Pacific Way during the warm weekends. She reported that this past weekend two officers were present and 6 cars were towed. John Sward reported that the no parking signs are still confusing and a general discussion followed. The G. M. reported that he had written to Supervisor Kinsey's office requesting assistance in having the proper signs put in place.

Mia then noted that the N. P. S. has a new maintenance person, George Sebastian, and that efforts are being made to develop a strong maintenance plan. She then went on to discuss volunteer assistance in removing non native intrusive vegetation, and a lengthy discussion followed between Mia and a non resident representative from the Sierra Club.

- This is a*
V. **Public Open Time:** *Refer Rudnick* Gordon Bennett informed the Board that Supervisor Kinsey has appointed him to the Golden Gate Citizen's Advisory Committee. This was followed by a discussion of the Advisory Committee's letter to the State Division of Water Rights in support of the N. P. S. protests to the District's pursuit of water rights. ~~During this discussion,~~ Director Pinto asked Mr. Bennett if he had participated in the protest letter written to the Division of Water Rights by the Sierra Club. Mr. Bennett replied that he had furnished information to the author of the letter.

- 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 a total of \$7,629.85 in general fund expenditures; seconded by Director Shaffer; ayes all.

- President Schiffries and*
VII. **Redwood Creek Watershed Committee:** Director Rudnick attended the most recent meeting of this committee and reported that they reviewed an internal document about the problems and possible solutions for the impact of Frank Valley Road on the creek. Efforts are being made to have the County minimize the impacts. Additional studies will be completed in conjunction with the Transportation Study and there is some hope that some funds will become available for corrective actions. It was agreed that if possible, President Schiffries and Director Rudnick will attend the next committee meeting.

VIII. Fire Department, emergency disaster committee: President Schiffries reported that 10 EMT certificates will be awarded to the volunteers completing the training. He then went on to discuss the negotiations with N. P. S. for continued use of the dairy barn as a fire station. Dave Carneglia reported that the current use agreement being offered is for a one year period and includes several sections that he feels are not in the interest of the District. The G. M. concurred with Mr. Carneglia's opinion, particularly with sections of the agreement that place the district in a position of being responsible for correcting hazardous material removal and making extensive building repairs, when the use permit can be canceled without cause through a 30 day notice. This was followed by a lengthy discussion and President Schiffries strongly objected to the G. M.'s use of delay as a tactic in resolving the use agreement. The G. M. was instructed to contact the County Council for a formal opinion. It was also noted that the Fire Department is scheduled to receive a third fire vehicle, some time within the next two years, and that the current dairy building will be inadequate to house the three vehicles.

IX. General Manager's Report: The G. M. noted that the Director's meeting packet includes the budget report of the fiscal year to date as compared to the adopted budget. This is a new report form, available through the Quick Books Pro program that the Board authorized purchase of during the last meeting. Director Pinto said she liked the new report form. President Schiffries indicated that he had not had adequate time to review the form in detail and that he will make more detailed comments at a later date.

The G. M. then went on to recommend that the primary general fund depository be changed from Merrill Lynch to Salomon Smith Barney. He recommended opening the account with an initial transfer of \$10,000 and then a full transfer when new checks are available. Reasons for the recommended change include comparable interest earning rates and lower fees. Following a brief discussion there was general concurrence and the Directors approved the opening resolution by signing the required signature card.

The G. M. then informed the Board that the old F. E. M. A. (1988) problem of \$18,000 has come up again. He noted that this had been resolved prior to the 1996-97 storm damage grants, but that an understaffed state office (3 employees) is trying to clear more than 8,000 problems. He has contacted the state office and informed them of the resolution of the problem and will go to the storage files for copies of the documentation.

X. Review the draft minutes of the March 1, 2000 meeting: There was a brief discussion and Director Shaffer *moved* to approve the minutes as submitted; seconded by Director Pinto; ayes all.

XI. Next meeting Date: Prior to setting the next meeting date, the G. M. requested that the July meeting date be changed from the 4th Wednesday, as he has plans to attend a conference in Stockholm Sweden during the time frame of July 20 through August 8, 2000. Following some discussion it was decided that the July meeting should be on Wednesday, July 19, 2000.

The next regular meeting date was set as Wednesday, April 26, 2000.

The meeting was adjourned at 10:18 P. M.

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

Matthew Schiffries, Board President

Donovan Macfarlane, Secretary

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
SPECIAL BOARD OF DIRECTORS' MEETING TO BE HELD ON
WEDNESDAY, MAY 17, 2000
BEGINNING AT 7:30 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

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

- I. **Call the meeting to order.** President Schiffries will call the meeting to order. *7:30*
- II. **Special limited purpose meeting:** This is a special purpose meeting to review the proposed conditions outlined by the Division of Water Rights to be included as terms in the issue of a water rights permit for the District.

Peter can't go to Santa Rosa - so Erin and Matthew -
A second item to be considered is the Fire Department's request to place a 20' by 20' shipping container, to be used for the storage of emergency equipment that is no longer storable in the reduced facilities of the fire station, on the District's well site property. Two locations are possibly available for this, (1) between the well house and the existing storage shed and (2) on the opposite side of the well house from the storage shed.

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

Complete the Board.
PUBLIC INPUT *for 10:05 - J. Swad - Christ Paris Morley - Angie plasty -*

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

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

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

ADJOURNMENT OR CONTINUATION *10:05*

Donovan

29th is out

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FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
RESCHEDULED REGULAR BOARD OF DIRECTORS'
MEETING ON ~~WEDNESDAY~~, JUNE 1, 2000
THE MEETING WILL BEGIN AT 7:00 P.M.**

THURSDAY

<u>DESCRIPTION</u>	<u>PAGES</u>
Agenda for the Meeting	1 - 2
Bills to be Paid Report for 04/01/00 through 04/30/00	3 - 4
General Manager's Report to the Board	5 - 7
District Fiscal Consolidated Balance Sheet as of April 30, 2000	8
District profit and Loss Report for April 2000	9 - 10
District year to date Profit and Loss Report versus adopted budget	11 - 14
Redrafted Minutes for the March 22, 2000 meeting	15 - 16
Draft Minutes for the April 26, 2000 meeting	17 - 18
Draft Minutes for the May 17, 2000 special meeting	19
Letter of recommendation for Kaia Kirouac, to Sausalito Postmaster	20

Plan -

1st pgh.

Division - Redwood Creek

Antenna - The TAC - fire pump well
operation.

Green Gulch @ 7:30 P.M.
1 wk from Tues -
Program on mountain lion

June 20 - Summer Solstice?
@ Beach

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' RESCHEDULED REGULAR MEETING TO BE HELD ON
~~Thursday~~ WEDNESDAY, JUNE 1, 2000 AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

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

I. Open the meeting: President Schiffries will call the regular meeting to order, ~~and then turn the chair over to incoming President Schiffries.~~ *7:07*

II. Review and consideration of the June 1, 2000 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". *Park service*

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. *Two positions filled - 1 Cowmp. officer; 1 ranger position - New location for Wildlife sightings*

Request by resident Hester Burn-Calander: Ms Burn-Calander has requested permission to protest the actions of neighbor Leighton Hills and his actions concerning the Elsberg property, removal of trees and vegetation, and the actions of neighbor Sharon Mullin in attempting to remove a Monterey Pine that Ms Calander believes is either on her property, or jointly on the property of the district and herself. She is requesting Board action concerning this matter. *Arch. Branch*

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. *Hester volunteered to assist in landscaping advice.*

Ad Hoc Committee Trial Agenda

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.

Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the April 1, 2000 through April 30, 2000 fiscal period. *Steve, Erin - Deb not here*

Fire Department, Emergency Disaster Committee: The Fire Chief will report on the activities of his department, including a brief report on the annual Bar B Que. *Similar to last year -*

Discussion on mud for storage.

- Schedule is Fall 2000*
Next Mtg - 14th {Mon meeting place}
Erin, Matthew,
introduced them - sources of administration, summary, —
- 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. *Presented by consulting group*
- IX. **Discontinuing the Boards ad hoc water rights committee:** President Schiffries has requested that the Board discontinue this committee. *Pete*

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 February 2000 and the fiscal year to date.
 - B. **Recreation:** The report gives a brief update on matters concerning the community center.
 - C. **Roads and Easements:** The G. M.'s report reviews ongoing maintenance activities and schedules for maintenance activities for the District's roads and easements.
 - D. **Water Operations:** All pertinent considerations for water operations are contained in the G. M.'s report.
 - E. **Water rights:** The G. M.'s report gives a brief overview of the most recent meeting with the Water Control Board and the protestants to the District's water rights application.
- IX **Review of the draft minutes** for the March 22, 2000 Board meeting. The original draft of these minutes was not approved and the minutes have been redrafted.
- IX **Review of the draft minutes** for the April 26, 2000 Board meeting. *Stew, Peter*
Deb abstains
- IX **Review of the draft minutes** for the special Board meeting on May 17, 2000. *Deb, Stew*
- XII. **Next meeting date:** The next regular meeting date is Wednesday, ~~June 28~~, 2000. *Erin, Deb.*
6/21/00

ADJOURNMENT OR CONTINUATION

11:00

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 04/01/00 THROUGH 04/30/00**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL RESERVE EXPENDITURES				
Marin County	2352	County tax collection fees	C	\$81.00
New World Mfg., Inc.	4169	Install upper tank liner	B	16,211.24
TOTAL CAPITAL RESERVE EXPENDITURES =				\$16,292.24

ADMINISTRATION EXPENSES, DIVISION CODE 9236

ABC Consultants, Inc.	2117	Administrative fee for April 2000	B	\$500.00
Marin County	2352	County tax collection fees	C	302.00
ABC Consultants, Inc.	2479	Travel 03/01 through 03/031/00	B	151.04
AT&T	2534	Toll Calls 707-643-1143 thru 4/10/00	B	29.21
AT&T	2534	Toll calls 415-388-7804 thru 3/10/00	B	11.98
Pacific Bell	2534	415-388-7804 thru 3/11/00	B	28.84
Pacific Bell	2534	707-643-1143 thru 3/26/00	B	25.61
Pacific Bell Wireless	2534	Cell phone through 4/26/00	B	38.01
TOTAL G&A EXPENSES =				\$1,086.69

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Harvey Pearlman	1028	Maint. Mgr. Wages paid in April	C	\$426.29
Salvador Gonzales	1073	Extra Hire maint. wages paid in April	C	226.07
Channel Lumber Company	2077	Treated timbers for stairs	B	1,675.67
EMED Company, Inc.	2077	Speed bumps and signs	B	2,240.12
Goodman's	2077	Post anchors for stairs	B	64.24
Home Depot	2077	Misc. hardware and items for easements	B	786.46
Sutton Freebairn-Smith	2077	Carpenter wages paid in April, Ahab stairs	C	2,583.60
ABC Consultants, Inc.	2117	Administrative fee for April 2000	B	500.00
TOTAL R&E EXPENSES =				\$8,502.45

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. Mgr. Wages paid in April	C	\$1,891.68
Salvador Gonzales	1073	Extra Hire maint. wages paid in April	C	116.26
CalPers	1501	Medical coverage for April	B	393.25
Harvey Pearlman	1506	Medicl allowance April	C	150.00
Goodman's	2077	Tape and towels	P	7.00
Goodman's	2077	Fittings for leak repairs	B	16.24
Herb's Pool Service	2115	Chlorine suppplies 3/28/00	B	34.32
Marin Health Laboratory	2115	Bacterial tests in March	B	30.00
ABC Consultants, Inc.	2117	Administrative fee for April 2000	B	800.00
ABC Consultants, Inc.	2117	Clerical fees for April 2000	B	850.00
Costco	2121	Costco annual membership fee	P	30.00
Public Storage	2121	Storage fee for May	B	43.00
U. S. Post Office	2130	Postage and deliveries	P	46.20
Harvey Pearlman	2479	Travel Allowance April	C	110.00
Pacific Bell	2534	Well relay phone Jan thru 3/07/00	B	95.10
Pacific Gas & electric	2535	Well & lower tank electric through 4/19/00	B	432.69
Pacific Gas & electric	2535	Well & lower tank electric through 3/19/00	B	412.25
TOTAL WATER EXPENSES =				\$5,457.99

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 04/01/00 THROUGH 04/30/009**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
RECREATION EXPENSES, DIVISION CODE 9239				
Harvey Pearlman	1028	Maint. Mgr. Wages paid in April	C	\$186.50
Juan Gonzales	1073	Janitorial wages paid in April	C	138.88
Salvador Gonzales	1073	Extra Hire maint. wages paid in April	C	135.62
Sutton Freebairn-Smith	2077	Carpenter wages paid in April	C	161.48
ABC Consultants, inc.	2117	Administrative fee for April 2000	B	500.00
Shoreline Disposal	2259	Garbage removal through June 00	B	108.60
Pacific Bell	2534	Pay phone Jan thru 3/19/00	B	135.30
Pacific Gas & electric	2535	Com. Center electric thru 3/19/00	B	68.47
Pacific Gas & electric	2535	Com. Center electric thru 4/19/00	B	67.98
Bell's Market	2041BI	Bistro supplies	P	1.60
Nancy Knox	2041BI	Bistro pastires	P	10.50
Susan Caswell	2041BI	Cream and newspapers	P	5.85
Susan Caswell	2041BI	Bistro wages paid in April	C	242.21

TOTAL RECREATION EXPENSES = \$1,762.99

FIRE DIVISION EXPENSES, DIVISION CODE 9240				
ABC Consultants, Inc.	2117	Administrative fee for April 2000	B	\$225.00
Pacific Bell	4827	Fire phone Feb & March 00	B	32.30

TOTAL FIRE EXPENSES = \$257.30

TOTAL CAPITAL RESERVE EXPENDITURES = \$16,292.24

TOTAL GENERAL FUND EXPENSES = 17,067.42

TOTAL OF ALL CHECKS ISSUED = \$33,359.66

C = Paid thru County depositories

P = Paid thru Petty Cash Funds

B = Paid thru Merrill Lynch Depository

The above bills were approved for payment by the Muir Beach Community Services District B

the _____ day of _____ 2000.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Matthew Schiffries, President

Donovan Macfariane, General Manager

**MUIR BEACH COMMUNITY SERVICES DISTRICT
GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS
FOR THE BOARD OF DIRECTORS MEETING ON JUNE 1, 2000**

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

- 1 Fiscal review:** the District's fiscal status remains strong, with a combined total of \$117,073.44 in available general funds, \$19,181.81 in trust fund reserves for specific projects and liabilities, and 95,100.56 in capital improvement funds. With the distribution of the year end tax revenues being received, the District had a net increase in equity even though the expenditures totaled more than \$30,000 during the month of April.
- 2 Budget review:** The year to date comparison to the adopted budget shows the District is generally within the budget tolerances. An overview follows:
 - a Administrative income** is \$6,408.37 more than budget projections, with greater tax and interest revenues, while copier income is down.
 - b Administrative expenses** are substantially below budget, primarily due to the County's not completing the five year audit. My most recent contacts with the County indicate that they are still having priority problems and working on more critical items.
 - c Fire operations income** is less than the budget, with \$150 less in W. Marin Funds and while the donations from the Association are less than the budget, this is actually due to a lower insurance cost, equal to the decrease in the donation.
 - d Fire expenditures** are above budget, with West Marin Fund expenditures exceeding the budget by more than \$2,000. This is partially offset by the savings in insurance, and the actual overage will start the next fiscal year off with a loss carry forward to be deducted from the next West Marin fund allocation.
 - e Recreational income** is greater than projected by the budget, primarily due to increased rental income and lessor increases in activities income.
 - f Recreational expenditures** overall will end the year within the budget parameters. The only substantial difference is in ground maintenance and that is partly due to some of the routine repairs allocated to ground maintenance.
 - g Roads and Easements income.** No income was anticipated during the fiscal year. We did receive a small allocation (actually a refund) in F. E. M. A. funds, and recent communications from F. E. M. A. indicates that we may receive a little more than \$1,000 in retained funds.
 - h Roads & Easements expenditures:** If the planned easement improvements are completed prior to year end, the expenses will be very close in total amounts as compared to the budget. In the event the repairs are not completed, it will be necessary to have the funds carry over into the next fiscal year.
 - i Water income:** The year to date report indicates that water capital income from the consumption surcharge and general water operations income will be less than projected by the budget. The consumption surcharge income of \$20,000 projected by the budget is in error as 25% of the projected operations income of \$62,000 should be \$15,500. Forecasting the probable operations income for May and June, based on historical values indicates that the gross income will be just under \$60,000. The most likely cause of this is the generally wet and colder year, resulting in a reduced demand for water. Consumption is increasing as the weather warms; however, it is too late in the year to make up the total shortfall.

- j **Water expenditures:** Capital expenditures are currently less than the budget allocation. However, there are some pending bills that have not been received that will most likely close the year very close to the budget allocation.

Currently, water operations expenses are below budget; however, the anticipated cost of leak repairs will cause the fiscal year to close with expenses being 2 to 3 thousand dollars above the budget allocation. It is anticipated that water operations will end the fiscal year with a deficit between expenses and income of approximately \$5,000.

- B **Recreation:** During the last meeting, the Board requested information concerning security locks that are card operated, for improving the community center security. I have written for information and quotes to the two companies that are the prime manufacturers of this equipment. However, to date I have not received a reply. It is possible that I will have some more information by the time of the meeting.

Repair of the entry door may be completed by the time of the meeting. The delay is due to the loss of some of the original panic hardware and the higher priorities of available labor.

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

- 1 **Sunset Way:** The asphaltting of Sunset Way had been scheduled to begin on the 16th of May. Regrettably, abnormal rains soaked the road base and required rescheduling. During the interim, we learned that the Martinye property is to begin development within 60 days. As the early construction for this property requires the use of considerable heavy equipment and concrete trucks, it seems prudent to delay the asphaltting until a later date. During the interim, I have instructed Harvey to coat the road base with an asphalt prime coat to protect against light rains and to prevent excessive dust during dry spells. When the construction is complete, the rock base can be reworked and paved.
- 2 **Community Center easement to Sunset Way:** The upper portion of this easement is in very poor repair and is scheduled for reconstruction as rapidly as labor is available. The same is applicable to completing the lower section to Sunset, and eliminating the District's encroachment onto private property. We are currently trying to have PG&E move the guy wires to ease the connection to Sunset Way. Completion of this work also involves new pathway lighting.
- 3 **Seacape Park:** The pedestrian trail has been mowed, but soon require a second mowing. Also, there is a need to place some stairs in several areas of steeper slope.

We have received a request from Alexandra Lake, for permission to mow the area on the upper end of the park. Due to the misunderstanding from last year, I am referring this to the Board for a policy decision, along with a suggestion that mowing may be proper providing it does not scarify the ground or destroy useable native shrubs. Regrettably, the regrowth of this area is now somewhat dominated by non native thistle and other evasive plants.

- 4 **Cove Lane:** There is considerable resident conflict concerning this area. Mrs. Burn-Calander has requested permission to speak to the Board, concerning a pine tree that she believes is on her property. Our recent survey of the area was not concerned with the subject tree and did not locate it. However, it is my understanding that a surveyor has been retained to locate the tree and determine if it is on private, public or joint property. I also have an opinion from the County attorney indicating that if the tree is on joint property, it will require a joint agreement to remove the tree. However, I have also received an opinion from a licensed arborist, that the tree is infected and in poor condition.

- D **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 that will be discussed below

Coliform tests taken during April were free of Coliform bacteria.

Gross water billing for the 3/23/00 through 4/23/00 billing period was \$4,510.91 plus \$98.25 in late penalties and interest charges for a total of \$4,609.16. The capital improvements monthly and consumption surcharges totaled \$1,143.29.

The table below tabulates the water production for the period March 23 to April 23, 2000.

Total volume of water measured through the master meter =	1,275,790 gallons
Highest pumping day was on 3/26/00 and volume pumped =	49,180 gallons
Lowest pumping day was on 4/09/00 and volume pumped =	000 gallons
Total volume billed through service meters =	869,640 gallons
Gross unaccounted for water loss =	436,150 gallons
Estimated un-metered maintenance use =	30,000 gallons
Net unaccounted for water loss (31.84%)	406,150 gallons
Average daily per capita consumption =	55 gallons
Average service billing =	\$33.09

As may be observed from the large unaccounted for water loss, we experienced considerable water loss as a result of system leaks. During the subject period, the liner in the upper storage tank was installed and we repaired two service line leaks. Harvey is continuing the systematic leak test, and one area of a suspected leak is being further investigated at this time. This involves a fire hydrant valve located on Ahab Drive. Due to the depth of the line, we are trying to arrange for an outside contractor to make the repairs, including upgrading of the fire hydrant from a single head to a dual head hydrant, along with improved control valving at the hydrants main line location.

Since locating the above leak, we have found evidence of another possible leak somewhere along the main line from the lower tank, to Sunset Way. Due to the lack of control valves, this line is very difficult the pressure test, as it essentially requires that the lower distribution system be isolated. If a leak is found in this line, it is recommended that the repairs include installation of additional control valves to permit more practical system operation and maintenance.

E Water Rights: The meeting called by the Division of Water Rights (D.W.R.) with the protestants was held as scheduled. The District was represented by President Schiffries, Director Pinto, and myself; Ed Dito and Terry Snyder from D.W.R.; Bill Cox from State Fish and Game; and Bill Hanson and Terry Thomas from the National Park Service. I have subsequently received suggested revision to the terms and conditions to be applicable to obtaining water rights and copies have been forwarded to the Directors. At this time, I believe the protestants are substantially in agreement and ready to proceed in lieu of D.W.R. performing a field investigation and dictating the terms. For this reason, I believe it is time to increase our public information efforts by sending an outline of the terms and a summary of the proceedings to the community.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

TAC

To the maximum extent possible

05/27/00

Muir Beach Community Services District
Consolidated Balance Sheet Accrual Basis
As of April 30, 2000

	<u>Apr 30, '00</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	34,273.76
Fund 429, County Investment Fun	
Capital Improvements	95,100.56
General Investments	22,919.87
Total Fund 429, County Investment Fun	<u>118,020.43</u>
Merrill Lynch WCMA	
R&E Donations	950.00
Rental Deposit Trust	2,388.77
Water Security Deposit Trust	4,200.00
Merrill Lynch WCMA - Other	46,339.40
Total Merrill Lynch WCMA	<u>53,878.17</u>
Petty Cash Fund	183.45
Salomon Smith Barney	10,000.00
Treasury Bill Investment Funds	
Fire Station	11,643.04
Investments	3,356.96
Total Treasury Bill Investment Funds	<u>15,000.00</u>
Total Checking/Savings	231,355.81
Accounts Receivable	
Receivables	15,734.18
Total Accounts Receivable	<u>15,734.18</u>
Other Current Assets	
Undeposited Funds	745.32
Total Other Current Assets	<u>745.32</u>
Total Current Assets	<u>247,835.31</u>
TOTAL ASSETS	<u>247,835.31</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	2,388.77
W9025RD, Security deposits	4,200.00
Total Other Current Liabilities	<u>6,588.77</u>
Total Current Liabilities	<u>6,588.77</u>
Total Liabilities	6,588.77
Equity	
Opening Bal Equity	158,129.80
Retained Earnings	150,757.25
Net Income	-67,640.51
Total Equity	<u>241,246.54</u>
TOTAL LIABILITIES & EQUITY	<u>247,835.31</u>

MUIR BEACH COMMUNITY SERVICES DISTRICT

Profit & Loss

April 2000

05/27/00

	Apr '00
Income	
Administrative Income	
A9001, General Tax Income	14,024.36
A9203, Interest earned	372.90
A9772, Copler Income	0.80
Total Administrative Income	14,398.06
Recreational Activities Income	
R9255, CC Rental Income	400.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	140.25
Total R9811, Rec. Programs Income.	140.25
Total Recreational Activities Income	540.25
Water Capital Improvements Inco	
H9001, special Assessment Tax	12,720.00
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	981.41
H9031, Water Surcharge Income - Other	15.00
Total H9031, Water Surcharge Income	996.41
H9377, Interest Earnings	
H9377C, Cap. Imp. Interest	995.18
H9377G, Gen. Inv. Interest	79.65
Total H9377, Interest Earnings	1,074.83
Total Water Capital Improvements Inco	14,791.24
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill Interst	2.32
W9025LP, Late pay penalty	50.87
W9025, Water Service Income - Other	3,940.75
Total W9025, Water Service Income	3,993.94
W9772, Miscellaneous Income	13.66
Total Water Operations Income	4,007.60
Total Income	33,737.15
Expense	
Administrative Expenses	
A2117, Consulting Admin. Fees	500.00
A2352, County Fees	302.00
A2479, Travel Expenses	151.04
A2534, Telephone/Communications	133.65
Total Administrative Expenses	1,086.69
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	32.30
Total Fire Operational Expenses	257.30
Recreational Expenses	
R1028, Maint. Mgr. Wages	173.25
R1073, Janitorial wages	129.00
R1404, FICA	61.44
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	242.95
Total R2041, Rec. Program Expenses	242.95
R2077, Routine Repairs	150.00
R2097, CC Ground Maintenance	126.00
R2117, Administrative Expenses	500.00
R2259, Refuse Removal	108.60
R2534, Pay Telephone Expense	135.30

05/27/00

MUIR BEACH COMMUNITY SERVICES DISTRICT
Profit & Loss
April 2000

	<u>Apr '00</u>
R2535, Energy Expenses	
R2535E, Electrical Expenses	136.40
Total R2535, Energy Expenses	<u>136.40</u>
Total Recreational Expenses	1,762.94
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	396.00
E1404, FICA	229.96
E2077, Road & Easement Repairs	5,136.37
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	<u>6,262.33</u>
Water Capital Improvements Exp.	
H2352, County fees	81.00
H2713, Project Improvements	
H2713CP, System Improvements	16,211.24
Total H2713, Project Improvements	<u>16,211.24</u>
Total Water Capital Improvements Exp.	16,292.24
Water Operational Expenses	
W1028, Maint. Mgr. Wages	1,757.25
W1073, Extra Hire Wages	108.00
W1404, FICA	142.69
W1506, Medical benefits	
W1506CPHvy	15.69
W1506CPSH	15.70
W1506, Medical benefits - Other	150.00
Total W1506, Medical benefits	<u>181.39</u>
W2115, Chemicals I Testing	64.32
W2117, Administrative Fees	1,650.00
W2121, Miscellaneous Expenses	2,336.36
W2130, Postage & Shipping	46.20
W2479, Travel allowance	110.00
W2534, Telephone Relay Expense	95.10
W2535, Electrical Service	844.94
Total Water Operational Expenses	<u>7,336.25</u>
Total Expense	<u>32,997.75</u>
Net Income	<u><u>739.40</u></u>

Muir Beach Community Services District Fiscal 1999-2000
Profit & Loss Budget vs. Actual
 July 1999 through April 2000

05/27/00

	Jul '99 - Apr '00	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income				
A9001, General Tax Income	37,539.29	33,000.00	4,539.29	113.8%
A9203, Interest earned	3,960.78	2,000.00	1,960.78	198.0%
A9772, Copier Income	108.30	200.00	(91.70)	54.2%
Total Administrative Income	41,608.37	35,200.00	6,408.37	118.2%
Fire Operations Income				
F9377, West Marin Funds	8,350.00	8,500.00	(150.00)	98.2%
F9763, Fire Assoc. Donations	4,358.61	5,824.00	(1,465.39)	74.8%
Total Fire Operations Income	12,708.61	14,324.00	(1,615.39)	88.7%
Recreational Activities Income				
R9255, CC Rental Income	6,405.00	4,200.00	2,205.00	152.5%
R9772, Misc. Recreation Income	9.30			
R9811, Rec. Programs Income.				
R9811BI, Bistro Income	1,637.88	1,200.00	437.88	136.5%
R9811CD, Com. Din. Income	0.00	1,200.00	(1,200.00)	0.0%
R9811CP, Child's Prog. Income	229.50	200.00	29.50	114.8%
R9811TC, Tai Chi Income	1,075.25	960.00	115.25	112.0%
R9811, Rec. Programs Income. - Other	1.00			
Total R9811, Rec. Programs Income.	2,943.63	3,560.00	(616.37)	82.7%
R9811Y, Yoga Classes	887.00			
R9834, Res. Handbook Income	223.15	200.00	23.15	111.6%
Total Recreational Activities Income	10,468.08	7,960.00	2,508.08	131.5%
Roads & Easements Income				
E9772, Road & Esm't Income				
E9772F, FEMA Grant Income	70.00			
Total E9772, Road & Esm't Income	70.00			
Total Roads & Easements Income	70.00			
Water Capital Improvements Inco				
H9001, special Assessment Tax	30,253.86	31,980.00	(1,726.14)	94.6%
H9031, Water Surcharge Income				
H9031, Consumption Surcharge	12,802.95	20,000.00	(7,197.05)	64.0%
H9031, Water Surcharge Income - Other	186.38			
Total H9031, Water Surcharge Income	12,989.33	20,000.00	(7,010.67)	64.9%
H9377, Interest Earnings				
H9377C, Cap. Imp. Interest	4,745.77	4,000.00	745.77	118.6%
H9377G, Gen. Inv. Interest	1,121.03	2,000.00	(878.97)	56.1%
Total H9377, Interest Earnings	5,866.80	6,000.00	(133.20)	97.8%
Total Water Capital Improvements Inco	49,109.99	57,980.00	(8,870.01)	84.7%

Muir Beach Community Services District Fiscal 1999-2000
Profit & Loss Budget vs. Actual
 July 1999 through April 2000

05/27/00

	Jul '99 - Apr '00	Budget	\$ Over Budget	% of Budget
Water Operations Income				
W9025, Water Service Income				
W9025Int., Overdue bill Interest	48.65	100.00	(51.35)	48.7%
W9025LP, Late pay penalty	916.77	1,150.00	(233.23)	79.7%
W9025, Water Service Income - Other	51,206.10	62,000.00	(10,793.90)	82.6%
Total W9025, Water Service Income	52,171.52	63,250.00	(11,078.48)	82.5%
W9772, Miscellaneous Income	70.00			
Total Water Operations Income	52,241.52	63,250.00	(11,008.48)	82.6%
Total Income	166,206.57	178,714.00	(12,507.43)	93.0%
Expense				
Administrative Expenses				
A2049, Conf. Mtgs. & Dues	331.71	600.00	(268.29)	55.3%
A2059, P & L Insurance	458.64	353.00	105.64	129.9%
A2117, Consulting Admin. Fees	5,175.00	6,175.00	(1,000.00)	83.8%
A2121, Miscellaneous Expenses	187.25	400.00	(212.75)	46.8%
A2129, Gen. Election expenses	0.00	525.00	(525.00)	0.0%
A2130, Mailing & Shipping Exp.	26.40	130.00	(103.60)	20.3%
A2133, Office Supplies	230.53	175.00	55.53	131.7%
A2137, Copier Maint. Expenses	331.59	600.00	(268.41)	55.3%
A2352, County Fees	704.00	8,000.00	(7,296.00)	8.8%
A2479, Travel Expenses	1,281.94	1,600.00	(318.06)	80.1%
A2534, Telephone/Communications	2,114.32	2,500.00	(385.68)	84.6%
A2713, Legal fees	(477.50)	600.00	(1,077.50)	(79.6)%
Total Administrative Expenses	10,363.88	21,658.00	(11,294.12)	47.9%
Fire Operational Expenses				
F2059, P & L Insurance	1,658.61	3,124.00	(1,465.39)	53.1%
F2117, Administrative Fees	2,250.00	2,700.00	(450.00)	83.3%
F4827, W. Marin Fund Expenses	11,109.43	8,700.00	2,409.43	127.7%
Total Fire Operational Expenses	15,018.04	14,524.00	494.04	103.4%
Recreational Expenses				
R1028, Maint. Mgr. Wages	1,419.00	750.00	669.00	189.2%
R1073, Janitorial wages	1,419.00	1,700.00	(281.00)	83.5%
R1404, FICA	326.24	187.00	139.24	174.5%
R1701, Work Comp Insurance	217.60	285.00	(67.40)	76.4%
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	2,305.67	2,100.00	205.67	109.8%
R2041CD, Com. Dinner Expenses	0.00	800.00	(800.00)	0.0%
R2041CP, Child's Program Exp.	171.16	200.00	(28.84)	85.6%
R2041TC, Tai Chi Expenses	971.80	1,200.00	(228.20)	81.0%
R2041, Rec. Program Expenses - Other	113.66			
Total R2041, Rec. Program Expenses	3,562.29	4,300.00	(737.71)	82.8%

05/27/00

Muir Beach Community Services District Fiscal 1999-2000
Profit & Loss Budget vs. Actual
 July 1999 through April 2000

	Jul '99 - Apr '00	Budget	\$ Over Budget	% of Budget
R2041Y, Yoga Instruction	725.60			
R2059, P & L Insurance	450.00	451.00	(1.00)	99.8%
R2077, Routine Repairs	1,356.01	3,000.00	(1,643.99)	45.2%
R2097, CC Ground Maintenance	1,103.94	800.00	303.94	138.0%
R2117, Administrative Expenses	4,825.00	5,825.00	(1,000.00)	82.8%
R2119, District Handbook Exp.	486.92	300.00	186.92	162.3%
R2121, Miscellaneous Expenses	0.00	125.00	(125.00)	0.0%
R2133, Office Supplies & Stamps	79.20	100.00	(20.80)	79.2%
R2259, Refuse Removal	434.40	500.00	(65.60)	86.9%
R2366, Building Supplies	396.28	400.00	(3.72)	99.1%
R2534, Pay Telephone Expense	501.95	550.00	(48.05)	91.3%
R2535, Energy Expenses				
R2535E, Electrical Expenses	881.07	1,500.00	(618.93)	58.7%
R2535G, Butane Gas Expenses	138.57	400.00	(261.43)	34.6%
Total R2535, Energy Expenses	1,019.64	1,900.00	(880.36)	53.7%
R4045, Community Block Grant Ex				
R4045M, Equipment & Materials	(20.69)			
Total R4045, Community Block Grant Ex	(20.69)			
R4048, Building Improvements	525.48	3,000.00	(2,474.52)	17.5%
R4093, Furniture & Equipment	53.56	1,000.00	(946.44)	5.4%
R4243, Playground Improvements	892.19			
Total Recreational Expenses	19,773.61	25,173.00	(5,399.39)	78.6%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	2,260.49	2,000.00	260.49	113.0%
E1073, Extra Hire Wages	310.00	3,000.00	(2,690.00)	10.3%
E1404, FICA	556.03	383.00	173.03	145.2%
E1701, Work's. Comp. Insurance	0.00	383.00	(383.00)	0.0%
E2059, P & L Insurance	100.00	433.00	(333.00)	23.1%
E2077, Road & Easement Repairs				
E2077FEMA, 1996-97 Storms	720.00			
E2077FEMA, 1997-98 Storms	49,467.33	60,000.00	(10,532.67)	82.4%
E2077, Road & Easement Repairs - Other	12,568.52	13,500.00	(931.48)	93.1%
Total E2077, Road & Easement Repairs	62,755.85	73,500.00	(10,744.15)	85.4%
E2117, Administrative Fees	5,000.00	7,000.00	(2,000.00)	71.4%
Total Roads & Easements Expenses	70,982.37	86,699.00	(15,716.63)	81.9%
Uncategorized Expenses	0.00			
Water Capital Improvements Exp.				
H2059, P & L Insurance	0.00	164.00	(164.00)	0.0%
H2352, County fees	324.00	245.00	79.00	132.2%
H2713, Project Improvements				
H2713CP, System Improvements	16,211.24			
H2713WR, Water Right Resolution	3,800.00	10,000.00	(6,200.00)	38.0%
Total H2713, Project Improvements	20,011.24	10,000.00	10,011.24	200.1%

05/27/00

Muir Beach Community Services District Fiscal 1999-2000
Profit & Loss Budget vs. Actual
 July 1999 through April 2000

	Jul '99 - Apr '00	Budget	\$ Over Budget	% of Budget
H4169UT, Priority Improvements				
H4169NW, New Well	0.00	30,000.00	(30,000.00)	0.0%
H4169PW, Pacific Way Main	46,909.88	40,000.00	6,909.88	117.3%
H4169VR, Valve Replacement	0.00	20,000.00	(20,000.00)	0.0%
H4169UT, Priority Improvements - Other	295.75			
Total H4169UT, Priority Improvements	47,205.63	90,000.00	(42,794.37)	52.5%
Total Water Capital Improvements Exp.	67,540.87	100,409.00	(32,868.13)	67.3%
Water Operational Expenses				
W1028, Maint. Mgr. Wages	13,759.25	13,700.00	59.25	100.4%
W1073, Extra Hire Wages	2,284.00	1,000.00	1,284.00	228.4%
W1404, FICA	1,080.45	1,125.00	(44.55)	96.0%
W1506, Medical benefits				
W1506CPHvy	199.46			
W1506CPSH	2.05			
W1506, Medical benefits - Other	1,490.00	1,800.00	(310.00)	82.8%
Total W1506, Medical benefits	1,691.51	1,800.00	(108.49)	94.0%
W1701, Work. Comp. Insurance	1,443.85	1,058.00	385.85	136.5%
W2049, Conferences & Training	440.00	650.00	(210.00)	67.7%
W2058, Annual Permit Fee	1,500.00	1,500.00	0.00	100.0%
W2059, P & L Insurance	708.80	1,019.00	(310.20)	69.6%
W2077, Routine Repairs	1,092.80	3,000.00	(1,907.20)	36.4%
W2115, Chemicals & Testing	4,802.14	4,000.00	802.14	120.1%
W2117, Administrative Fees	16,500.00	19,800.00	(3,300.00)	83.3%
W2121, Miscellaneous Expenses	3,211.72	1,350.00	1,861.72	237.9%
W2130, Postage & Shipping	654.05	1,250.00	(595.95)	52.3%
W2133, Office Supplies	914.22	1,250.00	(335.78)	73.1%
W2325, Contract Services	0.00	5,000.00	(5,000.00)	0.0%
W2479, Travel allowance	1,224.00	1,320.00	(96.00)	92.7%
W2534, Telephone Relay Expense	378.45	470.00	(91.55)	80.5%
W2535, Electrical Service	4,441.95	4,500.00	(58.05)	98.7%
Total Water Operational Expenses	56,127.19	63,792.00	(7,664.81)	88.0%
Total Expense	239,805.96	312,255.00	(72,449.04)	76.8%
Net Income	(73,599.39)	(133,541.00)	59,941.61	55.1%

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, MARCH 22, 2000**

Directors present: President Schiffries and Directors: Pinto, Rudnick and Shaffer. Director Kamradt had previously notified the General Manager that due to illness she would not be present.

- I. **Call to order:** President Schiffries called the meeting to order at 7:06 p. m.
- II. **Review and consideration of the March 22, 2000 Agenda.** There was a brief discussion of the Agenda and Director Shaffer *moved* to approve the Agenda as submitted, providing that the N. P. S. position would be delayed until their representative arrived; seconded by Director Rudnick, ayes all.
- III. **Sunset Way traffic considerations:** The G. M. reported that he had mailed voting ballots to all property owners fronting on Sunset Way and Cove Lane. Of the 55 ballots mailed, 30 have been returned with 24 in favor of speed bumps, 2 opposed, 1 no opinion and 3 as undeliverable to addressee. The G. M. then showed an illustration of a plastic pre formed speed bumps and recommended the Board's consideration of their use. Following a brief discussion and the need for speed bumps, with warning signs, particularly at locations approaching the blind curves on Sunset Way, Director Shaffer moved to have the G. M. initially purchase 5 of the preformed bumps, with appropriate signs, and to have them installed at the appropriate locations. The approximate material cost was estimated at \$1,800; seconded by Director Rudnick; ayes all.
- IV. **National Park Service:** N. P. S. Ranger Mia Monroe was now present and reviewed the combined efforts of the N. P. S., Highway Patrol and Marin Sheriff's to control the parking problem on Pacific Way during the warm weekends. She reported that this past weekend two officers were present and 6 cars were towed. John Sward reported that the no parking signs are still confusing and a general discussion followed. The G. M. reported that he had written to Supervisor Kinsey's office requesting assistance in having the proper signs put in place.

Mia then noted that the N. P. S. has a new maintenance person, George Sebastian, and that efforts are being made to develop a strong maintenance plan. She then went on to discuss volunteer assistance in removing non native intrusive vegetation, and a lengthy discussion followed between Mia and a non resident representative from the Sierra Club.

- GGNRA
- V. **Public Open Time:** Director Rudnick noted that Gordon Bennett has been appointed to the Golden Gate Citizen's Advisory Committee. As Mr. Bennett was in attendance, and Director Rudnick congratulated him. This was followed by a lengthy discussion, continuing parts of the N. P. S. discussion above not concerning the District, with additional back and forth comments from Ranger Monroe and the Sierra Club representative.

The discussion then turned to the District's progress on their pursuit of water rights and the G. M. noted that he had received copies of two letters addressed to the State Water Control Board, in protest of the District's water rights. A lengthy discussion, including several comments from the audience followed, and the G. M. noted that one of the letters, by the Golden Gate Citizen's Committee, essentially rubber stamped the position of the N. P. S.

The G. M. then mentioned the lengthy letter from the Sierra Club, protesting the District's diversion of water from Redwood Creek, and this resulted in considerable discussion of the letter. The G. M. noted that the letter contained several inaccuracies. At this time Director Pinto asked Mr. Bennett if he had participated in the protest letter written to the Division of Water Rights by the Sierra Club. Mr. Bennett replied that he had furnished data from his water invoices, in answer to a request from the author of the letter.

- 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 a total of \$7,629.85 in general fund expenditures; seconded by Director Shaffer; ayes all.

- VII. Redwood Creek Watershed Committee:** Director Rudnick attended the most recent meeting of this committee and reported that they reviewed an internal document about the problems and possible solutions for the impact of Frank Valley Road on the creek. Efforts are being made to have the County minimize the impacts. Additional studies will be completed in conjunction with the Transportation Study and there is some hope that some funds will become available for corrective actions. It was agreed that if possible, President Schiffries and Director Rudnick will attend the next committee meeting.
- VIII. Fire Department, emergency disaster committee:** President Schiffries reported that 10 EMT certificates will be awarded to the volunteers completing the training. He then went on to discuss the negotiations with N. P. S. for continued use of the dairy barn as a fire station. Dave Carneiglia reported that the current use agreement being offered is for a one year period and includes several sections that he feels are not in the interest of the District. The G. M. concurred with Mr. Carneiglia's opinion, particularly with sections of the agreement that place the district in a position of being responsible for correcting hazardous material removal and making extensive building repairs, when the use permit can be canceled without cause through a 30 day notice. This was followed by a lengthy discussion and President Schiffries strongly objected to the G. M.'s use of delay as a tactic in resolving the use agreement. The G. M. was instructed to contact the County Council for a formal opinion. It was also noted that the Fire Department is scheduled to receive a third fire vehicle, some time within the next two years, and that the current dairy building will be inadequate to house the three vehicles.
- IX. General Manager's Report:** The G. M. noted that the Director's meeting packet includes the budget report of the fiscal year to date as compared to the adopted budget. This is a new report form, available through the Quick Books Pro program that the Board authorized purchase of during the last meeting. Director Pinto said she liked the new report form. President Schiffries indicated that he had not had adequate time to review the form in detail and that he will make more detailed comments at a later date.

The G. M. then went on to recommend that the primary general fund depository be changed from Merrill Lynch to Salomon Smith Barney. He recommended opening the account with an initial transfer of \$10,000 and then a full transfer when new checks are available. Reasons for the recommended change include comparable interest earning rates and lower fees. Following a brief discussion there was general concurrence and the Directors approved the opening resolution by signing the required signature card.

The G. M. then informed the Board that the old F. E. M. A. (1988) problem of \$18,000 has come up again. He noted that this had been resolved prior to the 1996-97 storm damage grants, but that an understaffed state office (3 employees) is trying to clear more than 8,000 problems. He has contacted the state office and informed them of the resolution of the problem and will go to the storage files for copies of the documentation.

- X. Review the draft minutes of the March 1, 2000 meeting:** There was a brief discussion and Director Shaffer *moved* to approve the minutes as submitted; seconded by Director Pinto; ayes all.
- XI. Next meeting Date:** Prior to setting the next meeting date, the G. M. requested that the July meeting date be changed from the 4th Wednesday, as he has plans to attend a conference in Stockholm Sweden during the time frame of July 20 through August 8, 2000. Following some discussion it was decided that the July meeting should be on Wednesday, July 19, 2000.

The next regular meeting date was set as Wednesday, April 26, 2000.

The meeting was adjourned at 10:18 P. M.

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

Matthew Schiffries, Board President

Donovan Macfarlane, Secretary

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, APRIL 26, 2000**

Directors present: President Schiffries and Directors: Kamradt, Rudnick and Shaffer. Director Pinto was not present as she is on vacation.

- I. Call to order:** President Schiffries called the meeting to order at 7:08 p. m.
- II. Review and consideration of the April 26, 2000 Agenda.** There was a brief discussion of the Agenda and Director Rudnick informed the Board that Mia Monroe from N. P. S. would arrive around 8:00 p.m. and at that time he would like to give the Redwood Watershed Committee report in conjunction with Ms Monroe. Director Shaffer *moved* to approve the Agenda as submitted; seconded by Director Kamradt, with the provision that the N. P. S. report would be heard after Ms Monroe's arrival, ayes all, except Director Pinto who was not present..
- III. Public Open Time:** Leighton Hills requested time to discuss his actions on the property above the beachfront at the end of Cove Lane, currently owned by the Elsberg's. The property is now on the market, with an asking price of \$500,000. Mr. Hill has obtained permission to investigate the property, for possible purchase, to determine if the property is buildable. A leech field easement was previously granted to the property now owned by Arlene Robinson, substantially reducing the buildable area, which with other costal restrictions and marginal soil stability may render the site unbuildable. Mr. Hills will do soil testing, clearing of debris and vegetation. In addition, he noted that a Cypress tree exists on the District's right of way blocking ingress-egress, unless one travels across the leech field, which is contrary to the health codes. This was followed by considerable discussion, with a final consensus that the District's easements provide access to the adjacent properties and that the District should not obstruct removal of the tree, if its removal is necessary for safe access. Hester Burn-Calander arrived at some point during the discussion and made several general comments in protest of Mr. Hills actions. However, the Board confirmed that it should not obstruct access to adjacent lands and that for this reason removal of the tree was beyond their purview.

Director Kamradt had previously mentioned that she was not feeling well, and quietly left the meeting, while the above discussion continued in generalities.

Following the foregoing discussion, Fred Thal mentioned that he has learned that Bob Beaumont of Marin County Public Works is in charge of prioritizing the limited funds available for under grounding P. G. & E. above ground electrical services. Some discussion followed and the G. M. was directed to contact Mr. Beaumont to see if he could have the District included in the under grounding program. The G. M. then mentioned that Supervisor Kinsey had called him to have a meeting to discuss the District's progress on water rights. The G. M. suggested that the under grounding might also be a subject for consideration. At this point President Schiffries became disturbed and strongly objected to the G. M.'s meeting with Supervisor Kinsey without notifying the Board. The G. M. responded that he was now notifying the Board and had intended to discuss the meeting during the water operations portion of the meeting, along with possible attendance by Board members. President Schiffries then chastised the G. M. for his poor communication with the Board. The G. M. responded that he was communicating in a timely fashion with the Board, in accord with the limitations of the Brown act and in accord with his duties as G. M. to perform the operational supervision of the District activities.

This was followed by further discussion involving the water rights committee and President Schiffries instructed the G. M. to have an item on the next meeting agenda to disband the water rights committee. Director Shaffer responded to this, reminding President Schiffries that the Board had previously considered this request and denied it. President Schiffries repeated his request and said if necessary he would campaign for support of his position.

- IV. Bills to be paid:** There was a brief discussion of the Bills to be Paid Report, and President Schiffries asked for clarification about the Title 22 water testing and expense. The G. M. responded that these are detailed chemical analyses required by the Safe Drinking Water Act. The expensive detailed tests are required every three years (with some variables depending on test results) versus other tests that are required annually. Director Shaffer then *moved* to approve the Bills to be Paid Report as submitted, including \$12,573.15 in general fund expenditures and \$150 in security deposit refunds, for a total of \$12,873.15 in bills paid; seconded by Director Rudnick; ayes Rudnick, Shaffer, and Schiffries. Directors Pinto and Kamradt were not present.

V. **Redwood Creek Watershed Committee:** N. P. S. Ranger Mia Monroe had arrived during the course of the meeting and Director Rudnick who represented the Board during the most recent meeting of this committee began his report in conjunction with Ranger Monroe. Director Rudnick reviewed the committee's efforts to continue study of the water shed problems and mentioned that a study prepared by Engineer Phil Williams is expected to be available by May 5th. President Schiffries mentioned the N. P. S. study of the creek from the well site to the highway bridge, noting that some diking was unstable and blocking the adjacent flood plain. Also mentioned was that low flow conditions were not considered during this study. Ranger Monroe mentioned that N. P. S. will offer talks about the watershed and possibly have representatives from Ft. Collins as speakers. Also, the N. P. S. will be offering discussions on native plants and propagation for the area. In closing, two board members will attend the next committee meeting, including Director Pinto, Rudnick or Schiffries.

VI. **Fire Department, emergency disaster committee:** Chief Moore mentioned that the department has two new members, and that the EMT classes will be completed tomorrow. Planning for the Bar B. Que is complete and preparations are on schedule. At this point the G. M. asked Chief Moore to be certain that the special event insurance provisions are cleared as early as possible, in order to avoid any problems. The G. M. had previously forwarded the letters authorizing the Association to hold the event.

Chief Moore then discussed a meeting with ^{Supervisor} O'Neill of the N. P. S. to discuss the terms of the lease of the firehouse. He indicated that in his opinion the meeting had not gone well, and that the meeting room and upper storage facilities were now non useable. Further, there is a need for \$1,500± for repairs and requested permission to use the fire house funds for this. There was a brief discussion of the opinion letter from the County Attorney Jennifer Waldron, which essentially recommends that the lease not be executed in its present form. Dave Carneglia, briefly mentioned that the letter is in accord with his legal review and the comments of the G. M., plus some expansion by Atty. Waldron. Dave concurred with Chief Mores opinion of the meeting with Supervisor O'Neill. At this point, President Schiffries noted that he had a different opinion of the meeting with Supervisor O'Neill, commenting that he felt the meeting went reasonably well and that better communications had been established. The G. M. then mentioned that he had not been informed of the meeting and asked if President Schiffries had attended as a representative of the Board? The Board had not previously authorized a Director's representation of the Board.

VII. **General Manager's Report:** Due to the late hour, the G. M.'s report was quickly considered, with more discussion about a meeting requested by Ed Dito of the Water Control Board, to discuss the modified draft terms for the water rights permit. Following some discussion, it was decided that Directors Kamradt and Shaffer should attend the meeting with the G. M. Subsequent to the meeting, the G. M. should call for a special meeting of the Board, if deemed necessary and timely.

There was a brief discussion of the most recent vandalism in the community center and Director Shaffer suggested the G. M. pursue efforts to improve the building security. Requests for card activated door locks, etc. were briefly discussed with the G. M. to obtain pricing for such facilities.

VIII. **Review of the draft minutes of the March 22, 2000 meeting.** The G. M. noted that he has received a formal complaint from Gordon Bennett concerning the section of the minutes discussing Mr. Bennett's appointment to the N. P. S. citizen's advisory committee and other items concerning Mr. Bennett. Mr. Bennett feels the juxtaposition of the comments leads an erroneous and negative conclusion toward Mr. Bennett. After review, the G. M. concurred with Mr. Bennett's reaction and noted that had not been the intent. The intent had been to congratulate Mr. Bennett on his appointment and to comply with a request by Director Pinto to have her question to Mr. Bennett included in the minutes.

Following some discussion, the G. M. recommended that approval of the minutes be withheld and that the questionable section of the minutes be rewritten to mitigate the misunderstanding. The Board concurred with this recommendation.

IX. **Next meeting date:** The next regular meeting date was set for Wednesday, May 24, 2000.

The meeting adjourned at 10:52 P. M.

These minutes were approve by the Muir Beach Community Services District Board of Director, during their meeting held on _____

Matthew Schiffries, board President

Donovan Macfarlane, Secretary to the Board

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
SPECIAL BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, MAY 17, 2000**

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

- I. Call to order:** ~~At 7:36 p. m.~~ President Schiffries called the meeting to order at 7:36 p. m.
- II. Review and consideration of the March 1, 2000 Agenda.** As this a limited purpose meeting to discuss the proposed conditions drafted by the California Water Control Board, for the issuance of a water permit to the District and to respond to a request by the Fire Chief, no review of the agenda was necessary.
- III. Fire Chief's request:** Chief Moore has requested permission to place a storage container on the District's well site, to provide storage of emergency and bar b que items that are no longer storable in the fire station, due to the N. P. S. requirement that the storage in the firehouse be discontinued. Director Kamradt noted the District's ongoing pursuit of a resolution to the water rights, and suggested that any alterations to the well site might be misconstrued, resulting in further complicating the water rights discussions.

In addition, the possible need for a building permit was discussed along with alternative interim storage sites or moveable storage vehicles. The consensus of the Board was that placing a storage container on the well site was not appropriate at this time, and it was agreed that further investigation of proper storage facilities be given, with the possible solutions to be considered at a later date.

- IV. Public Open Time:** Chief Moore then mentioned that former Chief John John Sward had experienced chest pains during the last week end, resulting in angioplasty to relieve arterial blockage. He offered a "Get Well" card to the Board and all Directors signed the card while acknowledging their appreciation to Chief Moore.

Chief Moore then mentioned that the mail delivery contract for Kaia Kirouac is being considered for renewal or to be given to alternative persons. He suggested the Board write a letter of recommendation to continue the services of Ms Kirouac. The board concurred.

- V. Discussion of the Draft Conditions for issuance of a water rights permit:** A lengthy discussion and point by point review of the suggested conditions was then entertained. Directors Kamradt and Shaffer reported on their meeting with Ed Dito and Terry Snyder of the Division of Water Rights and concurred with the G. M.'s memorandum to the Directors reporting the satisfactory results of the meeting.

This was followed by a lengthy discussion of the forthcoming meeting requested by Mr. Dito, to be held in the Water Control Board's offices in Santa Clara, with the protestants and District representatives. It was emphasized that the representatives from the District attend as listeners to the meeting and report back to the Board in the event the protestants have any significant requests for changes. The roll of being listeners, versus entering negotiations, was discussed and the consensus of the Board, over the objections of President Schiffries, was that the representatives could not agree to any changes without Board consideration; therefore, District participation in the meeting should be limited to answering specific questions to requests for public information, without appearing to negotiate or commit the Board to an agreement. President Schiffries and Director Pinto were appointed to accompany the G. M. to the meeting.

The meeting was adjourned at 10:08 P. M.

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

Matthew Schiffries, Board President

Donovan Macfarlane, Secretary

MUIR BEACH COMMUNITY SERVICES DISTRICT

19 SEACAPE DRIVE, STAR BOX 221

MUIR BEACH, CA 94965-9701

TELEPHONE (415) 290 - 5400

May 28, 2000

Postmaster
Sausalito Post Office
Sausalito, CA 94965

Dear Postmaster:

It has come to our attention that the rural mail delivery contract for the Muir Beach Community and other rural communities in West Marin County is being considered for renewal with the current delivery person Kaia Kirouac, or to some alternative person.

The Muir Beach Community Services District Board of Directors encourages you to renew the contract for delivery services with Ms Kirouac. She has served this community and the West Marin area for many years as a courteous and faithful person. She knows these communities well, including most of the residents and the many intricacies needed for proper mail delivery.

We strongly support the continued service of Ms Kirouac as the rural mail carrier for the West Marin area.

Cordially,

MUIR BEACH COMMUNITY SERVICES DISTRICT

Donovan Macfarlane, General Manager

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FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
RESCHEDULED REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, JUNE 21, 2000
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 05/01/00 through 05/31/00	3 - 4
General Manager's Report to the Board	5 - 6
District Fiscal Consolidated Balance Sheet as of May 30, 2000	7
District profit and Loss Report for May 2000	8 - 9
District year to date Profit and Loss Report versus adopted budget	10 - 13
Draft Minutes for the June 1, 2000 meeting	14 - 17

gpm

Fred ~~+~~ Lead Tests

Matthew - distributed a memo on his
water rights committee

Part in the minutes relation.

Dele, Steve - SN1 Peter

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' RESCHEDULED REGULAR MEETING TO BE HELD ON
WEDNESDAY, JUNE 21, 2000 AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

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

- I. **Open the meeting:** President Schiffries will call the regular meeting to order. *7:08*
- II. **Review and consideration of the June 21, 2000 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, Dele all Peter not here.*
- 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. *Matthew gave report. Muir awareness in Tam Valley funding "Shoreline Corridor Coalition" -*
- IV. **Request** to consider the need for ad-hoc committees. During the previous board meeting it was suggested that consideration of additional ad-hoc committee should be an item for discussion during tonight's meeting, with the intent to authorize the formation of needed committees. *Fred - Tree policy - CC's R's, etc. - G.M. Duet's policy - View Corridor - Tree lovers. Citizens Committee*
- 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. *Lengthy bills - 1 800-Get-Towed*

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. *Article in Power Line Fire. 924-1100*

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. *Steve - Don Cohen - Susan Love Lane - Erin Wagner Mann - Call Martine's review*

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 May 1, 2000 through May 31, 2000 fiscal period. *Dele, Erin all Peter here.*
- VII. **Fire Department, Emergency Disaster Committee:** The Fire Chief will report on the activities of his department. *Muir out of town*
- 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. *Disaster 3*

invasive plants. Cont'd next meeting. Matthew/Erin.

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 Administrative operations, Fiscal Reports and District Fiscal Balance Sheets for February 2000 and the fiscal year to date.

1. County Audit: An update on the progress of the independent audit.

2. ERAF funds: A brief update.

3. Proposed budget for Fiscal Year 2000-2001. Copies of the suggested budget.

B. **Roads and Easements:** The G. M.'s report reviews ongoing maintenance activities and schedules for maintenance activities for the District's roads and easements.

C. **Recreation:** The report gives a brief update on matters concerning the community center.

D. **Water rights:** The G. M.'s report gives a brief overview of the most recent communications with the Water Control Board.

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

~~IX~~ Review of the draft minutes for the March 22, 2000 Board meeting. The original draft of these minutes was not approved and the minutes have been redrafted.

~~IX~~ Review of the draft minutes for the April 26, 2000 Board meeting.

~~IX~~ Review of the draft minutes for the special Board meeting on May 17, 2000.

~~XIII~~ Next meeting date: The next regular meeting date is Wednesday, ~~May 17, 2000~~.

June 1 meeting
July 15
Blair
Dick

ADJOURNMENT OR CONTINUATION

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 05/01/00 THROUGH 05/31/00**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
ADMINISTRATION EXPENSES, DIVISION CODE 9236				
Office Max	2049	Meeting packets and information	P	30.22
ABC Consultants, Inc.	2117	Administrative fee for May 2000	B	500.00
At&T	2534	Long distance 415-388-7804, 4/10/00	B	24.06
At&T	2534	Long distance 707-643-1143, 5/10/00	B	23.89
Pacific Bell	2534	415-388-7804 thru 4/11/2000	B	27.74
Pacific Bell	2534	707-643-1143 thru 4/26/2000	B	90.93
Pacific Wireless	2534	Cell phone May 2000	B	80.59
TOTAL G&A EXPENSES =				\$777.43

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Harvey Pearlman	1028	Maint. Manager wages paid in May	C	293.16
Jose Alcala	1073	Extra hire wages paid in May	C	172.24
Salvador Gonzales	1073	Extra hire wages paid in May	C	336.36
Goodman Building Supply	2077	Lumber and quicrete for repairs	B	108.22
Hertz Big 4 Rents	2077	Stump cutter rental	B	175.88
Home Depot	2077	Paint and tape for repairs	B	99.20
Land Art	2077	Backhoe, dump truck, road base	B	912.32
ABC Consultants, Inc.	2117	Administrative fee for May 2000	B	500.00
TOTAL R&E EXPENSES =				\$2,597.38

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. Manager wages paid in May	C	2,513.37
Salvador Gonzales	1073	Extra hire wages paid in May	C	77.51
Harvey Pearlman	1506	Medical benefits paid in May	C	150.00
State Fund	1701	1st Quarter 2000 worker's Comp. Ins.	B	476.03
Goodman Building Supply	2077	Small fittings and silcock	B	8.00
Marin County Laboratory	2115	Coliform tests 4/18/00	B	30.00
ABC Consultants, Inc.	2117	Administrative fee for May 2000	B	800.00
ABC Consultants, Inc.	2117	Clerical fees for May 2000	B	850.00
Public Storage, Inc.	2121	Storage fee for June 2000	B	43.00
U. S. Post Office	2130	Postage and delivery	P	81.40
Intuit Support Network	2133	Technical support data network	P	169.00
Harvey Pearlman	2479	Travel allowance for May	C	110.00
TOTAL WATER EXPENSES =				\$5,308.31

RECREATION EXPENSES, DIVISION CODE 9239

Harvey Pearlman	1028	Maint. Manager wages paid in May	C	115.45
Juana Gonzales	1073	Janitorial wages paid in May	C	208.32
Salvador Gonzales	1073	Extra hire wages paid in May	C	128.68
PERS	1506	Hospital Insurance	B	361.86
State Fund	1701	1st Quarter 2000 worker's Comp. Ins.	B	62.47
Home Depot	2077	Hole saw for repairs	B	4.12
ABC Consultants, Inc.	2117	Administrative fee for May 2000	B	500.00
Costco	2366	Building supplies, paper towels, etc.	B	65.17
Pacific Bell	2534	Pay phone 4/19/2000	B	53.66
Bolinas Bakery Market	2041BI	Bistro condiments, newspapers, etc.	P	6.85
Costco	2041BI	Bistro coffee, napkins, etc.	P	32.75
Nancy Knox	2041BI	Bistro Pastries	P	20.50
Susan Caswell	2041BI	Bistro wages paid in May	C	290.67
Emiko Wang	2041TC	Tai Chi instruction for April	B	96.00
McPhail	2535G	Propane for Community Center	B	144.92
TOTAL RECREATION EXPENSES =				\$2,091.42

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 05/01/00 THROUGH 05/31/00**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
-------------	-------------	-------------	------	--------

Page 2 of 2

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants, Inc.	2117	Administrative fee for May 2000	B	225.00
Pacific Bell	4827	Fire Station Phone 4/25/00	B	16.81

TOTAL FIRE EXPENSES = \$241.81

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Hans Athoff	9255R	Refund rental security deposit	B	150.00
Jose M. Carrasco	9255R	Refund rental security deposit	B	75.00
Deborah Connolly	9255R	Refund rental security deposit	B	150.00
Daniel R. Copeland	9255R	Refund rental security deposit	B	150.00
Mr. Harte	9255R	Partial refund of rental security deposit	B	125.00
Indios Huichol, Inc.	9255R	Refund rental security deposit	B	75.00
San Francisco Educational Fund	9255R	Refund rental security deposit	B	75.00

TOTAL CHECKS ISSUED FROM TRUST FUNDS = \$800.00

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 = 11,016.35

TOTAL CHECKS ISSUED FROM TRUST FUNDS = 800.00

TOTAL OF ALL CHECKS ISSUED = ~~11,816.35~~

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

the _____ day of _____ 2000.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Matthew Schiffries, 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 21, 2000**

- A ADMINISTRATION:** The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.
- 1 County Audit:** Following the last Board meeting, I contacted the County Auditor's office and was informed that they have resumed work on the audit. However, a followup contact last week indicated that they will not be completed in time for a presentation during the Board meeting on June 21, 2000.
 - 2 ERAF funds:** We have received a distribution of the excess ERAF funds, in the amount of \$8,660. However, some \$4,000± may be subject to additional assessments being contested by the counties as a result of a new interpretation by the State Comptroller as to the amount of taxes that should have been collected (applicable to all local agencies). Also, the suit that the State should not have implemented ERAF has been approved by the lower court, and is now under appeal by the State. The Appellate Court is scheduled to hear the case before the end of the current calendar year.
 - 3 Proposed Budget for Fiscal Year 2000 - 2001:** A copy of a suggested budget is enclosed for your consideration and review.
- B Roads and Easements.** The most significant activity since the last board meeting is that the tree on Cove Lane has been removed. Other work on the easements and roadways has been delayed due to our part time labor sources being either busy or on vacation. Work is anticipated to resume in late June or early July. We have contacted outside contractors, in an effort to get some assistance. Regrettably, all of our normal assisting contractors are very busy, and so far we have found little interest from other contractors. Due to the unavailability of workers and the delay in work progress, I have not issued removal notices to residents with encroachments onto District property and/or right of ways.
- Committee
Stew.* **C RECREATION:** The past Board meetings have been so dominated by abnormal matters that little has been done concerning the need to review the rental policies and fees applicable to the community center. We have touched on various subjects, but there has not been time to properly consider most of the community center needs. A discussion of ad-hoc committees has been requested as a discussion item on the meeting Agenda, and I strongly suggest that an ad-hoc community center committee be formed to consider the repair and improvement needs of the center. While the deck roofing may be an interesting matter, there are many other areas of needed repair and improvement that need to be considered for funding during the next few years. Preparation of a long term improvement plan is worthy of consideration.
- D WATER RIGHTS:** There has been a delay in the progress of resolving our water rights, as the N. P. S. has again attempted to gain substantial control over the District's operations. You have received a copy of the revised permit terms, requested by the N. P. S. The Water Control Board (W. C. B.) communicated with N. P. S., via the telephone, in an effort to reach a reasonable solution. However, as of the time of this writing, a formal reply from N. P. S. has not been received, and experience indicates that N. P. S. agreement by telephone seldom stands as their final say.

Hopefully, I will receive confirmation that N. P. S. is in formal agreement, along with copies of the final permit term proposal for distribution to the Board in time for the June 21 meeting. If so, the Board should be prepared to approve the revised permit terms in order to facilitate the progress of the permit process.

*Diversion Period from TAC to
adaptive management plan.*

- E. **WATER:** The repairs of water leaks and the installation of the liner in the upper tank have reduced our unaccounted for water losses substantially. The 13.33% loss is the lowest we have had for some time, and is close to the lowest loss percentage applicable to a system of the District's design. We do have one area of a suspected minor leak in the location of a fire hydrant on Ahab Drive. This will be further investigated and repaired when assistance is available from outside contractors. A backhoe is required to do the excavation and we have been informed that a part of the line may have been incased in concrete. When this line is repaired, we will upgrade the hydrant service line and standpipe to a 6 inch size with 2 hydrant outlets. In addition, we will install additional control valves to facilitate system maintenance.

Coliform tests taken during June were free of Coliform bacteria.

Gross water billing for the April 23 through May 23, 2000 billing period was \$5,455.82, including \$4.35 in interest charges and \$ 89.80 in late payment penalties. The consumption surcharges totaled \$1,332.53.

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 =	1,110,050 gallons
Highest pumping day was on 05/04/00 and volume pumped =	55,530 gallons
Lowest pumping day was on 05/15/00 and volume pumped =	18,410 gallons
Total volume billed through service meters =	962,088 gallons
Gross unaccounted for water loss =	147,962 gallons
Estimated un-metered maintenance use =	0 gallons
Net unaccounted for water loss (13.33%)	147,962 gallons
Average total daily consumption by customer meters =	37,002 gallons
Average service billing =	\$38.63

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

06/18/00

Muir Beach Community Services District
Consolidated Balance Sheet Accrual Basis
As of May 31, 2000

	<u>May 31, '00</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	42,838.02
Fund 429, County Investment Fun	
Capital Improvements	95,100.56
General Investments	22,919.87
Total Fund 429, County Investment Fun	<u>118,020.43</u>
Merrill Lynch WCMA	
R&E Donations	950.00
Rental Deposit Trust	1,963.77
Water Security Deposit Trust	4,300.00
Merrill Lynch WCMA - Other	40,264.50
Total Merrill Lynch WCMA	<u>47,478.27</u>
Petty Cash Fund	1.23
Salomon Smith Barney	
Rental deposit trust	225.00
Shaffer CalPers Trust	1,254.70
Water Security Deposit Trust	200.00
Salomon Smith Barney - Other	16,324.70
Total Salomon Smith Barney	<u>18,004.40</u>
Treasury Bill Investment Funds	
Fire Station	11,643.04
Investments	3,356.96
Total Treasury Bill Investment Funds	<u>15,000.00</u>
Total Checking/Savings	241,342.35
Accounts Receivable	
Receivables	16,999.29
Total Accounts Receivable	<u>16,999.29</u>
Total Current Assets	<u>258,341.64</u>
TOTAL ASSETS	<u><u>258,341.64</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	2,188.77
W9025RD, Security deposits	4,400.00
Total Other Current Liabilities	<u>6,588.77</u>
Total Current Liabilities	<u>6,588.77</u>
Total Liabilities	6,588.77
Equity	
Opening Bal Equity	158,129.80
Retained Earnings	150,757.25
Net Income	-57,134.18
Total Equity	<u>251,752.87</u>
TOTAL LIABILITIES & EQUITY	<u><u>258,341.64</u></u>

06/18/00

MUIR BEACH COMMUNITY SERVICES DISTRICT**Profit & Loss**

May 2000

	May '00
Income	
Administrative Income	
A9001, General Tax Income	9,939.10
A9203, Interest earned	45.61
Total Administrative Income	9,984.71
Recreational Activities Income	
R9255, CC Rental Income	2,055.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	158.50
R9811TC, Tai Chi Income	120.00
Total R9811, Rec. Programs Income.	278.50
Total Recreational Activities Income	2,333.50
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,077.80
H9031, Water Surcharge Income - Other	15.00
Total H9031, Water Surcharge Income	1,092.80
Total Water Capital Improvements Inco	1,092.80
Water Operations Income	
W9025, Water Service Income	
W9025IntL, Overdue bill Interst	7.56
W9025LP, Late pay penalty	129.35
W9025, Water Service Income - Other	4,359.19
Total W9025, Water Service Income	4,496.10
Total Water Operations Income	4,496.10
Total Income	17,907.11
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	30.22
A2117, Consulting Admin. Fees	500.00
A2133, Office Supplies	39.50
A2479, Travel Expenses	150.80
A2534, Telephone/Communications	247.21
Total Administrative Expenses	967.73
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	16.81
Total Fire Operational Expenses	241.81
Recreational Expenses	
R1028, Maint. Mgr. Wages	33.00
R1073, Janitorial wages	255.00
R1404, FICA	35.82
R1701, Work Comp Insurance	62.47
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	240.10
R2041TC, Tai Chi Expenses	96.00
Total R2041, Rec. Program Expenses	336.10
R2077, Routine Repairs	4.12
R2117, Administrative Expenses	500.00
R2366, Building Supplies	65.17
R2534, Pay Telephone Expense	53.66

06/18/00

MUIR BEACH COMMUNITY SERVICES DISTRICT
Profit & Loss
May 2000

	<u>May '00</u>
R2535, Energy Expenses	
R2535G, Butane Gas Expenses	144.92
Total R2535, Energy Expenses	<u>144.92</u>
Total Recreational Expenses	1,490.26
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	198.00
E1073, Extra Hire Wages	376.00
E1404, FICA	43.90
E2077, Road & Easement Repairs	
E2077FEMA, 1997-98 Storms	912.32
E2077, Road & Easement Repairs - Other	383.80
Total E2077, Road & Easement Repairs	<u>1,296.12</u>
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	<u>2,414.02</u>
Water Operational Expenses	
W1028, Maint. Mgr. Wages	1,699.50
W1073, Extra Hire Wages	186.00
W1404, FICA	144.26
W1506, Medical benefits	
W1506CPHvy	184.96
W1506CPSH	-1,077.80
W1506, Medical benefits - Other	150.00
Total W1506, Medical benefits	<u>-742.84</u>
W1701, Work. Comp. Insurance	476.03
W2115, Chemicals & Testing	30.00
W2117, Administrative Fees	1,650.00
W2121, Miscellaneous Expenses	220.00
W2130, Postage & Shipping	81.40
W2479, Travel allowance	110.00
Total Water Operational Expenses	<u>3,854.35</u>
Total Expense	<u>8,968.17</u>
Net Income	<u><u>8,938.94</u></u>

06/18/00

Muir Beach Community Services District Fiscal 1999-2000
Profit & Loss Budget vs. Actual
 July 1999 through May 2000

	Jul '99 - May '00	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income				
A9001, General Tax Income	47,478.39	33,000.00	14,478.39	143.9%
A9203, Interest earned	4,006.39	2,000.00	2,006.39	200.3%
A9772, Copier Income	108.30	200.00	(91.70)	54.2%
Total Administrative Income	51,593.08	35,200.00	16,393.08	146.6%
Fire Operations Income				
F9377, West Marin Funds	8,350.00	8,500.00	(150.00)	98.2%
F9763, Fire Assoc. Donations	4,358.61	5,824.00	(1,465.39)	74.8%
Total Fire Operations Income	12,708.61	14,324.00	(1,615.39)	88.7%
Recreational Activities Income				
R9255, CC Rental Income	8,610.00	4,200.00	4,410.00	205.0%
R9772, Mles. Recreation Income	9.30			
R9811, Rec. Programs Income.				
R9811BI, Bistro Income	1,796.38	1,200.00	596.38	149.7%
R9811CD, Com. Dln. Income	0.00	1,200.00	(1,200.00)	0.0%
R9811CP, Child's Prog. Income	229.50	200.00	29.50	114.8%
R9811TC, Tai Chi Income	1,195.25	960.00	235.25	124.5%
R9811, Rec. Programs Income. - Other	1.00			
Total R9811, Rec. Programs Income.	3,222.13	3,560.00	(337.87)	90.5%
R9811Y, Yoga Classes	887.00			
R9834, Res. Handbook Income	223.15	200.00	23.15	111.6%
Total Recreational Activities Income	12,951.58	7,960.00	4,991.58	162.7%
Roads & Easements Income				
E9772, Road & Esm't Income				
E9772F, FEMA Grant Income	70.00			
Total E9772, Road & Esm't Income	70.00			
Total Roads & Easements Income	70.00			
Water Capital Improvements Inco				
H9001, special Assessment Tax	30,253.86	31,980.00	(1,726.14)	94.6%
H9031, Water Surchage Income				
H9031, Consumption Surchage	13,919.53	20,000.00	(6,080.47)	69.6%
H9031, Water Surchage Income - Other	201.38			
Total H9031, Water Surchage Income	14,120.91	20,000.00	(5,879.09)	70.6%
H9377, Interest Earnings				
H9377C, Cap. Imp. Interest	4,745.77	4,000.00	745.77	116.6%
H9377G, Gen. Inv. Interest	1,121.03	2,000.00	(678.97)	56.1%
Total H9377, Interest Earnings	5,866.80	6,000.00	(133.20)	97.8%
Total Water Capital Improvements Inco	50,241.57	57,980.00	(7,738.43)	86.7%

06/18/00

Muir Beach Community Services District Fiscal 1999-2000
Profit & Loss Budget vs. Actual
 July 1999 through May 2000

	Jul '99 - May '00	Budget	\$ Over Budget	% of Budget
Water Operations Income				
W9025, Water Service Income				
W9025Int., Overdue bill Interst	56.21	100.00	(43.79)	56.2%
W9025LP, Late pay penalty	1,049.81	1,150.00	(100.19)	91.3%
W9025, Water Service Income - Other	55,720.22	62,000.00	(6,279.78)	89.9%
Total W9025, Water Service Income	56,826.24	63,250.00	(5,423.76)	89.8%
W9772, Miscellaneous Income	70.00			
Total Water Operations Income	56,896.24	63,250.00	(6,353.76)	90.0%
Total Income	184,461.08	178,714.00	5,747.08	103.2%
Expense				
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	361.93	600.00	(238.07)	60.3%
A2059, P & L Insurance	458.64	353.00	105.64	129.9%
A2117, Consulting Admin. Fees	5,675.00	6,175.00	(500.00)	91.9%
A2121, Miscellaneous Expenses	187.25	400.00	(212.75)	46.8%
A2129, Gen. Election expenses	0.00	525.00	(525.00)	0.0%
A2130, Mailing & Shipping Exp.	26.40	130.00	(103.60)	20.3%
A2133, Office Supplies	270.03	175.00	95.03	154.3%
A2137, Copier Maint. Expenses	331.59	600.00	(268.41)	55.3%
A2352, County Fees	704.00	8,000.00	(7,296.00)	8.8%
A2479, Travel Expenses	1,432.74	1,600.00	(167.26)	89.5%
A2534, Telephone/Communications	2,361.53	2,500.00	(138.47)	94.5%
A2713, Legal fees	(477.50)	600.00	(1,077.50)	(79.6)%
Total Administrative Expenses	11,331.61	21,658.00	(10,326.39)	52.3%
Fire Operational Expenses				
F2059, P & L Insurance	1,658.61	3,124.00	(1,465.39)	53.1%
F2117, Administrative Fees	2,475.00	2,700.00	(225.00)	91.7%
F4827, W. Marin Fund Expenses	11,126.24	8,700.00	2,426.24	127.9%
Total Fire Operational Expenses	15,259.85	14,524.00	735.85	105.1%
Recreational Expenses				
R1028, Maint. Mgr. Wages	1,452.00	750.00	702.00	193.6%
R1073, Janitorial wages	1,874.00	1,700.00	(26.00)	98.5%
R1404, FICA	382.06	167.00	175.06	193.6%
R1701, Work Comp Insurance	280.07	285.00	(4.93)	98.3%
R2041, Rec. Program Expenses				
R2041BI, Biatro Expenses	2,545.77	2,100.00	445.77	121.2%
R2041CD, Com. Dinner Expenses	0.00	800.00	(800.00)	0.0%
R2041CP, Child's Program Exp.	171.16	200.00	(28.84)	85.6%
R2041TC, Tai Chi Expenses	1,067.80	1,200.00	(132.20)	89.0%
R2041, Rec. Program Expenses - Other	113.66			
Total R2041, Rec. Program Expenses	3,898.39	4,300.00	(401.81)	90.7%

06/18/00

Muir Beach Community Services District Fiscal 1999-2000
Profit & Loss Budget vs. Actual
 July 1999 through May 2000

	Jul '99 - May '00	Budget	\$ Over Budget	% of Budget
R2041Y, Yoga Instruction	725.60			
R2059, P & L Insurance	450.00	451.00	(1.00)	99.8%
R2077, Routine Repairs	1,360.13	3,000.00	(1,639.87)	45.3%
R2097, CC Ground Maintenance	1,103.94	800.00	303.94	138.0%
R2117, Administrative Expenses	5,325.00	5,825.00	(500.00)	91.4%
R2119, District Handbook Exp.	486.92	300.00	186.92	162.3%
R2121, Miscellaneous Expenses	0.00	125.00	(125.00)	0.0%
R2133, Office Supplies & Stamps	79.20	100.00	(20.80)	79.2%
R2259, Refuse Removal	434.40	500.00	(65.60)	86.9%
R2366, Building Supplies	481.45	400.00	81.45	115.4%
R2534, Pay Telephone Expense	555.61	550.00	5.61	101.0%
R2535, Energy Expenses				
R2535E, Electrical Expenses	881.07	1,500.00	(618.93)	58.7%
R2535G, Butane Gas Expenses	283.49	400.00	(116.51)	70.9%
Total R2535, Energy Expenses	1,164.56	1,900.00	(735.44)	61.3%
R4045, Community Block Grant Ex				
R4045M, Equipment & Materials	(20.69)			
Total R4045, Community Block Grant Ex	(20.69)			
R4048, Building Improvements	525.48	3,000.00	(2,474.52)	17.5%
R4093, Furniture & Equipment	53.56	1,000.00	(946.44)	5.4%
R4243, Playground Improvements	892.19			
Total Recreational Expenses	21,263.67	25,173.00	(3,909.13)	84.5%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	2,458.49	2,000.00	458.49	122.9%
E1073, Extra Hire Wages	686.00	3,000.00	(2,314.00)	22.9%
E1404, FICA	599.93	383.00	216.93	156.6%
E1701, Work's. Comp. Insurance	0.00	383.00	(383.00)	0.0%
E2059, P & L Insurance	100.00	433.00	(333.00)	23.1%
E2077, Road & Easement Repairs				
E2077FEMA, 1998-97 Storms	720.00			
E2077FEMA, 1997-98 Storms	50,379.65	60,000.00	(9,620.35)	64.0%
E2077, Road & Easement Repairs - Other	12,952.32	17,000.00	(4,047.68)	76.2%
Total E2077, Road & Easement Repairs	64,051.97	77,000.00	(12,948.03)	83.2%
E2117, Administrative Fees	5,500.00	7,000.00	(1,500.00)	78.8%
Total Roads & Easements Expenses	73,396.39	90,199.00	(16,802.61)	81.4%
Uncategorized Expenses	0.00			
Water Capital Improvements Exp.				
H2059, P & L Insurance	0.00	164.00	(164.00)	0.0%
H2352, County fees	324.00	245.00	79.00	132.2%
H2713, Project Improvements				
H2713CP, System Improvements	16,211.24			
H2713WR, Water Right Resolution	3,800.00	10,000.00	(6,200.00)	38.0%
Total H2713, Project Improvements	20,011.24	10,000.00	10,011.24	200.1%

06/18/00

Muir Beach Community Services District Fiscal 1999-2000
Profit & Loss Budget vs. Actual
 July 1999 through May 2000

	Jul '99 - May '00	Budget	\$ Over Budget	% of Budget
H4169UT, Priority Improvements				
H4169NW, New Well	0.00	30,000.00	(30,000.00)	0.0%
H4169PW, Pacific Way Main	48,909.88	40,000.00	6,909.88	117.3%
H4169VR, Valve Replacement	0.00	20,000.00	(20,000.00)	0.0%
H4169UT, Priority Improvements - Other	295.75			
Total H4169UT, Priority Improvements	47,205.63	90,000.00	(42,794.37)	52.5%
Total Water Capital Improvements Exp.	67,540.87	100,409.00	(32,868.13)	67.3%
Water Operational Expenses				
W1028, Maint. Mgr. Wages	15,458.75	13,700.00	1,758.76	112.8%
W1073, Extra Hire Wages	2,470.00	1,000.00	1,470.00	247.0%
W1404, FICA	1,224.71	1,125.00	99.71	108.9%
W1506, Medical benefits				
W1506CPHvy	384.42			
W1506CPSh	(1,075.75)			
W1506, Medical benefits - Other	1,640.00	1,800.00	(160.00)	91.1%
Total W1506, Medical benefits	948.67	1,800.00	(851.33)	52.7%
W1701, Work. Comp. Insurance	1,919.88	1,058.00	861.88	181.5%
W2049, Conferences & Training	440.00	650.00	(210.00)	67.7%
W2058, Annual Permit Fee	1,500.00	1,500.00	0.00	100.0%
W2059, P & L Insurance	708.80	1,019.00	(310.20)	69.6%
W2077, Routine Repairs	1,092.80	3,000.00	(1,907.20)	36.4%
W2115, Chemicals & Testing	4,832.14	4,000.00	832.14	120.8%
W2117, Administrative Fees	18,150.00	19,800.00	(1,650.00)	91.7%
W2121, Miscellaneous Expenses	3,431.72	1,350.00	2,081.72	254.2%
W2130, Postage & Shipping	735.45	1,250.00	(514.55)	58.8%
W2133, Office Supplies	914.22	1,250.00	(335.78)	73.1%
W2325, Contract Services	0.00	5,000.00	(5,000.00)	0.0%
W2479, Travel allowance	1,334.00	1,320.00	14.00	101.1%
W2534, Telephone Relay Expense	378.45	470.00	(91.55)	80.5%
W2535, Electrical Service	4,441.95	4,500.00	(58.05)	98.7%
Total Water Operational Expenses	59,981.54	63,792.00	(3,810.46)	94.0%
Total Expense	248,774.13	315,755.00	(66,980.87)	78.8%
Net Income	(84,313.05)	(137,041.00)	72,727.95	46.9%

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON THURSDAY, JUNE 1, 2000**

Directors present: President Schiffries Directors: Pinto, Rudnick and Shaffer. Director Kamradt arrived at approximately 7:30 p.m.

- I. **Call to order:** President Schiffries called the meeting to order at 7:07 p. m.
- II. **Review and consideration of the June 1, 2000 Agenda.** The G. M. noted that the heading for the Agenda was in error and that the correct day and date is Thursday, June 1, 2000, which had previously been posted as a change of meeting date notice. The G. M. also noted that item one should have a period after "to order." and the remaining words be removed. This was followed by a brief discussion and due to the absence of residents having matters on the agenda and the N. P. S. Park Ranger, it was suggested that Item III be delayed until the arrival of the ranger, and that Item VI "Bills to be paid" be moved to up, with all subsequent items to follow in order. Director Shaffer *moved* to approve the Agenda with the suggested changes ; seconded by Director Pinto, ayes Pinto, Rudnick, Schiffries and Shaffer, with Director Kamradt not present.
- III. **Bills to be paid:** There was a brief discussion of the Bills to be Paid Report and Director Pinto asked about the phone expenses for the 707 area code and the community center office phone. The G. M. explained that the 707 area phone is used for District e-mail, receiving and sending fax transmissions, and for District toll calls from that location. The 415-388-7804 phone is used by Harvey for District long distance calls and for call forwarding resident calls to the cell phone. Director Shaffer then *moved* to approve the report as submitted including a total of \$16,292.24 in water capital improvements and \$17,067.42 in general fund expenditures; for a total of \$33,359.66; seconded by Director Pinto; ayes Pinto, Rudnick, Schiffries and Shaffer, with Director Kamradt not present.
- IV. **National Park Service:** Ranger Mia Monroe, had arrived and informed the Board that two new rangers have been hired, including one in law enforcement. The other new park ranger will specialize in new wildlife sightings Mia also noted that on Tuesday, June 13, 2000 Green Gulch Farms will host a presentation on California mountain lions. Ranger Monroe indicated that the program is very informative, including safety as well as general information. She also reminded everyone that the summer beach program will be on June 20 this year.
- V. **Hester Burn-Calander** was now present and had requested permission to protest the removal of a pine tree near the southwest corner of her property. The G. M. was asked to give a brief summary of the information available and he reported that he has recently received a copy of a registered land surveyors survey, showing that the tree is located on the District's right of way, and not on Ms. Burn-Calander's property. Also, he has received copies of reports by an arborist retained by Ms Burn-Calander and by Sharon Mullin. Both reports indicate the tree is infected with bark beetles; however, there was a considerable difference of opinion concerning the health of the tree and its potential removal.

Ms Burn-Calander's arborist, Kenneth Allen (Certified Arborist No. WC1384) suggested that removal of a tree this size, affected by this species of beetle, was not a recommended solution. Alternatively, he suggested maintaining the tree in a healthy condition by maintaining soil moisture, proper pruning, applying insecticide and having the tree inspected in one year. Ms Burn-Calander stated that she would take responsibility for this maintenance.

Conversely, Ms Mullin's arborist, Marin County Arborists (Certified Arborist #877), noted that the tree was infected with red turpentine bark beetles, that a portion of the tree canopy was continually removed for electric wire clearance, and that the tree was in poor health. Further, the tree is not considered desirable due to its being considered as a fire hazard with a propensity to collapse when not properly maintained.

This was followed by a general discussion, including considerable comment from Ms Burn-Calander. The G. M. noted the photographs submitted by Ms Mullin showing the electric power lines running thorough the tree limbs and touching the tree in several locations. He also noted that, from the photographs, the tree seemed to out of balance and possibly structurally unsafe.

In response to the G. M.'s comments, resident Arlene Robinson, owner of the residence situated to the west of the tree, noted that while she liked and enjoyed the tree she did have some fear of its falling on her dwelling. Not too long ago, a sizeable branch had fallen and endangered a part of her house.

Resident Leighton Hills noted that his arborist, Ray Moritz of Moritz Arboricultural Consulting Services had also inspected the tree and found it to be in severe decline with branch dieback throughout the crown. A letter from Mr. Moritz indicated that the trunk extends over the electric power lines and transformer, and his closing comment was "the tree is not structurally stable and represents a potential fire hazard."

This was followed by further discussion and the Board's consensus was that while one arborist suggested further tree maintenance instead of removal, all three arborists indicated the tree had problems and two arborists indicated the tree was unstable, presenting both a fire and physical hazard; therefore, in keeping with previously established Board policy, Ms Mullin was granted permission to remove the tree, providing the District has no expense and is held harmless.

Ms Burn-Calander then suggested that in the future the G. M. should not have the authority to grant permission to remove trees within the District's jurisdiction, without first presenting the matter to the Board. It was noted that the G. M. already takes controversial matters to the Board and that non controversial matters, in keeping with established District policy, did not require Board review as it is a part of the G. M.'s mandated duty to implement Board policy.

- VI. Public Open Time:** There was a general discussion concerning land areas under the District's authority and the need to make certain that all residents are informed that they cannot alter the conditions and plant life without prior approval by the District. During this discussion, Ms Burn-Calander offered to assist in landscaping advice.

This was followed by a discussion of the possible need for an ad hoc committee to study these problems. Resident Fred Thal suggested that a general discussion of ad hoc committees be placed as an item for discussion on the next Board meeting agenda.

- VII. Fire Department, emergency disaster committee:** Chief Moore reported that the annual Bar B Que, was comparable to last years success. However, he didn't think a new income record had been established. A more detailed report will be offered when all the analysis has been finalized.

This was followed by additional discussion of the need for storage of emergency materials, equipment and Bar B Que materials. District well site was further discussed; however, there is considerable reluctance to do anything on the well site until such time as the water rights issues have been reasonably resolved. this matter was tabled for further study and consideration at a later date.

- VIII. Redwood Creek Watershed Committee:** Director Schiffries reported that the last meeting had included a presentation by the N. P. S. consultants and their evaluation of the watershed in so far as soil erosion, sedimentation in the stream, etc. Their study should be completed in the Fall of 2000. The next meeting is scheduled for June 14, with a discussion of non native plant life in the watershed. Directors Pinto and Schiffries indicated that they will attend.

- IX. Discontinuing the water rights committee:** President Schiffries had requested that his previous request to discontinue this committee be reconsidered. This was followed by a general discussion and it was noted that this had been previously reviewed by the Board and a decision to continue the committee had been reached. As no motion was taken for action, this discussion ended. Following this, President Schiffries announced that he no longer felt he could be effective on the Board and resigned, effective immediately.

Several members of the audience offered their opinions that President Schiffries should take some time and reconsidered this action. Following a brief discussion, the resignation was not acted upon by the Board, indicating that the matter should be more calmly considered by President Schiffries.

- X. General Manager's Report:** Due the late hour, rather than a review of the G. M.'s report, the Director's preferred to ask specific questions on matters of concern. Director Pinto asked about the progress of the County's independent audit. The G. M. responded that his last conversation was several weeks past and that the County was still behind due to other higher priority commitments. He will contact the County for an update.

The G. M. will submit a draft budget for fiscal 2000-01 in time for the next Board meeting.

A brief discussion of the encroachments by residents onto District lands and by the District onto private lands was entertained and the matter deferred for further consideration during the next Board meeting.

In so far as Alexandra Lake's request for permission to mow the District parkland at the intersection of Seacape and Starbuck Drives, it was noted that Ms Lake had not submitted a plan for replanting the area, following her removal of the vegetation last year. The G. M. was instructed to deny her request, pending her submission of the replanting plan.

- XI. Review of the revised draft minutes for March 22, 2000.** Director Pinto noted that the reference to the Golden Gate Citizen's Advisory Committee, in Section V of these minutes should be changed to G. G. N. R. A.. Director Shaffer then *moved* to approve the minutes as corrected; seconded by Director Rudnick; ayes Kamradt, Rudnick, Schiffries, and Shaffer. Director Pinto abstained as she had not attended the meeting.
- XII. Review of the draft minutes for the April 26, 2000 special meeting.** It was noted that the references to Supervisor O'Neill in Section VI (3 locations) should be corrected to Superintendent O'Neill. Following a brief review Director Shaffer *moved* to approve these minutes as corrected ; seconded by Director Rudnick; ayes Pinto, Rudnick, Schiffries, and Shaffer. Director Kamradt abstained as she had not attended the meeting.
- XIII. Review of the draft minutes of the May 17, 2000 Board meeting.** Following a brief discussion Director Kamradt *moved* to approve the minutes as submitted; seconded by Director Shaffer; ayes all.
- XIV. Next meeting date:** Following a brief discussion the next meeting date was changed from June 28, to Wednesday, June 21, 2000.

The meeting was adjourned at 11:00 P.M.

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

Matthew Schiffries, Board President

Donovan Macfarlane, Secretary

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FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
RESCHEDULED REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, JULY 19, 2000
THE MEETING WILL BEGIN AT 7:00 P.M.**

<u>DESCRIPTION</u>	<u>PAGES</u>
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**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' RESCHEDULED REGULAR MEETING TO BE HELD ON
WEDNESDAY, JULY 19, 2000 AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

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

- I. **Open the meeting:** President Schiffries will call the regular meeting to order. *7:16*
- II. **Review and consideration of the July 19, 2000 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~~ *Deborah, Steve all*

- Move to last*
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.

III X
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. *Budget from Quilters submitted*

PUBLIC INPUT

*Minutes
I didn't
authorize*
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. *Hester - From Ag. Commissioners re - spraying weed killer
State Code 66C-1 District doesn't use - put in minutes.*

*GM VII
to IV
CAP IMP 15+*
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. **Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the June 1, 2000 through June 30, 2000 fiscal period. *Steve, Deb.*
- VI. **Fire Department, Emergency Disaster Committee:** The Fire Chief will report on the activities of his department.
- 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.

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

VIII. General Manager's Report: The General Manager's written report includes a review of administrative and operational matters. The report is attached to and publicly posted as an integral part of this Agenda. All items contained in the General Manager's report may be acted upon by the Board of Directors, as a posted item of the Agenda. The following is a brief summary of items in the Report, 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 February 2000 and the fiscal year to date. The following administrative items are open for Board review and action.

1. **Directors forum:** During the previous Board meeting it was suggested that the Directors devote 20 minutes, each board meeting, in review of District procedures and operations, for the purpose of changes, modifications and improvements.
2. **Fiscal review:** The Consolidated Balance Report, Profit and Loss Report for June 2000, and the year end fiscal closing report "Profit and Loss Budget vs. Actual" is included in the Board packet for review by the Directors.
3. **Budget for Fiscal 2000 - 2001:** The Directors received the G. M.'s suggested budget for the next fiscal year, during the June Board meeting. The Board must adopt a budget for the next fiscal year, prior to August 15, 2000. the suggested budget will be reviewed and considered for revisions and adoption or be rescheduled for further consideration.
4. **General Manager's Contract:** The District contract with Associated Business and Community Consultants, Inc. to provide administrative and clerical services expired on June 30, 2000 and is on a month by month continuation. The contract may be considered for a one year continuation, renegotiated and/or terminated with 30 days notice.

B. Roads and Easements: The G. M.'s report reviews ongoing maintenance activities and schedules for maintenance activities for the District's roads and easements. In particular, there will be discussion of the construction of a new residence on Sunset Way and provisions to minimize traffic problems during periods of heavy equipment operations by the contractor.

C. Recreation: The report gives a brief update on matters concerning the community center. During the previous Board meeting the formation of an ad hoc committee to review recreational activities, community center rental rates and security deposits was suggested. This subject will be open for Board action.

D. Water rights: The G. M.'s report gives a brief overview of the most recent communications with the State Water Control Board.

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

F. Capital Improvements: As a result of recent water system problems, the G. M. is suggesting the Board consider some limited capital improvements to correct known system problems.

IX. Review of the draft minutes for the June 21, 2000 Board meeting.

X. Next meeting date: The forth Wednesday is August 23, 2000.

ADJOURNMENT OR CONTINUATION

**MUIR BEACH COMMUNITY SERVICES DISTRICT
GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS
FOR THE BOARD OF DIRECTORS MEETING ON JULY 19, 2000**

NOTE: This report is attached as an integral part of the Muir Beach Community Services District Meeting Agenda for the Board of Directors meeting to be held on Wednesday, July 19, 2000. Any matter included in this report may be considered for action by the Board of Directors, as a posted Agenda item.

VIII General Manager's Report:

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

1. **Director's Forum:** During the June 21, 2000 Board meeting, President Schiffries read a memorandum of his concerns. Subsequently, it was suggested that the Board devote 20 minutes, each meeting, to consider operational matters, procedures, communications, etc. for changes and improvements.

I have reviewed this with the County Counsel and been advised that the Board may take time for such matters, preferably during the public open time for new business. However, the Board cannot take a formal action on matters of discussion involving expenses, policy changes, and other established or to be newly established matters of policies and procedures that are not an item on the Agenda. Such items may be discussed and placed on the next meeting Agenda for action.

2. **Fiscal Review:** The budget reports in the Board meeting packet include:

- (1) **The Consolidated Balance Sheet "Accrual Basis",** showing the District has combined assets of \$263,226.84 at the close of fiscal 1999-2000. Of this, \$96,642.86 is restricted for capital improvements, \$19,811.51 is held in trust as security deposits, fire station reserve and advance payments, and the remaining \$146,772.47 is the retained earnings balance of general funds to begin the next fiscal year.
- (2) **Profit and Loss Report for June 2000:** During the month of June 2000, the District's net equity declined by \$1,307.65, which is less than the normal decline for this time of year. The receipt of delayed tax revenues offset most of the normal equity decline.
- (3) **Profit and Loss Report of Budget versus Actual for the fiscal year 1999 - 2000:** This is the year end closing report and in general summary the gross District income of \$195,161.81 was 9.2% more than projected by the budget versus gross expenditures of \$260,150.51 (81.8% of budgeted expenses) for a decline in District equity of \$64,988.70 versus a budgeted decline of \$140,041.00. The primary increase in revenue was the unanticipated rebate of E. R. A. F. funds, increased tax revenue and increased interest earnings. Regrettably, capital improvement income was less than projected, as the consumption surcharge was just 75.6 % of the projection.

District expenses were less than projected as follows: Administration was 56.3% of budget primarily due to the continuation of the County Audit (an \$8,000 expense); Fire Department 106.7% of budget as West Marin

*Erin
Fred, Bennett
Self.*

expenses were over budget versus insurance expenses being just 53.1% of budget; Recreation gross expenses were just 90.1% of budget, with program expenses being 99.8% of budget and operational expenses being well below budget; Roads and Easements expenses were 79.5% of budget, primarily due to the delay in completing the Sunset Way repairs; Water capital improvement expenses were 71.2% of budget primarily due to delaying improvements on the well site as we await water rights approval; and finally Water Operations were 100.6% of budget. While water wage expenses exceeded budget, the overage was more than offset by saving in contract services. It should be noted that the water operational expenses exceeded operational income by \$2,186.76 and the carry forward water operational losses now total \$13,687

- Ask Kinsey
for Grant.
Also - ETRAF Funds
Roads*
3. **Budget for Fiscal 2000 - 2001:** The suggested budget for the next fiscal year was submitted to the Board during the previous Board meeting. The Board should take action to approve a new budget or schedule a special meeting for review and consideration. *Move to Deb, Steve.*
4. **General Manager's Contract:** The contract with Associated Business and Community Consultants, Inc. expired on June 30, 2000 and continues on a monthly basis until the Board negotiates a contract renewal, extension or termination.

Funds for Roads

B. **Roads and Easements.** Matthew Martenyi has confirmed his construction plans and has mailed an informative letter to all residents along Sunset Way. During my recent conversation with him, I informed him that we have taken pictures and a video of the existing roadway conditions on Sunset Way and that if his operations cause damage he will be held responsible for repair of the damages. I also suggested he contact resident Donald Cohon, as well as the Colliers, to arrange for a vehicle turn around area. At the same time I informed him of Mr. Cohon's concern regarding repairs in the event of damages to his driveway. This has also been documented in a formal letter to Mr. Martenyi, which acknowledges his notice of intent to begin excavation on July 24, 2000. The County Attorney has indicated that the District must go through the process of adopting an ordinance to establish a bonding procedure. This would require a presentation at a Board meeting, formal advertizement and notice of a public hearing, and then adoption. The time required to adopt the Ordinance would be approximately 120 days.

Due to our available labor sources being on vacation, progress on roads and easement maintenance has been on hold. Planning for repairs and improvements during the coming fiscal year will also involve some of the needed water capital improvements discussed under capital improvements. However, the following repairs and improvements are proposed to be completed prior to the coming rain season.

1. **Stairs and lighting** for the Sunset Way to the Community Center pedestrian way.
2. **Grading and steps** for the steep lower area of the Seacape Park pedestrian way.
3. **Realignment, grading and steps** for the lower portion of the Sunset Way to Ahab Drive pedestrian way.
4. **Repairs** to the pedestrian way from Sunset Way to Pacific Way, below the community center.

C. **Recreation:** As we await the formation of an ad hoc committee to review the recreational programs and community center policies and procedures, I suggest the Board consider the following actions:

1. **Rental security deposits:** Increase the rental security deposit to \$300 for all rentals, except for birthdays of resident's minor children which should remain as is (\$75).
2. **Building inspections:** Increase all rental fees to include a fee (e.g. \$35 to \$50) to have a designated person inspect the building immediately after each rental, to assure the building has been properly cleaned, garbage removed, etc. Further, this person should be authorized to correct any deficiencies found, and receive additional payment for labor and materials as necessary (to be deducted from rental security deposits).
3. **Weekend rentals:** Consider increasing the weekend rental fees to \$300 per day for non residents and \$200 per day for residents. Weekends days are considered as Friday, Saturday, and Sunday, plus all holidays. Non weekend rentals should be somewhat less (e.g. 50% or 75% of the weekend rate).
4. **Children's Room and Copier Room:** Consider exchanging the children's playroom with the copier room. The current children's playroom is ideal for conversion to a small meeting room with bookshelves to house the library. We consistently have requests for small group rentals, applicable to this conversion, and there are other beneficial possibilities for this.

D. **Water Rights:** The Board has previously received my memorandum reviewing the most recent communications with Ed Dito of the State Water Control Board. Ed is waiting the mandatory 30 days for response from the protestants, before taking further action. At this time, I suggest the Board formerly adopt a reply to the most recent terms and conditions contained in the last communication from Mr. Dito.

Board members have also received copies of the communication update of the District's efforts in pursuit of resolving the water rights issue, which was forwarded to all water customers, on the back of their water service invoices. In addition, the Board received copies of a special notice to major water consumers, alerting them to the conservation measures that may be required as conditions for securing the water rights permit. I suggest that these communications to the water customers continue as worthwhile information becomes available through communications with the Water Control Board.

*Look @ Water Data
Vote?*

E. **Water Operations:** The below table covering the May 23 through June 23, 2000 billing period is normal for this time of year, and Coliform tests were negative.

However, water operations have been somewhat hectic during the past few weeks, for in late June we began to have indications of a water leak. Harvey's careful checking of various possibilities resulted in discovery and repair of several minor leaks. Regrettably, further investigation indicates continued leakage with some areas of suspicion, but more accurate determinations cannot be made due to inoperative main line valves and the need for equipment (a backhoe) to do excavation.

Failure of the overflow valve on the lower storage tank, during the late evening hours, resulted in the draining of the upper storage tank and loss of approximately 110,000 gallons of water. Emergency procedures reestablished water service to affected residents, as quickly

as possible. However, due to the apparent system leak and the reduced capacity of the well pump it is estimated that normal storage reserves will not be replaced until month's end.

The low storage reserves requires caution in attempting to locate and repair leaks, replace faulty valves, etc. for such actions (on main distribution lines) result in substantial loss of water. Further, it is difficult to precisely determine beforehand if a mainline valve is properly working. Opening a mainline for repairs and then discovering that the valves needed to prevent water loss are not working, might result in another serious water loss. For this reason, we continue to do investigation and monitoring for leaks, but are delaying repairs of minor leaks and mainline valves until the storage reserves are back to normal.

Gross water billing for the May 23 through June 23, 2000 billing period was \$8,421.41, including \$243.79 in late charges and \$1.75 in interest charges assessed. The consumption surcharges totaled \$2,584.50. It should be noted that billing amounts are above normal due to the annual billing of water services to the National Park Service and three substantial leaks experienced by residents.

The table below tabulates the water production for the period May 23 to June 23, 2000.

Total volume of water measured through the master meter =	1,309,770 gallons
Highest pumping day was on 06/02/00 and volume pumped =	54,640 gallons
Lowest pumping day was on 06/10/00 and volume pumped =	23,370 gallons
Total volume billed through service meters =	1,128,535 gallons
Gross unaccounted for water loss =	181,235 gallons
Estimated un-metered maintenance use =	0 gallons
Net unaccounted for water loss (13.84%)	181,235 gallons
Average daily consumption per water meter =	248 gallons
Average service billing =	\$46.50

Capital Improvements: Recent system failures and suspected leaks indicate the need for considering the following capital improvements:

1. **Lower storage tank shutoff valve warning system.** Installation of a signal light and warning horn to alert attention to valve failure is possible. The estimated cost is \$750. An alternative to the audible warning is a pager connection which will alert a personal pager to the problem. We are seeking price information for this, and hope to have information in time for the meeting.

2. **Valve replacement and additions:** During inspections for possible water leaks it has been determined that we have inoperable valves at the west end of Ahab Drive and the Sunset Way main below the community center.

Estimated cost for replacement of the Ahab Drive valve is \$8,000 including upgrading of the fire hydrant.

Agenda - Seepage loss of water

F. Water Committee

1. Move ahead for new pump. Rec @ next mtg's. 10-12

2. Valves on Sunset 4-6" + new hydrant (1) \$15,000 Ahab 4 1/2" 30k total

Ahab - Deb, Peter GLT valve, hydrant all

Back up Well Survey

Other possible Scenarios of System

Next mtg's

30k total

7/19/2000

- (2) **Estimated cost** for replacing the Sunset Way valve and adding two additional control valves is \$10,000. However, it should be noted that this is based upon 4" valves. The long term system upgrading is to upgrade to a 6" inch system, The 6" valves are more expensive and involve the additional cost of reducers.

Also, this is an area where the existing 4" main is barely below the ground surface and where frequent leak problems occur. It is recommended that consideration be given to replacing approximately 1,000 feet of the 4" main line from the easterly beginning of Sunset Way to the fire hydrant in front of the Martin property. The replacement main would be a 6" main with appropriate valves and hydrants. The estimated costs for this are:

- (a) Survey and design (survey and profile all of Sunset Way) . \$12,000
- (b) Water main, valves and hydrant installation 75,000
- (c) Pavement repairs 20,000

Total estimated cost = \$107,000

Regrettably, the main line replacement requires more than the current balance of funds in the capital reserve account and current installation may not be permissible. However, in any event, completion of the survey and profiling needed to prepare plans and specifications should be done in the near term.

3. **Survey of the Well Site:** It is estimated that the water rights will be resolved prior to the end of the year. Currently, our well pump is continuing to decline in efficiency and replacement is necessary. Further, planning for the drilling of a new well is necessary and this requires that the well site be properly surveyed. Our current map of the site is based upon assumptions and not upon a legal survey of the property. I recommend that we have the site surveyed prior to the rain season. The estimated price of a full legal survey is \$10,000±. More time and design alternatives are required prior to replacing the well pump.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 06/01/2000 THROUGH 06/30/2000**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
WRB Consulting	2713	Water rights consultation	S	3,995.00

TOTAL CAPITAL FUND EXPENSES = \$3,995.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Costco	2049	Meeting supplies	P	6.99
Office Depot	2049	Meeting packet printing	P	24.13
ABC Consultants	2117	Administrative fee June 2000	S	500.00
Office Depot	2133	Office supplies, labels, etc.	P	55.56
ABC Consultants	2479	Travel 5/01 thru 5/31/00	S	133.90
Pacific Bell	2534	415-388-7804 thru 5/11/00	S	31.94
Pacific Bell	2534	707-643-1143 thru 5/26/00	S	64.73
Pacific Bell wireless	2534	Cell phone June	S	80.88

TOTAL G&A EXPENSES = \$898.13

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants	2117	Administrative fee June 2000	S	225.00
Pacific Bell	4827	Fire Station Phone thru 5/25/00	S	17.28

TOTAL FIRE EXPENSES = \$242.28

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Harvey Pearlman	1028	Wages paid in June	C	79.93
ABC Consultants	2117	Administrative fee June 2000	S	500.00

TOTAL R&E EXPENSES = \$579.93

RECREATION EXPENSES, DIVISION CODE 9239

Harvey Pearlman	1028	Wages paid in June	C	79.93
Juana Gonzales	1073	Janitorial wages paid in June	C	208.32
Valley Security & Tool	2077	Door repair items	S	24.84
ABC Consultants	2117	Clerical fee June 2000	S	850.00
ABC Consultants	2117	Administrative fee June 2000	S	800.00
Pacific Bell	2534	Community Center pay phone	S	53.66
Pacific Gas & Electric	2535	Community Center electric thru 5/18/00	S	73.05
Goodman Building Supply	2536	Light bulbs, etc.	S	16.88
Bolinas Bakery	2049BI	Bistro supplies, cream, etc.	P	5.6
Nancy Knox	2049BI	Pastries for Bistro	P	13.5
Susan Caswell	2049BI	Bistro wages paid in June	C	242.22
Emiko Wang	2049TC	Tai Chi instruction for May	S	147.60

TOTAL RECREATION EXPENSES = \$2,515.60

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Wages paid in June	C	1,793.99
Salvador Gonzales	1073	Extra hure wages paid in Junw	C	245.44
Harvey Pearlman	1506	June medical allowance	C	150.00
Hach Company	2115	Test chemicals	S	69.52
Marin County Laboratory	2115	Coliform tests May and June	S	60.00
ABC Consultants	2117	Administrative fee June 2000	S	500.00
Goodman Building Supply	2121	Pipe compound, etc.	S	13.71
Home Depot	2121	Misc. small supplies	S	19.57
U. S. Post Office	2130	Postage	P	74.80
Harvey Pearlman	2479	June travel allowance	C	110.00
Pacific Bell	2534	Well relay phone May & June	S	63.59
Pacific Gas & Electric	2535	Well and lower tank electric thru 5/18/00	S	312.96

TOTAL WATER EXPENSES = \$3,413.58

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 06/01/2000 THROUGH 06/30/2000**

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Bill Frates	9255R	Security deposit refund	S	150.00
Karen McCall	9255R	Security deposit refund	S	150.00
Morma P. Ruelas	9255R	Security deposit refund	S	150.00

TOTAL CHECKS ISSUED FROM TRUST FUNDS = \$450.00

S = Paid thru Salomon Smith Barney	TOTAL CAPITAL FUND EXPENSES =	\$3,995.00
B = Paid thru Merrill Lynch Depository	TOTAL GENERAL FUND EXPENSES =	7,649.52
C = Paid thru County depositories	OTAL CHECKS ISSUED FROM TRUST FUNDS =	450.00
P = Paid thru Petty Cash Funds	TOTAL OF ALL CHECKS ISSUED =	\$12,094.52

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

the _____ day of _____ 2000.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Matthew Schiffries, President

Donovan Macfarlane, General Manager

Muir Beach Community Services District
Consolidated Balance Sheet Accrual Basis
As of June 30, 2000

	Jun 30, '00
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	42,517.52
Fund 429, County Investment Fund	
Capital Improvements	96,642.86
General Investments	22,919.87
Total Fund 429, County Investment Fund	119,562.73
Merrill Lynch WCMA	
R&E Donations	950.00
Rental Deposit Trust	1,963.77
Water Security Deposit Trust	4,300.00
Merrill Lynch WCMA - Other	40,581.49
Total Merrill Lynch WCMA	47,795.26
Petty Cash Fund	-71.87
Salomon Smith Barney	
Rental deposit trust	450.00
Shaffer CalPers Trust	1,254.70
Water Security Deposit Trust	200.00
Salomon Smith Barney - Other	14,149.57
Total Salomon Smith Barney	16,054.27
Treasury Bill Investment Funds	
Fire Station	11,643.04
Investments	3,356.96
Total Treasury Bill Investment Funds	15,000.00
Total Checking/Savings	240,857.91
Accounts Receivable	
Receivables	22,339.90
Total Accounts Receivable	22,339.90
Other Current Assets	
Undeposited Funds	29.03
Total Other Current Assets	29.03
Total Current Assets	263,226.84
TOTAL ASSETS	263,226.84
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	2,413.77
W9025RD, Security deposits	4,400.00
Total Other Current Liabilities	6,813.77
Total Current Liabilities	6,813.77
Total Liabilities	6,813.77
Equity	
Opening Bal Equity	158,129.80
Retained Earnings	151,373.67
Net Income	-53,090.40
Total Equity	256,413.07
TOTAL LIABILITIES & EQUITY	263,226.84

MUIR BEACH COMMUNITY SERVICES DISTRICT

Profit & Loss

June 2000

07/11/00

	Jun '00
Income	
Administrative Income	
A9001, General Tax Income	1,951.36
Total Administrative Income	1,951.36
Recreational Activities Income	
R9255, CC Rental Income	330.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	88.80
R9811TC, Tai Chi Income	184.50
Total R9811, Rec. Programs Income.	273.30
Total Recreational Activities Income	603.30
Water Capital Improvements Inco	
H9001, special Assessment Tax	1,542.30
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,130.15
H9031, Water Surcharge Income - Other	15.00
Total H9031, Water Surcharge Income	1,145.15
Total Water Capital Improvements Inco	2,687.45
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill Interst	15.88
W9025LP, Late pay penalty	102.59
W9025, Water Service Income - Other	4,516.40
Total W9025, Water Service Income	4,634.87
W9772, Miscellaneous Income	191.75
Total Water Operations Income	4,826.62
Total Income	10,068.73
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	6.99
A2117, Consulting Admin. Fees	500.00
A2137, Copier Maint. Expenses	40.01
A2479, Travel Expenses	133.90
A2534, Telephone/Communications	177.55
Total Administrative Expenses	858.45
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	17.28
Total Fire Operational Expenses	242.28
Recreational Expenses	
R1028, Maint. Mgr. Wages	74.25
R1073, Janitorial wages	241.50
R1404, FICA	48.73
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	244.10
R2041TC, Tai Chi Expenses	147.60
Total R2041, Rec. Program Expenses	391.70
R2077, Routine Repairs	24.84
R2117, Administrative Expenses	500.00
R2366, Building Supplies	16.88
R2534, Pay Telephone Expense	53.66
R2535, Energy Expenses	73.05
Total Recreational Expenses	1,424.61

07/11/00

MUIR BEACH COMMUNITY SERVICES DISTRICT
Profit & Loss
June 2000

	<u>Jun '00</u>
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	74.25
E1073, Extra Hire Wages	96.00
E1404, FICA	5.68
E2117, Administrative Fees	<u>500.00</u>
Total Roads & Easements Expenses	675.93
Water Capital Improvements Exp.	
H2713, Project Improvements	
H2713WR, Water Right Resolution	<u>3,995.00</u>
Total H2713, Project Improvements	<u>3,995.00</u>
Total Water Capital Improvements Exp.	3,995.00
Water Operational Expenses	
W1028, Maint. Mgr. Wages	1,666.50
W1073, Extra Hire Wages	84.00
W1404, FICA	89.11
W1506, Medical benefits	
W1506CPHvy	-199.46
W1506, Medical benefits - Other	<u>150.00</u>
Total W1506, Medical benefits	-49.46
W2115, Chemicals & Testing	129.52
W2117, Administrative Fees	1,650.00
W2121, Miscellaneous Expenses	33.28
W2130, Postage & Shipping	74.80
W2133, Office Supplies	-29.00
W2479, Travel allowance	154.81
W2534, Telephone Relay Expense	63.59
W2535, Electrical Service	<u>312.96</u>
Total Water Operational Expenses	<u>4,180.11</u>
Total Expense	<u>11,376.38</u>
Net Income	<u><u>-1,307.65</u></u>

07/11/00

Muir Beach Community Services District Fiscal 1999-2000
Profit & Loss Budget vs. Actual
 July 1999 through June 2000

	Jul '99 - Jun '00	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income				
A9001, General Tax Income	49,429.75	33,000.00	16,429.75	149.8%
A9203, Interest earned	4,323.38	2,000.00	2,323.38	216.2%
A9772, Copier Income	108.30	200.00	(91.70)	54.2%
Total Administrative Income	53,861.43	35,200.00	18,661.43	153.0%
Fire Operations Income				
F9377, West Marin Funds	8,350.00	8,500.00	(150.00)	98.2%
F9763, Fire Assoc. Donations	4,358.61	5,824.00	(1,465.39)	74.8%
Total Fire Operations Income	12,708.61	14,324.00	(1,615.39)	88.7%
Recreational Activities Income				
R9255, CC Rental Income	8,940.00	4,200.00	4,740.00	212.9%
R9772, Misc. Recreation Income	9.30			
R9811, Rec. Programs Income.				
R9811BI, Bistro Income	1,885.18	1,200.00	685.18	157.1%
R9811CD, Corn. Din. Income	0.00	1,200.00	(1,200.00)	0.0%
R9811CP, Child's Prog. Income	229.50	200.00	29.50	114.8%
R9811TC, Tai Chi Income	1,379.75	960.00	419.75	143.7%
R9811, Rec. Programs Income. - Other	1.00			
Total R9811, Rec. Programs Income.	3,495.43	3,560.00	(64.57)	98.2%
R9811Y, Yoga Classes	887.00			
R9834, Res. Handbook Income	223.15	200.00	23.15	111.6%
Total Recreational Activities Income	13,554.88	7,960.00	5,594.88	170.3%
Roads & Easements Income				
E9772, Road & Esm't Income				
E9772F, FEMA Grant Income	70.00			
Total E9772, Road & Esm't Income	70.00			
Total Roads & Easements Income	70.00			
Water Capital Improvements Inco				
H9001, special Assessment Tax	31,796.16	31,980.00	(183.84)	99.4%
H9031, Water Surcharge Income				
H9031, Consumption Surcharge	15,112.66	20,000.00	(4,887.34)	75.6%
H9031, Water Surcharge Income - Other	216.38			
Total H9031, Water Surcharge Income	15,329.04	20,000.00	(4,670.96)	76.6%
H9377, Interest Earnings				
H9377C, Cap. Imp. Interest	4,745.77	4,000.00	745.77	118.6%
H9377G, Gen. Inv. Interest	1,121.03	2,000.00	(878.97)	56.1%
Total H9377, Interest Earnings	5,866.80	6,000.00	(133.20)	97.8%
Total Water Capital Improvements Inco	52,992.00	57,980.00	(4,988.00)	91.4%

Muir Beach Community Services District Fiscal 1999-2000
Profit & Loss Budget vs. Actual
 July 1999 through June 2000

07/11/00

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	Jul '99 - Jun '00	Budget	\$ Over Budget	% of Budget
Water Operations Income				
W9025, Water Service Income				
W9025Int., Overdue bill Interst	72.09	100.00	(27.91)	72.1%
W9025LP, Late pay penalty	1,152.37	1,150.00	2.37	100.2%
W9025, Water Service Income - Other	60,488.68	62,000.00	(1,511.32)	97.6%
Total W9025, Water Service Income	61,713.14	63,250.00	(1,536.86)	97.6%
W9772, Miscellaneous Income	261.75			
Total Water Operations Income	61,974.89	63,250.00	(1,275.11)	98.0%
Total Income	195,161.81	178,714.00	16,447.81	109.2%
Expense				
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	368.92	600.00	(231.08)	61.5%
A2059, P & L Insurance	458.64	353.00	105.64	129.9%
A2117, Consulting Admin. Fees	6,175.00	6,175.00	0.00	100.0%
A2121, Miscellaneous Expenses	187.25	400.00	(212.75)	46.8%
A2129, Gen. Election expenses	0.00	525.00	(525.00)	0.0%
A2130, Mailing & Shipping Exp.	26.40	130.00	(103.60)	20.3%
A2133, Office Supplies	270.03	175.00	95.03	154.3%
A2137, Copier Maint. Expenses	371.60	600.00	(228.40)	61.9%
A2352, County Fees	704.00	8,000.00	(7,296.00)	8.8%
A2479, Travel Expenses	1,566.64	1,600.00	(33.36)	97.9%
A2534, Telephone/Communications	2,539.08	2,500.00	39.08	101.6%
A2713, Legal fees	(477.50)	600.00	(1,077.50)	(79.6)%
Total Administrative Expenses	12,190.06	21,658.00	(9,467.94)	56.3%
Fire Operational Expenses				
F2059, P & L Insurance	1,658.61	3,124.00	(1,465.39)	53.1%
F2117, Administrative Fees	2,700.00	2,700.00	0.00	100.0%
F4827, W. Marin Fund Expenses	11,143.52	8,700.00	2,443.52	128.1%
Total Fire Operational Expenses	15,502.13	14,524.00	978.13	106.7%
Recreational Expenses				
R1028, Maint. Mgr. Wages	1,526.25	750.00	776.25	203.5%
R1073, Janitorial wages	1,915.50	1,700.00	215.50	112.7%
R1404, FICA	410.79	187.00	223.79	219.7%
R1701, Work Comp Insurance	280.07	285.00	(4.93)	98.3%
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	2,789.87	2,100.00	689.87	132.9%
R2041CD, Com. Dinner Expenses	0.00	800.00	(800.00)	0.0%
R2041CP, Child's Program Exp.	171.16	200.00	(28.84)	85.6%
R2041TC, Tai Chi Expenses	1,215.40	1,200.00	15.40	101.3%
R2041, Rec. Program Expenses - Other	113.66			
Total R2041, Rec. Program Expenses	4,290.09	4,300.00	(9.91)	99.8%

Muir Beach Community Services District Fiscal 1999-2000
Profit & Loss Budget vs. Actual
 July 1999 through June 2000

	Jul '99 - Jun '00	Budget	\$ Over Budget	% of Budget
R2041Y, Yoga Instruction	725.60			
R2059, P & L Insurance	450.00	451.00	(1.00)	99.8%
R2077, Routine Repairs	1,384.97	3,000.00	(1,615.03)	46.2%
R2097, CC Ground Maintenance	1,103.94	800.00	303.94	138.0%
R2117, Administrative Expenses	5,825.00	5,825.00	0.00	100.0%
R2119, District Handbook Exp.	486.92	300.00	186.92	162.3%
R2121, Miscellaneous Expenses	0.00	125.00	(125.00)	0.0%
R2133, Office Supplies & Stamps	79.20	100.00	(20.80)	79.2%
R2259, Refuse Removal	434.40	500.00	(65.60)	86.9%
R2366, Building Supplies	478.33	400.00	78.33	119.6%
R2534, Pay Telephone Expense	609.27	550.00	59.27	110.8%
R2535, Energy Expenses				
R2535E, Electrical Expenses	881.07	1,500.00	(618.93)	58.7%
R2535G, Butane Gas Expenses	283.49	400.00	(116.51)	70.9%
R2535, Energy Expenses - Other	73.05			
Total R2535, Energy Expenses	1,237.61	1,900.00	(662.39)	65.1%
R4045, Community Block Grant Ex				
R4045M, Equipment & Materials	(20.69)			
Total R4045, Community Block Grant Ex	(20.69)			
R4048, Building Improvements	525.48	3,000.00	(2,474.52)	17.5%
R4093, Furniture & Equipment	53.56	1,000.00	(946.44)	5.4%
R4243, Playground Improvements	892.19			
Total Recreational Expenses	22,688.48	25,173.00	(2,484.52)	90.1%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	2,532.74	2,000.00	532.74	126.6%
E1073, Extra Hire Wages	782.00	3,000.00	(2,218.00)	26.1%
E1404, FICA	605.61	383.00	222.61	158.1%
E1701, Work's. Comp. Insurance	0.00	383.00	(383.00)	0.0%
E2059, P & L Insurance	100.00	433.00	(333.00)	23.1%
E2077, Road & Easement Repairs				
E2077FEMA, 1996-97 Storms	720.00			
E2077FEMA, 1997-98 Storms	50,379.65	60,000.00	(9,620.35)	84.0%
E2077, Road & Easement Repairs - Other	12,952.32	20,000.00	(7,047.68)	64.8%
Total E2077, Road & Easement Repairs	64,051.97	80,000.00	(15,948.03)	80.1%
E2117, Administrative Fees	6,000.00	7,000.00	(1,000.00)	85.7%
Total Roads & Easements Expenses	74,072.32	93,199.00	(19,126.68)	79.5%
Uncategorized Expenses	0.00			
Water Capital Improvements Exp.				
H2059, P & L Insurance	0.00	164.00	(164.00)	0.0%
H2352, County fees	324.00	245.00	79.00	132.2%
H2713, Project Improvements				
H2713CP, System Improvements	16,211.24			
H2713WR, Water Right Resolution	7,795.00	10,000.00	(2,205.00)	78.0%
Total H2713, Project Improvements	24,006.24	10,000.00	14,006.24	240.1%

Muir Beach Community Services District Fiscal 1999-2000
Profit & Loss Budget vs. Actual
 July 1999 through June 2000

07/11/00

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	Jul '99 - Jun '00	Budget	\$ Over Budget	% of Budget
H4169UT, Priority Improvements				
H4169NW, New Well	0.00	30,000.00	(30,000.00)	0.0%
H4169PW, Pacific Way Main	46,909.88	40,000.00	6,909.88	117.3%
H4169VR, Valve Replacement	0.00	20,000.00	(20,000.00)	0.0%
H4169UT, Priority Improvements - Other	295.75			
Total H4169UT, Priority Improvements	47,205.63	90,000.00	(42,794.37)	52.5%
Total Water Capital Improvements Exp.	71,535.87	100,409.00	(28,873.13)	71.2%
Water Operational Expenses				
W1028, Maint. Mgr. Wages	17,125.25	13,700.00	3,425.25	125.0%
W1073, Extra Hire Wages	2,554.00	1,000.00	1,554.00	255.4%
W1404, FICA	1,313.82	1,125.00	188.82	116.8%
W1506, Medical benefits				
W1506CPHvy	184.96			
W1506CPSH	(1,075.75)			
W1506, Medical benefits - Other	1,790.00	1,800.00	(10.00)	99.4%
Total W1506, Medical benefits	899.21	1,800.00	(900.79)	50.0%
W1701, Work. Comp. Insurance	1,919.88	1,058.00	861.88	181.5%
W2049, Conferences & Training	440.00	650.00	(210.00)	67.7%
W2058, Annual Permit Fee	1,500.00	1,500.00	0.00	100.0%
W2059, P & L Insurance	708.80	1,019.00	(310.20)	69.6%
W2077, Routine Repairs	1,092.80	3,000.00	(1,907.20)	36.4%
W2115, Chemicals & Testing	4,961.66	4,000.00	961.66	124.0%
W2117, Administrative Fees	19,800.00	19,800.00	0.00	100.0%
W2121, Miscellaneous Expenses	3,465.00	1,350.00	2,115.00	256.7%
W2130, Postage & Shipping	810.25	1,250.00	(439.75)	64.8%
W2133, Office Supplies	885.22	1,250.00	(364.78)	70.8%
W2325, Contract Services	0.00	5,000.00	(5,000.00)	0.0%
W2479, Travel allowance	1,488.81	1,320.00	168.81	112.8%
W2534, Telephone Relay Expense	442.04	470.00	(27.96)	94.1%
W2535, Electrical Service	4,754.91	4,500.00	254.91	105.7%
Total Water Operational Expenses	64,161.65	63,792.00	369.65	100.6%
Total Expense	260,150.51	318,755.00	(58,604.49)	81.6%
Net Income	(64,988.70)	(140,041.00)	75,052.30	46.4%

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, JUNE 21, 2000**

Directors present: President Schiffries; Directors: Kamradt, Pinto, and Shaffer. Director Rudnick arrived at approximately 8:00.

- I. Call to order:** President Schiffries called the meeting to order at 7:08 p. m.
- II. Review and consideration of the March 1, 2000 Agenda.** There was a brief discussion of the Agenda and it was noted that the first Item IX should be designated as Item X for the draft minutes of the June 1, 2000 meeting and the following misnumbered items IX & IX should be deleted with the final item should become XI. Director Shaffer *moved* to approve the Agenda with these corrections; seconded by Director Kamradt, ayes Kamradt, Pinto, and Shaffer. Director Rudnick was not present.
- III. National Park Service:** President Schiffries reported that Ranger Mia Monroe would not be present and had relayed through him that Tam Valley is seeking funding to establish the "Shoreline Corridor Coalition" to study and develop transportation improvements for the area. He also reported that Marin Municipal Water District has been awarded \$285,000 in Federal Funds to help restore the Lagunitas Creek watershed and improve the endangered fish habitat. Additionally, \$67,000 was awarded for a water storage project in the Point Reyes area of West Marin, which is intended to benefit the fish.
- IV. Request for ad-hoc committees:** During the previous Board meeting, resident Fred Thal had requested this item for tonight's agenda. Fred suggested that there is a need to consider the many various needs of the District, including but not limited to the development of a tree policy, the CC&R's, view corridors, etc. The G. M. noted that the District has a general tree policy for the District's properties and right of ways, but has no authority over private land areas. The G. M. pointed out that the Board has been trying to form an ad hoc committee to review the community center and recreational needs and policies for the District, but due to the heavy work commitment required of residents, very few volunteers are available. Following a lengthy discussion concerning Mr. Thal's ideas, it was suggested that he might form a citizens committee to review the matters that involve private properties and also to make recommendations to the Board. He indicated that he would consider this as a possibility.
- V. Public Open Time:** Leighton Hills offered a copy of a new article from the Marin Independent Journal that reported a tree fire on Tiburon Boulevard, caused by electric power lines. The fire was quickly subdued with minimal damage. However, it did represent the danger of overhead power lines near trees.

At this point County Sheriff's officer Dave Fairbrother introduced himself, and reviewed the illegal parking problems on Pacific Way. He noted that it is the intent of the department to have an officer check the roadway each day during warm weather weekends and to have illegally parked vehicles ticketed and towed. In addition, he will assist in having the signage corrected to eliminate the confusion.

Director Shaffer then mentioned that resident Don Cohon had contacted him with some concern over the forthcoming heavy construction work to be done on the Martinye property. Mr. Cohon is particularly concerned that heavy trucks will use his driveway as a turnaround area and cause considerable damage. This was followed by a general discussion, with the suggestion that a bond be required. Finally, the G. M. was instructed to take photographs and possibly video tapes of the District's roadway (Sunset Way), as a historical reference, and to inform Mr. Martinye that he would be responsible for damages if they occur.

At this point, President Schiffries called attention to his tendered resignation actions during the previous Board meeting and stated that he wished to read into the record (to become a part of the minutes of tonight's meeting) a memorandum from him to the Board of Directors. He then read the 2 and 2/3rds page, single spaced typewritten memo, which is attached to the end of these minutes.

Following President Schiffries reading of his memo, there was a general discussion and Director Kamradt suggested that future meeting Agendas include an item to discuss the District concerns indicated in the memorandum. After further brief discussion, the general consensus was to allocate approximately 20 minutes, during each meeting, for such discussions.

- VI. **Bills to be paid:** Following a brief discussion Director Kamradt *moved* to approve the Bills to be Paid Report as submitted, including \$11,016.35 in general fund expenditures and \$800 in security deposit refunds for a total of \$11,816.35 in expenses paid. Seconded by Director Pinto, ayes all, with Director Rudnick having arrived during the Public Open Time session.
- VII. **Fire Department, emergency disaster committee:** Chief Moore is out of town and no report was offered.
- VIII. **Redwood Creek Watershed Committee:** President Schiffries reported that the most recent committee meeting concentrated on the needs and methods applicable to invasive non native plant life. The next meeting will be attended by President Schiffries and Director Pinto, unless other commitments dictate otherwise.
- IX. **General Manager's Report:** Due to the late time, the G. M.'s report was briefly considered and the G. M. reported the following specifics:

A. Administration:

- 1. **County audit:** Recent contact with the County auditor Victor, indicates that due to employee shortages and higher priority commitments the District audit has been further delayed. Victor indicated that he is now working on the audit again and hopes to have it finished by the end of August.
- 2. **E. R. A. F.** The G. M. indicated that we have received a refund of \$8,660 in E. R. A. F. funds, but cautioned that the County Auditor has also alerted him to the fact that the District (and other agencies) may have a contingent liability due to the State Comptroller's new interpretation to the law. The District's potential liability is \$4,000±.

3. **Budget for fiscal 2000 - 2001:** The G. M. submitted copies of his suggested budget for fiscal year 2000 - 2001 and apologized for the delay. He had intended to distribute the copies with the Board packet, but when duplicating he discovered an error that required a delay in the reproduction. He noted that the Board has until August 15 to adopt a budget for the next fiscal year.
- B. **Roads and Easements:** Due to the time, there was no additional discussion to that during the Public Open Time, concerning roads and easements.
- C. **Recreation:** Director Shaffer indicated that he will attempt to form a committee to review the recreational and community center needs. The G. M. quoted the higher rental rates of Muir Woods Park Community Association Community Center, and the increased security deposits of other communities.
- D. **Water Rights:** The G. M. reported on his most recent communications with Ed Dito of the State Water Control Board. Following some discussion, Director Pinto requested that the G. M. contact Mr. Dito to clarify the terms such as i.e versus e.g., to be determined by the TAC, and the restriction on irrigation water when the daily allocation is reduced during drought conditions.
- E. **Water:** There was no discussion concerning water operations.
- X. **Review of the draft minutes for June 1, 2000.** Following a brief review Director Shaffer *moved* to approve the minutes as written; seconded by Director Kamradt; ayes all.
- XI. **Next meeting date:** Following a brief discussion the next meeting date was confirmed for Wednesday, July 19, 2000.

The meeting was adjourned at 10:18 P.M.

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

Matthew Schiffries, Board President

Donovan Macfarlane, Secretary

Memorandum

To: MBCSD Board of Directors and Muir Beach Community\

CC:

From: Matthew Schiffries

Date: June 21, 2000

Re: MBCSD Board and District Operations

At last month's MCSD board meeting I made a relatively dramatic gesture and attempted to resign from the board over a policy disagreement. This gesture took a lot of people by surprise, and I was persuaded to reconsider my decision. I am still in the process of considering that decision. However, I feel that some explanation to the community is in order.

The issue I felt so strongly about was the continuing existence of the water rights sub-committee of the board. I still believe that the continued existence of this committee is detrimental to the optimal functioning of the board and not in the community's best interests. While our water rights application process is by far the most pressing issue facing the community, this policy disagreement became for me to a symbolic issue representing a sense of discomfort which I have had from my first board meeting, and which has grown consistently over time.

I have chosen not to rock the boat too often or too aggressively to date, because I felt it was prudent to take some time to get to know the board, its history and the environment in which it operates. The district operates in an unusually difficult environment resulting primarily, in my opinion, because:

- As a public agency the Board is subject to numerous regulations (I am using this word loosely, and not in a technical sense) which control its processes. While these regulations are meant to protect the public, they severely limit the choices the board has.
- The MBCSD only marginally has the critical mass financially to function effectively due to the small size of the community and our limited revenue sources.
- The small staff limits the ability of the board to be informed as fully as would be optimal or on a sufficiently timely basis.
- Directors are volunteers who have to fit their board duties into busy schedules.

None of this is meant to condemn the good, well meaning board members and district staff or the quality of their efforts. On the contrary, the board members and staff are talented, dedicated people who give generously of their time. However, I believe that we can improve on our effectiveness by making some changes.

Nor should my concerns be taken to mean that I believe we should find a way to eliminate the district and its operations. Despite the difficult circumstances I believe the existence of the district is valuable to the community in many ways, and that we should continue to work towards assuring its health and survival.

In deferring my concerns over board and district operations, I have also taken into consideration that over the last two years the district has faced some special challenges (such as the water rights application, and substantial repair efforts due to storm damages), that seemed at the time should take priority over considering revision of board and district procedures. I have come to the conclusion in the last few weeks that the district would be better served by taking the time now to consider some changes, rather than continuing to wait.

My intention, with this Memo as a first installment, is to offer to the board and the community my concerns and some preliminary ideas for solutions. I don't pretend to have all the answers, and offer this Memo only as a starting place for discussion. I will expect, however, that the community members who have urged me to stay on the board to participate in the discussions and support my efforts for change. This does not mean that I expect some kind of complete acquiescence from the community or the board, but I do expect some measure of support.

Following are the first set of issues I put before the board and the community for consideration:

- **Problem:** Board members don't get packets in sufficient time for adequate review before board meetings.

Often packets are not available until Sunday evening. The effect is often that board members and the community do not actually get their packets until Monday evening when we check our mail. This leaves very little time for thoughtful review and preparation before the board meeting.

Possible Solution: Institute a board policy to deliver packets to board with more lead time than the minimum required by law. I understand that there is a balance between early deliver of board materials, and allowing the most time possible for community members to request items for the agenda, but I believe that 72 hours is the wrong compromise. I propose that packets and agenda be required by 5pm the Friday preceding a Wednesday meeting. The time frame for delivery of the packet and posting of the minutes may be different if this is legal under our governing legislation.

- **Problem:** Board meetings are too long, and even so discussion on many items is rushed or deferred.

Possible Solution: Meet twice a month.

- **Problem:** Community members do not receive adequate notice of the date of regular and special board meetings.

Possible Solution: Offer community members subscription to an email service for sending them notice of board meetings (and possibly the agenda itself).

- **Problem:** Community members are often unclear about the substance of board meetings.

This results from a combination of unclear wording of agenda items, and because too much of the substance of board meetings is bundled in the general managers report. Even board members often have difficulty finding the references to agenda items even though we know how and where to look in the general managers section of the agenda. Furthermore, there is too often no explicit mention of topics which may be of general interest under the general manager report headings.

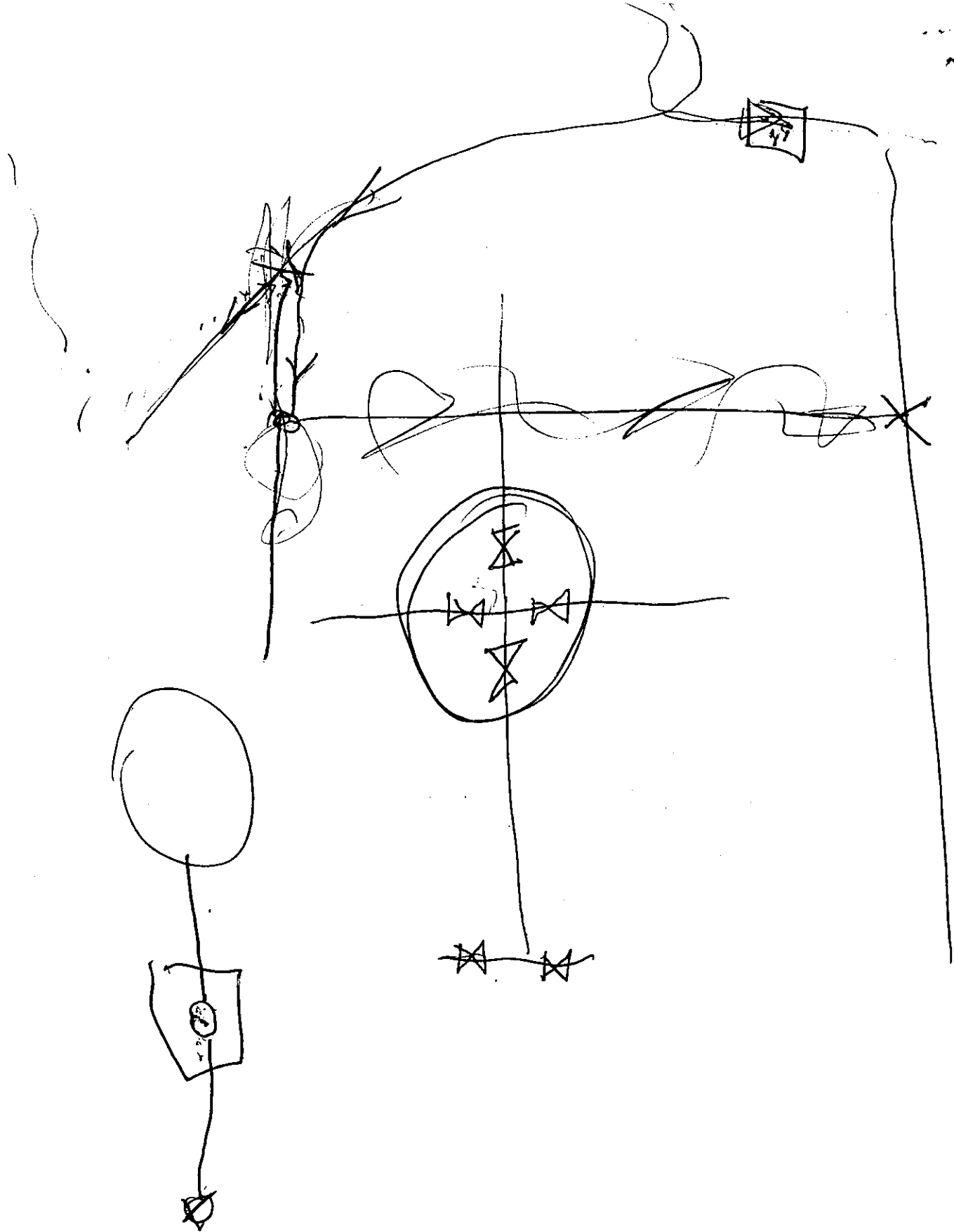
Possible Solution: Reinforce through policy that agenda should be clear and generally more explanatory. Adopt a policy which allows for interested board members to review agenda before it is published. This will allow for a measure of quality control and share the burden of communication with the general manager.

- **Problem:** Board has difficulty in keeping track of decisions and action items.

This is one of the outgrowths of the districts limited resources, and one of the most serious impediments to optimal functioning of the district. I have been present for numerous discussions where board members have to rely on discussion to recover memories of past decisions and agree on those decisions before moving forward.

Possible Solution: Adopt a policy requiring the Board to designate a member to maintain a record of key decisions and action items separate from the minutes.

While the minutes are required and do provide some value, their structure and presentation are designed to meet legal requirements which limit their effectiveness as an internal management tool. Using separate documentation maintained by the board itself, while increasing the workload up front, will minimize confusion and clarify the boards decisions and priorities. I believe it will save time and effort in the long run, and the responsibility for maintaining the document could be rotated.



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FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
RESCHEDULED REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, AUGUST 23, 2000
THE MEETING WILL BEGIN AT 7:00 P.M.**

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SPECIAL NOTE

Three (3) unattached copies of this packet are provided for public convenience. Residents may borrow these copies to review in comfort. PLEASE RETURN THE LOOSE COPIES, AS SOON AS POSSIBLE, SO OTHER RESIDENTS MAY ENJOY THE SAME RIGHT. The attached copy must stay available at the bulletin board to comply with California law.

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' RESCHEDULED REGULAR MEETING TO BE HELD ON
WEDNESDAY, AUGUST 23, 2000 AT 7:00 PM IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

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

- I. Open the meeting:** President Schiffries will call the regular meeting to order.
- II. Review and consideration of the August 23, 2000 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. 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.
- IV. PUBLIC OPEN TIME:** California State Law prohibits Board action on any item, within its jurisdiction, that has not been listed on the lawfully posted Agenda unless: *1) upon a determination by a majority of the Board that an emergency situation exists; 2) upon a determination by a two-thirds majority of the Board (or by no less than three members, if less than the entire Board is present) that the need to take action arose subsequent to the Agenda being posted; or 3) the item was posted for a prior Board meeting, occurring not more than five (5) days prior to the date action is taken on the item, and at the subject prior meeting, the item was continued to the meeting at which action is being taken. Other items will generally be received as information, or referred to staff for further consideration prior to the next scheduled meeting of the board. As a matter of procedure, the Board may limit individual presentations to no more than five minutes. Individual presentations should involve non-repetitive items, and non-repetitive supporting information.*

PUBLIC INPUT

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

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

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

- V. Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the July 1, 2000 through July 31, 2000 fiscal period.
- VI. Fire Department, Emergency Disaster Committee:** The Fire Chief will report on the activities of his department.
- 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.

AT 8:30 PM, A 15 MINUTE COFFEE BREAK WILL BE CALLED
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- VIII. General Manager's Report:** The General Manager's written report includes a review of administrative and operational matters. The report is attached to and publicly posted as an integral part of this Agenda. All items contained in the General Manager's report may be acted upon by the Board of Directors, as a posted item of the Agenda. The following is a brief summary of items in the Report, 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 2000 which is the fiscal year to date. The following administrative items are open for Board review and action.
- 1. Fiscal review:** The Consolidated Balance Report and the Profit and Loss Budget vs. Actual Income and expenses for July 2000 is included in the Board packet for review by the Directors. In addition, a new report format entitled "Summary Profit and Loss vs. Budget Report" is included. The Summary Report consolidates the more detailed Profit and Loss report to permit a rapid overview.
 - 2. Five year audit:** The County's completion of this audit is now scheduled for September.
 - 3. Legal opinion:** There is a brief review of the County Attorney's verbal comments regarding independent actions by Board members.
 - 4. General Manager's Contract:** The Board will establish a date for considering the renewal of the administrative contract with Associated Business and Community Consultants, Inc.
- B. Roads and Easements:** The G. M.'s report reviews ongoing maintenance activities and schedules for maintenance activities for the District's roads and easements.
- C. Recreation:** The report gives a brief update on matters concerning the community center, including a report on resident complaints regarding recent rental events. During the previous Board meeting the formation of an ad hoc committee to review recreational activities, community center rental rates and security deposits was suggested. This subject will also be open for Board action.
- D. Water rights:** The G. M.'s report gives a brief overview of the most recent communications with the State Water Control Board.
- E. Water Operations:** All pertinent considerations for water operations are contained in the G. M.'s report. As a result of recent water system problems, the G. M. is requesting the Board consider some limited capital improvements, including an upgrade of the well pumping system, to correct known system problems.
- IX. Review of the draft minutes** for the June 21, 2000 Board meeting. Review of these minutes was deferred from the July meeting to the August meeting.
- X. Review of the draft minutes** for the July 19, 2000 Board meeting.
- XI. Next meeting date:** The fourth Wednesday in September is September 27, 2000.

ADJOURNMENT OR CONTINUATION

**MUIR BEACH COMMUNITY SERVICES DISTRICT
GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS
FOR THE BOARD OF DIRECTORS MEETING ON AUGUST 23, 2000**

NOTE: This report is attached as an integral part of the Muir Beach Community Services District Meeting Agenda for the Board of Directors meeting to be held on Wednesday, August 23, 2000. Any matter included in this report may be considered for action by the Board of Directors, as a posted Agenda item.

VIII General Manager's Report:

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

1. Fiscal Review: The Budget reports in the Board meeting packet include:

- a. The Consolidated Balance Sheet,** showing the District has combined assets of \$260,551.93, indicating the slight decline in equity of \$1,192.02 during the month of July. This loss is less than normal due to receipt of the final F. E. M. A. payment for fiscal 1996-97, and other abnormal income. Declines in District equity will increase and continue until receipt of the early tax receipts in December; however, District reserves are adequate to provide for this.

b. Budget Reports.

- (1) Summary Profit & Loss vs. Budget Report.** This is a new report format that consolidates the more detailed Profit and Loss Report. The brevity of this report offers a quick overview of the District's income and expenses for the month of July. This format will be used as a summary for the monthly and year to date reports during the rest of the fiscal year.
- (2) Fiscal Year 2000 - 2001 Profit and Loss vs. Budget Report.** As this is the first month of the fiscal year, this particular report serves as both the monthly and the year to date report of the District's detailed fiscal transactions.

- 2. Five year audit:** The most recent contact with the County Auditor's office indicates that they will present the five year audit during the September Board meeting. Due to the closing of the County's fiscal year, completion of our report was delayed.

- 3. Legal opinion:** As a result of the controversy during the July Board meeting, I contacted the County Attorney's office for an opinion regarding Directors acting independently in seeking resolution of Board matters. Due to vacations, etc. the County Attorney is unable to attend tonight's meeting to offer a formal verbal opinion. However, a brief summary of my conversation indicates that while a Director may act independently as a private citizen, extreme caution is warranted as once elected and known as a Director the roll of a private citizen is difficult to be observed. In most situations, the Director's elected status and position is perceived as prevailing, and the Director's authority is limited to the actions of the Board. The Board may authorize a Director to represent the Board and to present the actions of the Board; however, in this situation the Director should not offer conflicting personal opinions with actions of the Board, following a decision of the Board determined in open public debate. Board members are expected to have alternative opinions during the discussion and debate of controversial matters, until such time as the Board makes a decision, which then becomes the Board's policy.

- 4. General Manager's contract:** During the July meeting, review of the General Manager's contract was deferred until the Board sets a closed meeting date, following tonight's meeting.

- B. Roads and Easements:** The end of July will close the vacation season for our labor sources and the schedule of improvements outlined in last month's G. M. Report will proceed as rapidly as possible. We have not received final proposals for completion of the Sunset Way paving repairs; however, preliminary indications are that the repairs will be within the budget parameters.
- C. Recreation:** We have received several letters from residents reporting abuse of the community center and the surrounding areas during recent rental events. We have had more than the normal rental activities, including back to back rentals on Saturday and Sunday. These events involved maximum attendees which resulted in severe parking overloads inconveniencing neighboring residents. Further, it seems that the attendees failed to stay within the community center area, and resulted in offensive noisy groups and debris affecting the neighbors. Also, back to back rentals frequently result in a garbage overload requiring additional maintenance by the District..

These problems are increasing, as is the vandalism in the community center. We have experienced two events of unauthorized use of the center since the last Board meeting, resulting in damage to a skylight, considerable debris requiring cleanup, etc.

As for an interim solution to the rental abuses, I suggest the following:

1. No new back to back weekend rentals (I believe we have already committed to two future weekends), and future Saturday or Sunday rental rates should be increased to \$500 per day for non residents and \$300 per day for residents, with a minimum security deposit of \$500.
2. That a committee be formed, with two Directors participating, plus interested residents including at least one resident from the immediate neighborhood. This committee should be formed in time to make a preliminary presentation of recommendations to the Board during the September meeting.

As for the problems of vandalism, consultation with the Sheriff's office offers the following:

3. We need to have a security system for the community center. If the premises is not locked, the sheriff's office may not be able to assist us until such time as damage occurs, and then only to the extent of the damage, disturbance of the peace (if substantial), etc. An unauthorized person in the building is at most a trespasser, and may not be a basis for criminal prosecution.
4. While inconvenient, locking the building establishes the act of breaking and entering which is a criminal act.

- D. Water rights.** During the past two weeks I have had two conversations with Ed Dito. He has received responses from N. P. S. and has drafted what is hoped will be the final permit conditions. The N. P. S. response requests that Ed's suggested "Work Plan" for developing the "Adaptive Management Plan" serve as an interim work plan during development of a final work plan. As this plan is essentially in accord with the District's intent, this seems reasonable.

I have not received the revised conditions; however, I expect to receive them prior to the Board meeting and will forward copies to the Directors with my comments as soon as possible.

In the meantime, I am expecting a call from Mr. Dito on Monday. We played phone tag Friday, with his leaving early Friday for other commitments. Following my conversation with him, I will send a memo to the Board.

- E. Water Operations.** In general, water operations have been quiet in so far as water quality problems. However, we have experienced considerable difficulty in restoring the storage reserves. Since the last meeting, three conservation notices have been delivered, two via posting and placement in the mail boxes and one with water bills for the June 23 through July 23 billing period. The first notice met with some success, the second (mailed) had little success and the final notice seems to have had some success (at least in the first few days).

I instructed Harvey to read the meters earlier than normal (the readings can be adjusted to conform to the normal billing period) so as to provide a basis for analyzing consumer consumption and potential system leaks. During the process, Harvey located and repaired two minor system leaks and reported three possible customer leaks.

While I intend to submit a detailed report to the Board concerning consumer consumption and other necessary consideration, a preliminary review indicates that subsequent to the last Board meeting, when all residents had been alerted to the storage deficiency, approximately 50% of the consumers reduced their daily consumption rate and 50% increased their daily consumption rate. My report will give more details when it is completed. As may be seen from the table below, customer consumption during the June 23 through July 23, 2000 period was below the previous month's consumption rate,

The third conservation notice, requested consumers try to reduce consumption by at least 10%, and indicated that enforced rationing may be necessary if reserves continue to decline. This request yielded a storage gain of 4,000+ gallons from Thursday to Friday and a 7,000+ gain on Friday to Saturday (total reserves Saturday morning 118,125 gallons). We are monitoring this daily, and hope the gains continue.

I have received one proposal for replacing the well pump (\$5,275) and electronically replacing the slow close slow open valves (\$3,850), for a total price of \$9,125. I have two other requests for proposals; but have not received them as of this date. Regrettably, every contractor I have contacted is busy and three have declined to even offer a proposal. I request the Board to consider the need for the new well pump and approve installation not to exceed \$10,000. At this time, I feel timely installation is preferable to a few dollars in savings. Additional work is required to complete the well site improvements, but this can be done at a later date.

Coliform tests taken during July were free of Coliform bacteria.

Gross water billing for the June 23 through July 23, 2000 billing period was \$5,650.56, including \$5,426.56 in water service fees, \$3.51 in interest charges, and \$220.49 in late payment fees. Consumption surcharge fees totaled \$1,360.06.

The table below tabulates the water production for the period June 23 to July 23, 2000.

Total volume of water measured through the master meter =	1,228,580 gallons	39,632 gallons/day
Highest pumping day was on 6/25/00 and volume pumped =	55,380 gallons	
Lowest pumping day was on 6/29/00 and volume pumped =	26,410 gallons	
Total volume billed through service meters, this period =	1,021,233 gallons	32,943 gallons/day
Total volume billed through service meters, last month =	1,084,775 gallons	36,159 gallons/day
Gross unaccounted for water loss (16.88%) =	207, 347 gallons	6,689 gallons/day
Average daily consumption per customer meter =	232 gallons	
Average service billing =	\$40.96	

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 07/01/00 THROUGH 07/31/00**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
CAPITAL IMPROVEMENT EXPENSES, FUND 429				
S. N. Potter Insurance Agency, Inc.	2059	Property & Liability Insurance	B	165.00
TOTAL CAPITAL IMPROVEMENT EXPENSES =				\$165.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236				
S. N. Potter Insurance Agency, Inc.	2059	Property & Liability Insurance	B	459.00
ABC Consultants, Inc.	2117	Administrative fee, July	B	500.00
California Grants Guide	2121	California Grants and Guide Manual	P	186.95
ABC Consultants, Inc.	2479	Travel, 06/01 thru 06/30/00	B	141.05
AT&T	2534	707-643-1143 toll calls thru 6/10/00	B	26.03
AT&T	2534	415-388-7804 toll calls thru 6/10/00	B	18.70
Pacific Bell	2534	415-388-7804 thru 6/11/00	B	30.46
TOTAL G&A EXPENSES =				\$1,362.19

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
S. N. Potter Insurance Agency, Inc.	2059	Property & Liability Insurance	B	217.00
ABC Consultants, Inc.	2117	Administrative fee, July	B	500.00
TOTAL R&E EXPENSES =				\$717.00

WATER DIVISION EXPENSES, DIVISION CODE 9238				
Harvey Pearlman	1028	Maint. Mgr. wages paid in July	C	1,536.44
Salvador Gonzales	1073	Extra hire wages paid in July	C	193.77
Harvey Pearlman	1506	Medical allowance, July	C	150.00
PERS	1506	Medical Insurance, July	B	361.86
State Fund	1701	Worker's Comp Insurance adjustment	B	23.12
Marin County	2058	Annual permit fee	C	1,500.00
S. N. Potter Insurance Agency, Inc.	2059	Property & Liability Insurance	B	750.00
Friedman Bros.	2077	1 1/4 inch pipe for repairs	B	23.01
Goodman Building Supply	2077	Weed Eater Blade	B	4.07
Home Depot	2077	Misc. items for repairs	B	36.92
Pace Supply	2077	Ball Valve and meter coupling	B	76.80
Herb's pool Service	2115	Chlorine supplies	B	34.32
Marin Health Laboratory	2115	Coliform tests, July	B	30.00
ABC Consultants, Inc.	2117	Administrative fee, July	B	800.00
ABC Consultants, Inc.	2117	Clerical fee, July	B	850.00
Public Storage	2121	File Storage, June & July	B	86.00
U. S. Post Office	2130	Postage	P	79.80
Harvey Pearlman	2479	July Travel allowance	C	110.00
Pacific Gas & Electric	2535	Well and lower tank electric thru 06/20/2000	B	416.04
TOTAL WATER EXPENSES =				\$7,062.15

RECREATION EXPENSES, DIVISION CODE 9239				
Juana Gonzales	1073	Janitorial wages paid in July	C	69.44
S. N. Potter Insurance Agency, Inc.	2059	Property & Liability Insurance	B	500.00
Freebairn-Smith	2077	Entry door repairs	C	494.12
ABC Consultants, Inc.	2117	Administrative fee, July	B	500.00
Shoreline Disposal	2259	Garbage disposal thru 09/2000	B	103.60
Goodman Building supply	2366	Fireplace tools	P	5.36
Pacific Gas & Electric	2534	Pay phone thru 6/19/00	B	53.70
Pacific Gas & Electric	2535	Community Center Electric thru 06/20/2000	B	77.66
Bolinas Bakery	2041B1	Bistro cream, newspapers, etc.	P	6.95
Nancy Knox	2041B1	Bistro Pastries	P	13.5
Susan Caswell	2041B1	Bistro wages paid in July	C	193.78
Emiko Wang	2041TC	Tai Chi instruction in June	B	113.60
TOTAL RECREATION EXPENSES =				\$2,136.71

FIRE DIVISION EXPENSES, DIVISION CODE 9240				
S. N. Potter Insurance Agency, Inc.	2059	Property & Liability Insurance	B	1,659.00
ABC Consultants, Inc.	2117	Administrative fee, July	B	225.00
Pacific Bell	4827	Fire Station Phone thru 6/25/00	B	16.25
TOTAL FIRE EXPENSES =				\$1,900.25

TOTAL GENERAL FUND EXPENSES = 13,178.30
TOTAL CAPITAL FUND 429 EXPENSES = 165.00
TOTAL OF ALL CHECKS ISSUED = \$13,343.30
 B = Paid thru Bank depositories
 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

the _____ day of _____, 2000.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Matthew Schiffries, President

Donovan Macfarlane, General Manager

08/19/00

MUIR BEACH COMMUNITY SERVICES DISTRICT

Balance Sheet

As of July 31, 2000

	Jul 31, '00
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	38,629.93
Fund 429, County Investment Fun	
Capital Improvements	102,928.27
General Investments	18,167.01
Total Fund 429, County Investment Fun	121,095.28
Merrill Lynch WCMA	
General Funds	42,658.75
Rental Deposit Trust	1,963.77
Water Security Deposit Trust	4,368.16
Total Merrill Lynch WCMA	48,990.68
Petty Cash Fund	-257.94
Salomon Smith Barney	
General Funds	16,480.31
Rental deposit trust	1,050.00
Shaffer CalPers Trust	907.42
Water Security Deposit Trust	200.00
Total Salomon Smith Barney	18,637.73
Treasury Bill Investment Funds	
Fire Station	11,643.04
Investments	3,356.96
Total Treasury Bill Investment Funds	15,000.00
Total Checking/Savings	242,095.68
Accounts Receivable	
Receivables	18,456.25
Total Accounts Receivable	18,456.25
Total Current Assets	260,551.93
TOTAL ASSETS	260,551.93
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	3,013.77
W9025RD, Security deposits	4,568.16
Total Other Current Liabilities	7,581.93
Total Current Liabilities	7,581.93
Total Liabilities	7,581.93
Equity	
Retained Earnings	254,160.52
Net Income	-1,190.52
Total Equity	252,970.00
TOTAL LIABILITIES & EQUITY	260,551.93

08/19/00

BEACH COMMUNITY SERVICES DISTRICT
SUMMARY PROFIT & LOSS vs. BUDGET REPORT
July 2000

	<u>Jul '00</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Administrative Income	595.72	40,870.00	1.5%
Fire Operations Income	0.00	12,750.00	0.0%
Recreational Activities Income	1,383.49	11,120.00	12.4%
Roads & Easements Income	1,468.00		
Water Capital Improvements I...	2,892.61	50,010.00	5.8%
Water Operations Income	5,650.56	66,300.00	8.5%
Total Income	11,990.38	181,050.00	6.6%
Expense			
Administrative Expenses	1,350.66	21,910.00	6.2%
Fire Operational Expenses	1,900.25	10,700.00	17.8%
Recreational Expenses	2,177.70	28,093.00	7.8%
Roads & Easements Expenses	717.00	35,216.00	2.0%
Water Capital Improvements E...	165.00	92,489.00	0.2%
Water Operational Expenses	6,870.29	71,263.00	9.6%
Total Expense	13,180.90	259,671.00	5.1%
Net Income	<u>-1,190.52</u>	<u>-78,621.00</u>	<u>1.5%</u>

08/19/00

MUIR BEACH COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2000 - 20001 PROFIT AND LOSS vs. BUDGET
 July 2000

	<u>Jul '00</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Administrative Income			
A9001, General Tax Income	359.96	38,260.00	0.9%
A9203, Interest earned	235.76	2,500.00	9.4%
A9772, Copier Income	0.00	110.00	0.0%
Total Administrative Income	<u>595.72</u>	<u>40,870.00</u>	<u>1.5%</u>
Fire Operations Income			
F9377, West Marin Funds	0.00	8,350.00	0.0%
F9763, Fire Assoc. Donations	0.00	4,400.00	0.0%
Total Fire Operations Income	<u>0.00</u>	<u>12,750.00</u>	<u>0.0%</u>
Recreational Activities Income			
R9255, CC Rental Income	1,135.00	8,000.00	14.2%
R9811, Rec. Programs Income.			
R9811BI, Bistro Income	106.49	1,800.00	5.9%
R9811CP, Child's Prog. Income	0.00	200.00	0.0%
R9811TC, Tai Chi Income	142.00	1,120.00	12.7%
Total R9811, Rec. Programs Income.	<u>248.49</u>	<u>3,120.00</u>	<u>8.0%</u>
Total Recreational Activities Income	<u>1,383.49</u>	<u>11,120.00</u>	<u>12.4%</u>
Roads & Easements Income			
E9772, Road & Esm't Income			
E9772F. FEMA Grant Income	1,468.00		
Total E9772, Road & Esm't Income	<u>1,468.00</u>		
Total Roads & Easements Income	<u>1,468.00</u>		
Water Capital Improvements Inco			
H9001, special Assessment Tax	0.00	30,260.00	0.0%
H9031, Water Surcharge Income			
H9031, Consumption Surcharge	1,345.06		
H9031, Water Surcharge Income - Other	15.00	15,000.00	0.1%
Total H9031, Water Surcharge Income	<u>1,360.06</u>	<u>15,000.00</u>	<u>9.1%</u>

08/19/00

M ■ BEACH COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2000 - 20001 PROFIT AND LOSS vs. BUDGET
 July 2000

	Jul '00	Budget	% of Budget
H9377, Interest Earnings			
H9377C, Cap. Imp. Interest	1,250.48	4,000.00	31.3%
H9377G, Gen. Inv. Interest	282.07	750.00	37.6%
Total H9377, Interest Earnings	1,532.55	4,750.00	32.3%
Total Water Capital Improvements Inco	2,892.61	50,010.00	5.8%
Water Operations Income			
W9025, Water Service Income			
W9025Int., Overdue bill Interst	3.51	100.00	3.5%
W9025LP, Late pay penalty	220.49	1,200.00	18.4%
W9025, Water Service Income - Other	5,426.56	65,000.00	8.3%
Total W9025, Water Service Income	5,650.56	66,300.00	8.5%
Total Water Operations Income	5,650.56	66,300.00	8.5%
Total Income	11,990.38	181,050.00	6.6%
Expense			
Administrative Expenses			
A2049, Conf., Mtgs. & Dues	0.00	400.00	0.0%
A2059, P & L Insurance	459.00	460.00	99.8%
A2117, Consulting Admin. Fees	500.00	6,000.00	8.3%
A2121, Miscellaneous Expenses	0.00	200.00	0.0%
A2129, Gen. Election expenses	0.00	350.00	0.0%
A2130, Mailing & Shipping Exp.	0.00	100.00	0.0%
A2133, Office Supplies	201.45	300.00	67.2%
A2137, Copier Maint. Expenses	0.00	350.00	0.0%
A2352, County Fees	0.00	8,000.00	0.0%
A2479, Travel Expenses	141.05	1,650.00	8.5%
A2534, Telephone/Communications	49.16	2,600.00	1.9%
A2713, Legal fees	0.00	1,500.00	0.0%
Total Administrative Expenses	1,350.66	21,910.00	6.2%

08/19/00

MUIR BEACH COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2000 - 20001 PROFIT AND LOSS vs. BUDGET
 July 2000

	Jul '00	Budget	% of Budget
Fire Operational Expenses			
F2059, P & L Insurance	1,659.00	1,700.00	97.6%
F2117, Administrative Fees	225.00	2,700.00	8.3%
F4827, W. Marin Fund Expenses	16.25	6,300.00	0.3%
Total Fire Operational Expenses	1,900.25	10,700.00	17.8%
Recreational Expenses			
R1028, Maint. Mgr. Wages	0.00	1,600.00	0.0%
R1073, Janitorial wages	64.50	2,100.00	3.1%
R1404, FICA	53.84	283.00	19.0%
R1701, Work Comp Insurance	0.00	310.00	0.0%
R2041, Rec. Program Expenses			
R2041BI, Bistro Expenses	200.45	2,800.00	7.2%
R2041CP, Child's Program Exp.	0.00	200.00	0.0%
R2041TC, Tai Chi Expenses	113.60	1,400.00	8.1%
Total R2041, Rec. Program Expenses	314.05	4,400.00	7.1%
R2059, P & L Insurance	500.00	500.00	100.0%
R2077, Routine Repairs	499.99	5,000.00	10.0%
R2097, CC Ground Maintenance	0.00	1,200.00	0.0%
R2117, Administrative Expenses	500.00	6,000.00	8.3%
R2121, Miscellaneous Expenses	0.00	100.00	0.0%
R2133, Office Supplies & Stamps	0.00	100.00	0.0%
R2259, Refuse Removal	108.60	450.00	24.1%
R2366, Building Supplies	5.36	500.00	1.1%
R2534, Pay Telephone Expense	53.70	650.00	8.3%
R2535, Energy Expenses			
R2535E, Electrical Expenses	0.00	700.00	0.0%
R2535G, Butane Gas Expenses	0.00	700.00	0.0%
R2535, Energy Expenses - Other	77.66		
Total R2535, Energy Expenses	77.66	1,400.00	5.5%
R4048, Building Improvements	0.00	3,500.00	0.0%
Total Recreational Expenses	2,177.70	28,093.00	7.8%

08/19/00

BEACH COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2000 - 20001 PROFIT AND LOSS vs. BUDGET
 July 2000

	Jul '00	Budget	% of Budget
Roads & Easements Expenses			
E1028, Maint. Mgr. wages	0.00	2,600.00	0.0%
E1073, Extra Hire Wages	0.00	5,000.00	0.0%
E1404, FICA	0.00	581.00	0.0%
E1701, Work's. Comp. Insurance	0.00	585.00	0.0%
E2059, P & L Insurance	217.00	450.00	48.2%
E2077, Road & Easement Repairs	0.00	20,000.00	0.0%
E2117, Administrative Fees	500.00	6,000.00	8.3%
Total Roads & Easements Expenses	717.00	35,216.00	2.0%
Water Capital Improvements Exp.			
H2059, P & L Insurance	165.00	165.00	100.0%
H2117, Administrative Fees	0.00	2,000.00	0.0%
H2352, County fees	0.00	324.00	0.0%
H2713, Project Improvements			
H2713WR, Water Right Resolution	0.00	5,000.00	0.0%
Total H2713, Project Improvements	0.00	5,000.00	0.0%
H4169UT, Priority Improvements			
H4169NW, New Well	0.00	45,000.00	0.0%
H4169VR, Valve Replacement	0.00	40,000.00	0.0%
Total H4169UT, Priority Improvements	0.00	85,000.00	0.0%
Total Water Capital Improvements Exp.	165.00	92,489.00	0.2%
Water Operational Expenses			
W1028, Maint. Mgr. Wages	1,427.25	16,250.00	8.8%
W1073, Extra Hire Wages	180.00	3,000.00	6.0%
W1404, FICA	122.96	1,473.00	8.3%
W1506, Medical benefits			
W1506CPHvy	184.96	1,890.00	9.8%
W1506CPSH	0.00		
W1506, Medical benefits - Other	150.00		
Total W1506, Medical benefits	334.96	1,890.00	17.7%

08/19/00

MUIR BEACH COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2000 - 20001 PROFIT AND LOSS vs. BUDGET
 July 2000

	Jul '00	Budget	% of Budget
W1701, Work. Comp. Insurance	23.12	2,000.00	1.2%
W2049, Conferences & Training	0.00	600.00	0.0%
W2058, Annual Permit Fee	1,500.00	1,500.00	100.0%
W2059, P & L Insurance	750.00	750.00	100.0%
W2077, Routine Repairs	99.81	1,250.00	8.0%
W2115, Chemicals I Testing	64.32	4,500.00	1.4%
W2117, Adminsitrative Fees			
W2117A. Administrative Fees	0.00	9,600.00	0.0%
W2117C. Clerical Fees	0.00	10,200.00	0.0%
W2117, Adminsitrative Fees - Other	1,650.00		
Total W2117, Adminsitrative Fees	1,650.00	19,800.00	8.3%
W2121, Miscellaneous Expenses	86.00	4,000.00	2.2%
W2130, Postage & Shipping	79.80	1,100.00	7.3%
W2133, Office Supplies	0.00	1,200.00	0.0%
W2325, Contract Services	0.00	5,000.00	0.0%
W2479, Travel allowance	110.00	1,500.00	7.3%
W2534, Telephone Relay Expense	26.03	450.00	5.8%
W2535, Electrical Service	416.04	5,000.00	8.3%
Total Water Operational Expenses	6,870.29	71,263.00	9.6%
Total Expense	13,180.90	259,671.00	5.1%
Net Income	-1,190.52	-78,621.00	1.5%

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, JUNE 21, 2000**

Directors present: President Schiffries; Directors: Kamradt, Pinto, and Shaffer. Director Rudnick arrived at approximately 8:00.

- I. **Call to order:** President Schiffries called the meeting to order at 7:08 p. m.
- II. **Review and consideration of the March 1, 2000 Agenda.** There was a brief discussion of the Agenda and it was noted that the first Item IX should be designated as Item X for the draft minutes of the June 1, 2000 meeting and the following misnumbered items IX & IX should be deleted with the final item should become XI. Director Shaffer *moved* to approve the Agenda with these corrections; seconded by Director Kamradt, ayes Kamradt, Pinto, and Shaffer. Director Rudnick was not present.
- III. **National Park Service:** President Schiffries reported that Ranger Mia Monroe would not be present and had relayed through him that Tam Valley is seeking funding to establish the "Shoreline Corridor Coalition" to study and develop transportation improvements for the area. He also reported that Marin Municipal Water District has been awarded \$285,000 in Federal Funds to help restore the Lagunitas Creek watershed and improve the endangered fish habitat. Additionally, \$67,000 was awarded for a water storage project in the Point Reyes area of West Marin, which is intended to benefit the fish.
- IV. **Request for ad-hoc committees:** During the previous Board meeting, resident Fred Thal had requested this item for tonight's agenda. Fred suggested that there is a need to consider the many various needs of the District, including but not limited to the development of a tree policy, the CC&R's, view corridors, etc. The G. M. noted that the District has a general tree policy for the District's properties and right of ways, but has no authority over private land areas. The G. M. pointed out that the Board has been trying to form an ad hoc committee to review the community center and recreational needs and policies for the District, but due to the heavy work commitment required of residents, very few volunteers are available. Following a lengthy discussion concerning Mr. Thal's ideas, it was suggested that he might form a citizens committee to review the matters that involve private properties and also to make recommendations to the Board. He indicated that he would consider this as a possibility.
- V. **Public Open Time:** Leighton Hills offered a copy of a new article from the Marin Independent Journal that reported a tree fire on Tiburon Boulevard, caused by electric power lines. The fire was quickly subdued with minimal damage. However, it did represent the danger of overhead power lines near trees.

At this point County Sheriff's officer Dave Fairbrother introduced himself, and reviewed the illegal parking problems on Pacific Way. He noted that it is the intent of the department to have an officer check the roadway each day during warm weather weekends and to have illegally parked vehicles ticketed and towed. In addition, he will assist in having the signage corrected to eliminate the confusion.

Director Shaffer then mentioned that resident Don Cohon had contacted him with some concern over the forthcoming heavy construction work to be done on the Martinye property. Mr. Cohon is particularly concerned that heavy trucks will use his driveway as a turnaround area and cause considerable damage. This was followed by a general discussion, with the suggestion that a bond be required. Finally, the G. M. was instructed to take photographs and possibly video tapes of the District's roadway (Sunset Way), as a historical reference, and to inform Mr. Martinye that he would be responsible for damages if they occur.

At this point, President Schiffries called attention to his tendered resignation actions during the previous Board meeting and stated that he wished to read into the record (to become a part of the minutes of tonight's meeting) a memorandum from him to the Board of Directors. He then read the 2 and 2/3rds page, single spaced typewritten memo, which is attached to the end of these minutes.

Following President Schiffries reading of his memo, there was a general discussion and Director Kamradt suggested that future meeting Agendas include an item to discuss the District concerns indicated in the memorandum. After further brief discussion, the general consensus was to allocate approximately 20 minutes, during each meeting, for such discussions.

- VI. **Bills to be paid:** Following a brief discussion Director Kamradt *moved* to approve the Bills to be Paid Report as submitted, including \$11,016.35 in general fund expenditures and \$800 in security deposit refunds for a total of \$11,816.35 in expenses paid. Seconded by Director Pinto, ayes all, with Director Rudnick having arrived during the Public Open Time session.
- VII. **Fire Department, emergency disaster committee:** Chief Moore is out of town and no report was offered.
- VIII. **Redwood Creek Watershed Committee:** President Schiffries reported that the most recent committee meeting concentrated on the needs and methods applicable to invasive non native plant life. The next meeting will be attended by President Schiffries and Director Pinto, unless other commitments dictate otherwise.
- IX. **General Manager's Report:** Due to the late time, the G. M.'s report was briefly considered and the G. M. reported the following specifics:
 - A. **Administration:**
 - 1. **County audit:** Recent contact with the County auditor Victor, indicates that due to employee shortages and higher priority commitments the District audit has been further delayed. Victor indicated that he is now working on the audit again and hopes to have it finished by the end of August.
 - 2. **E. R. A. F.** The G. M. indicated that we have received a refund of \$8,660 in E. R. A. F. funds, but cautioned that the County Auditor has also alerted him to the fact that the District (and other agencies) may have a contingent liability due to the State Comptroller's new interpretation to the law. The District's potential liability is \$4,000±.

3. **Budget for fiscal 2000 - 2001:** The G. M. submitted copies of his suggested budget for fiscal year 2000 - 2001 and apologized for the delay. He had intended to distribute the copies with the Board packet, but when duplicating he discovered an error that required a delay in the reproduction. He noted that the Board has until August 15 to adopt a budget for the next fiscal year.
- B. **Roads and Easements:** Due to the time, there was no additional discussion to that during the Public Open Time, concerning roads and easements.
- C. **Recreation:** Director Shaffer indicated that he will attempt to form a committee to review the recreational and community center needs. The G. M. quoted the higher rental rates of Muir Woods Park Community Association Community Center, and the increased security deposits of other communities.
- D. **Water Rights:** The G. M. reported on his most recent communications with Ed Dito of the State Water Control Board. Following some discussion, Director Pinto requested that the G. M. contact Mr. Dito to clarify the terms such as i.e versus e.g., to be determined by the TAC, and the restriction on irrigation water when the daily allocation is reduced during drought conditions.
- E. **Water:** There was no discussion concerning water operations.
- X. **Review of the draft minutes for June 1, 2000.** Following a brief review Director Shaffer *moved* to approve the minutes as written; seconded by Director Kamradt; ayes all.
- XI. **Next meeting date:** Following a brief discussion the next meeting date was confirmed for Wednesday, July 19, 2000.

The meeting was adjourned at 10:18 P.M.

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

Matthew Schiffries, Board President

Donovan Macfarlane, Secretary

It was noted that the copier maintenance costs and upgrades had been previously discussed, with the conclusion that the ease and minimal costs of copier services now available through Office Depot, Kinko's, etc. has minimized the need for a full service copier subsidized by the District. Full repair of the current copier (estimated to be more than \$500) is not considered worthwhile. During this discussion, it was suggested that Supervisor Kinsey be contacted for Grant assistance, such as replacing the \$10,000 grant that the District used to receive for water improvements.

4. General manager's contract: Due to the late time and the need to discuss more pressing items,, the G. M. was asked if his contract could be considered at a later date. The G. M. said the contract continues on a month to month basis and a review can be delayed. Due to the busy schedules of several Directors, it was decided to set a date for review of the contract, on a convenient date after the next Board meeting.
- B. Roads and easements. It was noted that Matthew Martenyi's project had proceeded with minimal problems and that no significant damage had been done to the Sunset Way paving. Director Shaffer noted that Mr. Martenyi will be using a paving contractor and suggested that we might find it advantageous to have the contractor quote a price on completing the paving repairs needed on Sunset Way. The G. M. indicated that he will look into this, particularly concerning the area just east of Cove Lane where the District has delayed final paving, awaiting the completion of the Martenyi work.
- C. Recreation. The G. M. stressed the need to have a recreation committee review the policies, procedures, rental rates, etc. Further discussion was postponed to a later date.
- D. Water rights. the G. M. noted that his most recent conversation with Mr. Dito, of D.W.R. indicated he was still waiting for the 30 days for response to the Proposed Permit Terms outlined in his June 21, 2000 communication. The G. M. noted that during his conversation, it was mentioned that Director Pinto had contacted Mr. Dito in regard to the wording of the "Diversion Period and Interim Measures". The G. M. indicated that he had discussed these conditions with Mr. Dito and submitted a memorandum to the Directors reporting his conversation.

At this point Director Kamradt raised an objection to Director Pinto's action, in that it was in conflict with previous Board decisions and actions. A lengthy discussion followed, with Director Rudnick joining Director Kamradt in objecting to the action. Discussion continued, and due to the lateness of the evening it was decided to delay consideration of the remaining items on the Agenda, until the next Board meeting, which was confirmed to be held on Wednesday, August 23, 2000.

The meeting adjourned at 10:42 p.m.

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

Matthew Schiffries, Board President

Donovan Macfarlane, Secretary

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FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
RESCHEDULED REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, OCTOBER 4, 2000
A CLOSED MEETING WILL BEGIN AT 7:00 P.M.
AND THE REGULAR OPEN MEETING
WILL BEGIN AT APPROXIMATELY 7:30 P. M.**

<u>DESCRIPTION</u>	<u>PAGES</u>
Agenda for the Meeting	1 - 2
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Summary Profit and Loss vs. Budget Report for July 2000	7
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Draft Minutes for the August 23, 2000 meeting	14 - 16

Fire Association

ok'd 3/2 for med supplies.

Bot app'd 9.5/2 for fire station.

October
**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' RESCHEDULED REGULAR MEETING TO BE HELD ON
WEDNESDAY, ~~SEPTEMBER 4~~ 4, 2000. THE BOARD WILL HOLD A CLOSED MEETING
BEGINNING AT 7:00 PM TO REVIEW PERSONNEL MATTERS.
THE REGULAR PUBLIC MEETING WILL BEGIN FOLLOWING THE CLOSED MEETING
AT APPROXIMATELY 7:30 P. M. IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

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

Oct 17 - 6-8:30 copy of contract.
I. Open the closed meeting: President Schiffries will call the regular meeting to order and then turn the chair over to incoming President Shaffer. The purpose of the closed meeting is to review personnel matters, including the contract for management services with Associated Business and Community Services, Inc. Following the closed meeting, and during the following public meeting, the Board will announce all decisions made.

II. Open the public meeting: President Shaffer will open the public meeting and briefly report the decisions or results of the closed meeting. *19:41*

October
III. Review and consideration of the ~~September 4~~ 4, 2000 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". *After move M-D to ICA, Deb all.*

Deb suggests requests to input for input
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.

But input on local concerns re changes in MBS -
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. *To be discussed Consider more frequent meetings.*

PUBLIC INPUT

② - Discussion of Agenda -
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. *Deborah suggested Matthew contact county atty district.*

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.

VI. Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the August 1, 2000 through August 31, 2000 fiscal period. *Matthew, Peter all.*

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

Defibulator - Dean Pas mentioned Nam & B Val were there in 8 min.
VIII. Redwood Creek Watershed Committee: A brief report is expected from the attendees of the most recent watershed

- 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*

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

- IX. **General Manager's Report:** The General Manager's written report includes a review of administrative and operational matters. The report is attached to and publicly posted as an integral part of this Agenda. All items contained in the General Manager's report may be acted upon by the Board of Directors, as a posted item of the Agenda. The following is a brief summary of items in the Report, and the General Manager (G. M.) will be available to answer questions concerning these matters.

- A*
- A. **Administration:** The report includes Administrative operations, Fiscal Reports and District Fiscal Balance Sheets for July 2000 which is the fiscal year to date. The following administrative items are open for Board review and action.
1. **Fiscal review:** The Consolidated Balance Report and the Profit and Loss Budget vs. Actual Income and expenses for July 2000 is included in the Board packet for review by the Directors. In addition, a new report format entitled "Summary Profit and Loss vs. Budget Report" is included. The Summary Report consolidates the more detailed Profit and Loss report to permit a rapid overview.
 2. **Five year audit:** The County has not completed the audit and will not be present to make a presentation.
- B. **Roads and Easements:** The G. M.'s report reviews ongoing maintenance activities and schedules for maintenance activities for the District's roads and easements including but not limited to the following:
1. **Goats in the pedestrian paths:** Hester Burn-Calander has requested Board consideration of banning goats grassing in the District's pedestrian paths.
 2. **Speed Bumps:** Several residents have complained that the new speed bumps are too severe and request Board reconsideration of the installation.
 3. **Sunset Way repairs:** Delays in the contractor's schedule for repairs on Sunset Way.
- C. **Recreation:** It is anticipated that the Board will receive a report from the ad hoc recreation committee with recommendations for new rental rates and security provisions. The Board will be requested to take action on these recommendations.
- D*
- D. **Water rights:** The G. M.'s report gives a brief overview of the most recent communications with the State Water Control Board and the National Park Service.
- E. **Water Operations:** All pertinent considerations for water operations are contained in the G. M.'s report. As a result of recent upgrades in the District's well pump, the G. M.'s report includes a review of the installation and suggests some future improvements.

- X. **Review of the draft minutes** for the August 23, 2000 Board meeting. Review of these minutes was deferred from the July meeting to the August meeting. *Math Dab*
- XI. **Next meeting date:** The fourth Wednesday in October is ~~September~~ 25, 2000; however, it is suggested that due to the rescheduling of tonight's meeting to October and the forthcoming holidays, that some consideration be given to scheduling the next two meetings to Wednesday, November 1, 2000 and Wednesday, December 6, 2000. *Erin, part show was hear for.*

ADJOURNMENT OR CONTINUATION

21:57

*Oct 17 - 6-8:30 Spec. Mts
contracts to all.*

**MUIR BEACH COMMUNITY SERVICES DISTRICT
GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS
FOR THE BOARD OF DIRECTORS MEETING ON AUGUST 23, 2000**

NOTE: This report is attached as an integral part of the Muir Beach Community Services District Meeting Agenda for the Board of Directors meeting to be held on Wednesday, August 23, 2000. Any matter included in this report may be considered for action by the Board of Directors, as a posted Agenda item.

VIII General Manager's Report:

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

- HP Imp Rpt*
1. **Fiscal Review:** The Budget reports in the Board meeting packet include:
 - a. **The Summary Profit and Loss versus Budget and the Consolidated Balance Sheet,** show the District had combined assets of \$260,230.58 on August 31, 2000, indicating the slight decline in equity of \$2,619.07 during the month of August. This loss is less normal for this time period and declines in District equity will increase and continue until receipt of the early tax receipts in December; however, District reserves are adequate to provide for this.
 - b. **Budget Reports.** The Fiscal Year 2000 - 2001 Profit and Loss Budget vs. Actual Report details the year to date District income and expenses through August 31, 2000 completing two months (16.7%) of the fiscal year. In general, income and expenses conform to the adopted budget. Certain expenses are paid in full at the beginning of the fiscal year, and the summer season increases some maintenance costs; however, these are normal fluctuations and provided for in the budget.
 2. **Five year audit:** The most recent contact with the County Auditor's office indicates that they have once again delayed completion of the five year audit. I have called Victor and expect to make contact with him next week. However, the general conditions is that he has been overwhelmed with higher priority projects.

- B. Roads and Easements:** The following items require Board consideration:

- Put on Agenda*
1. Hester Burn-Calander has protested the goats grassing in the District's easements, and requested permission to make a presentation to the Board. There is no adopted Board policy on this matter. While the goats grassing does reduce the maintenance efforts for the pedestrian easements, this benefit is not a significant savings that would effect a Board decision.
 2. Two of the new movable speed bumps have been installed, and we have received some resident complaints that they are too severe. The new speed bumps have not been installed long enough to make a reasonable evaluation of their effectiveness; however, it should be noted that the older rounded speed bumps were not adequate to curtail excessive speed.
 3. Due to problems and delays experienced by the Martinye construction, repairs scheduled for Sunset Way have also been delayed. I hope to have a new schedule to report in time for the Board meeting.

- ? Speed Bumps
notice re:
water bills*
- C. Recreation:** The community center has been locked, subsequent to the last Board meeting, with minor problems and inconvenience. However, it is hoped that the recreation committee will have recommendations for both rental rates and security ready for Board consideration.

Hully Ann Steve - Barb A, Sandra, P. Robson

- D. **Water rights.** There has been no further official progress on the modification of the permit terms, including the elimination of the inserted paragraph objected to by the Board. However, I have been in direct contact with Bill Hansen and Don McGlothlin, N. P. S. hydrologist in Colorado and hope to have N. P. S.'s formal agreement to removal of the objectionable terms, and revised wording for the interim measures that conforms to the terms previously agreed to by the Board. Both Bill and Don have concurred with the suggested wording; however, as of this date they had the wording approved by their superiors and legal department. *Call NPS ==>*

- E. **Water Operations.** Due to the installation of the new well pump, we experienced water quality problems including milky water (air) and cloudy brown water (turbulent flow). Regrettably, since the drilling of the well, its capacity has declined somewhat and the installation of a 15 h. p. pump exceeded the wells capacity. It seems that intermediate size pumps (e.g. 12.5 h. p.) are not available, and the 10 h. p. pump is inadequate. We have manually adjusted the flow, using valve restrictions, and the air problem seems to resolved. The pumping capacity has been substantially increased, and we have been able to fill the storage tanks using a reduced pumping period. During the pump installation, it was determined that the depth of the well pump was 3 feet too shallow (a result of previously using the old pump from the standby well to replace the damaged well pump two years ago). This required a second installation of the pump, to provide a the 3 feet extension to place the pump at the proper depth. The installation of the electronic slow close slow open control system is working effectively.

During the past week, we have had some complaints of brown water on the east end of Sunset Way. However, Harvey's tests have been inconsistent and the problem seems to be a locality condition versus a system condition. Regrettably, during the dry season we are unable to flush the distribution lines and the dead end line on east Sunset can buildup a concentration of precipitate that is easily dislodged by traffic vibration.

Coliform tests taken during August were free of Coliform bacteria.

Gross water billing for the July 23 through August 23, 2000 billing period was \$6,429.03, including \$6,208.12 in water service fees, \$9.24 in interest charges, and \$211.67 in late payment fees. Consumption surcharge fees totaled \$1,567.05.

The table below tabulates the water production for the period July 23 to August 23, 2000.

Total volume of water measured through the master meter =	1,177,830 gallons	37,995 gallons/day
Highest pumping day was on 8/13/00 and volume pumped =	42,080 gallons	
Lowest pumping day was on 8/03/00 and volume pumped =	34,910 gallons	
Total volume billed through service meters, this period =	1,022,492 gallons	32,984 gallons/day
Total volume billed through service meters, last month =	1,021,233 gallons	32,943 gallons/day
Gross unaccounted for water loss (13.19%) =	155,338 gallons	5,011 gallons/day
Average daily consumption per customer meter =	224 gallons	
Average service billing =	\$41.24	

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 08/01/00 THROUGH 08/31/00

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
ADMINISTRATION EXPENSES, DIVISION CODE 9236				
ABC Consultants, Inc.	2117	August administrative fee	S	500.00
Office Max	2133	Print tonar, labels, etc.	P	69.35
ABC Consultants, Inc.	2479	Travel 7/01/00 thru 07-31/00	S	140.80
AT&T	2534	Toll calls 707-643-1143 thru 8/10/00	S	31.62
Pacific Bell	2534	415-388-7804 thru 6/11/00 - 7/11/00	S	152.25
Pacific Bell	2534	707-643-1143 6/26/00 - 8/26/00	S	118.48
Pacific Mobile Services	2534	Cell phone July & August	S	172.36
Marin County Attorney	2713	Legal fees 10/01/99 thru 3/31/2000	C	1,211.25
TOTAL G&A EXPENSES =				\$2,396.11

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
Costco	2077	Photos of Sunset Way	P	10.78
Shamrock Materials, Inc.	2077	Asphalt patch material	S	17.05
ABC Consultants, Inc.	2117	August administrative fee	S	500.00
ABC Consultants, Inc.	FEMA2077	Final billing for 1997 F. E. M. A.	S	146.80
TOTAL R&E EXPENSES =				\$674.63

WATER DIVISION EXPENSES, DIVISION CODE 9238				
Harvey Pearlman	1028	Maint. Manager wages paid in August	C	1,789.69
Jose Alcala	1073	Extra hire wages paid in August	C	86.12
Salvador Gonzales	1073	Extra hire wages paid in August	C	387.54
State Compensation Fund	1701	Worker's Compensation insurance 2nd Qtr.	S	795.57
California Rural Water Association	2049	Annual dues	S	195.00
Forster Pump & Engineering	2077	Valva housing	S	41.57
Pace Supply	2077	Meter box	S	76.80
Herb's Pool Service	2115	Chlorine supplies in July	S	34.32
Western Water Products	2115	Cartrodge filters	S	201.72
ABC Consultants, Inc.	2117	August administrative fee	S	800.00
ABC Consultants, Inc.	2117	August clerical fees	S	850.00
Goodman's Building supply	2121	Pipe calipers	S	13.93
Home Depot	2121	Misc. small supplies	S	28.82
Public Storage	2121	File storage, September	S	43.00
U. S. Post Office	2130	Postage and delivery	P	84.7
AT&T	2534	Toll calls thru 7/10/00, 415-388-7804	S	34.17
Pacific Bell	2534	Well relay phone thru 7/7/00	S	31.83
Pacific Gas & Electric	2535	Well & lower tank electric thru 8/20/00	S	375.51
Pacific Gas & Electric	2535	Well & lower tank electric thru 7/20/00	S	353.99
TOTAL WATER EXPENSES =				\$6,224.28

RECREATION EXPENSES, DIVISION CODE 9239				
Juana Gonzales	1073	Janitorial wages paid in August	C	145.34
State Compensation Fund	1701	Worker's Compensation insurance 2nd Qtr.	S	101.53
Costco	2077	Paper towels, carafe, etc.	S	62.16
Glash & Sash	2077	Skylight repairs	S	169.17
ABC Consultants, Inc.	2117	August administrative fee	S	500.00
Pacific Bell	2534	Pay telephone thru 7/19/00	S	107.40
Pacific Gas & Electric	2535	Community Center electric thru 8/20/00	S	93.60
Pacific Gas & Electric	2535	Community Center electric thru 7/20/00	S	91.45
Bolinas Bay Bakery	2041BI	Cream, jam, newspapers	P	12.6
Costco	2041BI	Bistro coffee, coffee maker, etc.	P	79.97
Nancy Knox	2041BI	Pastries for Bistro	P	10.5
Susan Caswell	2041BI	Bistro wages paid in August	C	193.78
Emiko Wang	2041TC	Tai Chi Instruction for July & August	S	231.60
TOTAL RECREATION EXPENSES =				\$1,799.10

FIRE DIVISION EXPENSES, DIVISION CODE 9240				
ABC Consultants, Inc.	2117	August administrative fee	S	225.00
Pacific Bell	4827	Fira Station Phone thru	S	14.64
TOTAL FIRE EXPENSES =				\$239.64

S = Paid Through Solomon Smith Barney
 C = Paid thru County depositories
 P = Paid thru Patty Cash Funds

TOTAL GENERAL FUND EXPENSES = \$11,333.76
TOTAL OF ALL CHECKS ISSUED = \$11,333.76

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

the _____ day of _____, 2000.

MUIR BEACH COMMUNITY SERVICES DISTRICT

 Stephen Shaffer, President

 Donovan Macfarlane, General Manager

MUIR BEACH COMMUNITY SERVICES DISTRICT
Balance Sheet
As of August 31, 2000

	<u>Aug 31, '00</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	34,835.76
Fund 429, County Investment Fun	
Capital Improvements	104,346.43
General Investments	16,796.55
Total Fund 429, County Investment Fun	<u>121,142.98</u>
Merrill Lynch WCMA	
General Funds	42,694.29
Rental Deposit Trust	1,963.77
Water Security Deposit Trust	4,368.16
Merrill Lynch WCMA - Other	235.76
Total Merrill Lynch WCMA	<u>49,261.98</u>
Petty Cash Fund	-389.99
Salomon Smith Barney	
General Funds	16,836.48
Rental deposit trust	1,125.00
Shaffer CalPers Trust	907.42
Water Security Deposit Trust	200.00
Salomon Smith Barney - Other	1,225.41
Total Salomon Smith Barney	<u>20,294.31</u>
Treasury Bill Investment Funds	
Fire Station	11,643.04
Investments	3,356.96
Total Treasury Bill Investment Funds	<u>15,000.00</u>
Total Checking/Savings	240,145.04
Accounts Receivable	
Receivables	20,085.54
Total Accounts Receivable	<u>20,085.54</u>
Total Current Assets	<u>260,230.58</u>
TOTAL ASSETS	<u><u>260,230.58</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	3,163.77
W9025RD, Security deposits	4,768.16
Total Other Current Liabilities	<u>7,931.93</u>
Total Current Liabilities	<u>7,931.93</u>
Total Liabilities	7,931.93
Equity	
Retained Earnings	254,160.52
Net Income	-1,861.87
Total Equity	<u>252,298.65</u>
TOTAL LIABILITIES & EQUITY	<u><u>260,230.58</u></u>

MUIR BEACH COMMUNITY SERVICES DISTRICT
SUMMARY PROFIT & LOSS vs. BUDGET REPORT
 July through August 2000

	<u>Jul - Aug '00</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Administrative Income	1,094.02	40,870.00	2.7%
Fire Operations Income	0.00	12,750.00	0.0%
Recreational Activities Income	3,373.51	11,120.00	30.3%
Roads & Easements Income	1,321.20		
Water Capital Improvements I...	4,517.76	50,010.00	9.0%
Water Operations Income	12,121.19	66,300.00	18.3%
Total Income	22,427.68	181,050.00	12.4%
Expense			
Administrative Expenses	3,793.05	21,910.00	17.3%
Fire Operational Expenses	2,139.89	10,700.00	20.0%
Recreational Expenses	4,037.19	28,093.00	14.4%
Roads & Easements Expenses	1,244.81	35,216.00	3.5%
Water Capital Improvements E...	165.00	92,489.00	0.2%
Water Operational Expenses	12,909.61	71,263.00	18.1%
Total Expense	24,289.55	259,671.00	9.4%
Net Income	<u>-1,861.87</u>	<u>-78,621.00</u>	<u>2.4%</u>

MBCS Fiscal 2000-2001
Year to Date Profit & Loss Budget vs. Actual
 July through August 2000

	Jul - Aug '00	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income				
A9001, General Tax Income	379.51	38,260.00	(37,880.49)	1.0%
A9203, Interest earned	712.51	2,500.00	(1,787.49)	28.5%
A9772, Copier Income	2.00	110.00	(108.00)	1.8%
Total Administrative Income	1,094.02	40,870.00	(39,775.98)	2.7%
Fire Operations Income				
F9377, West Marin Funds	0.00	8,350.00	(8,350.00)	0.0%
F9763, Fire Assoc. Donations	0.00	4,400.00	(4,400.00)	0.0%
Total Fire Operations Income	0.00	12,750.00	(12,750.00)	0.0%
Recreational Activities Income				
R9255, CC Rental Income	2,715.00	8,000.00	(5,285.00)	33.9%
R9811, Rec. Programs Income.				
R9811B1, Bistro Income	227.01	1,800.00	(1,572.99)	12.6%
R9811CP, Child's Prog. Income	0.00	200.00	(200.00)	0.0%
R9811TC, Tai Chi Income	431.50	1,120.00	(688.50)	38.5%
Total R9811, Rec. Programs Income.	658.51	3,120.00	(2,461.49)	21.1%
Total Recreational Activities Income	3,373.51	11,120.00	(7,746.49)	30.3%
Roads & Easements Income				
E9772, Road & Esm't Income				
E9772F, FEMA Grant Income	1,321.20			
Total E9772, Road & Esm't Income	1,321.20			
Total Roads & Easements Income	1,321.20			
Water Capital Improvements Inco				
H9001, special Assessment Tax	47.70	30,260.00	(30,212.30)	0.2%
H9031, Water Surcharge Income				
H9031, Consumption Surcharge	2,907.51			
H9031, Water Surcharge Income - Other	30.00	15,000.00	(14,970.00)	0.2%
Total H9031, Water Surcharge Income	2,937.51	15,000.00	(12,062.49)	19.6%
H9377, Interest Earnings				
H9377C, Cap. Imp. Interest	1,250.48	4,000.00	(2,749.52)	31.3%
H9377G, Gen. Inv. Interest	282.07	750.00	(467.93)	37.6%
Total H9377, Interest Earnings	1,532.55	4,750.00	(3,217.45)	32.3%
Total Water Capital Improvements Inco	4,517.76	50,010.00	(45,492.24)	9.0%
Water Operations Income				
W9025, Water Service Income				
W9025Int, Overdue bill Interst	12.75	100.00	(87.25)	12.8%
W9025LP, Late pay penalty	432.16	1,200.00	(767.84)	36.0%
W9025, Water Service Income - Other	11,676.28	65,000.00	(53,323.72)	18.0%
Total W9025, Water Service Income	12,121.19	66,300.00	(54,178.81)	18.3%
Total Water Operations Income	12,121.19	66,300.00	(54,178.81)	18.3%

MBC Fiscal 2000-2001
Year to Date Profit & Loss Budget vs. Actual
 July through August 2000

	Jul - Aug '00	Budget	\$ Over Budget	% of Budget
Total Income	22,427.68	181,050.00	(158,622.32)	12.4%
Expense				
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	0.00	400.00	(400.00)	0.0%
A2059, P & L Insurance	459.00	460.00	(1.00)	99.8%
A2117, Consulting Admin. Fees	1,000.00	6,000.00	(5,000.00)	16.7%
A2121, Miscellaneous Expenses	0.00	200.00	(200.00)	0.0%
A2129, Gen. Election expenses	0.00	350.00	(350.00)	0.0%
A2130, Mailing & Shipping Exp.	0.00	100.00	(100.00)	0.0%
A2133, Office Supplies	270.80	300.00	(29.20)	90.3%
A2137, Copier Maint. Expenses	0.00	350.00	(350.00)	0.0%
A2352, County Fees	0.00	8,000.00	(8,000.00)	0.0%
A2479, Travel Expenses	281.85	1,650.00	(1,368.15)	17.1%
A2534, Telephone/Communications	570.15	2,600.00	(2,029.85)	21.9%
A2713, Legal fees	1,211.25	1,500.00	(288.75)	80.8%
Total Administrative Expenses	3,793.05	21,910.00	(18,116.95)	17.3%
Fire Operational Expenses				
F2059, P & L Insurance	1,659.00	1,700.00	(41.00)	97.6%
F2117, Administrative Fees	450.00	2,700.00	(2,250.00)	16.7%
F4827, W. Marin Fund Expenses	30.89	6,300.00	(6,269.11)	0.5%
Total Fire Operational Expenses	2,139.89	10,700.00	(8,560.11)	20.0%
Recreational Expenses				
R1028, Maint. Mgr. Wages	0.00	1,600.00	(1,600.00)	0.0%
R1073, Janitorial wages	199.50	2,100.00	(1,900.50)	9.5%
R1404, FICA	77.96	283.00	(205.04)	27.5%
R1701, Work Comp Insurance	101.53	310.00	(208.47)	32.8%
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	490.21	2,800.00	(2,309.79)	17.5%
R2041CP, Child's Program Exp.	0.00	200.00	(200.00)	0.0%
R2041TC, Tai Chi Expenses	345.20	1,400.00	(1,054.80)	24.7%
Total R2041, Rec. Program Expenses	835.41	4,400.00	(3,564.59)	19.0%
R2059, P & L Insurance	500.00	500.00	0.00	100.0%
R2077, Routine Repairs	669.16	5,000.00	(4,330.84)	13.4%
R2097, CC Ground Maintenance	0.00	1,200.00	(1,200.00)	0.0%
R2117, Administrative Expenses	1,000.00	6,000.00	(5,000.00)	16.7%
R2121, Miscellaneous Expenses	0.00	100.00	(100.00)	0.0%
R2133, Office Supplies & Stamps	0.00	100.00	(100.00)	0.0%
R2259, Refuse Removal	108.60	450.00	(341.40)	24.1%
R2366, Building Supplies	67.52	500.00	(432.48)	13.5%
R2534, Pay Telephone Expense	214.80	650.00	(435.20)	33.0%
R2535, Energy Expenses				
R2535E, Electrical Expenses	0.00	700.00	(700.00)	0.0%
R2535G, Butane Gas Expenses	0.00	700.00	(700.00)	0.0%
R2535, Energy Expenses - Other	262.71			
Total R2535, Energy Expenses	262.71	1,400.00	(1,137.29)	18.8%
R4048, Building Improvements	0.00	3,500.00	(3,500.00)	0.0%

MBC Fiscal 2000-2001
Year to Date Profit & Loss Budget vs. Actual
 July through August 2000

	Jul - Aug '00	Budget	\$ Over Budget	% of Budget
Total Recreational Expenses	4,037.19	28,093.00	(24,055.81)	14.4%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	0.00	2,600.00	(2,600.00)	0.0%
E1073, Extra Hire Wages	0.00	5,000.00	(5,000.00)	0.0%
E1404, FICA	0.00	581.00	(581.00)	0.0%
E1701, Work's. Comp. Insurance	0.00	585.00	(585.00)	0.0%
E2059, P & L Insurance	217.00	450.00	(233.00)	48.2%
E2077, Road & Easement Repairs	27.81	20,000.00	(19,972.19)	0.1%
E2117, Administrative Fees	1,000.00	6,000.00	(5,000.00)	16.7%
Total Roads & Easements Expenses	1,244.81	35,216.00	(33,971.19)	3.5%
Water Capital Improvements Exp.				
H2059, P & L Insurance	165.00	165.00	0.00	100.0%
H2117, Administrative Fees	0.00	2,000.00	(2,000.00)	0.0%
H2352, County fees	0.00	324.00	(324.00)	0.0%
H2713, Project Improvements				
H2713WR, Water Right Resolution	0.00	5,000.00	(5,000.00)	0.0%
Total H2713, Project Improvements	0.00	5,000.00	(5,000.00)	0.0%
H4169UT, Priority Improvements				
H4169NW, New Well	0.00	45,000.00	(45,000.00)	0.0%
H4169VR, Valve Replacement	0.00	40,000.00	(40,000.00)	0.0%
Total H4169UT, Priority Improvements	0.00	85,000.00	(85,000.00)	0.0%
Total Water Capital Improvements Exp.	165.00	92,489.00	(92,324.00)	0.2%
Water Operational Expenses				
W1028, Maint. Mgr. Wages	3,089.75	16,250.00	(13,160.25)	19.0%
W1073, Extra Hire Wages	620.00	3,000.00	(2,380.00)	20.7%
W1404, FICA	283.81	1,473.00	(1,189.19)	19.3%
W1506, Medical benefits				
W1506CPHvy	0.00	1,890.00	(1,890.00)	0.0%
W1506CPSH	0.00			
W1506, Medical benefits - Other	150.00			
Total W1506, Medical benefits	150.00	1,890.00	(1,740.00)	7.9%
W1701, Work. Comp. Insurance	818.69	2,000.00	(1,181.31)	40.9%
W2049, Conferences & Training	195.00	600.00	(405.00)	32.5%
W2058, Annual Permit Fee	1,500.00	1,500.00	0.00	100.0%
W2059, P & L Insurance	750.00	750.00	0.00	100.0%
W2077, Routine Repairs	218.18	1,250.00	(1,031.82)	17.5%
W2115, Chemicals & Testing	300.36	4,500.00	(4,199.64)	6.7%
W2117, Administrative Fees				
W2117A, Administrative Fees	0.00	9,600.00	(9,600.00)	0.0%
W2117C, Clerical Fees	0.00	10,200.00	(10,200.00)	0.0%
W2117, Administrative Fees - Other	3,300.00			
Total W2117, Administrative Fees	3,300.00	19,800.00	(16,500.00)	16.7%
W2121, Miscellaneous Expenses	171.75	4,000.00	(3,828.25)	4.3%
W2130, Postage & Shipping	164.50	1,100.00	(935.50)	15.0%
W2133, Office Supplies	0.00	1,200.00	(1,200.00)	0.0%

09/30/00

MBC Fiscal 2000-2001
Year to Date Profit & Loss Budget vs. Actual
 July through August 2000

	Jul - Aug '00	Budget	\$ Over Budget	% of Budget
W2325, Contract Services	0.00	5,000.00	(5,000.00)	0.0%
W2479, Travel allowance	110.00	1,500.00	(1,390.00)	7.3%
W2534, Telephone Relay Expense	92.03	450.00	(357.97)	20.5%
W2535, Electrical Service	1,145.54	5,000.00	(3,854.46)	22.9%
Total Water Operational Expenses	12,909.61	71,263.00	(58,353.39)	18.1%
Total Expense	24,289.55	259,671.00	(235,381.45)	9.4%
Net Income	(1,861.87)	(78,621.00)	76,759.13	2.4%

MUIR BEACH COMMUNITY SERVICES DISTRICT
MONTHLY PROFIT AND LOSS FOR
August 2000

	<u>Aug '00</u>
Income	
Administrative Income	
A9001, General Tax Income	19.55
A9203, Interest earned	476.75
A9772, Copier Income	2.00
Total Administrative Income	<u>498.30</u>
Recreational Activities Income	
R9255, CC Rental Income	1,580.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	120.52
R9811TC, Tai Chi Income	289.50
Total R9811, Rec. Programs Income.	<u>410.02</u>
Total Recreational Activities Income	1,990.02
Roads & Easements Income	
E9772, Road & Esm't Income	
E9772F, FEMA Grant Income	-146.80
Total E9772, Road & Esm't Income	<u>-146.80</u>
Total Roads & Easements Income	-146.80
Water Capital Improvements Inco	
H9001, special Assessment Tax	47.70
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,204.01
Total H9031, Water Surcharge Income	<u>1,204.01</u>
Total Water Capital Improvements Inco	1,251.71
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill Interst	0.31
W9025LP, Late pay penalty	81.67
W9025, Water Service Income - Other	4,814.37
Total W9025, Water Service Income	<u>4,896.35</u>
Total Water Operations Income	4,896.35
Total Income	8,489.58
Expense	
Administrative Expenses	
A2117, Consulting Admin. Fees	500.00
A2133, Office Supplies	69.35
A2479, Travel Expenses	140.80
A2534, Telephone/Communications	520.99
A2713, Legal fees	1,211.25
Total Administrative Expenses	<u>2,442.39</u>
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	14.64
Total Fire Operational Expenses	<u>239.64</u>
Recreational Expenses	
R1073, Janitorial wages	135.00
R1404, FICA	24.12
R1701, Work Comp Insurance	101.53
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	289.76
R2041TC, Tai Chi Expenses	231.60
Total R2041, Rec. Program Expenses	<u>521.36</u>

MUIR BEACH COMMUNITY SERVICES DISTRICT
MONTHLY PROFIT AND LOSS FOR
August 2000

	Aug '00
R2077, Routine Repairs	169.17
R2117, Administrative Expenses	500.00
R2366, Building Supplies	62.16
R2534, Pay Telephone Expense	161.10
R2535, Energy Expenses	185.05
Total Recreational Expenses	1,859.49
Roads & Easements Expenses	
E2077, Road & Easement Repairs	27.81
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	527.81
Water Operational Expenses	
W1028, Maint. Mgr. Wages	1,662.50
W1073, Extra Hire Wages	440.00
W1404, FICA	160.85
W1506, Medical benefits	
W1506CPHvy	-184.96
Total W1506, Medical benefits	-184.96
W1701, Work. Comp. Insurance	795.57
W2049, Conferences & Training	195.00
W2077, Routine Repairs	118.37
W2115, Chemicals I Testing	236.04
W2117, Administrative Fees	1,650.00
W2121, Miscellaneous Expenses	85.75
W2130, Postage & Shipping	84.70
W2534, Telephone Relay Expense	66.00
W2535, Electrical Service	729.50
Total Water Operational Expenses	6,039.32
Total Expense	11,108.65
Net Income	-2,619.07

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, AUGUST 23, 2000**

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

- I. **Call to order:** President Schiffries called the meeting to order at 7:16 p. m.
- II. **Review and consideration of the August 23, 2000 Agenda.** There was a brief discussion of the Agenda. Director Pinto indicated that she is not feeling well and that she would leave the meeting early. In consideration of Director Pinto's condition, it was suggested that the discussion of water rights and water operations be advanced to become Item V and all following items be changed in sequence. Director Shaffer then *moved* to approve the Agenda with the suggested revision; seconded by Director Pinto, ayes all.
- III. **National Park Service:** Ranger Pat Reischl introduced herself as the new Ranger in charge of maintenance for the Park service. Her official position is to supervise the maintenance of National Park Lands in N. Marin County, and she has been in the County for two and one half years. The Board welcomed her and thanked her for attending tonight's meeting.
- IV. **Public Open Time:** There was a discussion of concern that the community is not receiving adequate notice of the Board meetings and items on the Agenda. President Schiffries commented that too often the Agenda is not clear on what will be discussed. The G.M. noted that the Brown Act stipulates that an agenda item should be a brief description (generally less than twenty five words) of the business to be discussed. This was followed by some discussion of the posted Board Packets and Agenda, with the G. M. noting that four copies are placed at each bulletin board, including 1 locked for preservation of the posting and 3 loose for temporary use by interested residents (these should be returned as noted on the cover page) for the convenience of other residents. However, the G. M. also noted that all packets for tonight's meeting, included the copies secured by lock, had been removed from the boards. It was then suggested that the Agenda be posted separately and stapled to the bulletin board.
- V. **Water rights and operations:** The G. M. had forwarded a memo to the Directors reviewing the most recent "Permit Terms" received from the Division of Water Rights. In the memo, he noted the insertion of a new paragraph limiting the pumping rate to .07 cfs and pumping time to 8 pm to 8 am during the dry months. As this would limit the District's pumping capacity to 22,600 gallons per day (50% of the District needs and other permit terms). He has both phoned Ed Dito and sent a memorandum noting the apparent error, and requested that this provision be deleted or revised to conform to the other terms of the permit. Mr Dito has verbally indicated this change will be made, but a final version of the terms has not been received. The Board continued the discussion and generally concurred with the corrections suggested by the G. M.. Director Pinto once again noted her objection to the permit requirement to restrict the use of water for irrigation during the dry season. However, the Board reconfirmed their previous action that this (as a part of the interim measures) is a normal action in California and is not worth risking the progress of the water permit.

At this point, Celia O'Connor, member of Sierra Club Marin Group said she had been informed that the water permit should be issued in the near future and noted that the permit terms require the formation of a technical advisory committee. She then suggested that the Board consider a representative from the general public as well as N. P. S., Fish and Game, State Parks, National Fisheries, and the District. This was requested to be discussed at the next Board meeting.

The discussion then turned to water operations, and the G. M.'s request to install a new pump and electronic slow close slow open controls for the well. Following a general discussion of the problems with the existing pump and its inadequacy, Director Shaffer *moved* to approve the G. M.'s request, for a cost not to exceed \$10,000. The motion was seconded by Director Rudnick, ayes all.

At this point, Hester Burn-Calander began to speak on the subject of water conservation. President Schiffries informed Ms Burn-Calander that this subject would be more appropriate for the next meeting, due to the late time of 9:35 pm and the many pending business matters that the Board needed to discuss this evening. Following a brief and somewhat heated exchange, a coffee break was called and Director Pinto left the meeting as she had earlier said she would do.

- VI. **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 a total of \$13,178.30 in general fund expenditures and \$165 in capital fund expenditures for a combined total of \$13,343.30; seconded by Director Rudnick; ayes all except Director Pinto who had left the meeting prior to this motion.
- VII. **Fire Department, emergency disaster committee:** Chief Moore is out of town and there was no report.
- VIII. **Redwood Creek Watershed Committee:** There was no report from this committee, *due to no meeting*
- IX. **General Manager's Report:** There was brief discussion of the fiscal report and Director Shaffer indicated that he is looking forward to the County's presentation of the five year audit.

Item VIII-A-3 of the G. M.'s report concerned a legal opinion from the County Attorney's office regarding independent actions by Board members. The opinion had been previously requested, but a brief discussion indicated that the matter should be tabled for a later date.

There was a brief discussion concerning Roads and Easements, particularly concerning the completion of Sunset Way maintenance. The G. M. noted that he has received a proposal to complete the repairs just east of Cove Lane, and is seeking a proposal to have ~~the same~~ *Director's* contractor do the remaining work, as it should save money and time. The Board concurred with the G. M., providing the cost is within the provision of the adopted budget, and the work proceeds in a timely manner.

There was a brief discussion of the need to consider the G. M.'s contract for services, and the Board scheduled a closed hearing for this discussion, to be held in the half hour prior to the next scheduled Board meeting.

The continued vandalism in the community center and rental rates was briefly discussed. Director Shaffer agreed to hold a recreation committee meeting prior to the next Board meeting and then make recommendations to the Board.

- X. Review of the draft minutes for June 21, 2000.** There was a brief review of these minutes and President Schiffries requested that the closing sentence of the second paragraph on page 15 of 21 be deleted. With this correction Director Shaffer *moved* to approve the minutes; seconded by Director Kamradt; ayes all except for Director Pinto who was not present.
- XI. Review of the draft minutes for July 19, 2000.** There was a brief review of these minutes and Director Shaffer *moved* to approve the minutes as submitted; seconded by Director Kamradt; ayes all except for Director Pinto who was not present.
- XII. Next meeting date:** The next meeting date is scheduled for Wednesday, September 27, 2000, with a closed meeting to begin at 7:00 pm and to be followed by the regular meeting to start at approximately 7:30 pm.

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

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

Matthew Schiffries, Board President

Donovan Macfarlane, Secretary

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BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
RESCHEDULED REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, NOVEMBER 8, 2000
IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE.
THE MEETING WILL BEGIN AT 7:00 P.M.**

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**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' RESCHEDULED REGULAR MEETING ON WEDNESDAY,
NOVEMBER 8, 2000 TO BEGIN AT 7:00 P. M. IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

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

I. Open the public meeting: President Shaffer will open the public meeting and briefly report the decisions or results of the closed meeting held on Tuesday, November 7, 2000. *7:09 - Met w/ resumed control 1 year.*

II. Review and consideration of the November 8, 2000 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". *Matt - move VII VIII next - deb. all Jennifer Coyle - is Traffic Study, immediate (MB is specific as San Francisco Mtg) Deb asked for copy of plan*

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. *See report.*

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. *Deb - Bill, Canal - parking re L.C. on Shahr*

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.

V. Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the September 1, 2000 through September 30, 2000 and the October 1, 2000 through October 31, 2000 fiscal period. *Erin, Matt. all.*

VI. Fire Department, Emergency Disaster Committee: The Fire Chief will report on the activities of his department. *Spent 1 hr for report - Repair Bill 5K. and have to leave / Deb, Erin, Peter, all.*

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. In addition, the Board is requested to review the sub-contract for proposed services by Pacific Watershed Associates, to perform the study work for the erosion survey of the Redwood Creek Watershed, which is funded by grant funds from the State Department of Fish and Game and additional funds from the National Park Service.

VIII. General Discussion of Board Matters and Concerns: The Board will discuss general matters and concerns that have arisen subsequent to the last meeting, that may require placing on a future Agenda. Tonight, the Board will discuss the possible need for more frequent Board meetings.

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

IX. General Manager's Report: The General Manager's written report includes a review of administrative and operational matters. The report is attached to and publicly posted as an integral part of this Agenda. All items contained in the General Manager's report may be acted upon by the Board of Directors, as a posted item of the Agenda. The following is a brief summary of items in the Report, and the General Manager (G. M.) will be available to answer questions concerning these matters.

E-3
A. **Administration:** The report includes Administrative operations, Fiscal Reports and District Fiscal Balance Sheets for September and October 2000 and the fiscal year to date. The following administrative items are open for Board review and action.

1. **Fiscal review:** The Consolidated Balance Report and the Profit and Loss Budget vs. Actual Income and expenses for the year to date and the months of September and October 2000 are included in the Board packet for review by the Directors., along with the year to date summary report.
2. **Treasury Bills:** The District's Treasury bills have matured and it is recommended that the funds be placed in higher interest earning CD's, versus the renewing the Treasury bills. Actually, the current interest on the District's money market account earns a higher rate of interest than the current Treasury Bill rate.

B. **Roads and Easements:** The G. M.'s report reviews ongoing maintenance activities and schedules for maintenance activities for the District's roads and easements including but not limited to the following:

Leech field on District right of way: Hester Burn-Calander has requested Board consideration of the approval of the 1978 Board's grant deed to the Elsberg property for the right to locate a portion of their leech field in the District's pedestrian Way. *Ken Seymour - Stated the use of easement is necessary*

2. **Right of way encroachments:** The standing Board policy has been to disapprove unauthorized private property encroachment uses onto District right of ways, including but not limited to the provision of private parking, fences, shrubbery that encumbers the pedestrian or valid public use of the easements and right of ways, etc. The County attorney has offered an opinion that enforcement of this policy must be uniformly applicable in order to avoid accusations of discrimination. It has been generally suggested that the Board consider reported possible and know existing violations of this policy.

3. **Goats grazing in the District right of ways:** Discussion of this item, requested by Hester Burn-Calander, was postponed from the last meeting until tonight's meeting. *Next Meeting.*

4. **Speed Bumps:** The General manager's report summarizes the results of the resident questionnaire concerning the new modular speed bumps. Based on the results, the board will be requested to consider possible additional and/or alternative measures for improved traffic control.

5. **Sunset Way repairs:** We are working to have the contractor's schedule finalized for completion of the repairs on Sunset Way; however, a request to delay the repairs while more extensive paving is considered has been received. Further, the G. M. is requesting permission to have a detailed plan and profile survey made of Sunset Way in order to properly consider more extensive improvements.

Do repairs - Delay Survey.
C. **Recreation:** A report from the ad hoc recreation committee with recommendations for new rental rates, policies and security provisions has been received and is an integral part of the meeting packet. In addition, we have received requests for additional resident comments on the parking problems relating to the rental activities. The Board will be requested to take action on these recommendations. *Richard Cohen - when?*

He requests taking the action
D. **Water rights:** The G. M. will give a verbal update on communications with D.W.R.. At this time, key D.W.R. personnel are out of town and will not be in contact until the Monday prior to the meeting night. In addition, the Board will be requested to formally review the most recent permit terms (previously sent to the Directors),

particularly in regard to modified interim conditions. The revised wording has finally been approved by N. P. S. Also, a request was previously made by a representative of the Sierra Club that the Board consider expansion of the proposed Technical Advisory Committee to include a representative from the general public.

E. Water Operations: All pertinent considerations for water operations are contained in the G. M.'s report. As a result of recent upgrades in the District's well pump, the G. M.'s report includes a review of the installation and suggests some future improvements for consideration by the Board.

1. Survey of the well site. the G. M. has requested approval to have the existing well site formerly surveyed (estimated cost \$5,000), including topographic details.
2. Survey of the District's 10,000 square feet of property situated north and east of the existing well site. The G. M. has requested to have this District property surveyed so it can be considered for possible District uses.

3. Hester Burn-Calendar has complained that the Marshall/Mullin property water service line crosses her property. She has requested to present this to the Board. *Dave Burn - Calendar, goes across each field*

X. Review of the draft minutes for the October 4, 2000 Board meeting. *Dick, Matt all.*

XI. Next meeting date: The first Wednesday in December is December 6, 2000.

ADJOURNMENT OR CONTINUATION

*1 Who pays
2 Prescriptive easment
3 Options if we move.
4. Hydrant?*

**MUIR BEACH COMMUNITY SERVICES DISTRICT
GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS
FOR THE BOARD OF DIRECTORS MEETING ON NOVEMBER 8, 2000**

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

- 1 Director Schiffries requested a more detailed report on capital improvement income and expenses. while a comprehensive detailed report is available, it requires numerous pages and lists individual account information that is considered confidential. I have requested assistance, via our contract with QuickBooks, to develop a summary report; however, it seems that this is not available.
- 2 The fiscal year is 33.33% complete and review of the District's "Summary Profit and Loss Report" shows that all departments (except water operations) are below this percentage in expenses. Income for this time of year is normal, as tax revenues have not been received. In general, the District continues to operate in prudent fiscal action and is in sound financial condition.
- 3 Treasury Bills. The District has maintained a direct Treasury Bill deposit for the past several years, comprised of the fire station reserve funds and general investment funds. The most recent \$15,000 bill reached maturity and due to a mis-communication transferring the discount revenues to the Salomon Smith Barney account versus the closed Merrill Lynch account, the \$15,000 matured value was returned to the District. This money has been deposited in the Salomon account and is currently earning a higher interest rate in the money market account than it was in the T-Bills. However, it is recommended that the funds, along with an additional \$10,000 (for a total of \$25,000) be invested in high interest earning C. D.'s. Several 366 day C.D.'s currently offer more than 7% APR.

*Errata moved
me to CD's, RTR
25/11/00*

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

- 1 **Leech field on District right of way:** In 1978, the then Board of Directors approved and executed a grant deed to Daniel and Patricia Ellsberg for the installation and maintenance of leeching fields in the District pedestrian right of way adjacent to the Ellberg property. A copy of the deed has been previously forwarded to the Directors.

Hester Burn-Calendar, property owner on the uphill and westerly side of the subject pedestrian right of way has protested this grant deed and requested it be an item for consideration in the agenda for the November 8, 2000 Board meeting.

Current District policy, that has prevailed since early 1992, does not permit the exclusive private use of District property, and the granting of this deed would be in violation of the District's current policy. However, the County Attorney has rendered an opinion that the 1978 Board's granting of the deed cannot be reversed and that the only right the District has is to see that the conditions set forth in the deed are adhered to. i.e. "This easement is granted and accepted upon the condition that the surface of said easement will not be paved or covered over with concrete, asphalt or hard surface material of any kind." Of course, the County Attorney does point out that the District can repurchase the rights granted by the deed and void the previous action by the purchase, if such a purchase can be completed.

- 2 **Right of way encroachments:** The District's standing policy of not permitting the exclusive private use of District right of ways, easements and fee simple lands has been requested to be enforced in the Seacape park area, where a resident has blocked pedestrian use by extensive landscaping into the parklands. In this instance, previous use of the parkland as an access route for septic maintenance was prevented by the landscaping. The property owners were previously notified to correct the encroachment and given a reasonable time to relocate their valuable plants. Subsequently, the property owners requested a time extension, as they were attempting to purchase the lot to the downhill side of their property and negotiate a land trade with the District. This purchase has failed and the subject downhill lot has been purchased by a different party. As a consequence, the violating property owners

are no longer able to enter into a land swap, but have suggested the District consider selling a portion of the park land for their use.

Sale of a portion of the park lands would be in violation of current standing District property and is not recommended. If the Board concurs, then timely notice to enforce the Board's previous instructions to have the landscaping removed will be issued, allowing a reasonable period of ninety days to correct the encroachment.

However, enforcement of the above corrective action results in a possible action for discrimination. The County attorney has advised me that the District's policies must be uniformly enforced, and if one encroachment is required to be remedied, then all known encroachments must also be required to be remedied. As of this time, the only other known and proven encroachment onto District right of way is the property situated on the uphill and westerly side of the grant deed discussed in Agenda Item IX - B - 1 supra. This property has both a fence encroachment and a physical building encroachment into the District's pedestrian right of way. In addition, the owner has just recently had fill placed in the District's Sunset Way right of way, with the assumed purpose of providing additional parking. When the owner was informed that this could not be done without District approval, the telephone conversation was ended by the property owner hanging up the phone. The deposit of this soil/fill is in a location that offers a hazard or erosion during the rain season, and a possible traffic hazard as the downhill slope is not adequately stable to support vehicle weight.

It should be noted that the District's survey of the subject pedestrian right of way led to the discovery of the encroachments, which were later verified by a different private property survey. Further review of the encroachment indicates that the building, as constructed, is in violation of the required structural setbacks as submitted in the original permit plans and that subsequent to the original building permit, additional construction resulted in the encroachment.

These findings, and the possible construction without a permit have not been reported to the County building department. Further, the District and Directors have no fiduciary duty to report the violations to the County. However, the District and Directors do have a fiduciary duty to protect the rights of the District and to be uniform in their enforcement policies. It is therefore, recommended that, if the District's encroachment policy is to be enforced, that all known owners having encroachments onto District properties and right of ways be duly notified to mitigate the encroachment, within a reasonable and timely manner.

- 190 Sunset
Edna Ross
- 3 **Goats grazing on District property:** This is an item postponed from the previous meeting. The G. M. has no recommendation on this matter as it is entirely a policy decision to be made by the Board, incorporating resident preferences. Some consideration might be entertained by the Seacape residents in so far as maintenance of the parkland vegetation growth.
 - 4 **Speed bumps:** A summary tabulation of the "speed bump" survey mailed to all water accounts on Sunset Way and Cove Lane is in the Board meeting packet. In general, there is strong support for the speed bumps, though there is essentially an equal split concerning the modular bumps.
 - 5 **Sunset Way repairs:** We continue in our efforts to complete the Sunset Way repairs. However, during our contacts with the contractor, there is some recent indication that a reasonable price may be available to repair and re-pave the entire length of Sunset Way. For this reason, I suggest that repairs continue to be delayed while more extensive action is considered.

In this regard, there is a substantial need to have the Sunset Way right of way surveyed for both plan and profile information. The estimated cost of this survey is within \$10,000 and Board approval to seek such a survey, in conjunction with other surveys to be requested under water operations, is requested.

- C RECREATION:** The ad hoc recreation committee has submitted recommendations for changes in the District policies governing rental rates and rental use of the community center. A copy of their report to the Board is included in the meeting packet.
- D WATER RIGHTS:** The most recent communication with the Division of Water Rights (D.W.R.) confirms that they are continuing to complete the process of issuing the District's water rights permit, with the modified interim measure wording. I anticipate an additional communication with Terry Snyder, prior to the meeting and will offer a verbal report of that contact during the meeting. The N. P. S. has finally forwarded their formal agreement to the modified wording in the interim measures and with those provisions has stipulated that they will withdraw their objections.
- E. WATER:** We continue to have some problems with cloudy water, though they seem to be abating with time. With the event of the recent heavy rains, the restraints on water consumption are relieved and extensive flushing of the distribution system is being scheduled, after providing adequate notification to the property owners.

Coliform tests taken during September and October were free of Coliform bacteria.

Gross water billing for the August 23 through September 23, 2000 billing period was \$4,927.08, including \$6.32 in interest charges and \$123.57 in late payment penalties. Consumption surcharges for this period totaled \$1,226.84.

The table below tabulates the water production for the period August 23 to September 23, 2000.

Total volume of water measured through the master meter =	1,101,920 gallons
Highest pumping day was on 9/15/00 and volume pumped =	57,560 gallons
Lowest pumping day was on 9/20/00 and volume pumped =	18,820 gallons
Total volume billed through service meters =	863,962 gallons
Gross unaccounted for water loss =	gallons
Estimated un-metered maintenance use =	40,000 gallons
Net unaccounted for water loss (17.96%)	197,958 gallons
Average daily customer consumption =	190 gallons
Average service billing =	\$33.06

Gross water billing for the September 23 through October 23, 2000 billing period was \$4,927.08, including \$6.32 in interest charges and \$123.57 in late payment penalties. Consumption surcharges for this period totaled \$1,129.83.

The table below tabulates the water production for the period September 23, to October 23, 2000.

Total volume of water measured through the master meter =	879,140 gallons
Highest pumping day was on 9/25/00 and volume pumped =	54,250 gallons
Lowest pumping day was on 10/17/00 and volume pumped =	20,750 gallons
Total volume billed through service meters =	798,887 gallons
Gross unaccounted for water loss =	gallons
Estimated un-metered maintenance use =	gallons
Net unaccounted for water loss (9.13%)	80,253 gallons
Average daily customer consumption =	181 gallons

Average service billing =	\$29.54
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The reduced unaccounted water loss is hopefully the result of the hydrant repairs recently completed. Further, the installation of the new master meter (a 2" meter) indicates that the old 4" meter was recording approximately 10% more water being pumped than the actual amount. The 4" meter frequently operated outside its tolerance range ($5\pm\%$) and even during maximum pumping rates was on the very edge of its range. The new 2" meter is in the middle of its accuracy range ($3\pm\%$).

Well decline: It is important to note that the new well pump shows a 33% decline in the well capacity since the original drilling. Inspection of the old well pump indicates that it is so coagulated with precipitate that it is beyond repair. This leads to the conclusion that the chlorination system, putting chlorine directly into the well contributes to both the well and pump deterioration. This is a factor that should be seriously considered during the future plans for capital improvements of involving the well site, a second well, etc.

Well site survey: The decline of the well capacity must be overcome prior to the next dry season, when the pumping hours are to be restricted. For this reason, I strongly recommend a full boundary and topographic survey of the well site be done. This is essential for proper planning and consideration of a new well. The cost of this survey is estimated in the range of \$4,000. In addition, I recommend a similar survey of the District's parcel located toward Muir Woods from the existing well site. *Matt, Peter E. m. m.*

As a final item, Hester Burn-Calendar has complained that the water service line to the Mullin property is located through her property. I just discussed this with Harvey and he confirms that this is correct. Hester has full right to protest this transgression on her property, just as the District has a duty to have her remove her encroachments on the District property. It is recommended that the existing water service line be abandoned and a new line installed. While there is a possibility that an old agreement exists for the location of this water line, I have no idea when or with whom the agreement may have been made. Further, I have no reason to believe that an easement was properly recorded. It may be worthwhile to have the abstract of the two properties researched.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 09/01/00 THROUGH 09/30/00**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
ADMINISTRATION EXPENSES, DIVISION CODE 9236				
Costco	2049	Meeting refreshments	P	10.99
ABC Consultants, Inc.	2117	Administrative fees for September	B	500.00
ABC Consultants, Inc.	2479	Travel 8/1/2000 thru 8/31/2000	B	138.45
Pacific Bell Wireless	2479	Cell phone thru September	B	86.95
TOTAL G&A EXPENSES =				\$736.39

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
ABC Consultants, Inc.	2117	Administrative fees for September	B	500.00
TOTAL R&E EXPENSES =				\$500.00

WATER DIVISION EXPENSES, DIVISION CODE 9238				
Harvey Pearlman	1028	Maint Manager wages paid in September	C	1,412.92
Jose Alcaia	1073	Extra hire wages paid in September	C	90.43
Salvador Gonzales	1073	Extra hire wages paid in September	C	174.39
CaiPers	1501	Medical benefits paid for Sept. and Novemb	B	723.72
Harvey Pearlman	1506	Medical benefits paid in Sept.	B	157.50
American Water Works Association	2049	Annual membership dues	B	98.00
Friedman Bros. Supply	2077	Flex pipe	P	16.99
Martin Bros. Supply	2077	Gravel for repairs in roadway	B	126.88
Pace Supply Corp	2077	Lower tank shutoff valve	B	824.65
Marin Co. Dept of Health Services	2115	Coliform tests	B	30.00
ABC Consultants, Inc.	2117	Administrative fees for September	B	800.00
ABC Consultants, Inc.	2117	Clerical fees for September	B	850.00
Public Storage	2121	File storage	B	43.00
U. S. Post Office	2130	Postage	P	79.30
Office Depot	2133	Office supplies	P	3.75
Harvey Pearlman	2479	September Travel allowance	C	125.00
TOTAL WATER EXPENSES =				\$5,556.53

RECREATION EXPENSES, DIVISION CODE 9239				
Juana Gonzales	1073	Janitorial wages paid in September	C	218.00
ABC Consultants, Inc.	2117	Administrative fees for September	B	500.00
Bolinas Bakery	2041B	Bistro cream, jams & newspapers	P	5.51
Nancy Knox	2041B	Bistro pastries	P	14.00
Susan Caswell	2041B	Bistro wages paid in September	C	193.78
TOTAL RECREATION EXPENSES =				\$931.29

FIRE DIVISION EXPENSES, DIVISION CODE 9240				
ABC Consultants, Inc.	2117	Administrative fees for September	B	225.00
TOTAL FIRE EXPENSES =				\$225.00

SECURITY DEPOSIT TRUST FUND TRANSACTIONS				
Bill Larson	9255R	Rental security deposit refund	B	75.00
Compass Community Services	9255R	Rental security deposit refund	B	75.00
Elisa Hauch	9255R	Rental security deposit refund	B	150.00
Erica J. Roman	9255R	Rental security deposit refund	B	75.00
Hamilton Family Center	9255R	Rental security deposit refund	B	75.00
Jayne E. Moser	9255R	Rental security deposit refund	B	150.00
Leonora Kent	9255R	Rental security deposit refund	B	150.00
Marc Lavina	9255R	Rental security deposit refund	B	75.00
Marlena A. Telvick	9255R	Rental security deposit refund	B	150.00
Nina M. Bane	9255R	Rental security deposit refund	B	150.00
Shelly Hamilton	9255R	Rental security deposit refund	B	150.00
TOTAL CHECKS ISSUED FROM TRUST FUNDS =				\$1,275.00

TOTAL GENERAL FUND EXPENSES = 7,949.21
TOTAL CHECKS ISSUED FROM TRUST FUNDS = 1,275.00
TOTAL OF ALL CHECKS ISSUED = \$10,499.21

B = Paid thru Solamond 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.

on the _____ day of _____, 200_____.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Steve Shaffer, President

Donovan Macfarlane, General Manager

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 10/01/00 THROUGH 10/31/00**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
CAPITAL IMPROVEMENT EXPENSES				
Forster Pump & engineering	4169	Install new pump and electrical controls	B	9,170.56
Forster Pump & engineering	4169	Install 2 new water meter services, Seacap	B	5,000.00
Forster Pump & engineering	4169	Repair and upgrade two fire hydrants	B	6,500.00
TOTAL CAPITAL IMPROVEMENT EXPENSES =				\$20,670.56

ADMINISTRATION EXPENSES, DIVISION CODE 9236				
Office Max	2049	Board meeting packet copies	P	22.93
ABC Consultants, Inc.	2117	Administrative fee for October	B	500.00
Office Max	2133	Office supplies, toner, etc.	P	62.26
ABC Consultants, Inc.	2479	Mileage 9/1/2000 thru 9/30/2000	B	131.30
AT&T	2534	toll calls 707-643-1143 thru 9/10/2000	B	16.73
Pacific Bell	2534	707-643-1143 thru 9/26/00	B	30.78
Pacific Bell Wireless	2534	Cell phone for September	B	155.43
TOTAL G&A EXPENSES =				\$919.43

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
ABC Consultants, Inc.	2117	Administrative fee for October	B	500.00
TOTAL R&E EXPENSES =				\$500.00

WATER DIVISION EXPENSES, DIVISION CODE 9238				
Harvey Pearlman	1028	Maint. Manager wages paid in October	C	2,213.55
Salvador Gonzales	1073	Extra hire wages paid in October <i>Sept</i>	C	381.08
Harvey Pearlman	1501	Medical allowance for October	B	157.50
Harvey Pearlman	1501	Medical benefits, October	B	157.50
State Compensation fund	1701	Workers compensation insurance, 3rd qtr.	B	456.46
CAI Steam	2077	3 x 2 galv. bushing	B	7.35
Goodman Building Supply	2077	Misc. water repair fittings, etc.	B	22.79
Martin Bros. Supply	2077	Misc. small repair items	B	30.03
West Marine	2077	Stainless fastners for water tank screens	P	2.50
Herb's Pool Service	2115	Chlorine supplies	B	32.18
ABC Consultants, Inc.	2117	Administrative fee for October	B	800.00
ABC Consultants, Inc.	2117	Clerical fee for October	B	850.00
Goodman Building Supply	2121	Misc. water supplies, padlocks, etc	B	118.44
Public Storage	2121	Storage for November	B	43.00
U. S. Post Office	2130	Postage	P	81.40
Harvey Pearlman	2479	Travel allowance for October <i>Sept.</i>	B	125.00
Harvey Pearlman	2479	Travel allowance for October	B	125.00
Pacific Bell	2534	Upper Tank relay thru 10/07/00, and repairs	B	95.31
Pacific Gas & electric	2535	Well and lower tank eletric thru 9/20/00	B	389.62
TOTAL WATER EXPENSES =				\$6,088.71

RECREATION EXPENSES, DIVISION CODE 9239				
Juana Gonzales	1073	Janitorial wages paid in October	C	145.34
State Compensation fund	1701	Workers compensation insurance, 3rd qtr.	B	88.97
Goodman Building Supply	2077	Toilet repairs	B	11.54
ABC Consultants, Inc.	2117	Administrative fee for October	B	500.00
Shoreline Disposal	2259	Refuse removal thru December 2000	B	108.60
Pacific Gas & electric	2535	Community Center electric thru 9/20/00	B	102.71
Nancy Knox	2041BI	Pastries for Bistro	P	15.00
Susan Caswell	2041BI	Bistro wages paid in October	C	48.44
Whole Foods Markets	2041BI	Jam, cream, etc for Bistro	P	4.69
Emiko Wang	2041TC	Tai Chi Instruction September	B	54.00
TOTAL RECREATION EXPENSES =				\$1,079.29

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 10/01/00 THROUGH 10/31/00**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
CAPITAL IMPROVEMENT EXPENSES				
FIRE DIVISION EXPENSES, DIVISION CODE 9240				
ABC Consultants, inc.	2117	Administrative fee for October	B	225.00
Pacific Bell	4827	Fier Station phone thru Sept & October	B	33.00
TOTAL FIRE EXPENSES =				\$258.00

SECURITY DEPOSIT TRUST FUND TRANSACTIONS				
Chris Ryan	9255R	Refund rental security deposit	B	75.00
Daylen Jones	9255R	Refund rental security deposit	B	150.00
Esther Rosenfeld	9255R	Refund rental security deposit	B	150.00
Joan M. Bittner	9255R	Refund rental security deposit	B	150.00
Madelein Burkhardt	9255R	Refund rental security deposit	B	150.00
Martha de Barios	9255R	Refund rental security deposit	B	75.00
Michael Obresly	9255R	Refund rental security deposit	B	150.00
Nicole A. Livingston	9255R	Refund rental security deposit	B	150.00
TOTAL CHECKS ISSUED FROM TRUST FUNDS =				\$1,050.00

CAPITAL IMPROVEMENT FUND EXPENSES = \$20,670.56
TOTAL GENERAL FUND EXPENSES = 8,845.43
TOTAL CHECKS ISSUED FROM TRUST FUNDS = 1,050.00
TOTAL OF ALL CHECKS ISSUED = \$30,565.99

B = Paid thru Solamon 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 B

the _____ day of _____ 200_____.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Steve Shaffer, President

Donovan Macfarlane, General Manager

MUIR BEACH COMMUNITY SERVICES DISTRICT**Balance Sheet**

As of October 31, 2000

	<u>Oct 31, '00</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	29,832.84
Fund 429, County Investment Fun	
Capital Improvements	107,123.31
General Investments	14,019.67
Total Fund 429, County Investment Fun	<u>121,142.98</u>
Petty Cash Fund	-136.76
Salomon Smith Barney	
Fire Station Reserve	12,624.70
General Funds	48,700.82
Rental deposit trust	1,513.77
Shaffer CalPers Trust	569.75
Water Security Deposit Trust	4,868.16
Salomon Smith Barney - Other	2,550.94
Total Salomon Smith Barney	<u>70,828.14</u>
Total Checking/Savings	221,667.20
Accounts Receivable	
Receivables	22,198.14
Total Accounts Receivable	<u>22,198.14</u>
Other Current Assets	
Undeposited Funds	1,079.05
Total Other Current Assets	<u>1,079.05</u>
Total Current Assets	<u>244,944.39</u>
TOTAL ASSETS	<u>244,944.39</u>
LIABILITIES & EQUITY	
Liabilities	
Currant Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	1,213.77
W9025RD, Security deposits	4,868.16
Total Other Current Liabilities	<u>6,081.93</u>
Total Current Liabilities	<u>6,081.93</u>
Total Liabilities	6,081.93
Equity	
Retained Earnings	254,281.59
Net Income	-15,419.13
Total Equity	<u>238,862.46</u>
TOTAL LIABILITIES & EQUITY	<u>244,944.39</u>

MUIR BEACH COMMUNITY SERVICES DISTRICT
SUMMARY PROFIT & LOSS vs. BUDGET REPORT
 July through October 2000

	<u>Jul - Oct '00</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Administrative Income	2,419.85	40,870.00	5.9%
Fire Operations Income	0.00	12,750.00	0.0%
Recreational Activities Income	6,026.05	11,120.00	54.2%
Roads & Easements Income	1,321.20		
Water Capital Improvements I...	12,791.48	50,010.00	25.6%
Water Operations Income	24,006.68	66,300.00	36.2%
Total Income	46,565.26	181,050.00	25.7%
Expense			
Administrative Expenses	5,478.97	21,910.00	25.0%
Fire Operational Expenses	2,622.89	10,700.00	24.5%
Recreational Expenses	6,266.40	28,093.00	22.3%
Roads & Easements Expenses	2,244.81	35,216.00	6.4%
Water Capital Improvements E...	20,835.56	92,489.00	22.5%
Water Operational Expenses	24,535.76	71,263.00	34.4%
Total Expense	61,984.39	259,671.00	23.9%
Net Income	<u>-15,419.13</u>	<u>-78,621.00</u>	<u>19.6%</u>

MBCS Fiscal 2000-2001
Year to Date Profit & Loss Budget vs. Actual
 July through October 2000

	Jul - Oct '00	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income				
A9001, General Tax Income	379.51	38,260.00	(37,880.49)	1.0%
A9203, Interest earned	2,038.34	2,500.00	(461.66)	81.5%
A9772, Copier Income	2.00	110.00	(108.00)	1.8%
Total Administrative Income	2,419.85	40,870.00	(38,450.15)	5.9%
Fire Operations Income				
F9377, West Marin Funds	0.00	8,350.00	(8,350.00)	0.0%
F9763, Fire Assoc. Donations	0.00	4,400.00	(4,400.00)	0.0%
Total Fire Operations Income	0.00	12,750.00	(12,750.00)	0.0%
Recreational Activities Income				
R9255, CC Rental Income	5,102.50	8,000.00	(2,897.50)	63.8%
R9811, Rec. Programs Income.				
R9811BI, Bistro Income	423.55	1,800.00	(1,376.45)	23.5%
R9811CP, Child's Prog. Income	0.00	200.00	(200.00)	0.0%
R9811TC, Tai Chi Income	499.00	1,120.00	(621.00)	44.6%
Total R9811, Rec. Programs Income.	922.55	3,120.00	(2,197.45)	29.6%
R9834, Res. Handbook Income	1.00			
Total Recreational Activities Income	6,026.05	11,120.00	(5,093.95)	54.2%
Roads & Easements Income				
E9772, Road & Esm't Income				
E9772F, FEMA Grant Income	1,321.20			
Total E9772, Road & Esm't Income	1,321.20			
Total Roads & Easements Income	1,321.20			
Water Capital Improvements Inco				
H9001, special Assessment Tax	47.70	30,260.00	(30,212.30)	0.2%
H9031, Water Surcharge Income				
H9031, Consumption Surcharge	5,091.23			
H9031, Water Surcharge Income - Other	6,120.00	15,000.00	(8,880.00)	40.8%
Total H9031, Water Surcharge Income	11,211.23	15,000.00	(3,788.77)	74.7%
H9377, Interest Earnings				
H9377C, Cap. Imp. Interest	1,250.48	4,000.00	(2,749.52)	31.3%
H9377G, Gen. Inv. Interest	282.07	750.00	(467.93)	37.6%
Total H9377, Interest Earnings	1,532.55	4,750.00	(3,217.45)	32.3%
Total Water Capital Improvements Inco	12,791.48	50,010.00	(37,218.52)	25.6%
Water Operations Income				
W9025, Water Service Income				
W9025int., Overdue bill Interst	65.84	100.00	(34.16)	65.8%
W9025LP, Late pay penalty	586.37	1,200.00	(613.63)	48.9%
W9025, Water Service Income - Other	23,354.47	65,000.00	(41,645.53)	35.9%
Total W9025, Water Service Income	24,006.68	66,300.00	(42,293.32)	36.2%

MBC Fiscal 2000-2001
Year to Date Profit & Loss Budget vs. Actual
 July through October 2000

	Jul - Oct '00	Budget	\$ Over Budget	% of Budget
Total Water Operations Income	24,006.68	66,300.00	(42,293.32)	36.2%
Total Income	46,565.26	181,050.00	(134,484.74)	25.7%
Expense				
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	25.60	400.00	(374.40)	6.4%
A2059, P & L Insurance	459.00	460.00	(1.00)	99.8%
A2117, Consulting Admin. Fees	2,000.00	6,000.00	(4,000.00)	33.3%
A2121, Miscellaneous Expenses	0.30	200.00	(199.70)	0.2%
A2129, Gen. Election expenses	0.00	350.00	(350.00)	0.0%
A2130, Mailing & Shipping Exp.	29.80	100.00	(70.20)	29.8%
A2133, Office Supplies	333.06	300.00	33.06	111.0%
A2137, Copier Maint. Expenses	8.32	350.00	(341.68)	2.4%
A2352, County Fees	0.00	8,000.00	(8,000.00)	0.0%
A2479, Travel Expenses	551.60	1,650.00	(1,098.40)	33.4%
A2534, Telephone/Communications	860.04	2,600.00	(1,739.96)	33.1%
A2713, Legal fees	1,211.25	1,500.00	(288.75)	80.8%
Total Administrative Expenses	5,478.97	21,910.00	(16,431.03)	25.0%
Fire Operational Expenses				
F2059, P & L Insurance	1,659.00	1,700.00	(41.00)	97.6%
F2117, Administrative Fees	900.00	2,700.00	(1,800.00)	33.3%
F4827, W. Marlin Fund Expenses	63.89	6,300.00	(6,236.11)	1.0%
Total Fire Operational Expenses	2,622.89	10,700.00	(8,077.11)	24.5%
Recreational Expenses				
R1028, Maint. Mgr. Wages	0.00	1,600.00	(1,600.00)	0.0%
R1073, Janitorial wages	537.00	2,100.00	(1,563.00)	25.6%
R1404, FICA	121.01	283.00	(161.99)	42.8%
R1701, Work Comp Insurance	190.50	310.00	(119.50)	61.5%
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	754.40	2,800.00	(2,045.60)	26.9%
R2041CP, Child's Program Exp.	0.00	200.00	(200.00)	0.0%
R2041TC, Tai Chi Expenses	399.20	1,400.00	(1,000.80)	28.5%
Total R2041, Rec. Program Expenses	1,153.60	4,400.00	(3,246.40)	26.2%
R2059, P & L Insurance	500.00	500.00	0.00	100.0%
R2077, Routine Repairs	680.70	5,000.00	(4,319.30)	13.6%
R2097, CC Ground Maintenance	0.00	1,200.00	(1,200.00)	0.0%
R2117, Administrative Expenses	2,000.00	6,000.00	(4,000.00)	33.3%
R2121, Miscellaneous Expenses	0.00	100.00	(100.00)	0.0%
R2133, Office Supplies & Stamps	28.60	100.00	(71.40)	28.6%
R2259, Refuse Removal	217.20	450.00	(232.80)	48.3%
R2366, Building Supplies	154.86	500.00	(345.14)	31.0%
R2534, Pay Telephone Expense	214.80	650.00	(435.20)	33.0%
R2535, Energy Expenses				
R2535E, Electrical Expenses	0.00	700.00	(700.00)	0.0%
R2535G, Butane Gas Expenses	0.00	700.00	(700.00)	0.0%
R2535, Energy Expenses - Other	468.13			
Total R2535, Energy Expenses	468.13	1,400.00	(931.87)	33.4%

MBCS Fiscal 2000-2001
Year to Date Profit & Loss Budget vs. Actual
 July through October 2000

	Jul - Oct '00	Budget	\$ Over Budget	% of Budget
R4048, Building Improvements	0.00	3,500.00	(3,500.00)	0.0%
Total Recreational Expenses	6,266.40	28,093.00	(21,826.60)	22.3%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	0.00	2,600.00	(2,600.00)	0.0%
E1073, Extra Hire Wages	0.00	5,000.00	(5,000.00)	0.0%
E1404, FICA	0.00	581.00	(581.00)	0.0%
E1701, Work's. Comp. Insurance	0.00	585.00	(585.00)	0.0%
E2059, P & L Insurance	217.00	450.00	(233.00)	48.2%
E2077, Road & Easement Repairs	27.81	20,000.00	(19,972.19)	0.1%
E2117, Administrative Fees	2,000.00	6,000.00	(4,000.00)	33.3%
Total Roads & Easements Expenses	2,244.81	35,216.00	(32,971.19)	6.4%
Water Capital Improvements Exp.				
H2059, P & L Insurance	165.00	165.00	0.00	100.0%
H2117, Administrative Fees	0.00	2,000.00	(2,000.00)	0.0%
H2352, County fees	0.00	324.00	(324.00)	0.0%
H2713, Project Improvements				
H2713CP, System Improvements	20,670.56			
H2713WR, Water Right Resolution	0.00	5,000.00	(5,000.00)	0.0%
Total H2713, Project Improvements	20,670.56	5,000.00	15,670.56	413.4%
H4169UT, Priority Improvements				
H4169NW, New Well	0.00	45,000.00	(45,000.00)	0.0%
H4169VR, Valve Replacement	0.00	40,000.00	(40,000.00)	0.0%
Total H4169UT, Priority Improvements	0.00	85,000.00	(85,000.00)	0.0%
Total Water Capital Improvements Exp.	20,835.56	92,489.00	(71,653.44)	22.5%
Water Operational Expenses				
W1028, Maint. Mgr. Wages	6,458.50	16,250.00	(9,791.50)	39.7%
W1073, Extra Hire Wages	1,220.00	3,000.00	(1,780.00)	40.7%
W1404, FICA	430.13	1,473.00	(1,042.87)	29.2%
W1506, Medical benefits				
W1506CPHvy	554.88	1,890.00	(1,335.12)	29.4%
W1506CPSH	530.70			
W1506, Medical benefits - Other	(116.68)			
Total W1506, Medical benefits	968.90	1,890.00	(921.10)	51.3%
W1701, Work. Comp. Insurance	1,186.41	2,000.00	(813.59)	59.3%
W2049, Conferences & Training	293.00	600.00	(307.00)	48.8%
W2058, Annual Permit Fee	1,500.00	1,500.00	0.00	100.0%
W2059, P & L Insurance	750.00	750.00	0.00	100.0%
W2077, Routine Repairs	1,312.46	1,250.00	62.46	105.0%
W2115, Chemicals & Testing	422.54	4,500.00	(4,077.46)	9.4%
W2117, Administrative Fees				
W2117A, Administrative Fees	0.00	9,600.00	(9,600.00)	0.0%
W2117C, Clerical Fees	0.00	10,200.00	(10,200.00)	0.0%
W2117, Administrative Fees - Other	6,600.00			
Total W2117, Administrative Fees	6,600.00	19,800.00	(13,200.00)	33.3%
W2121, Miscellaneous Expenses	376.19	4,000.00	(3,623.81)	9.4%

11/03/00

MBC Fiscal 2000-2001
Year to Date Profit & Loss Budget vs. Actual
 July through October 2000

	Jul - Oct '00	Budget	\$ Over Budget	% of Budget
W2130, Postage & Shipping	266.80	1,100.00	(833.20)	24.3%
W2133, Office Supplies	3.75	1,200.00	(1,196.25)	0.3%
W2325, Contract Services	0.00	5,000.00	(5,000.00)	0.0%
W2479, Travel allowance	610.00	1,500.00	(890.00)	40.7%
W2534, Telephone Relay Expense	187.34	450.00	(262.66)	41.6%
W2535, Electrical Service	1,949.74	5,000.00	(3,050.26)	39.0%
Total Water Operational Expenses	24,535.76	71,263.00	(46,727.24)	34.4%
Total Expense	61,984.39	259,671.00	(197,686.61)	23.9%
Net Income	(15,419.13)	(78,621.00)	63,201.87	19.6%

MUIR BEACH COMMUNITY SERVICES DISTRICT MONTHLY PROFIT AND LOSS FOR

September 2000

	Sep '00
Income	
Administrative Income	
A9203, Interest earned	98.83
Total Administrative Income	98.83
Recreational Activities Income	
R9255, CC Rental Income	912.50
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	103.84
Total R9811, Rec. Programs Income.	103.84
Total Recreational Activities Income	1,016.34
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,591.89
H9031, Water Surcharge Income - Other	30.00
Total H9031, Water Surcharge Income	1,621.89
Total Water Capital Improvements Inco	1,621.89
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill Interst	50.85
W9025LP, Late pay penalty	228.03
W9025, Water Service Income - Other	9,380.63
Total W9025, Water Service Income	9,659.51
Total Water Operations Income	9,659.51
Total Income	12,396.57
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	10.99
A2117, Consulting Admin. Fees	500.00
A2121, Miscellaneous Expenses	0.30
A2130, Mailing & Shipping Exp.	29.80
A2479, Travel Expenses	138.45
A2534, Telephone/Communications	86.95
Total Administrative Expenses	766.49
Fire Operational Expenses	
F2117, Administrative Fees	225.00
Total Fire Operational Expenses	225.00
Recreational Expenses	
R1073, Janitorial wages	202.50
R1404, FICA	29.28
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	199.51
Total R2041, Rec. Program Expenses	199.51
R2117, Administrative Expenses	500.00
Total Recreational Expenses	931.29
Roads & Easements Expenses	
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	500.00
Water Operational Expenses	
W1028, Maint. Mgr. Wages	1,312.50
W1073, Extra Hire Wages	246.00
W1404, FICA	119.24
W1506, Medical benefits	
W1506CPHvy	369.92
W1506CPSH	353.80
W1506, Medical benefits - Other	-170.90
Total W1506, Medical benefits	552.82

MUIR BEACH COMMUNITY SERVICES DISTRICT
MONTHLY PROFIT AND LOSS FOR
September 2000

11/03/00

	Sep '00
W2049, Conferences & Training	98.00
W2077, Routine Repairs	968.52
W2115, Chemicals & Testing	60.00
W2117, Administrative Fees	1,650.00
W2121, Miscellaneous Expenses	43.00
W2130, Postage & Shipping	49.50
W2133, Office Supplies	3.75
W2479, Travel allowance	320.08
Total Water Operational Expenses	5,423.41
Total Expense	7,846.19
Net Income	4,550.38

MUIR BEACH COMMUNITY SERVICES DISTRICT MONTHLY PROFIT AND LOSS FOR

October 2000

11/03/00

	Oct '00
Income	
Administrative Income	
A9203, Interest earned	1,227.00
Total Administrative Income	1,227.00
Recreational Activities Income	
R9255, CC Rental Income	1,475.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	92.70
R9811TC, Tai Chi Income	67.50
Total R9811, Rec. Programs Income.	160.20
R9834, Res. Handbook Income	1.00
Total Recreational Activities Income	1,636.20
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,191.69
H9031, Water Surcharge Income - Other	60.00
Total H9031, Water Surcharge Income	1,251.69
Total Water Capital Improvements Inco	1,251.69
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill Interst	3.03
W9025LP, Late pay penalty	101.29
W9025, Water Service Income - Other	4,747.40
Total W9025, Water Service Income	4,851.72
Total Water Operations Income	4,851.72
Total Income	8,966.61
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	14.61
A2117, Consulting Admin. Fees	500.00
A2133, Office Supplies	62.26
A2137, Copier Maint. Expenses	8.32
A2479, Travel Expenses	131.30
A2534, Telephone/Communications	202.94
Total Administrative Expenses	919.43
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	33.00
Total Fire Operational Expenses	258.00
Recreational Expenses	
R1073, Janitorial wages	135.00
R1404, FICA	13.77
R1701, Work Comp Insurance	88.97
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	64.68
R2041TC, Tai Chi Expenses	54.00
Total R2041, Rec. Program Expenses	118.68
R2077, Routine Repairs	11.54
R2117, Administrative Expenses	500.00
R2133, Office Supplies & Stamps	28.60
R2259, Refuse Removal	108.60
R2366, Building Supplies	87.34
R2535, Energy Expenses	205.42
Total Recreational Expenses	1,297.92
Roads & Easements Expenses	
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	500.00

MUIR BEACH COMMUNITY SERVICES DISTRICT
MONTHLY PROFIT AND LOSS FOR
October 2000

	Oct '00
Water Capital Improvements Exp.	
H2713, Project Improvements	
H2713CP, System Improvements	20,670.56
Total H2713, Project Improvements	20,670.56
Total Water Capital Improvements Exp.	20,670.56
Water Operational Expenses	
W1028, Maint. Mgr. Wages	2,056.25
W1073, Extra Hire Wages	354.00
W1404, FICA	27.08
W1506, Medical benefits	
W1506CPHvy	184.96
W1506CPSH	176.90
W1506, Medical benefits - Other	-95.78
Total W1506, Medical benefits	266.08
W1701, Work. Comp. Insurance	367.72
W2077, Routine Repairs	125.76
W2115, Chemicals I Testing	62.18
W2117, Administrative Fees	1,650.00
W2121, Miscellaneous Expenses	161.44
W2130, Postage & Shipping	52.80
W2479, Travel allowance	179.92
W2534, Telephone Relay Expense	95.31
W2535, Electrical Service	804.20
Total Water Operational Expenses	6,202.74
Total Expense	29,848.65
Net Income	-20,882.04

MUIR BEACH COMMUNITY CENTER
19 SEACAPE DRIVE - STAR ROUTE BOX 207 - MUIR BEACH, CA 94965-9718
(415) 383-9969 (Pay Phone)

PROPOSED RULES AND REGULATIONS

NEW RULES PROPOSED 10/2000

Richard pointed out 65 on weekend 75 not etc.

- Large group events (75+ people) are only allowed on alternate weekends.
- No more than one large event can be scheduled on any given weekend.
- No live music or speakers are allowed on the deck.
- No music is allowed after 12:00 a.m. on Fridays and Saturdays; 10:30 p.m. on Sundays.
- The building must be vacated and locked up by 1:00 a.m.
- Space heaters and candles are to be used with extreme caution. The directions for overhead clearance of the heaters must be followed exactly. Only candles in glass containers are allowed.
- Rental deposits will be refunded in full within two weeks of event if required cleaning is completed (as per clean-up checklist), renter is out by specified time and there is no damage or additional cleaning required.

FEES

*No definition of groups and in between
No method of enforcement*

1. Appropriate forms and fees are required for rental of the Muir Beach Community Center.
2. A refundable deposit holds the requested date. It is not applicable toward the rental fee, but is refundable if required cleaning is completed (as per clean-up checklist), renter is out by specified time and there is no damage or additional cleaning required.
3. Total rental fees are due two weeks prior to event. Total amount due will be shown on contract.
4. Cost in excess of the refundable deposit for any cleaning or repairs to the facility, equipment or grounds following an event will be charged to the applicant.
5. Minimum rental on weekends is four hours.

CANCELLATION

*Dr. Perkins -
Star noted
75 pay up
in parking solution*

1. If a rental agreement is canceled by renter two weeks or more in advance, 25% of the refundable deposit will be retained. If less than two weeks notice is given, 50% of the refundable deposit will be retained.
2. The Muir Beach Community Services District (hereafter referred to as the MBCSD) reserves the right to cancel any rental contract if a use is misrepresented and subsequently determined to be inappropriate, a high-risk liability exposure or detrimental to the facility and/or surrounding neighborhood. The refundable deposit will be retained.

3. Use of the Center may be revoked at any time by the M.B.C.S.D. if the rules for rental are not adhered to by the renter or if the use results in a disturbance of the peace or a breach of the law. Both the refundable deposit and the rental fee will be retained.
4. In case of emergency the M.B.C.S.D. reserves the right to cancel any reservation. All fees and deposits will be refunded.

ALCOHOL

1. If liquor, beer or wine is available for consumption and money is transacted in any form (i.e., for donation, for a ticket, for a meal, for entry to the event, for the beverage) then full liquor liability is required. If necessary, M.B.C.S.D. can refer the renter to Diversified Risk Insurance for purchase of this special event coverage.
2. Applicants must comply with State ABC policy if alcohol is to be sold, and a copy of the ABC permit must be submitted to the M.B.C.S.D. no later than two weeks prior to the event.
3. Users must comply with State regulations forbidding consumption of alcohol by minors on the premises.

INSURANCE

M.B.C.S.D. is insured through the S. N. Potter Insurance Agency. The following coverage is provided and is generally applicable to all uses of the Community Center:

General Aggregate Limit	\$10,000,000
Products & Completed Operations	\$5,000,000
Personal & Advertising Injury	\$5,000,000
Each Occurrence Limit	\$5,000,000
Fire Damage (Any One Fire)	\$1,000,000
Medical Payments (Any One Person)	\$10,000

However, if a renter violates these policies and procedures, the coverage may not apply. If you desire independent, individual coverage, you may buy your own or add a rider to your homeowner's or renter's policy.

USAGE

1. Renters who wish to decorate the Center for their event must fasten decorations with ties, tape, or thumb-tacks only. Staples are not to be used.
2. Reservations for use of the Center must be completed by individuals 21 years of age or older.
3. Application permits are non-transferable.

4. At the discretion of the M.B.C.S.D., off-duty police officers or licensed security firms may be required at renter's expense.
5. The applicant whose signature appears on the rental contract should arrive at the starting time designated and be present until the end of the event. If the applicant cannot be present, he should designate an individual who will be present and place that name on the application.
6. Capacity of the room is 114 people or, if a sit-down event, 43 people. Number of persons using the Center must be within these limits.
7. Parking on Seacape Drive is limited to the downhill side only. ***Please DO NOT park in neighboring driveways or in a way that blocks residents' access. This is especially critical in the case of the houses adjacent to the Community Center. Any car blocking a driveway WILL BE TOWED.***
8. Recreational wheels are not allowed in the building.
9. Ping pong is the only ball-playing activity allowed in the building.
10. Music must be confined to the immediate area of the building and must end at 1:00 a.m. on weekends and at 10:30 p.m. Sunday through Thursday.
11. ***All event invitations and announcements should emphasize that the Community Center is in a residential neighborhood. Participants should be reminded to show consideration for the neighbors by placing all litter in appropriate Community Center containers. Please refer to the Clean-up Checklist for further details on recycling and garbage clean-up and removal.***
12. All facilities must be left in the same condition as before the event started, as per Clean-up Checklist.

rev. 10/00

MUIR BEACH COMMUNITY CENTER - GENERAL POLICY

The Muir Beach Community Center operates under the jurisdiction of the Muir Beach Community Services District and is intended primarily for educational, community service, recreational and social purposes. Individuals, groups and organizations are permitted and encouraged to use the Center on a reservation basis.

RENTAL FEE SCHEDULE	Deposit	Hourly Fee	Minimum Hours	Minimum Fee	Each Additional Hour	Flat Fee
MB Community Service Orgs.*	\$0	\$ 0				
MB Residents:						
--General Events (up to 60 people)	\$250	\$25				
(75+ people)	\$250	\$50				
--Weddings	\$500	\$50				
Special neighbors**:						
--General Events (up to 75 people)	\$250	\$35				
--Weddings and/or 75+ people	\$500	\$100				
Non-Profit Groups:	\$250	\$10	0			
Non-Residents:						
(under 30 people)	\$500	\$50	5	\$250	\$50	
(30-60 people)	\$500	\$75	5	\$375	\$75	
(75+ people)	\$500	\$100	7	\$700	\$100	
Kids' parties - 10 years & under (noon to 5:00 p.m., including set-up and clean-up)						
Residents	\$0	\$0				\$25
Special Neighbors	\$0	\$0				\$35
Recreational, Educational & Social Programs (the majority of participants must be Muir Beach residents)						
NA	A 20/80 or 30/70 District/teacher split of participants' fees, based on the number of participants. May require program proposal, teacher contract, student registration forms, and/or evaluation.					
Free or Cost-of-Materials-Only Programs	No rental fees. May require program proposal, teacher contract, student registration forms, and/or evaluation.					

*Muir Beach Community Service organizations are volunteer-staffed organizations serving the community. No rental deposit or fee is required for meetings or classes.

**Special neighbors are residents of Green Gulch Farm, Slide Ranch, Banducci Farm, Camino del Canyon and the rangers' homes on Muir Woods Road and in Muir Woods.

NOTE: The children's room is primarily intended for drop-in use by residents' children with their parents/caregivers, per a use agreement and \$10 refundable key deposit. It may also be used when there is a scheduling conflict in the main room. There is a \$15/day flat fee for such use by non-profit organizations and special neighbors and a \$20/day flat fee for such use by non-residents.



COUNTY OF MARIN
ENVIRONMENTAL HEALTH SERVICES

Community Development Agency

3501 Civic Center Drive, Rm 236
San Rafael, CA 94903
(415) 499-6907, FAX (415) 507-4120
www.marin.org/ehs

8/14/00

Muir Beach Community Services District

TO WHOM IT MAY CONCERN:

The attached Grant Deed, dated 9/20/78, regarding an easement for the installation and maintenance of leaching fields, is from microfiche located in the Environmental Health Services Office, Rom 236, at the Marin County Civic Center, San Rafael, CA.

It is located under microfiche labeled Expired Septic Tank Systems Permits 1996 , page 2 of 7, and row 5.

Sincerely,

Kay Jackson
EHS Technician

NAME
ADDRESS
CITY &
STATE

4

- ☐ Computed on full value of property conveyed, or
☐ Computed on full value less liens & encumbrances
remaining thereon at time of sale.

Signature of declarant or agent determining tax - firm name

☐ Unincorporated area ☐ City of

Grant Deed

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

MUIR BEACH COMMUNITY SERVICES DISTRICT

hereby GRANT(S) to

DANIEL ELLSBERG AND PATRICIA ELLSBERG,
his wife, as Community Property

the following described real property in the
county of Marin

, state of California:

Description attached hereto and
made a part hereof

Dated

9/20/78

[Signature]
CHAIRMAN - COMMUNITY
SERVICES DISTRICT

STATE OF CALIFORNIA

COUNTY OF

} SS

On September 20th 1978 before me, the under
signed, a Notary Public in and for said County and State, personally
appeared *[Signature]*
Chairman, Community
Services District

known to me
to be the person whose name subscribed to the within
instrument and acknowledged that he executed the same.

[Signature]
Signature of Notary

FOR NOTARY SEAL OR STAMP



Title Order No.

Exhibit No.

5

DESCRIPTION

AN EASEMENT for the installation and maintenance of Leaching Fields in a strip of land 20 feet in width lying Westerly of and contiguous to that portion of the Westerly line of that certain parcel of land described as Parcel One in the Deed from Charles V. W. Brooks to Daniel Ellsberg, et ux, recorded April 7, 1977 in Book 3179 of Official Records at Page 395, Marin County Records, described as North 09° 22' East 134.54 feet.

Said strip of land being a portion of a 20' Lane as shown on that certain Map entitled, "Map of Bello Beach, Subdivision One, Marin County, California, filed February 6, 1923 in Book 5 of Maps at Page 17, Marin County Records."

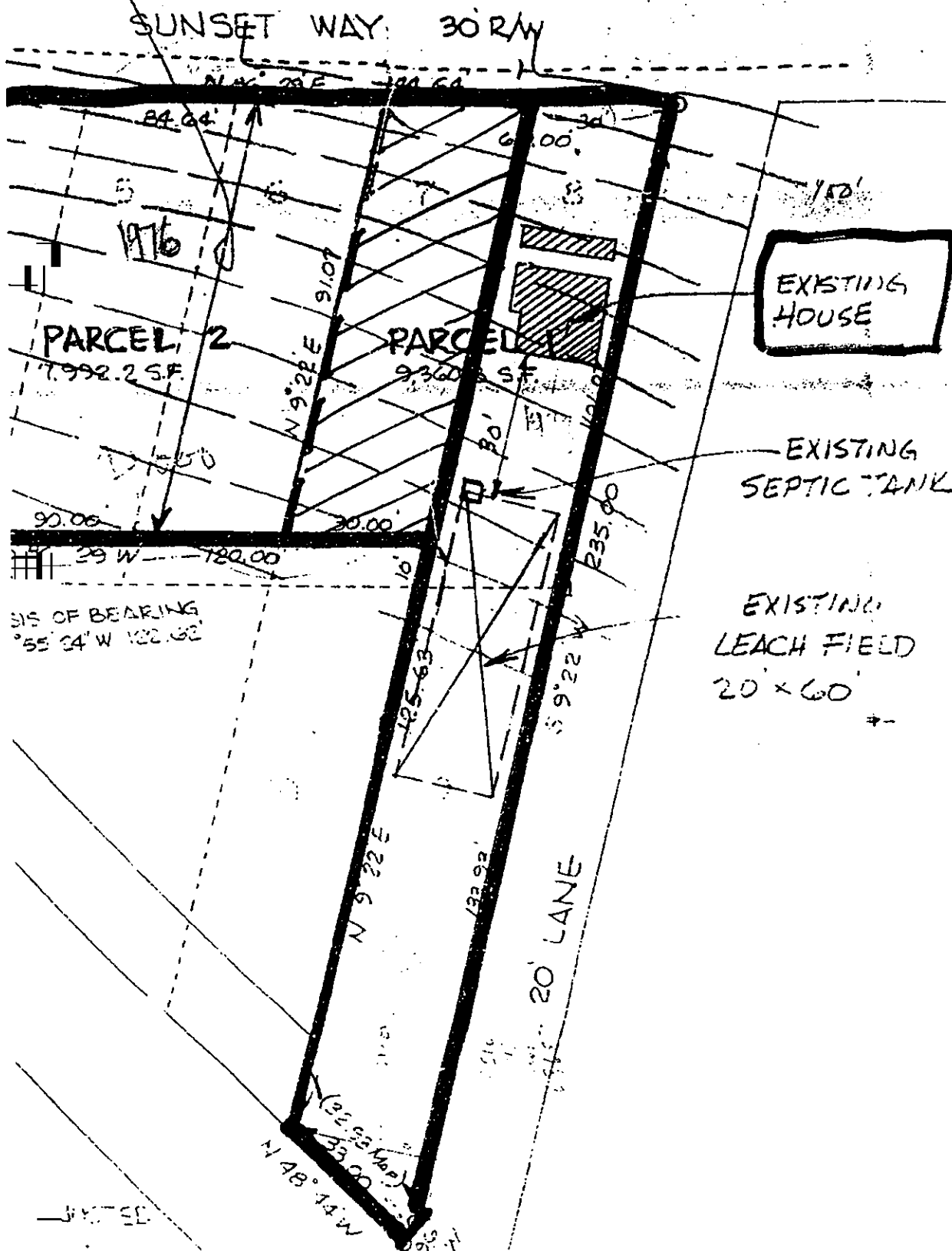
Said easement to be appurtenant to the Lands of the Grantee herein, described in the Deed from C. V. Brooks, recorded April 7, 1977 in Book 3179 of Official Records at Page 395, Marin County Records.

This easement is granted and accepted upon the condition that the surface of said easement will not be paved or covered over with concrete, asphalt or hard surface material of any kind.

5' CONTOUR INTERVAL

1975

D.A.



BY DEFULT

RECORDED
FILED TH
AT
AT THE REG
SERIAL N

150

TENT
LOT L

RECOR

FEB 10
 1964
 10:00
 10:00

SUNSET

EDGE PAVT.

SCALE: 1"=10'

3/4" #156830

Hosker's fence
encroachment.

Hosker's house
change encroachment

Lands of GUNVAR
1403 O.R. 16

HOUSE

Lands of BURN-COLLANDER
2660 OR 011

EXISTING HOUSE & DECK
(APPROXIMATE LOCATION)

N 09°22'00" E 235.00'

GATE

LANE

PROPERTY LINE

N 09°22'00" E

102.45'

PAVER BLOCK

WOOD PLATFORM

SEASIDE

25" PINE

SEASIDE CONC

LANDING

WOOD STAIRS

CONC STEPS

EDGE PAVT.

CL. TRAIL

28'

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, OCTOBER 4, 2000**

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

- I. **Call to order:** President Schiffries called the meeting to order at 7:00 p. m., in the community center's children's playroom and turned the chair over to incoming President Shaffer. President Shaffer announced that the Board was going into a closed session for the purpose of reviewing personnel matters and the contract with ABC Consultants, Inc. for the provision of management and clerical services. Following the closed session, the Board will relocate to the community center's main room for an open session. The results of the closed session will be announced during the open meeting session.
- II. **Open the public meeting.** President Shaffer opened the public meeting at 7:41 p.m. and announced that the closed meeting had not completed their considerations. A second closed meeting is to be held on October 17, 2000 to begin at 6:30 p.m. President Shaffer asked that new copies of the ABC Contract be furnished to all directors prior to the October 17 meeting date.
- III. **Review and consideration of the October 4, 2000 Agenda.** There was a brief discussion of the Agenda and Director Rudnick *moved* approve the Agenda with a revision to move Agenda Item IX - D. to become Item IX - A and all subsequent Items to change as required; seconded by Director Kamradt, ayes all.
- IV. **National Park Service:** Ranger Reischl gave a brief report on the N. P. S. activities and planned improvements for the Muir Beach park area. Director Kamradt suggested that there is a need to consider local concerns about the changes in Muir Beach. This was followed by a brief discussion and general agreement that the local concerns would be forwarded to Ranger Reischl for consideration.
- V. **Public Open Time:** Director Schiffries noted that he had requested an Agenda item for a discussion of some general concerns and the possible need for more frequent meetings. He also had some questions concerning legal matters, and Director Kamradt suggested that he contact the County Attorney directly, versus having the G. M. make a contact and relay the information. This was generally agreed to by all.
- VI. **Bills to be paid:** There was a brief discussion of the Bills to be Paid Report and Director Schiffries *moved* to approve the report as submitted including a total of \$11,333.76 in general fund expenditures; seconded by Director Rudnick; ayes all.
- VII. **Fire Department:** Chief Moore reported that resident Dean Pasvankias' mother had recently passed away and that the Fire Department had responded within less than eight minutes. While they were unable to provide medical care, their rapid response and moral support was sincerely appreciated by Mr. Pasvankias.

Chief Moore reported that the department plans to add a defibrillator to its emergency equipment. The cost will consume most of this years West Marin Funds allocation. The Board was pleased with this addition; however, the G. M. noted that the West Marin funds have not been distributed to the District as of this date and that there is a carry over of expense overages from fiscal 1998-99 of some \$2,000 that reduces the available funds. Following a brief discussion, the consensus was that the department should go ahead with the purchase of the defibrillator, as the District will advance the necessary funds, and some support for funding may be gained from the Fire Association.

Chief Moore then requested use of a part of the fire station reserve funds, to provide materials needed for essential repairs to the existing fire barn. The Board had previously approved the use of \$1,500 of the fire station reserves, for this purpose, and Chief Moore agreed that this was adequate.

In addition, Chief Moore informed the Board that the Fire Association has approved \$3,000 for purchase of needed medical supplies.

VIII. **Redwood Creek Watershed Committee:** Director Schiffries reported that there was no meeting.

IX. **General Manager's Report:**

- A. **Water rights:** The G. M. reported that there has been no further information from D.W.R. and that the revised wording for the interim terms discussed with N. P. S. has been agreed to by Bill Hansen and Don McGlothlin of N. P. S.; however, it is necessary for their supervisors to give N. P. S. 's final approval. This was followed by a general discussion, and the Board instructed the G. M. to make contact with both N. P. S. and D.W.R. in an effort to expedite the progress.
- B. **Administration:** There was a brief discussion of the budget report and Director Schiffries asked if more details could be made available in reporting capital improvements. The G. M. responded that he will review various possible special reports.
- C. **Roads and Easements:** President Shaffer asked that discussion of goats grazing on District right of ways (requested by Hester Burn-Calendar) be postponed to the next meeting, as Hester is not present.
1. There was some discussion of the newly installed speed bumps, and Director Pinto reported that she and her neighbors consider the bumps too severe for automobiles, and prefer the old asphalt style bumps. The G. M. noted that the old style bumps had not been effective in slowing traffic and that the preponderance of phone calls he has received are approving of the new modular bumps. He also noted that the modular bumps conform to national standards for these type units. Following some discussion, it was concluded that a survey of all Sunset Way residents should be made. The G. M. said a questionnaire could be included with the forthcoming water bills, and the Board concurred with that action.
 2. Action on completing repairs to Sunset Way paving has been delayed due to some delays with the Martinye property and the contractor's schedule. Efforts are being made to speed up the completion of this work.
- D. **Recreation:** President Shaffer reported that the ad hoc recreation committee had met, including himself as chair, Ann Browning, and Linda Hulley as committee members and residents Barbara Herwitz, Sandra Schlesinger and Barbara Rohan in attendance. The committee has another planned meeting and will submit a formal report, with recommendations, for the next regular Board meeting.
- E. **Water operations:** The G. M. reported that the new well pump had been installed, with the electrical slow close slow open controls. Initially, the greater horsepower (15 HP) pump was too powerful for the well, resulting in air injected into the system and the turbulent flow yielding cloudy water. Reducing flow by valve adjustment seems to have corrected this problem; however, we are still experimenting with flow so as to maximize the available pumping rate. More details on this will be reported during the next Board meeting, including the need for a second well.
- X. **Review of the draft minutes for the October 4, 2000.** Following a brief review Director Schiffries *moved* to approve the minutes as written; seconded by Director Kamradt; ayes Kamradt, Pinto in so far as the portion of the meeting that she in attendance, Rudnick and Schiffries..
- XI. **Next meeting date:** Following a brief discussion the next meeting date was confirmed for Wednesday, October 8, 2000.

The meeting was adjourned at 9:57 P.M.

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

Steven Shaffer, Board President

Donovan Macfarlane, Secretary

**TABLE OF CONTENTS
FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
RESCHEDULED REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, DECEMBER 6, 2000
IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE.
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 (a continuation and integral part of the Agenda)	3 - 4
Bills to be Paid Report for 11/01/00 through 11/30/00	5 - 6
District Fiscal Consolidated Balance Sheet as of November 30, 2000	7
Summary Profit and Loss vs. Budget Report July through November 2000	8
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Monthly Profit and Loss report for November 2000	13 - 14
Draft Minutes of the November 8, 2000 Board Meeting	15 - 19

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' RESCHEDULED REGULAR MEETING ON WEDNESDAY,
DECEMBER 6, 2000 TO BEGIN AT 7:00 P. M. IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

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

- I. **Open the public meeting:** President Shaffer will open the public meeting. *7:08*
- II. **Review and consideration of the December 6, 2000 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. **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. *RtR made presentation*
- 7:20* IV. **Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the November 1, 2000 through November 30, 2000 fiscal period. *Erin, Deb all*
- V. **Fire Department, Emergency Disaster Committee:** The Fire Chief will report on the activities of his department. *Mike: Fire Truck pay 1/2 of bill.*
- 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. **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. In addition, the Board is requested to review the sub-contract for proposed services by Pacific Watershed Associates, to perform the study work for the erosion survey of the Redwood Creek Watershed, which is funded by grant funds from the State Department of Fish and Game and additional funds from the National Park Service. *Funds for hist. research - make house habitable funds, good for 3 yrs. - big lesson - looking for funding related to Salmon*

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

1200 Cadillac -

Friends

Dir. Peter.

Notice: Temp CSD adjust by R/Kohn
w/crest music 12 Mid for Fri; Sat 12:30 walk to the

30-75 per min 375 or 75/hr. gain

over 75 min 1,000 or 75/hr.

~~then~~

less than 30 is ~~that is~~ 50⁰⁰/hr.

RM

VIII. **General Manager's Report:** The General Manager's written report includes a review of administrative and operational matters. The report is attached to and publicly posted as an integral part of this Agenda. All items contained in the General Manager's report may be acted upon by the Board of Directors, as a posted item of the Agenda. The following is a brief summary of items in the Report, 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 November 2000 and the fiscal year to date. The following administrative items are open for Board review and action.

1. **Fiscal review:** The Consolidated Balance Report and the Profit and Loss Budget vs. Actual Income and expenses for the year to date and the month of November 2000 is included in the Board packet for review by the Directors., along with the year to date summary report.

2. **Independent County audit:** The County auditor has not completed the independent audit and will not be present for the meeting.

B. **Roads and Easements:** The G. M.'s report reviews ongoing maintenance activities and schedules for maintenance activities for the District's roads and easements including but not limited to the following:.

1. **Sunset Way:** Repairs to Sunset Way have been delayed due to inclement weather and delays in construction that will effect the repairs. Since the November 8 board meeting, the District has received a proposal for the repaving of he existing paved area from Shoreline Highway to Cove Lane. The Board will consider the merit of this possibility. *4+4+2 to be spent now. Aug 11, Pats.*

2. **Right of way encroachments:** The Board has received formal legal opinions for developing general policies concerning District actions and will consider adoption of a standard policy. *Don delay Mr. Ench - anti?*

3. **Goats grazing in the District right of ways:** Discussion of this item, requested by Hester Burn-Calendar, was postponed from the last meeting until tonight's meeting. *Matth / Pats all Jan Ericson goats - Hester - Fine range unit/park.*

C. **Recreation:** We have received written suggestions and recommendations for changes in the community center's rental rates and policies. The Board will review these in public session, and listen to public input and consider the adoption of new policies and procedures applicable to the use of the community center.

D. **Water rights:** The G. M. will give a verbal update on communications with D.W.R.. The most recent communication with D.W.R. is that they have not yet received all communications from the protestants removing their protests as a result of the revised permit terms. *Create a schedule???*

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

IX. **General Discussion of Board Matters and Concerns:** The Board will discuss general matters and concerns that have arisen subsequent to the last meeting, that may require placing on a future Agenda. Tonight, the Board will discuss the possible need for more frequent Board meetings.

X. **Review of the draft minutes** for the November 8, 2000 Board meeting.

XI. **Next meeting date:** The forth Wednesday in January is January 24, 2000. *10:00*

ADJOURNMENT OR CONTINUATION

*Jan - Protection of Roads / Parking
Send info to residents on Pac Way
& Sunset.*

**MUIR BEACH COMMUNITY SERVICES DISTRICT
GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS
FOR THE BOARD OF DIRECTORS MEETING ON DECEMBER 6, 2000**

Item VIII of the Agenda: General Manager's Report:

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

- 1 Fiscal Review:** The District's consolidated balance sheet for November 30, 2000 shows total assets of \$240,948.21 including \$116,006.27 in capital improvement reserves versus current liabilities of \$6,156.93 indicating that the District remains on a sound fiscal basis.

The Summary Profit and Loss versus the Adopted Budget, with the current fiscal year being 42% completed is within budget parameters. total income is 30% of the budget; however, the 12% underage will be offset by the first increment of tax revenues to be received in December. All expenses are within budget parameters.

- 2 County Audit:** Communications with the County Auditor's office indicate that they are progressing on the audit and are confident that it will be completed prior to the end of the calendar year.

- B Roads and Easements.** Due to inclement weather and a slow down in pertinent construction projects, the repairs for Sunset Way have been delayed. They were rescheduled for December 6; however, that date has now been set aside and a request for consideration of more extensive roadway improvements has been submitted by Director Pinto. A previous and separate memorandum has been delivered to the Directors offering a brief overview of the various conditions affecting the consideration of substantial paving and improvement of Sunset Way. In addition, a separate supplemental memorandum with more factors has been submitted to the Directors. It is anticipated that the Board will consider the factors presented in these memorandums, and determine a planned course of action for (1) further consideration of additional improvements, or (2) proceed with the interim repairs and postpone the consideration of more extensive improvements, or (3) other alternative.

- C RECREATION:** The Directors have received copies of suggested changes in the rental policies and procedures for the community center, from residents whose dwellings are situated near the community center. While I have reviewed these recommendations and the recommendations of the ad hoc Recreation Committee, I have no specific comments, referring to these recommendations, to make at this time. The policies and procedures governing the use of the community center should result from a consensus of the Directors following adequate consideration of the District's resident's preferences, needs, and convenience providing the Board's responsibility to protect the community health, welfare and safety is prudently included.

- D. WATER:** In general, water operations have been quiet in so far as water quality problems, and well production recordings versus consumer consumption recordings indicate that our unaccounted for water losses are minimal, indicating that the leak repairs completed during the past several months have been successful. Also, it should be noted that the new 2" meter readings, which is more accurate than the 4" meter, recorded 8.78% less production than the 4" meter.

- A.** Coliform tests taken during November were free of Coliform bacteria.

Gross water billing for the 10/23/2000 through 11/23/2000 billing period was \$4,047.28 including \$107.92 in late penalties and \$3.04 in interest carry charges. In addition, \$1,014.74 was assessed as consumption surcharges.

The table below tabulates the water production for the period October 23 to November 23, 2000.

Total volume of water measured through the master meter =	757,331 gallons
Highest pumping day was on 11-12-00 and volume pumped =	38,861 gallons
Lowest pumping day was on 10-24-00 and volume pumped =	17,778 gallons
Total volume billed through service meters =	709,834 gallons
Gross unaccounted for water loss =	47,497 gallons
Estimated un-metered maintenance use =	000 gallons
Net unaccounted for water loss (6.27%)	47,497 gallons
Average daily customer consumption =	172 gallons
Average service billing =	\$26.54

- B. **New water services in the Seacape Subdivision:** It has come to my attention that the District's purchase of the Seacape Mutual Water Corporation included an agreement with the following applicable clauses:

Subparagraph 6-c of the agreement: "District shall provide water services upon demand to each of said 70 owners of parcels of real property within the Seacape Subdivision at a hookup cost of only the cost of house line to meter, and the actual cost to District of a meter and its installation."

Subparagraph 6-d of the agreement: "District will make no other service or connection charges in connection with a hookup."

I have searched the District files available to me and have been unable to locate the original or a copy of the signed document. As of this date, I have not had time to search the County records to ascertain if the document was recorded. I have recently requested a copy of the signature page, which was not furnished with the first two pages, but have not received it yet. However, in any case there is no reason to doubt the validity of the pages given to me.

Assuming the above agreement terms are in fact valid, the District's new meter charge of \$6,000 is not applicable to property owners in the Seacape Subdivision, and the District is limited to recovery of the actual costs for the installation of a new water service. On this basis, it will be necessary to refund a portion of a \$6,000 payment received, revise the charge as applicable to the installation of a second meter, and delay charges for a third meter request until such time as that meter is installed.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 11/01/00 THROUGH 11/30/00

Page 1 of 2

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
ADMINISTRATION EXPENSES, DIVISION CODE 9236				
ABC Consultants, Inc.	2117	Administrative fee for November	B	\$1,000.00
Costco	2133	Clasp envelopes, copy paper, etc.	P	46.88
Staples Office Supply	2133	File clamps, staples, etc.	B	67.96
ABC Consultants, Inc.	2479	Travel 10/01 thru 10/30/2000	B	142.35
Pacific Bell Wireless	2534	Cell phone thru November	B	85.83
TOTAL G&A EXPENSES =				\$1,343.02

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
Harvey Pearlman	1028	Wages paid in November	C	\$75.36
ABC Consultants, Inc.	2117	Administrative fee for November	B	1,000.00
TOTAL R&E EXPENSES =				\$1,075.36

WATER DIVISION EXPENSES, DIVISION CODE 9238				
Harvey Pearlman	1028	Wages paid in November	C	\$1,817.94
Jose Alcala	1073	Wages paid in November	C	64.59
Salvador Gonzales	1073	Wages paid in November	C	232.53
CalPers	1501	Medical premiums for November	B	361.86
Harvey Pearlman	1501	Medical allowance for November	B	157.50
Goodman building Supply	2077	Misc. small water fittings, etc.	B	63.09
Home Depot	2077	Hydrant repairs	B	36.49
Marin County Laboratory	2115	Coliform tests in October	B	30.00
ABC Consultants, Inc.	2117	Administrative fee for November	B	1,000.00
ABC Consultants, Inc.	2117	Clerical fee for November	B	1,100.00
Public Storage	2121	File storage for November	B	43.00
U. S. Post Office	2130	Stamps and postage	P	127.60
Nebs	2133	Invoice envelope resupply	B	350.53
Office Max	2133	Colored labels, mailing labels, etc.	P	63.32
Harvey Pearlman	2479	November travel allowance	B	125.00
Pacific Bell Wireless	2534	Well relay phone thru 11/07/2000	B	31.73
Pacific Gas & Electric	2535	Well and lower tank electric thru 10/19/2000	B	414.58
Pacific Gas & Electric	2535	Well and lower tank electric thru 11/16/2000	B	467.42
TOTAL WATER EXPENSES =				\$6,487.18

RECREATION EXPENSES, DIVISION CODE 9239				
Harvey Pearlman	1028	Wages paid in November	C	\$461.54
Juana Gonzales	1073	Wages paid in November	C	218.01
Salvador Gonzales	1073	Extra hire wages paid in November	C	297.11
Home Depot	2077	Blind, paint, etc. for repairs	B	287.56
ABC Consultants, Inc.	2117	Administrative fee for November	B	1,000.00
Harvey Pearlman	2366	Misc. building supplies, towels, etc.	B	87.34
Pacific Gas & Electric	2535	Community Center electric thru 10/19/2000	B	102.71
Pacific Gas & Electric	2535	Community Center electric thru 11/16/2000	B	73.94
Lonna Richmond	2041BI	Bistro wages paid in November	C	339.10
Nancy Knox	2041BI	Bistro pastries	P	5.75
Trader Joes	2041BI	Jams for Bistro	P	4.58
Bell Markets	2041CP	Children's Halloween Party snacks	B	42.25
Dominos Pizza	2041CP	Children's Halloween Party pizza	B	111.59
Emiko Wang	2041TC	Tai Chi wages for October & November	B	170.40
TOTAL RECREATION EXPENSES =				\$3,201.88

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 11/01/00 THROUGH 11/30/00

Page 1 of 2
Page 2 of 2

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants, Inc.	2117	Administrative fee for November	B	\$225.00
Home Depot	4048	Materials for fire station roof repairs	B	656.29
Michael Moore	4048	Reimburse for fire station repair items	B	163.46
TOTAL FIRE EXPENSES =				\$1,044.75

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Elisa Rohner	9255R	Rental deposit refund	B	150.00
TOTAL CHECKS ISSUED FROM TRUST FUNDS =				\$150.00

TOTAL GENERAL FUND EXPENSES = 13,152.19
TOTAL CHECKS ISSUED FROM TRUST FUNDS = 150.00
TOTAL OF ALL CHECKS ISSUED = \$13,452.19

B = Paid thru Salomon Smith Barney
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 B

the _____ day of _____, 200_____.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Steve Shaffer, President

Donovan Macfarlane, General Manager

MUIR BEACH COMMUNITY SERVICES DISTRICT
Balance Sheet
As of November 30, 2000

	Nov 30, '00
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	26,278.19
Fund 429, County Investment Fun	
Capital Improvements	116,006.27
General Investments	7,190.26
Total Fund 429, County Investment Fun	123,196.53
Petty Cash Fund	-212.73
Salomon Smith Barney	
Fire Station Reserve	11,804.95
General Funds	57,977.63
Rental deposit trust	1,513.77
Shaffer CalPers Trust	396.30
Water Security Deposit Trust	4,868.16
Total Salomon Smith Barney	76,560.81
Total Checking/Savings	225,822.80
Accounts Receivable	
Receivables	15,125.41
Total Accounts Receivable	15,125.41
Total Current Assets	240,948.21
TOTAL ASSETS	240,948.21
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	1,288.77
W9025RD, Security deposits	4,868.16
Total Other Current Liabilities	6,156.93
Total Current Liabilities	6,156.93
Total Liabilities	6,156.93
Equity	
Retained Earnings	254,104.69
Net Income	-19,313.41
Total Equity	234,791.28
TOTAL LIABILITIES & EQUITY	240,948.21

12/01/00

MUIR BEACH COMMUNITY SERVICES DISTRICT
SUMMARY PROFIT & LOSS vs. BUDGET REPORT
 July through November 2000

	<u>Jul - Nov '00</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Administrative Income	2,419.85	40,870.00	5.9%
Fire Operations Income	0.00	12,750.00	0.0%
Recreational Activities Income	6,799.17	11,120.00	61.1%
Roads & Easements Income	1,321.20		
Water Capital Improvements I...	15,839.50	50,010.00	31.7%
Water Operations Income	27,972.83	66,300.00	42.2%
Total Income	54,352.55	181,050.00	30.0%
Expense			
Administrative Expenses	6,821.88	21,910.00	31.1%
Fire Operational Expenses	3,667.64	10,700.00	34.3%
Recreational Expenses	9,677.09	28,093.00	34.4%
Roads & Easements Expenses	3,471.15	35,216.00	9.9%
Water Capital Improvements E...	20,835.56	92,489.00	22.5%
Water Operational Expenses	29,192.64	71,263.00	41.0%
Total Expense	73,665.96	259,671.00	28.4%
Net Income	-19,313.41	-78,621.00	24.6%

MBCSD Fiscal Year 2000-2001
Year to Date Profit & Loss Budget vs. Actual
 July through November 2000

	Jul - Nov '00	Budget	\$ Over Budget	% of Budget	
Income					
Administrative Income					
A9001, General Tax Income	379.51	38,260.00	(37,880.49)	1.0%	
A9203, Interest earned	2,038.34	2,500.00	(461.66)	81.5%	
A9772, Copier Income	2.00	110.00	(108.00)	1.8%	
Total Administrative Income	2,419.85	40,870.00	(38,450.15)		5.9%
Fire Operations Income					
F9377, West Marin Funds	0.00	8,350.00	(8,350.00)	0.0%	
F9763, Fire Assoc. Donations	0.00	4,400.00	(4,400.00)	0.0%	
Total Fire Operations Income	0.00	12,750.00	(12,750.00)		0.0%
Recreational Activities Income					
R9255, CC Rental Income	5,572.50	8,000.00	(2,427.50)	69.7%	
R9811, Rec. Programs Income.					
R9811BI, Bistro Income	513.67	1,800.00	(1,286.33)	28.5%	
R9811CP, Child's Prog. Income	0.00	200.00	(200.00)	0.0%	
R9811TC, Tai Chi Income	712.00	1,120.00	(408.00)	63.6%	
Total R9811, Rec. Programs Income.	1,225.67	3,120.00	(1,894.33)		39.3%
R9834, Res. Handbook Income	1.00				
Total Recreational Activities Income	6,799.17	11,120.00	(4,320.83)		61.1%
Roads & Easements Income					
E9772, Road & Esm't Income					
E9772F, FEMA Grant Income	1,321.20				
Total E9772, Road & Esm't Income	1,321.20				
Total Roads & Easements Income	1,321.20				
Water Capital Improvements Inco					
H9001, special Assessment Tax	6,047.70	30,260.00	(24,212.30)	20.0%	
H9031, Water Surcharge Income					
H9031, Consumption Surcharge	6,055.70				
H9031, Water Surcharge Income - Other	150.00	15,000.00	(14,850.00)	1.0%	
Total H9031, Water Surcharge Income	6,205.70	15,000.00	(8,794.30)		41.4%
H9377, Interest Earnings					
H9377C, Cap. Imp. Interest	3,003.61	4,000.00	(996.39)	75.1%	
H9377G, Gen. Inv. Interest	582.49	750.00	(167.51)	77.7%	
Total H9377, Interest Earnings	3,586.10	4,750.00	(1,163.90)		75.5%
Total Water Capital Improvements Inco	15,839.50	50,010.00	(34,170.50)		31.7%
Water Operations Income					
W9025, Water Service Income					
W9025Int., Overdue bill Interst	68.68	100.00	(31.12)	68.9%	
W9025LP, Late pay penalty	694.29	1,200.00	(505.71)	57.9%	
W9025, Water Service Income - Other	27,209.66	65,000.00	(37,790.34)	41.9%	
Total W9025, Water Service Income	27,972.83	66,300.00	(38,327.17)		42.2%

MBCSD Fiscal Year 2000-2001
Year to Date Profit & Loss Budget vs. Actual
 July through November 2000

	Jul - Nov '00	Budget	\$ Over Budget	% of Budget
Total Water Operations Income	27,972.83	66,300.00	(38,327.17)	42.2%
Total Income	54,352.55	181,050.00	(126,697.45)	30.0%
Expense				
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	25.60	400.00	(374.40)	6.4%
A2059, P & L Insurance	459.00	460.00	(1.00)	99.8%
A2117, Consulting Admin. Fees	3,000.00	6,000.00	(3,000.00)	50.0%
A2121, Miscellaneous Expenses	0.30	200.00	(199.70)	0.2%
A2129, Gen. Election expenses	0.00	350.00	(350.00)	0.0%
A2130, Mailing & Shipping Exp.	29.80	100.00	(70.20)	29.8%
A2133, Office Supplies	447.90	300.00	147.90	149.3%
A2137, Copier Maint. Expenses	8.32	350.00	(341.68)	2.4%
A2352, County Fees	0.00	8,000.00	(8,000.00)	0.0%
A2479, Travel Expenses	693.84	1,650.00	(956.16)	42.1%
A2534, Telephone/Communications	945.87	2,600.00	(1,654.13)	36.4%
A2713, Legal fees	1,211.25	1,500.00	(288.75)	80.8%
Total Administrative Expenses	6,821.88	21,910.00	(15,088.12)	31.1%
Fire Operational Expenses				
F2059, P & L Insurance	1,659.00	1,700.00	(41.00)	97.6%
F2117, Administrative Fees	1,125.00	2,700.00	(1,575.00)	41.7%
F4048, Fire Station Improvement	819.75			
F4827, W. Marin Fund Expenses	63.89	6,300.00	(6,236.11)	1.0%
Total Fire Operational Expenses	3,667.64	10,700.00	(7,032.36)	34.3%
Recreational Expenses				
R1028, Maint. Mgr. Wages	586.25	1,600.00	(1,013.75)	36.6%
R1073, Janitorial wages	1,183.50	2,100.00	(916.50)	56.4%
R1404, FICA	242.88	283.00	(40.12)	85.8%
R1701, Work Comp Insurance	190.50	310.00	(119.50)	61.5%
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	1,124.73	2,800.00	(1,675.27)	40.2%
R2041CP, Child's Program Exp.	153.84	200.00	(46.16)	76.9%
R2041TC, Tai Chi Expenses	569.60	1,400.00	(830.40)	40.7%
Total R2041, Rec. Program Expenses	1,848.17	4,400.00	(2,551.83)	42.0%
R2059, P & L Insurance	500.00	500.00	0.00	100.0%
R2077, Routine Repairs	968.26	5,000.00	(4,031.74)	19.4%
R2097, CC Ground Maintenance	0.00	1,200.00	(1,200.00)	0.0%
R2117, Administrative Expenses	3,000.00	6,000.00	(3,000.00)	50.0%
R2121, Miscellaneous Expenses	0.00	100.00	(100.00)	0.0%
R2133, Office Supplies & Stamps	28.60	100.00	(71.40)	28.6%
R2259, Refuse Removal	217.20	450.00	(232.80)	48.3%
R2366, Building Supplies	154.86	500.00	(345.14)	31.0%
R2534, Pay Telephone Expense	214.80	650.00	(435.20)	33.0%
R2535, Energy Expenses				
R2535E, Electrical Expenses	0.00	700.00	(700.00)	0.0%
R2535G, Butane Gas Expenses	0.00	700.00	(700.00)	0.0%
R2535, Energy Expenses - Other	542.07			

MBCSD Fiscal Year 2000-2001
Year to Date Profit & Loss Budget vs. Actual
 July through November 2000

	Jul - Nov '00	Budget	\$ Over Budget	% of Budget
Total R2535, Energy Expenses	542.07	1,400.00	(857.93)	38.7%
R4048, Building Improvements	0.00	3,500.00	(3,500.00)	0.0%
Total Recreational Expenses	9,677.09	28,093.00	(18,415.91)	34.4%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	96.25	2,600.00	(2,503.75)	3.7%
E1073, Extra Hire Wages	114.00	5,000.00	(4,886.00)	2.3%
E1404, FICA	16.09	581.00	(564.91)	2.8%
E1701, Work's. Comp. Insurance	0.00	585.00	(585.00)	0.0%
E2059, P & L Insurance	217.00	450.00	(233.00)	48.2%
E2077, Road & Easement Repairs	27.81	20,000.00	(19,972.19)	0.1%
E2117, Administrative Fees	3,000.00	6,000.00	(3,000.00)	50.0%
Total Roads & Easements Expenses	3,471.15	35,216.00	(31,744.85)	9.9%
Water Capital Improvements Exp.				
H2059, P & L Insurance	165.00	165.00	0.00	100.0%
H2117, Administrative Fees	0.00	2,000.00	(2,000.00)	0.0%
H2352, County fees	0.00	324.00	(324.00)	0.0%
H2713, Project Improvements				
H2713CP, System Improvements	20,670.56			
H2713WR, Water Right Resolution	0.00	5,000.00	(5,000.00)	0.0%
Total H2713, Project Improvements	20,670.56	5,000.00	15,670.56	413.4%
H4169UT, Priority Improvements				
H4169NW, New Well	0.00	45,000.00	(45,000.00)	0.0%
H4169VR, Valve Replacement	0.00	40,000.00	(40,000.00)	0.0%
Total H4169UT, Priority Improvements	0.00	85,000.00	(85,000.00)	0.0%
Total Water Capital Improvements Exp.	20,835.56	92,489.00	(71,653.44)	22.5%
Water Operational Expenses				
W1028, Maint. Mgr. Wages	7,963.50	16,250.00	(8,286.50)	49.0%
W1073, Extra Hire Wages	1,214.00	3,000.00	(1,786.00)	40.5%
W1404, FICA	611.08	1,473.00	(861.92)	41.5%
W1506, Medical benefits				
W1506CPHvy	554.88	1,890.00	(1,335.12)	29.4%
W1506CPSH	530.70			
W1506, Medical benefits - Other	(293.58)			
Total W1506, Medical benefits	792.00	1,890.00	(1,098.00)	41.9%
W1701, Work. Comp. Insurance	1,120.15	2,000.00	(879.85)	56.0%
W2049, Conferences & Training	293.00	600.00	(307.00)	48.8%
W2058, Annual Permit Fee	1,500.00	1,500.00	0.00	100.0%
W2059, P & L Insurance	750.00	750.00	0.00	100.0%
W2077, Routine Repairs	1,348.95	1,250.00	98.95	107.9%
W2115, Chemicals & Testing	422.54	4,500.00	(4,077.46)	9.4%
W2117, Administrative Fees				
W2117A, Administrative Fees	0.00	9,600.00	(9,600.00)	0.0%
W2117C, Clerical Fees	0.00	10,200.00	(10,200.00)	0.0%
W2117, Administrative Fees - Other	8,700.00			

12/01/00

MBCSD Fiscal Year 2000-2001
Year to Date Profit & Loss Budget vs. Actual
 July through November 2000

	Jul - Nov '00	Budget	\$ Over Budget	% of Budget
Total W2117, Administrative Fees	8,700.00	19,800.00	(11,100.00)	43.9%
W2121, Miscellaneous Expenses	419.19	4,000.00	(3,580.81)	10.5%
W2130, Postage & Shipping	394.40	1,100.00	(705.60)	35.9%
W2133, Office Supplies	417.60	1,200.00	(782.40)	34.6%
W2325, Contract Services	0.00	5,000.00	(5,000.00)	0.0%
W2479, Travel allowance	610.00	1,500.00	(890.00)	40.7%
W2534, Telephone Relay Expense	219.07	450.00	(230.93)	48.7%
W2535, Electrical Service	2,417.16	5,000.00	(2,582.84)	48.3%
Total Water Operational Expenses	29,192.64	71,263.00	(42,070.36)	41.0%
Total Expense	73,665.96	259,671.00	(186,005.04)	28.4%
Net Income	(19,313.41)	(78,621.00)	59,307.59	24.6%

MUIR BEACH COMMUNITY SERVICES DISTRICT
MONTHLY PROFIT AND LOSS FOR
November 2000

	Nov '00
Income	
Recreational Activities Income	
R9255, CC Rental Income	470.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	90.12
R9811TC, Tai Chi Income	213.00
Total R9811, Rec. Programs Income.	303.12
Total Recreational Activities Income	773.12
Water Capital Improvements Inco	
H9001, special Assessment Tax	6,000.00
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,094.50
H9031, Water Surcharge Income - Other	30.00
Total H9031, Water Surcharge Income	1,124.50
Total Water Capital Improvements Inco	7,124.50
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill Interst	6.95
W9025LP, Late pay penalty	149.38
W9025, Water Service Income - Other	4,375.90
Total W9025, Water Service Income	4,532.23
Total Water Operations Income	4,532.23
Total Income	12,429.85
Expense	
Administrative Expenses	
A2117, Consulting Admin. Fees	1,000.00
A2133, Office Supplies	114.84
A2479, Travel Expenses	142.24
A2534, Telephone/Communications	85.83
Total Administrative Expenses	1,342.91
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4048, Fire Station Improvement	819.75
Total Fire Operational Expenses	1,044.75
Recreational Expenses	
R1028, Maint. Mgr. Wages	428.75
R1073, Janitorial wages	478.50
R1404, FICA	93.51
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	325.33
R2041CP, Child's Program Exp.	153.84
R2041TC, Tai Chi Expenses	170.40
Total R2041, Rec. Program Expenses	649.57
R2077, Routine Repairs	287.56
R2117, Administrative Expenses	1,000.00
R2535, Energy Expenses	73.94
Total Recreational Expenses	3,011.83
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	70.00
E1404, FICA	5.36
E2117, Administrative Fees	1,000.00
Total Roads & Easements Expenses	1,075.36
Water Operational Expenses	
W1028, Maint. Mgr. Wages	1,688.75
W1073, Extra Hire Wages	276.00
W1404, FICA	150.31
W1506, Medical benefits	-176.90

12/01/00

MUIR BEACH COMMUNITY SERVICES DISTRICT
MONTHLY PROFIT AND LOSS FOR
November 2000

	Nov '00
W2077, Routine Repairs	36.49
W2117, Administrative Fees	2,100.00
W2121, Miscellaneous Expenses	43.00
W2130, Postage & Shipping	127.60
W2133, Office Supplies	413.85
W2534, Telephone Relay Expense	31.73
W2535, Electrical Service	467.42
Total Water Operational Expenses	5,158.25
Total Expense	11,633.10
Net Income	796.75

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, NOVEMBER 8, 2000**

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

- I. **Call to order:** President Shaffer called the meeting to order at 7:09 p. m. and announced that the results of the two closed meetings to discuss personnel matters and consideration of the contract for general management services had resulted in renewing the general management contract with ABC Consultants, Inc. for the fiscal year 2000 - 2001.
- II. **Review and consideration of the November 8, 2000 Agenda.** There was a brief discussion of the Agenda and Director Schiffries suggested that, due to the numerous important items on the Agenda, Items VII and VIII be moved to the end of the Agenda. Additional discussion suggested that Item IX - E - 3 be exchanged with Item IX - A the remaining items be adjusted to follow as necessary. With these changes, Director Schiffries *moved* to approve the Agenda as revised; seconded by Director Pinto, ayes all.
- III. **National Park Service:** Ranger Pat Reischl introduced Ranger Tima Alexandro as the new Muir Woods Maintenance Supervisor and then informed the Board that Ranger Mia Monroe had been instrumental in having CalTrans maintain roadway access to Muir Beach during their repairs of Highway One. CalTrans had originally planned to close the access to Muir Beach.

She then mentioned that (1) volunteer groups for cleaning up Muir Beach are being formed as a part of the Adopt-a-Beach program on November 12th, (2) the tentative date for the first public comment on the Marin County Transportation Study is November 18, and (3) a specific Muir Beach Community meeting will be scheduled in January 2001. Jennifer Cole is coordinating these meetings. Director Kamradt asked for a copy of the plan, if they are available.

The Board asked Pat if the Park Service could post notices of these events on the community bulletin Boards and she indicated that she would try to do this.
- IV. **Public Open Time:** Director Kamradt reported that Bill and Laurel Simes had been in attendance to speak about the parking problems, congestion, and trespassing of people attending the Community Center's rental activities. However, due to an accident with their daughter being bitten by a dog they had to leave. Director Kamradt briefly entered a summary of their comments to her.
- V. **Bills to be paid:** There was a brief discussion of the Bills to be Paid Report. Director Schiffries asked if the capital expenses in the October report conformed with the budgeted allocations and the G. M. confirmed that they did. Director Pinto requested clarification for the date on the September cell phone administrative billing and possible duplication of the travel and medical allowances for Harvey Pearlman. The G. M. explained that the cell phone month is actually for October, but paid in September, and that the Pearlman benefits are for September and October but both paid in October. With this clarification, Director Pinto *moved* to approve the report as submitted including a total of \$7,949.21 in general fund expenditures and \$1,275 in rental deposit refunds paid in September, totaling \$ 10,449.21, plus \$20,670.56 in Capital improvements, \$8,845.43 in general fund expenses and \$1,050 in rental deposit refunds paid in October for an October total of \$30,565.99; seconded by Director Schiffries; ayes all.

- VI. **Fire Department, emergency disaster committee:** Chief Moore reported that the fire station roof had been repaired with the assistance of volunteers, for a total of just under \$1,000, and requested that the remaining \$500± of the Board's previous allocation of \$1,500 funding be retained for possible additional repairs. *The Board Concurred.*

President Shaffer noted that the efforts of Director Schiffries in calling for volunteers to the repairs were the prime force in having the repairs accomplished and congratulated his efforts and those of the volunteers including both he and Director Schiffries, along with Eric Groneman, Harvey Pearlman, John Sward, Sutton Free-bairn Smith, Ted Marshall, Mike Moore, and others.

Chief Moore then reported that the repairs on the out of service Fire Truck are in progress. The estimated cost is \$5,000 and he asked if the District would contribute \$1,000 toward these repairs, while the Fire Association pays the rest. This was followed by a brief discussion of available funds and alternative funds available. Director Kamradt complimented the fine efforts and dedication of the volunteers and *moved* to allocate \$2,500 toward the repairs of the fire truck. Following additional brief discussion, Director Rudnick seconded the motion and all votes were in approval of the motion.

Chief Moore then informed the Board that the loner fire truck from the County had been secured, and that the County had needed its service within two days after loaning it to the District. Subsequently, volunteers manned the truck during the County's need and preserved the use of the truck for the District. Chief Moore also complimented Dave Carneglia and the G. M. for prompt securing of necessary truck insurance, which the District's carrier furnished without additional cost to the District.

- VII. **Water service line crossing private property.** Resident Hester Burn-Callander had reported that a District water service line was located on her property and requested review of the matter as it goes above ground across her leech field area. When asked if she knew if an easement existed, she indicated there is no record of an easement reflected in the issue of a recent title policy. A lengthy discussion followed ending with instructions for the G. M. to research the matter and determine if there is a possibility of (1) the District now having a prescriptive easement; (2) if no easement possibility exists what are the options for relocating the service line; (3) if the line must be relocated, who must bear the cost of the relocation; and (4) as there is an existing inadequate fire hydrant located at the end of the 2" inch galvanized main line to the area, is there a need for the hydrant and an upgrade to a 4" distribution line.

- VIII. **General Manager's Report:** There were several items for discussion as follows:

A. **Roads and Easements:** Several items of roads and easements were reviewed as follows:

1. *each* **Leech field on District right of way:** Hester Burn-Callander had requested this item be on the agenda for consideration of the Board's reversing the 1978 Board's granting of a deed permitting the installation and maintenance of a septic leech field on a portion of the District's pedestrian right of way between the Burn-Callander and the Elsberg property. This was followed by a general discussion from Hester, Leighton Hills (now investigating the property for possible development with the permission from the Elsberg's), and Ken Seymour attorney for Mr. Hills. Mr Seymour reported that the grant deed conveyed the rights to use the right of way, with minimal restrictions and the G. M. reported that the opinion of the County attorney was that the District could only enforce the limitations on the grant deed, but that the rights conveyed by the deed were not reversible. While the District's current policy would not permit the granting of such a deed, the District's only alternative to change the deed's effects would be to purchase back the rights granted.

This was followed by considerable discussion, including the fact that the existing leech field installed by the Elsberg's would require review by the County and possible modification to comply with the new sanitary standards. In the end, the consensus of the Board was that they would not challenge the grant deed, and would leave the use for a leech field up to the County's approval, providing however, that the deed's restrictions were adhered to and that the preservation of the pedestrian way and use as a utility easement were not negated or interfered with. *Dir Kamradt asked if the easement is used, will Mr. Hills want you observe the setback of the house or*

Goats on the District right of ways, easements and parklands. Hester Burn-Callander has protested the goats grazing on the District properties. This matter was deferred from the previous Board meeting to tonight's meeting; however, due to short notice the Muir Beach Garden Club was unable to attend tonight and President Shaffer suggested that this item be deferred to the next Board meeting in December so as to give the Garden Club an opportunity to attend as a concerned party. All agreed to this postponement.

*which if was granted
Mr. Hills agreed
Pete, Erin all*

3. **Right of way encroachments:** The Board has received formal complaints concerning private property encroachments on the District's right of way and parkland.

There has been a long standing protest to the encroachment of extensive private property landscaping blocking free access to the Seacape parkland and in particular blocking the historical access for septic maintenance and bulk deliveries to the properties located along the parkland. The owner responsible for the landscaping has been previously notified and heard by the Board, with various alternatives offered including but not limited to a land exchange if the subject owner was successful in purchasing the lot downhill from the encroaching property. The owner's negotiations to purchase the downhill property failed and a different party has purchased the property; therefore, the suggested possible land exchange is no longer possible. Subsequently, the owner of the encroaching property suggested a possible purchase of the encroachment area; however, the Board has denied any intention to sell a portion of the parkland. Subsequently, a more recent protest of the parkland blockage has been received and the Board is required to respond.

There has also been a protest to the fence encroachment and a dwelling structural wall encroachment by Hester-Burn Callander's improvements onto the District's pedestrian and utility right of way adjacent to her property. This was followed by a lengthy discussion and Hester's son David Callander noted that he had not realized the encroachments might exist and wanted time to have a survey to investigate the problem. The G. M. noted that the District had surveyed the right of way approximately two years ago, prior to completing the repairs of the 1998 storm damages, and informed Hester of the fence encroachments at that time. The structural encroachment was not determined until a later date.

with the G.M.'s guidance

Following a lengthy discussion, with all parties involved including some of the protestants and other nearby property owners, the Board instructed the G. M. to issue a notice to remove the encroachments to each of the different property owners, providing a 90 day period for mitigation or furnishing legal proof that the encroachments do not exist. Further, that in the event the encroachments are not removed, proven invalid or in the case of structural encroachments not in the process of obtaining the required permits for structural modification (for which additional time required by the permit process will be granted), the District will notify the county of the encroachments and request assistance in mitigating the problem, or in non structural encroachments, such as fences and landscaping, have the encroachment removed and bill the owner for the cost of removal.

4. **Speed Bumps:** The G. M. distributed copies of the Sunset Way speed bump survey and a lengthy discussion followed. Resident Edna Rossenas reported that she had surveyed many of the Sunset residents and found general opposition to the modular speed bumps recently installed. Additional discussion followed, with opposition and support of the new modular units, along with discussion of alternative designs. Bicyclers were particularly concerned with the modular bumps as being difficult for bicycle traffic. There was some comment that many vehicles are bypassing one side of the bumps by driving on the roadway shoulder and causing damage to the edges of the pavement. The Board instructed the G. M. to research the more gradual speed bumps suggested by Ms Rossenas and report back to the Board. In addition, the G. M. was directed to provide a 12 inch opening in the center of the modular bumps to ease the use by bicycle traffic.
5. **Sunset Way repairs.** The G. M. reported that a possible repaving of Sunset Way for a cost of approximately \$40,000 had been rumored as an offer by the contractor retained to do the repairs of Sunset Way. However, further research indicated that the estimate's accuracy was questionable. The G. M.'s report requested funding of approximately \$10,000 to have a detailed plan and profile survey completed for Sunset Way, to provide the information necessary to properly design new paving and drainage needed. This was discussed at considerable length, with Director Schiffries suggesting that prior to approving the survey it would be wise to complete a more comprehensive overview of the District's need for capital improvements (other than water which has been done) and to develop a possible funding method for the improvements. The G. M. noted that prior to repaving Sunset Way, it would be necessary to improve the water main, which is too shallow and undersized. Following additional discussion, the Board's consensus was to have the scheduled roadway repairs completed in a timely order and to continue the establishment of improvement priorities.

- B. **Recreation:** President Shaffer had chaired the ad hoc recreation committee and gave a brief overview of the committee's recommendations for changes in the District's rental policies, procedures and rental rates for the community center. Briefly, the rental rates have been substantially increased, large parties defined as attendance over 75 people would only be allowed every other weekend, and efforts to have the renters control excessive parking would be attempted. There were several interested residents in attendance, who voiced objections to the recommendations as being inadequate to solve the recent problems and a lengthy discussion followed, with requests for additional committee meetings and additional time for consideration of the problems. Richard Kohn, of Ahab Drive was particularly concerned with many of the recommendations, felt they were not clear and did not solve the parking and other problems of the recent frequent rentals.

Considerable discussion followed, and Director Schiffries strongly suggested that if the protesting residents desired additional consideration and had possible solutions to the problems, they should put them in writing and submit them to the Board for consideration. Following additional discussion of this possibility, it was decided to table further consideration of the recommendations to permit the submission of alternative suggestions prior to the next Board meeting.

Ann Browning then asked about the moratorium on rentals, in effect while the policy and rate changes are under consideration. She has two requests for rentals in November, one for a group of 30 professional people (previous renters) and one for a wedding reception. After some consideration, Director Schiffries *moved* to approve the small rental of the 30 professionals, but not the larger wedding reception; seconded by Director Pinto; ayes all.

- C. **Water rights:** The G. M. reported that there was nothing new, since his most recent communication that N. P. S. has sent a letter to D.W.R. agreeing to withdraw their protest, providing the wording of the interim measures is as agreed upon, and that the actual permit is in the various stages of progress necessary prior to sending to the District.
- D. **Water operations:** The G. M. reviewed his request to have the well site and the District's parcel located approximately 1/4 mile toward Muir Woods, from the well site be surveyed. John Sward volunteered that the site ("vacant site") toward Muir Woods was assumed to be located where there is a visible standpipe and that he thought this marked a dry well drilling.

This was followed by some discussion and the G. M. explained that the well site survey was necessary as the boundaries are not precisely known. With the need to drill a second well, it is essential to know where the well might be located on District property. Also, the location of the vacant site will provide information for evaluating the possible use of the property and/or exchange of the property with the State Park for expansion of the existing well site. The G. M. noted that the vacant site required a general location survey versus a recorded legal survey; whereas the well site requires a detailed boundary and topographic survey. The G. M. estimates the cost of the two surveys, if done in conjunction with each other to be less than \$7,000.

Director Pinto objected to the survey of the vacant site, as being unnecessary and some discussion followed. Director Schiffries *moved* to approve the surveys, at a cost not to exceed \$7,000; seconded by Director Rudnick; ayes Kamradt, Rudnick, Schiffries, and Shaffer; nays, Pinto.

- IX. **Redwood Creek Watershed Committee and General Discussion of Board Matters:** Due to the late hour and intensity of the previous discussion, Director Schiffries suggested that these two matters could be tabled for discussion until the next Board meeting and all Directors agreed.
- X. **Review of the Draft Minutes of the October 4, 2000 Board meeting.** There was a brief discussion of the minutes and Director Kamradt *moved* to approve the minutes as submitted; seconded by Director Schiffries, ayes all.
- XI. **Next meeting date:** The next regular Board meeting is scheduled for Wednesday, December 6, 2000.

The meeting was adjourned at 10:56 P.M.

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

Steven Shaffer, Board President

Donovan Macfarlane, Secretary