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DESCRIPTION

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#### AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT **BOARD OF DIRECTORS' REGULAR MEETING ON WEDNESDAY,** JANUARY 24, 2001 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.
- Review and consideration of the January 24, 2001 Agenda. Agenda items may be deleted, postponed, continued, or II. 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".
- National Park Service: Representatives from the National Park Service (N. P. S.) will offer information on the ongoing III. Muir Woods and Beach activities relevant to the Muir Beach Community.
- Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the December 1, 2000 through December 31, 2000 fiscal period. May Debe al., IV.
- Fire Department, Emergency Disaster, Committee: The Fire Chief will report on the activities of his department. Matter reporter on the light of . 80 look & growth report for Matter. PUBLIC OPEN TIME: California State Law prohibits Board action on any item, within its jurisdiction, that has not been V.
- VI. 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. The public must reference the minute item and date of the approved minutes Del achumber Das angles through title

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. Sfur - four Storp mumories for the function 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. Comments are subject to the time and content limitations outlined above.

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

- General Manager's Report: The General Manager's written report includes a review of administrative and operational VII. matters. The report is attached to and 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 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 items are for Board review and action.

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Fiscal review: The Consolidated Balance Sheet, Year to Date Summary Profit and Loss Report, December 2000 Profit and Loss Report, and the detailed year to date Profit and Loss Budget vs. Actual Income are included in the Board packet for review by the Directors. Emi works supported in the Board packet for review by the Directors. Emi works support of a support of the suppor

24 features not included in the current versions being used for District accounting. Some of the new features included should be of valuable use to the District, including greater report flexibility and customization, MC online billing, etc.

- Conflict of Interest Code: The District has used the County's Conflict of Interest Code for many years. 3. It is now required that the, if the District desires to use this code versus developing and adopting a separate code, the Board must do so by formal motion during a public meeting, the G. M. recommends that the County Code be used by the district. The Forn all.
- 4. California Special Districts Association: The annual dues for this membership have more than doubled during the past three years. The G. M. suggests that the membership be waived at this time. Continu

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:.

Sunset Way: Repairs to Sunset Way have been completed and all water service accounts on Sunset Way wee notified that the Board would begin considering long term improvement needs for the District's private roadways. In particular, for tonight's meeting the subject of parking problems and the resulting access and damage problems were listed as a subject to be discussed. Math, protect meeting were farmed

Roads and Easement Committee: During the December Board meeting, Director Pinto was appointed to chair the formation of this committee to develop recommendations for the development of uniform general policies and procedures applicable to the District's private roadways and pedestrian easements. there may be a brief report from Director Pinto. B. Grat scope

Recreation: Several events have taken place since the last Board meeting and it is anticipated that the various responsible volunteers will offer short reports on these events, including:

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The Quilters Art Faire. Lath has her for for survers day Approved some a last gene - Down't home what profit The dopation of a large screen TV-5' Small when and try write B - for the Be

3. The Board's adoption of interim new policies and procedures for rental of the community center.

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permit fee has been paid. However, due to an internal communications problem at the Division of Water Rights, the receipt of the payment was not properly transmitted to the staff and the issue of the actual permit was delayed, it is anticipated that the final permit documents may be received in time for the Board meeting.

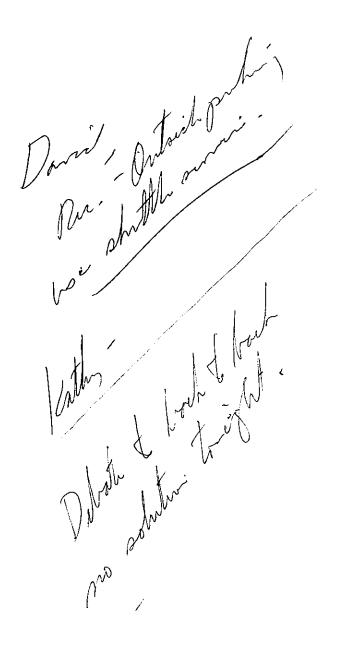
E. Water Operations: All pertinent considerations for water operations are contained in the G. M.'s report.

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. Laft Guy

Next meeting date: The fourth Wednesday in February is February 28, 2000. U 9', U IRNMENT OR CONTINUATION D:\CSD\Agendas\12-06-2000 D:\CSD\Agendas\12-06-2000 Page 2 of : IX.

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ADJOURNMENT OR CONTINUATION



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#### MUIR BEACH COMMUNITY SERVICES DISTRICT GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS FOR THE BOARD OF DIRECTORS MEETING <u>ON JANUARY 24, 2001</u>

#### Item VII of the Agenda: General Manager's Report:

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- 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 December 31, 2000 shows total assets of \$255,642.78 including \$116,006.27 in capital improvement reserves versus current liabilities of \$6,256.93 indicating that the District remains on a sound fiscal basis and has increase its equity since November through the receipt of the 1<sup>st</sup> increment of tax revenues..

The Summary Profit and Loss versus the Adopted Budget, with the current fiscal year being 50% completed is within budget parameters. Total income is 43.7% of the budget; however, the 7% underage reflects the County's delay in dispersing the West Marin Funds. These funds were transferred to our County depository in early January.

It should be noted that we have received \$3,221.20 in Roads and Easements income, which was not anticipated. \$1,321.20 of this income is the final receipt of the 1987 F. E. M. A. grant, and \$1,900 is a donation from the Hills Foundation, courtesy of Leighton Hills. This is the second donation received from the Hills Foundation, the first being two years ago in the amount of \$900.

Administrative income is slightly ahead of schedule, indicating that tax revenues may be some \$1,000 more than forecast by the budget; recreational income is ahead of schedule, but future commitments indicate it will be normal by year end; water income is ahead of schedule, but will most likely return to the budget forecast with February's billing; and water capital improvements income is behind schedule, but will regain with the January billing.

Communications with the County Auditor's office reported that they are still working on the audit. It seems that the audit department was once again given some higher priority work that delayed their progress.

- 2 QuickBooks: The new verison of this accounting program is now available and the update may be purchased for \$170 plus tax and delivery. The program offers 24 new features and the new features for improved report customization, on line billing, email invoices, etc. indicating that it may be a worthwhile upgrade. Our survey of desired payment methodology indicates some customer interest in water bill payments by online and credit card use. While the indications for these options are currently less than 20% of the total customers, my contacts with other water agencies indicates that they are receiving increased requests for these options.
- 3 **Conflict of Interest Code:** The District has always used the County Code for this purpose. The County Attorney's office now requests that the Board formally accomplish this by a resolution referencing the County Conflict of Interest Code to be used as the District Code. A motion is required to do this, and then at the beginning of each fiscal year, the motion should be reaffirmed.
- 4 **California Special Districts Association:** The annual membership dues invoice has been received. During the past several years, these dues have more than doubled, from \$110 to \$251. For many years, membership was a necessary requirement for insurance through the Special District Risk Management Association. However, now that we have greater coverage at better premiums, we no longer insure with S. D. R. M. A. Further, my evaluation of the effectiveness of C. S. D. A. during the past few years indicates that they are of little benefit to the District, and I suggest that the District no longer maintain its membership.
- **B** Roads and Easements: The repairs of Sunset Way and Pacific Way have been completed. The following items have been listed on the agenda for Board consideration.

1 Sunset Way: All water accounts having frontage on Sunset Way were notified, in accord with the Board's request, that the Board would be begin considering long term policies, procedures and standards for the District's private roadways, and in particular the increasing parking problems on Sunset Way which are contributing to emergency vehicle access problems and to roadway damage. The residents were invited to attend the Board meeting and/or submit suggestions and comments to the Board by written communication. As of this date, no written communication has been received; however, it is anticipated that several residents will attend the Board meeting.

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- 2 Roads and Easements Committee: During the December Board meeting, Director Pinto suggested the formation of this committee and resident Leighton Hills volunteered to serve on the committee. It may be that Director Pinto will have a progress report.
- C Recreation: The G. M. has no specific comments concerning recreation, other than to acknowledge the donation of a large screen TV to the community center. It is anticipated that the Quilters will offer a preliminary report on the success of the Art Faire and that Ann Browning will offer a brief report of the effectiveness of the interim rental policies and procedures.
- D Water Rights: We have received official notification that our water rights have been approved. A check (\$100) as payment for the annual fee was forwarded to the Division of Water Rights on December 17, 2000. However, the check was deposited without properly notifying the proper departments and there was a resulting delay in issuing the permit documents. Following several communications with D.W.R., and transmitting copies of the canceled check, they were able to affirm receipt of the check and the final permit documents are being issued. It is hoped that the final documents will be available for distribution in time for the Board meeting. Regardless of the delay, I am working on a final version of the Adoptive Management Plan (using the format suggested by Ed Ditto) incorporating the previously indicated desires of the Board. The plan could not be completed, as it is necessary to receive the final permit form to be certain of all details.
- E. 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 continue to indicate that the distribution system has no significant leakage. We did repair two service line leaks and begin hydrant flushing during the billing period.
  - A. Coliform tests taken during December were free of Coliform bacteria.
  - **B.** Gross water billing for the 11/23/2000 through 12/23/2000 billing period was \$3,869.13 including \$77.91 in late penalties and \$6.31 in interest carry charges. In addition, \$965.24 was assessed as consumption surcharges.

Total volume of water measured through the master meter =	767,327 gallons
Highest pumping day was on 12-17-00 and volume pumped =	39,560 gallons
Lowest pumping day was on 11-24-00 and volume pumped =	17,419 gallons
Total volume billed through service meters =	694,252 gallons
Gross unaccounted for water loss =	73,075 gallons
Estimated un-metered maintenance use =	23,000 gallons
Net unaccounted for water loss (6.53 %)	50,075 gallons
Average daily customer consumption =	157 gallons
Average service billing =	\$25.75

The table below tabulates the water production for the period November 23 to December 23, 2000.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

## MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 12/01/00 THROUGH 12/31/00

	USE CODE DMINISTRATIO	DESCRIPTION DN EXPENSES, DIVISION CODE 9236	FUND	AMOUNT
Office Max	2049	Meeting packet duplication	Р	\$19.59
ABC Consultants, inc.	2117	Administrative fee for December	8	500.00
Marin County	2129	Election fees	С	271.00
US Post Office	2130	Postage for Misc. Correspondence	Р	33.00
Office Max	2133	Misc. office supplies	P	5.21
AT&T	2534	707-643-1143 Toll charges thru 11/10/00	В	35.78
Pacific Bell	2534	707-643-1143 9/26 through 11/26/00	8	81.44
Pacific Bell	2534	415-388-7804 through 11/11/00	В	30.04
Pacific Bell	2534	New battery for cell phone	Р	64.30
Pacific Bell Wireless	2534	Cell phone through 12/26/00	В	85.83
			ENSES -	\$1 126 19

TOTAL G&A EXPENSES = \$1,126.19

#### ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Harvey Pearlman	1028	Maint. Mgr. wages paid in December	C	\$150.71
Saivador Gonzaies	1073	Maintenance wages paid in December	_ C	109.80
ABC Consultants, inc.	2117	Administrative fee for December	В	500.00
		TOTAL R&E EXP	PENSES =	\$760.51

#### WATER DIVISION EXPENSES, DIVISION CODE 9238

WAIC	J DIVISIO	IN EXPENSES, DIVISION CODE 5250		
Harvey Pearlman	1028	Maint. Mgr. wages paid in December	С	\$1,752.03
Jose Aicala	1073	Mainteance wages paid in December	C	25.84
Salvador Gonzales	1073	Mainteance wages paid in December	С	322.94
Harvey Pearlman	1506	Medical allowance for December	8	157.50
PERS	1506	December medical insurance	8	361.86
State Water Resources Control Board	2058	Water Rights Permit fee	8	100.00
Forster Pump & Engineering	2077	4" slip coupling	8	52.17
Goodman building Supply	2077	Misc. fittings and materials	8	62.63
Home Depot	2077	Misc. small supplies	8	17.64
Pace Supply	2077	PVC repair supplies	В	19.63
Department of Health Services	2115	Coliform tests 11/27/00	8	30.00
Western Water Products	2115	Cartridge filters	В	203.98
ABC Consultants, Inc.	2117	Administrative fee for December	В	800.00
ABC Consultants, Inc.	2117	Clerical fee for December	В	850.00
Public Storage	2121	Storage of historical files December	В	43.00
US Post Office	2130	Postage expenses	Р	32.00
Costco	2133	Printer ink cartridges	Р	51.53
Office Depot	2133	Misc. office supplies	Р	5.35
Office Max	2133	Misc. office supplies	Р	63.32
ABC Consultants, Inc.	2479	Routine travel 11/1 through 11/30/2000	В	148.20
Harvey Pearlman	2479	Travel allowance for December	В	125.00
Pacific Bell	2534	Community Center pay phone Oct. & Nov.	В	107.40
Pacific Bell	2534	Well relay phone through 12/07/2000	В	31.54
		TOTAL WATER EXP	PENSES =	\$5,363.56

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## MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 12/01/00 THROUGH 12/31/00

#### **RECREATION EXPENSES, DIVISION CODE 9239**

Harvey Pearlman	1028	Maint. Mgr. wages paid in December	C	\$244.90
Juana Gonzaies	1073	Janitorial wages paind in December	С	218.91
Salvador Gonzales	1073	Mainteance wages paid in December	С	167.94
Best Buy	2066	Antenna for donated big screen TV	Р	16.04
Goodman Building Supply	2077	Repairs of panels damaged by maintenanc	В	51.47
Post Tool	2077	Tabie ieg repairs	В	21.03
ABC Consuitants, Inc.	2117	Administrative fee for December	В	500.00
McPhaii	2535	Butane gas resuppiy	В	223.87
Lonna Richmond	2041Bi	Bistro supplies, cream, etc.	Р	4.20
Lonna Richmond	2041Bi	Bistro wages paind in December	C	290.67
Nancy Knox	2041Bi	Bistro pastries	Р	7.50
		TOTAL DECREATION EVO		¢1 746 52

TOTAL RECREATION EXPENSES = \$1,746.53

#### FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants, inc.	2117	Administrative fee for December	В	\$225.00
Pacific Bell	4827	Fire station phone, 09/25/00 thru 11/25/200	В	34.76
Diego Truck Repair	Op. Exp.	Repair of fire truck	В	2,093.66
		TOTAL FIRE EXP	ENSES =	\$2,353.42

TOTAL FIRE EXPENSES = \$2,353.42

## TOTAL GENERAL FUND EXPENSES = 11,350.21

#### C = Paid thru County depositorles 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 \_\_\_\_\_\_ 200\_\_\_\_.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Steve Shaffer, President

Donovan Macfariane, General Manager

01/20/01

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## **MUIR BEACH COMMUNITY SERVICES DISTRICT Balance Sheet**

As of December 31, 2000

ASSETS Current Assets Checking/Savings Fund 429, County General Fund Capital Improvements Capital Improvements Total Fund 429, County Investment Fun Capital investments Total Fund 429, County Investment Fun Capital investments Total Fund 429, County Investment Fun 123,196.53 Petty Cash Fund Salomon Smith Barney Fire Station Reserve 11,935.76 General Funds Salomon Smith Barney Fire Station Reserve 11,935.77 General Funds Salomon Smith Barney Total Salomon Smith Barney Total Salomon Smith Barney Total Salomon Smith Barney Total Salomon Smith Barney Total Checking/Savings Accounts Receivable Receivables Total Accounta Receivable Total Accounta Receivable Total Accounta Receivable Current Liabilities Current Liabilities Current Liabilities Total Current Liabilities Current Liabilities Current Liabilities Total Current Liabilities Total Current Liabilities Current Liabilities Total Current Liabilities Total Current Liabilities Cather Current Liabilities Cather Current Liabilities Cather Current Liabilities Total Current Liabilities Cather Current Liabilities Total Current Liabilities Cather Current Liabilities Total Current Liabilities Total Current Liabilities Cather Current Cur		Dec 31, '00
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Total Accounta Receivable10,093.90Total Current Aesets255,642.78TOTAL ASSETS255,642.78LIABILITIES & EQUITY255,642.78LIABILITIES & EQUITY255,642.78Liabilities255,642.78Current Liabilities1,288.77W9025RD, Security deposits1,288.77W9025RD, Security deposits4,968.16Total Other Current Liabilities6,256.93Total Current Liabilities6,256.93Total Current Liabilities6,256.93Equity253,927.79Net Income-4,541.94Total Equity249,385.85	Accounts Receivable	
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LIABILITIES & EQUITY Liabilities Current Liabilities Other Current Liabilities R9255R, Refundable deposits Total Other Current Liabilities1,288.77 4,968.16Total Other Current Liabilities6,256.93Total Current Liabilities6,256.93Total Current Liabilities6,256.93Equity Retained Earnings Net Income253,927.79 -4,541.94Total Equity249,385.85	Total Current Aesets	255,642.78
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Current LiabilitiesOther Current LiabilitiesR9255R, Refundable deposits1,288.77W9025RD, Security deposits4,968.16Total Other Current Liabilities6,256.93Total Current Liabilities6,256.93Total Liabilities6,256.93EquityRetained Earnings253,927.79Net Income-4,541.94Total Equity249,385.85		
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Total Other Current Liabilities6,256.93Total Current Liabilities6,256.93Total Liabilities6,256.93Equity Retained Earnings Net Income253,927.79 -4,541.94Total Equity249,385.85	· ·	· •
Total Liabilities6,256.93Equity Retained Earnings Net Income253,927.79 -4,541.94Total Equity249,385.85	Total Other Current Liabilities	6,256.93
Equity Retained Earnings253,927.79 -4,541.94Net Income-4,541.94Total Equity249,385.85	Total Current Liabilities	6,256.93
Retained Earnings         253,927.79           Net income         -4,541.94           Total Equity         249,385.85	Total Liabilities	6,256.93
Retained Earnings         253,927.79           Net income         -4,541.94           Total Equity         249,385.85	Equity	
Net Income         -4,541.94           Total Equity         249,385.85		253,927.79
	<b>v</b>	•
TOTAL LIABILITIES & EQUITY 255,642.78	Total Equity	249,385.85
	TOTAL LIABILITIES & EQUITY	255,642.78

### MUIR BEACH COMMUSSI SERVICES DISTRICT SUMMARY PROFIT & LOSS vs. BUDGET REPORT July through December 2000

	Jul - Dec '00	Budget	% of Budget
Income			
Administrative Income	24,035.46	40,870.00	58.8%
Fire Operations Income	0.00	12,750.00	0.0%
Recreational Activities Income	7,756.17	11,120.00	69.7%
Roads & Easements Income	3,221.20		
Water Capital Improvements I	15,839.50	50,010.00	31.7%
Water Operations Income	28,347.09	66,300.00	42.8%
Total Income	79,199.42	181,050.00	43.7%
Expense			
Administrative Expenses	8,081.27	21,910.00	36.9%
Fire Operational Expenses	6,021.06	10,700.00	56.3%
Recreational Expenses	11,037.16	28,093.00	39.3%
Roads & Easements Expenses	4,231.66	35,216.00	12.0%
Water Capital Improvements E	20,835.56	92,489.00	22.5%
Water Operational Expenses	33,534.65	71,263.00	47.1%
Total Expense	83,741.36	259,671.00	32.2%
Net income	-4,541.94	-78,621.00	5.8%

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# MBCSD Fi=2000-2001 Year to Date Profit & Loss Budget vs. Actual July through December 2000

	Jul - Dec '00	Budget	\$ Over Budget	% of Budget	
Income Administrative income A9001, General Tax income A9203, Interest earned A9772, Copier income	21,995.12 2,038.34 2.00	38,260.00 2,500.00 110.00	(16,264.88) (461.66) (108.00)	57.5% 81.5% 1.8%	
Total Administrative income	24,035.46	40,870.00	(16,834.54)		58.8%
Fire Operations Income F9377, West Marin Funds F9763, Fire Assoc. Donations	0.00	8,350.00 4,400.00	(8,350.00) (4,400.00)	0.0%	
Total Fire Operations Income	0.00	1 <b>2</b> ,750.00	(12,750.00)		0.0%
Recreational Activities income R9255, CC Rental income R9811, Rec. Programs Income. R9811BI, Bistro income R9811CP, Child's Prog. Income	6,247.50 597.67 198.00	8,000.00 1,800.00 200.00	(1,752.50) (1,202.33) (2.00)	78.1% 33.2% 99.0%	
R9811TC, Tal Chi income	712.00	1,120.00	(408.00)	63.6%	
Total R9811, Rec. Programs income.	1,507.67	3,120.00	(1,612.33)	48.3%	
R9834, Res. Handbook income	1.00				
Total Recreational Activities income	7,756.17	11,120.00	(3,363.83)		69.7%
Roads & Easements income E9772, Road & Esm't income E9772 Donations E9772F. FEMA Grant income	1,900.00 1,321.20				
Total E9772, Road & Esm't Income	3,221.20				
Total Roads & Easements Income	3,221.20				
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income H9031, Consumption Surcharge	6,047.70 6,055.70	30,260.00	(24,212.30)	20.0%	
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 H9377G, Gen. inv. interest	3,003.61 582.49	4,000.00 750.00	(996.39) (167.51)	75.1% 77.7%	
Total H9377, interest Earnings	3,586.10	4,750.00	(1,163.90)	75.5%	
ſotal Water Capitai Improvements inco	15,839,50	50,010.00	(34,170.50)		31.7%
Nater Operations Income W9025, Water Service Income W9025int., Overdue bill Interst W9025LP, Late pay penaity W9025, Water Service Income - Other	68.88 694.29 27,533.92	100.00 1,200.00 65,000.00	(31.12) (505.71) (37,466.08)	68.9% 57.9% 42.4%	

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# MBCSD Fi= 2000-2001 Year to Date Profit & Loss Budget vs. Actual July through December 2000

	Jul - Dec '00	Budget	\$ Over Budget	% of Budget	
W9772, Miscellaneous Income	50.00				
Total Water Operations Income	28,347.09	66,300.00	(37,952.91)		42.8%
Total income	79,199.42	181,050. <b>00</b>	(101,850.58)		43.7%
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	3,500.00	6,000.00	(2,500.00)	58.3%	
A2121, Miscellaneous Expenses	(14.70)	200.00	(214.70)	(7,4)%	
A2129. Gen. Election expenses	290.59	350.00	(59.41)	83.0%	
A2130, Mailing & Shipping Exp.	64.35	100.00	(35.65)	64.4%	
A2133, Office Supplies	451.56	300.00	151.56	150.5%	
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	842.04	1,650.00	(807.96)	51.0%	
A2534, Telephone/Communications	1,243.26	2,600.00	(1,356.74)	47.8%	
A2713, Legal fees	1,211.25	1,500.00	(288.75)	80.8%	
Total Administrative Expenses	8,081.27	21,910.00	(13,828.73)		36.9%
Fire Operational Expenses					
F2059, P & L insurance	1,659.00	1,700.00	(41.00)	97.6%	
F2117, Administrative Fees	1,350.00	2,700.00	(1,350.00)	50.0%	
F4048, Fire Station improvement	819.75				
F4827, W. Marin Fund Expenses	98.65	6,300.00	(6,201.35)	1.6%	
Fire Operational Expenses - Other	2,093.66				
Total Fire Operational Expenses	6,021.06	10,700.00	(4,678.94)		56.3%
Recreational Expenses					
R1028, Maint. Mgr. Wages	586.25	1,600.00	(1,013.75)	36.6%	
R1073, Janitorial wages	1,390.50	2,100.00	(709.50)	66.2%	
R1404, FICA	284.44	283.00	1.44	100.5%	
R1701, Work Comp Insurance	190.50	310.00	(119.50)	61.5%	
R2041, Rec. Program Expenses		0.000.00	(1.400.57)	47.0%	
R2041BI, Bistro Expenses	1,316.43	2,800.00 200.00	(1,483.57) (46.16)	76.9%	
R2041CP, Child's Program Exp.	153.84 569.60	1,400.00	(830,40)	40.7%	
R2041TC, Tal Chi Expenses	·	4,400.00	(2,360.13)	46.4%	
Total R2041, Rec. Program Expenses	2,039.87	·		100.0%	
R2059, P & L Insurance	500.00	500.00	0.00	20.8%	
R2077, Routine Repairs	1,040.76	5,000.00	(3,959.24) (1,200.00)	0.0%	
R2097, CC Ground Maintenance	0.00 3,500,00	1,200.00 6,000.00	(1,200.00)	58.3%	
R2117, Administrative Expenses R2121, Miscellaneous Expenses	0.00	100.00	(100.00)	0.0%	
R2121, Miscellaneous Expenses	28.60	100.00	(71.40)	28.6%	
R2133, Onice Supplies & Stamps R2259, Refuse Removal	217.20	450.00	(232.80)	48.3%	
82366 Building Supplies	170.90	500.00	(329.10)	34.2%	
<ul> <li>R2534, Pay Telephone Expense</li> </ul>	322.20	650.00	(327.80)	49.6%	
<ul> <li>R2535, Energy Expenses</li> <li>Description</li> </ul>			(- <b></b> ···)		
R2535E, Electrical Expenses	0.00	700.00	(700.00)	0.0%	
R2535G, Butane Gas Expenses	223.87	700.00	(476.13)	32.0%	

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# MBCSD Fi= 2000-2001 Year to Date Profit & Loss Budget vs. Actual July through December 2000

	Jui - Dec '00	Budget	\$ Over Budget	% o1 Budget	
R2535, Energy Expenses - Other	542.07				
Total R2535, Energy Expenses	765.94	1,400.00	(634.06)	54.7%	
R4048, Building improvements	0.00	3,500.00	(3,500.00)	0.0%	
Total Recreational Expenses	11,037.16	28,093.00	(17,055.84)		39.3%
Roads & Easements Expenses E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FICA E1701, Work's. Comp. Insurance E2059, P & L Insurance E2077, Road & Easement Repairs E2117, Administrative Fees	236.25 216.00 34.60 0.00 217.00 27.81 3,500.00	2,600.00 5,000.00 581.00 585.00 450.00 20,000.00 6,000.00	(2,363.75) (4,784.00) (546.40) (585.00) (233.00) (19,972.19) (2,500.00)	9.1% 4.3% 6.0% 0.0% 48.2% 0.1% 58.3%	
Total Roads & Easements Expenses	4,231.66	35,216.00	(30,984.34)		12.0%
Water Capital Improvements Exp. H2059, P & L Insurance H2117, Administrative Fees H2352, County fees H2713, Project Improvements H2713CP, System Improvements H2713WR, Water Right Resolution	165.00 0.00 0.00 20,670.56 0.00	165.00 2,000.00 324.00 5,000.00	0.00 (2,000.00) (324.00) (5,000.00)	100.0% 0.0% 0.0%	
Total H2713, Project Improvements	20,670.56	5,000.00		413.4%	
H4169UT, Priority Improvements H4169NW, New Well H4169VR, Valve Replacement	0.00	45,000.00	(45,000.00) (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 W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W1506CPHvy W1506CPSh W1506, Medical benefits - Other	9,162.25 1,466.00 710.15 739.84 707.60 (321.04)	16,250.00 3,000.00 1,473.00 1,890.00	(7,087.75) (1,534.00) (762.85) (1,150.16)	56.4% 48.9% 48.2% 39.1%	
Total W1506, Medical benefits	1,126.40	1,890.00	(763.60)	59.6%	
W1701, Work. Comp.insurance W2049, Conferences & Training W2058, Annual Permit Fee W2059, P & L Insurance W2077, Routine Repairs W2115, Chemicals I Testing W2117, Adminsitrative Fees	1,120.15 293.00 1,600.00 750.00 1,501.02 656.52	2,000.00 600.00 1,500.00 750.00 1,250.00 4,500.00	(879.85) (307.00) 100.00 0.00 251.02 (3,843.48)	56.0% 48.8% 106.7% 100.0% 120.1% 14.6%	
W2117A. Administrative Fees W2117A. Administrative Fees W2117C. Cierical Fees W2117, Administrative Fees • Other	0.00 0.00 10,350.00	9,600.00 10,200.00	(9,600.00) (10,200.00)	0.0% 0.0%	

### 2000-2001 MBCSD Fi Year to Date Profit & Loss Budget vs. Actual July through December 2000

	Jul - Dec '00	Budget	\$ Over Budget	% of Budget
Total W2117, Adminsitrative Fees	10,350.00	19,800.00	(9,450.00)	52.3%
W2121, Miscelianeous Expenses W2130, Postage & Shipping W2133, Office Supplies W2325, Contract Services W2479, Travel allowance W2534, Telephone Relay Expense W2535, Electrical Service	432.19 426.40 537.80 0.00 735.00 250.61 2,417.16	4,000.00 1,100.00 1,200.00 5,000.00 1,500.00 450.00 5,000.00	(3,567.81) (673.60) (662.20) (5,000.00) (765.00) (199.39) (2,582.84)	10.8% 38.8% 44.8% 0.0% 49.0% 55.7% 48.3%
Total Water Operational Expenses	33,534.65	71,263.00	(37,728.35)	47.1%
Total Expense	83,741.36	259,671.00	(175,929.64)	32.2%
Net income	(4,541.94)	(78,621.00)	74,079.06	5.8%

## MUIR BEACH COMMUNITY SERVICES DISTRICT MONTHLY PROFIT AND LOSS FOR

December 2000

	Dec '00
Income	
Administrative income A9001, General Tax income	21,615.61
Total Administrative Income	21,615.61
Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income. R9811BI, Bistro Income	425.00 84.00
R9811CP, Child's Prog. Income	198.00
Total R9811, Rec. Programs Income.	282.00
Total Recreational Activities Income	707.00
Roads & Easements Income E9772, Road & Esm't Income E9772 Donations	1,900.00
Total E9772, Road & Esm't Income	1,900.00
Total Roads & Easements Income	1,900.00
Water Capital Improvements Inco H9031, Water Surcharge Income H9031, Consumption Surcharge	932.41
H9031, Water Surcharge Income - Other	30.00
Total H9031, Water Surcharge Income	962.41
Total Water Capital Improvements Inco	962.41
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill Interst W9025LP, Late pay penaity W9025, Water Service Income - Other	0.89 81.91 3,893.89
Total W9025, Water Service Income	3,976.69
W9772, Miscellaneous Income	8.61
Total Water Operations Income	3,985.30
Total Income	
Expense Administrative Expenses A2117, Consulting Admin. Fees A2129. Gen. Election expenses A2130, Mailing & Shipping Exp. A2133, Office Supplies A2479, Travel Expenses A2534, Telephone/Communications	500.00 290.59 34.55 3.66 148.20 297.39
Total Administrative Expenses	1,274.39
Fire Operational Expenses F2117, Administrative Fees F4827, W. Marin Fund Expenses	225.00 34.76
Fire Operational Expenses - Other	2,093.66
Total Fire Operational Expenses	2,353.42
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FICA R2041, Rec. Program Expenses R2041BI, Bistro Expenses	227.50 358.50 77.45 281.70
Total R2041, Rec. Program Expenses	281.70
R2077, Routine Repairs R2117, Administrative Expenses R2366, Building Supplies R2534, Pay Telephone Expense	72.50 500.00 16.04 107.40

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## MUIR BEACH COMMUNITY SERVICES DISTRICT MONTHLY PROFIT AND LOSS FOR

December 2000

	Dec '00
R2535, Energy Expenses R2535G, Butane Gas Expenses	223.87
Total R2535, Energy Expenses	223.87
Total Recreational Expenses	1,864.96
Roads & Easements Expenses E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FICA E2117, Administrative Fees	140.00 102.00 18.51 500.00
Total Roads & Easements Expenses	760.51
Water Operational Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits	1,627.50 324.00 137.38 184.96
W1506CPHvy W1506CPSh	176.90
W1506, Medical benefits - Other	-27.46
Total W1506, Medical benefits	334.40
W2058, Annual Permit Fee	100.00
W2077, Routine Repairs	152.07
W2115, Chemicals   Testing	233.98
W2117, Adminstrative Fees	1,650.00
W2121, Miscellaneous Expenses	13.00
W2130, Postage & Shipping	32.00
W2133, Office Supplies	120.20 125.00
W2479, Travel allowance W2534, Telephone Relay Expense	31.54
Total Water Operational Expenses	4,881.07
Total Expense	11,134.35
Net Income	18,035.97

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#### OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGULAR MEETING HELD ON WEDNESDAY, DECEMBER 6, 2000

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

- I. Call to order: President Shaffer called the meeting to order at 7:08 p.m.
- II. Review and consideration of the December 6, 2000 Agenda. There was a brief discussion of the Agenda, with the G. M. noting that the date of the Agenda in Item II should be corrected to December 6. Director Schiffries *moved* to approve the Agenda providing the date is corrected and that Item VIII-D Water Rights, be moved to follow Item VIII-A to precede Item VIII-B; seconded by Director Rudnick, ayes all.
- III. National Park Service: Ranger Pat Reischl distributed a summary of N. P. S. items of interest to the District and briefly reviewed them including: (1) Copies of the "frequently asked questions comments" sheet applicable to the Transportation Study; (2) Notice that the Historic structures study must be completed prior to any other discussion about the future of the dairy; (3) Notice that Ed Ueber of National Oceanic Atmospheric Agency is developing a support system for removal of large mammals from Muir Beach; (4) Mia Monroe is working to install temporary traffic signals for the Shoreline Highway repair area to permit one way traffic; (5) Recently, the Muir Beach parking lot was kept open to assist Muir Beach residents during Sunset Way repairs. She further announced that N. P. S. is glad to help out, and it is possible to obtain a special parking permit for occasional use of the overlook parking area.; (6) the junior ranger program (ages 6 12) is in full swing; and (7) the annual Winter Solstice is Tuesday, December 21, 2000. Family activities are from 3:30 to 5:00 p.m. with bonfire and luminaries take place from 5:00 to 7:00 p.m. The Board thanked Ranger Reischl.
- IV. Bills to be Paid Report: There was a brief discussion of the report and Director Pinto moved to approve the report as submitted, including a total of \$13,152.19 in general fund expenditures and \$150 in deposit refunds, for a combined total of \$13,452.19 in checks issued; seconded by Director Kamradt, ayes all.
- V. Fire Department, emergency disaster committee: Chief Moore reported that the fire truck has been repaired and the total cost was just \$4,187.32 and suggested the Board had originally offered to pay 1/2 of the original estimate of \$5,000. It was agreed that the District pay 1/2 half of the actual billing in the amount of \$2,093.66.
- VI. **Public Open Time:** While there were many residents in attendance, they were present for more specific items to be considered and due to the anticipated lengthy requirements of future events, it was suggested that no time be allotted for non item discussion.
- VII. Redwood Creek Watershed Committee: Director Schiffries gave a brief report on the most recent events concerning the Watershed, including grant funds for historical research (good for 3 years); the fact that N. P. S. is seeking funds for "Big Lagoon" from possible State grants involving salmon; and that Carolyn Shoulders now has a staff of 6 Americore volunteers to assist her. He also mentioned that the golden Gate advisory Board is supporting the Watershed study efforts, and that there is a national study to reduce wild land fires. He is pursuing possible grant funds for demonstration projects that may be available to the District Volunteer Fire Department as a part of the national

study. The next Committee meeting is December 13, 2000 and Directors Pinto and Schiffries will try to attend.

Following Director Schiffries report, President Shaffer suggested that the "Coffee Break" be dispensed with, due to the anticipated lengthy discussion concerning the remaining agenda. All concurred.

#### VIII. General Manager's Report:

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- A. Administration: The following items were discussed:
  - 1. **Fiscal review:** Director Schiffries asked what the Capital Improvement expenditures included and the G. M. responded, the well pump and control system improvements.
  - 2. Independent County Audit: The G. M. reported that he had talked with the auditor's office on Monday and they are now working full time to complete the audit.
- **B.** Water Rights: The G. M. reported that there was no new news since his last e-mail that the required letter from N. P. S. has been received by D.W.R. and they are still waiting for letters from State Parks and State Fish and Game. This was followed by some general discussion, particularly questioning if D.W.R. has set a time limit for receipt of the letters in question. The G. M. noted that D.W.R. is still processing the permit (estimated to take 90 days and has been in progress for approximately 60 days). He is generally in contact with D.W.R. on a weekly basis and will inquire about this in his e-mail or telephone contacts and advise the Board.

#### C. Roads and Easements:

1. Sunset Way: There was a lengthy discussion considering possible extensive paving improvements of Sunset Way. Director Pinto reviewed much of the G. M.'s report to the Board with cost estimates, possible methods of financing, resident interest, etc. Various Directors commented and discussed the portion that the District might pay from the current funds allocated for Sunset Way repairs, the remaining F. E. M. A. repairs, etc. During a discussion of the length of time required to complete the various steps necessary for the extensive improvements, Director Schiffries mentioned that in his experience of financing, etc. it would take approximately one year before construction could begin and there are costs required by financing agencies. The G. M. mentioned that his cost estimates had included the ancillary finance costs and confirmed the time requirements.

The discussion then turned to the essential repairs for Sunset Way and a lengthy discussion followed. It was mentioned that Mr. Martenyi might participate in paying for a part of the repairs; however, it seems that he has been detained in Mexico and out of contact. Discussion of full improvement of the roadway section from the Martenyi property westerly to Cove Lane followed; however, this would most likely require replacement of the existing water line at an estimated \$16,000 cost, and the Board is concerned that other water capital improvements have priority. The G. M. noted that the budget contains \$20,000 for applicable maintenance and repairs, of which approximately \$11,000 is to be used for Sunset Way. Following further

discussion and the concerns that the inclement weather season will damage the temporary repairs, Director Kamradt *moved* to implement the scheduled Sunset Way repairs including \$4,000 for the Cove Lane area, \$4,000 for the smaller area repairs and \$3,000 for the repairs that Mr. Martenyi may have been willing to participate in, for a total of \$11,000. This was seconded by Director Rudnick, ayes all. It was then noted that if Mr. Martinye returns and his participation is confirmed, the remaining funds may be used for other repairs including needed work on a portion of the unrepaired part of Pacific Way.

The G. M. was authorized to develop a notice to Pacific Way and Sunset Way residents, to inform them that the Board is beginning to consider formal policies and procedures for the Roads and Easements, possible long term improvements for Sunset Way, and that during their next meeting the subject of parking along the roadway shoulders will be discussed. The Board is concerned with the pavement damage resulting from vehicles parking along the roadway edge and cracking the pavement edge, as well as forcing vehicles to drive off the opposite edge in order to have passage, and quite often parking interferes with emergency vehicle access.

2. Right of way encroachments: In a continuation of this subject from the November 8, 2000 meeting and with an opinion from the County attorney, the Board considered the various alternatives offered by the attorney's opinion. In the previous meeting, the G. M. had indicated that it was his understanding that if the Board received a formal complaint from a resident, the Board must respond to that complaint. As a consequence, the Board had instructed the G. M. to write the resident subjects of the complaint, notifying them of the encroachment with a notice to mitigate the encroachment or furnish legal proof that the encroachments do not exist, providing a 90 day period for mitigation or response. The County Attorney's legal opinion differed from this requirement in that while the Board should entertain the complaint, the Board is not required to take further action, and that the Board has reasonable discretionary power to develop an applicable policy.

This was followed by further discussion concerning the need to develop standard policies and procedures, with Director Pinto indicating that she reluctantly felt an ad hoc committee should be formed to develop suggested policies for the Board's consideration. Director Pinto offered to chair the committee and resident Leighton Hills volunteered to become a committee member. The board concurred with this suggestion and authorized the committee to be formed.

Subsequent to the decision to form a committee and develop a policy, Director Kamradt *moved* to instruct the G. M. to delay delivery of the encroachment notices prepared as a result of the November 8, 2000 meeting.

3. Goats grazing on the District right of ways: This subject was deferred from the November 8, 2000 meeting to tonight's meeting. Resident Jon Erickson, representing the Muir Beach Garden Club (owners of the goats) gave a brief presentation on the benefits of the goats in controlling undesirable vegetation growth such as poison oak and in reducing the fire hazard of excessive vegetation.

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Hester Burn-Calander, then protested the goats grazing in the pedestrian way adjacent to her property, saying that the Board had authorized her to replant the pedestrian way, and submitted a list of native plants that she intends to plant. She also indicated that she would obtain the plants and bill the District for the costs. President Shaffer then responded that the District had authorized her to develop a list of plants, but had not authorized her to do any planting until further consideration was given to the matter.

This was followed by further discussion and Director Schiffries *moved* that all District property and right of way be considered free range, until such time as a more formal policy might be developed; seconded by Director Rudnick, ayes all.

**D. Recreation:** A large group of residents were present to participate in the discussions concerning the development of new policies and procedures for rental of the community center. The consolidated recommendations from Seacape Drive and Ahab Drive residents have been received as prepared by resident Richard Kohn, resulting from Director Schiffries request that residents forward suggestions in writing to the Board. President Shaffer, introduced the subject with a brief overview of the written suggestions and indicated his accord with most of the provisions. He indicated that he felt the suggested \$1,250 minimum rental fee, applicable to large parties of outside residents, might be more than the market could sustain and that limiting music to no later than 10:30 p.m. on Friday and Saturday would not be acceptable.

This was followed by a lengthy and active discussion of the various points by residents in support of and in opposition to the suggestions, including but not limited to; Ann Browning, Richard Kohn, Bill Levin, Laurel Simms, Cathy Sward, Judith Yamamoto, others, the G. M., and all Board Directors. Numerous factors were considered, with considerable attention given to the parking problems, potential liability from ancillary actions, accidents and trespassing resulting from abusive behavior of rental attendees, insurance coverage, noise, inconvenience to nearby residents, rental rates, etc. In addition, a written comment was submitted by resident Fred Thal and read to the audience.

Following further discussion concerning the moratorium on rentals established by the Board, Director Kamradt *moved* to adopt, as and interim measure to cancel the moratorium and adopt the policies and procedures suggested in the written proposal submitted by Richard Kohn; providing however that (1) the limitation on music would be 12 midnight on Saturday or Sunday and 10:30 p.m. on other evenings; (2) the rental rates for non resident rentals of 30 or less participants will be \$50 per hour with no minimum charge; (3) the rental rates for non resident rentals of 31 to 74 participants will be \$75 per hour with a minimum charge of \$375; and (4) the rental rates for non resident rentals of \$1,000. The motion was seconded by Director Rudnick and following brief discussion for clarification all Directors voted aye.

E. Water Operations: Due to the late time, there were no question concerning this item.

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- IX. General discussion of Board matters and concerns: Due to the late time, this item was not considered.
- X. Review of the draft minutes of the November 8, 2000 meeting: Following Board discussion, Director Rudnick moved to approve the minutes with the following corrections: (1) Item VI, at the end of the first paragraph add the closing sentence "The Board concurred."; (2) Item VIII-A-1, correct the spelling of leech to Leach in the opening of the first paragraph; (3) Item VIII-A-1, add as a closing sentence to the second paragraph "Director Kamradt asked if the easement is used, will Mr Hill observe the additional setback from the cliff line for a proposed dwelling, in accord with the original reasons considered by the earlier Board for granting the use of the easement, and Mr. Hill expressed his agreement that he would."; and (4) Item Item VIII-A-3, forth paragraph, reword the first sentence to read "Following a lengthy discussion with all parties involved including some of the protestants and other property owners, with the G. M.'s guidance the Board instructed . . .". The motion was seconded by Director Pinto, ayes all.
- XI. The next meeting date was announced to be Wednesday, January 24, 2001.

#### The meeting was adjourned at 10:41 p.m.

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

Steven Shaffer, Board President

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Donovan Macfarlane, Secretary

## TABLE OF CONTENTS FOR THE BOARD OF DIRECTOR'S INFORMATION PACKET FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING ON WEDNESDAY, FEBRUARY 28, 2001 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE. THE MEETING WILL BEGIN AT 7:00 P.M.

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Out, wonto little to MIS a popur trail. 1 yr ago, Today it.

#### AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT **BOARD OF DIRECTORS' REGULAR MEETING ON WEDNESDAY,** FEBRUARY 28, 2001 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.

**Open the public meeting:** President Shaffer will open the public meeting. 7.09I.

Review and consideration of the February 28, 2001 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". Mathematical dome of the adverter of Agendar Morr due ( - + 4 for tonight's southing only, Even more, Pitch 22 all. 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. Ray are draw of party and remain

- Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the January 1, 2001 through January 31, 2001 fiscal period. Emi, Dub and v.
- Fire Department, Emergency Disaster Committee: No report is anticipated from the Fire Chief. V.
- VI. General Manager's Report: The General Manager's written report includes a review of administrative and operational matters. The report is attached to and 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 answer questions concerning these matters.
  - Water rights: The District's Water Rights Permit has been issued and it requires some actions by the Board, as A. follows:
    - The Permit requires the Board to prepare an "Adaptive Management Plan" ("AMP") and suggests the formation of a "Technical Advisory Committee" ("TAC") to study and make recommendations to the Board for the following considerations::
      - A Water Conservation Plan, including tiered rate structures, leak detection, repairs, low flow a. facilities, seasonal operational changes, irrigation limitation, inspection/enforcement, operational management, and stepped conservation measures.
      - b. A Streamflow Monitoring Program.
      - A Pumping Schedule. Ç.
      - d. A Reporting Schedule for streamflow, water consumption, water conservation, etc.
      - A Plan for updating and revising the AMP e

To facilitate this requirement, a draft "TAC" work plan has been submitted to the Board, under separate cover, including suggested TAC formation and membership.

- 2. Board representation on the TAC. The proposed TAC formation plan suggests two District Directors and the General manager represent the District on the TAC. The Board should appoint the Directors. John / Emi +
- 3. Scheduling of the first TAC meeting. It is suggested that the first meeting of the TAC be scheduled for Wednesday, March 14 or 21. For the convenience of non District TAC representatives, it is suggested that the meeting be held during daytime business hours, in the Children's room of the district Community Center.
- 4. As the Water Permit places restrictions on the hours and volume of water that the District may pump from its wells, during the dry season, several essential modifications to the District's pumping facilities, schedules, etc. are necessary. As these factors involve Capital expenditures, it is suggested that the Water Capital Improvements Committee schedule a meeting date at the earliest possible convenience.
- В. District Special Tax Assessment for Water Capital Improvements: While this assessment is based on a "Twenty year Plan", State Law requires the voter approval every four years. A ballot measure is required prior to 12/01/01.
- Water Operations: All pertinent considerations for water operations are contained in the G. M.'s report. C.

Matt: Permit

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- D. Administration: The report includes Administrative operations, Fiscal Reports and District Fiscal Balance Sheets for November 2000 and the fiscal year to date. The following items are for Board review and action.
  - 1. Fiscal review: The Consolidated Balance Sheet, Year to Date Summary Profit and Loss Report, January 2001 Profit and Loss Report, and the detailed year to date Profit and Loss Budget vs. Actual Income are included in the Board packet for review by the Directors.
  - 2. Independent Audit: Susan Forsythe, audit chief has assigned two auditors with priority preference given to completing the District's audit.
  - 3. Marin LAFCO: We have been notified that the election of a special district representative to Marin Lafco is in progress. The Board should vote to elect a representative.
- E. 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:.

Sunset Way: During the January meeting, several residents reported problems with the drainage on Sunset Way, adjacent to their property. These areas have been inspected and recommendations for possible solutions and recommendations are contained in the General Manager's report. In addition, there is some evidence of unsatisfactory repairs in various areas of the recently completed repairs. These are also considered in the General Manager's Report.

F. Recreation: Due to the anticipated lengthy considerations of the District's Water rights Permit, no specific recreational items are deemed necessary for Board action during tonight's meeting. However, time permitting, general recreational non action items may be considered.

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

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 nonrenetitive items, and non-renetitive supporting information.

repetitive itens, and non-repetitive supporting information, I mort Lisa Vitale - W/kn galong huster /she Child care room, PUBLIC INPUT available to use This summer as a child summer camp. Ref : to Richers Child care room is

Old business: The public may request further consideration, clarification, or modification of business items previously considered and acted upon by the Board. The public must reference the minute item and date of the approved minutes wanted to be approved minutes items of new business, not included in the posted Agenda, that they wish the

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. Comments are subject to the time and content limitations outlined above. Hurry - Plans a multipart General Discussion of Board Matters and Concerns: The Board will discuss general matters and concerns that have arisen

- 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.
- X. Next meeting date: The fourth Wednesday in March is March 28, 2001.

#### ADJOURNMENT OR CONTINUATION

CSD\Agendas\02-28-2001

#### MUIR BEACH COMMUNITY SERVICES DISTRICT GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS FOR THE BOARD OF DIRECTORS MEETING ON FEBRUARY 28, 2001

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- VI General Manager's Report: The following General Manager's written report includes a review of administrative and operational matters. The report is attached to and 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 General Manager (G. M.) will answer questions concerning these matters.
  - A Water Rights: The District received its Water Rights Permit, dated 19 January 2001 on February 9, 2001 and the document received was minus a full page (#4) which contained important special time limited conditions. The Division of Water rights was contacted and advised of the error and a complete copy was requested. The complete copy was received on February 18 and copies are forwarded to the Board under separate cover of the meeting Agenda Packet, along with a suggested format for the required formation of a Technical Advisory Committee ("TAC") and a suggested "Initial TAC Work Plan." The four (4) essential steps requiring Board action are listed on the meeting Agenda as items VI-A-1, 2,3, and 4. In addition, letters have been sent to the National Park Service, the State Department of Fish and Game, and The State Department of Parks and Recreation, advising them of the TAC formation, requesting that they appoint a representative and suggesting the first TAC meeting be scheduled for Wednesday March 14 or 21 at 1 pm in the District meeting room facilities.
    - 1 It is recommended that the Board review the suggested outline for the TAC formation and the suggested initial TAC Work Plan and authorize the forwarding of these document to the Division of Water Rights and the non District members of the TAC.
    - 2 The suggested Formation of the TAC provides for the District Manager and two (2) Directors to represent the District. Board appointment of the Two Directors is necessary. In this decision, the need for daytime meetings should be considered.
    - 3 In consideration of the non District TAC members and their employment status, it is suggested that the TAC meetings be held during normal business hours, using District meeting room facilities. Due to the Difficulty of scheduling an event while providing for the busy schedules of the various individuals and the current Board meeting Date, the first TAC meeting date is suggested to be on Wednesday March 14 or 21, commencing at 1:00 pm and being held in the upstairs meeting room of the Community Center. It is also suggested that TAC meetings be held every two weeks, until such time as the time critical requirements of the permit have been considered and recommendations forwarded to the Board.
    - 4 Due to the eventual pumping limitations set forth in the permit, the District is in need of improved well site facilities. As this involves expenditures of the Capital Improvement funds, it is recommended that the Water Capital Improvements Committee be so advised and schedule meetings for these considerations.
  - **B** District Special Tax Assessments.: While the ongoing special assessment and surcharges for the accumulation of needed capital improvement funds was presented as a Twenty Year Program, State Law limits the duration of such assessments to four years and requires that the matter be submitted for voter approval prior to continuation. The current program approval expires in December 2001, and it is necessary to request voter approval for its extension and/or modification. Normally, this would be scheduled for the June election. However, I have been advised that as of this date there are no other participants requesting

a June election and the District would be required to pay the full cost of a special election. Alternatively, the District can place the issue in the consolidated November election. The tax accounting department has agreed to the November process, providing that should the District fail to receive voter approval the District will pay the cost of reversing the assessment roll preparation (estimated cost is less than \$300 versus special election costs of \$10,000).

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I have not received the time schedule for the November election. However, there should be adequate time (two months) for the District and Capital Improvements Committee to review the permit requirements versus the special assessments in order to evaluate the adequacy of the assessments and surcharges.

C WATER OPERATIONS: Water operations have been quiet in so far as water quality problems and there have been no major leak repairs required during the recent weeks. Due to inclement weather on the scheduled Hydrant flushing day, the operation was not performed in January.

Coliform tests taken during January were free of coliform bacteria.

Gross water billing for the December 23 through January 23, 2001 billing period was \$4,592.00, including \$4.54 in interest charges and \$72.48 in late payment penalties. The consumption surcharges totaled an additional \$1,159.37.

The table below tabulates the water production for the period December 23	unougnoundary 20, 2001.
Total volume of water measured through the master meter =	815,548 gallons
Average daily well pumping rate =	26,308 gallons
Highest pumping day was on 01/01/01and volume pumped =	38,477 gallons
Lowest pumping day was on $01/22/01$ and volume pumped =	16,744 gallons
Total volume billed through service meters =	765,958 gallons
Gross unaccounted for water loss =	49,590 gallons
Estimated un-metered maintenance use (No hydrant flushing this month) =	0 gallons
Net unaccounted for water loss (6.1%)	49,590 gallons
Average daily customer consumption =	178 gallons
Average service billing =	\$30.52

The table below tabulates the water production for the period December23 through January 23, 2001.

- **D ADMINISTRATION:** The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.
  - 1 Fiscal Review: The close of January means the fiscal year is 59% completed and review of the District's Summary Profit and Loss Report for the fiscal year to date shows the District, with minor deviations considered later, to be on schedule for budgeted income and below budget allocations for expenses.

a Income deviations: The revenues for Administration, Fire and Recreation are in the mid 60% range of the budget forecast and within normal parameters. The Capital improvements income is at 70.9, reflecting the distribution of special tax revenue which receives a greater portion of the tax income in December versus the May allocation. The 48% water operational income will achieve normal status in February, when the N. P. S. annual water service payments are recorded.

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- **Expense deviations:** The below budget expenses for Administration, Recreation, Roads and Easements reflect the seasonal factors for these operations. The expenses for Recreation and Roads and Easements will increase as the dry season approaches. The below budget expense for water operations reflects the good fortune of below normal emergency repairs required. The above budget expenses for Fire include the purchase of the W. Marin Emergency equipment and the Board approved repair expenses for the Fire Station. The below budget expenses for Capital improvements reflect the delay of improvements while waiting for the Water Rights permit.
- 2 Independent audit: Following the January Board meeting, I contacted Susan Forsythe, audit chief and discussed the numerous delays in completing the District's audit. She apologized and explained that the auditor originally assigned to the project had experienced some severe personal and family problems including the passing of his mother, in addition to the County's need to complete audits involving possible legal actions. She has assigned two new audit personnel to our audit and has promised to oversee the process. A report will not be available for tonight's meeting, but should be ready for the March meeting.
- E Roads and Easements. During the January meeting, the G. M. reported some problems with the recently completed Sunset Way repairs, and some Sunset Way residents reported long standing drainage problems needing correction. I have inspected the faulty repairs and the reported drainage problems and submit the following comments.
  - 1 Sunset Way repairs: In general these repairs are satisfactory. However, there is some evidence of improper asphalt temperature and tack coat applicable to some speed bumps. The contractor has been contacted, agrees with my evaluation and corrective actions will be taken when weather permits.

It should be noted that some of the deterioration in the repairs is due to the opening of the roadway to traffic prior to a 24 hour curing period. Regrettably, this is a continual problem when repairs to the District's private roadways are performed.

There is noticeable flaking of the feathered edges where the repairs join the existing roadway. This is a normal process, under the best of conditions, but is accelerated by inclement weather, lack of curing time, and the repair methodology where the repair consisted of an overlay without removal and restoration of the underlying road base. When the weather improves for a sustained period of dryness, the problem can be diminished by the application of a seal coat, which is normal for this type of repair. It should be noted that a seal coat generally requires several months for the underlying asphalt to cure prior to the seal coat.

- 2 Sunset Way drainage: Three areas of Sunset Way were reported by residents to be a problem. My inspection of these areas indicates the following:
  - a Ahab to Cove Lane pedestrian way area: There is a depression in the pavement on the downhill side of Sunset Way, to the west of the pedestrian way and water tends to pond in the depression. A part of the problem is that the downhill shoulder is blocked by debris and a resident parking pad in the right of way. However, the prime cause of the problem is the depression and the improper slope of the original pavement. There are at least two possible solutions, (1) fill in the depression area with an adequate amount of asphalt to divert the puddling water to the uphill side drainage swale or (2) provide an angular drainage diversion strip to direct the drainage flow to the uphill side drainage swale. An alternative would be to have the resident install the normal downhill

property drainage facilities. It should be noted that the general legal standard is that downhill properties are responsible for providing reasonable drainage facilities to protect their property from natural storm water flows.

b Drainage culvert situated west of the Sunset Way-Cove Lane Intersection: This is a 12" culvert installed beneath Sunset Way and directing a substantial portion of the western Sunset Way drainage to the Cove lane drainage creek. The installing parties and dates are unknown, other than that the culvert has existed for more than ten (10) years. The problem is that the culvert crosses beneath Sunset Way and ends to dump the effluent water onto an eroding earth swale caused by the drain, which crosses over private property to eventually reach the creek. While I have not completed an extensive research of the records, my preliminary research indicates no recording of an easement for this drainage course. The effected resident reports that the eroding drainage course crosses the septic tank and leach field area

As of this date, I have not requested a legal opinion as to the District's liability, should the private property be damaged, or if the District bears responsibility for the culvert which may have been installed by private parties without District sanctions. However, there is a potential for damages from excessive erosion undermining the structural supports for the dwelling, or erosion of the septic tank and leach field area. In addition, the crossing of the waste area may result in an increase in bacterial contamination of the storm waters which eventually reach the beach area.

Mitigation of this problem requires the control of the storm water flow to direct it to the Cove Lane creek, without crossing private property or obtainment of an easement across the private property providing for the installation of a culvert to contain and direct the flow. Basic engineering information, including a topographic map of the area, is necessary to design a proper facility to correct the problem. Preliminary estimated costs for the topography, engineering design and facility installation are in the \$10,000± range.

- c Drainage at the western end of Sunset Way: Three problems exist in this area, and are discussed as follows:
  - (1) The cul de sac area: Drainage of the cul de sac area has been a long standing problem, which has been exacerbated by the installation of hard surfacing applied to the entryway to the Spindrift property. This drive blocks the drainage flow for the cul de sac from reaching the existing culvert that transfers storm water to the downhill side and eventually to an above ground wooden box culvert to the ocean. This can be mitigated by removing the driveway blockage or by needed cul de sac turn around facilities.
  - (2) Above ground box culvert: Like many of the existing drainage facilities in the District, this culvert has passed its normal life expectancy and is in need of replacement. A preliminary estimate for replacement is \$5,000±.
  - (3) Downhill property situated east of the above drainage culvert and the pedestrian way intersection with Sunset Way. During the 1998 storms, this area experienced a minor landslide, which was repaired with fencing rip rap. The roadway paving is improperly sloped to the downhill side for a good part of this area (100± feet), resulting in storm water flowing off the roadway onto the downhill slope. The least expensive method for mitigating this problem would be the installation of an asphalt curb along the downhill paving edge, combined with a diagonal flow director (similar to a speed bump) diverting the water to the uphill drainage facilities. Estimated cost is \$2,000±.

#### THIS CONCLUDES THE GENERAL MANAGER'S REPORT

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

VENDER NAME ADMINISTRATION EXPENSES,	USE CODE DIVISION COD	DESCRIPTION DE 9236	FUND	AMOUNT
Office Depot	2049	Meeting packet duplication	P	\$20.57
ABC Consultants, Inc.	2117	Administrative fee for January	В	500.00
Comp USA	2133	Upgrade QuickBooks to 2001	P	161.24
ABC Consuitants, Inc.	2479	Travel mileage 12/01 thru 12/31/00	В	143.65
AT&T	2534	Toil fees thru 12/10/00 for 415-388-7804	B	10.88
AT&T	2534	Toil fees thru 1/10/01 for 707-643-1143	В	36.20
Cingular Wireless	2534	Cell phone for January 2001	В	85.97
Pacific Bell	2534	707-643-1143 thru 12/26/00	В	27.66
Pacific Bell	2534	415-388-7804 thru 12/11/00	8	31.08
		TOTAL G&A EXI	PENSES =	\$1,017.25

#### **ROADS & EASEMENT EXPENSES, DIVISION CODE 9237**

<u>ILOADO &amp; EAOEMENT EXTENOE</u>				
Harvey Peariman	1028	Maint. Mgr. Wages paid in January	С	\$678.20
Salvador Gonzales	1073	Extra hire wages paid in January	С	145.02
Pimentel Paving, Inc.	2077	Completion of Sunset Way repair contracts	В	9,225.00
Pimentel Paving, Inc.	2077	Completion of Pacific Way repair contracts	В	1,450.00
ABC Consultants, Inc.	2117	Administrative fee for January	8	500.00
		TOTAL R&E EXP	ENSES =	\$11,998.22

WATER DIVISION EXPENSES, DIVISION CODE 9238

P. G. & E.	2535	Weil & lower tank electric throug 12/18/00	В	259.47
Pacific Bell	2534	Upper tank reiay thru 1/07/01	B	31.94
Office Max	2133	Misc. small office supplies	P	26.09
U.S.P.O.	2130	Postage	Р	47.60
Public Storage	2121	Storage fee for February 2001	В	48.00
ABC Consultants, Inc.	2117	Clericai fees for January	B	850.00
ABC Consultants, Inc.	2117	Administrative fee for January	В	800.00
Herb's pool Service	2115	Chiorine supplies paid in January	В	34.32
Dept. of Heaith & Human Services	2115	Coliform tests in December & January	В	60.00
J/ L/ Wingert Co.	2077	Chiorine pump repairs	В	59.67
Home Depot	2077	Misc. small supplies	B	20.24
P.E.R.S.	1506	Ccorrect check error shortage	P	2.08
P.E.R.S.	1501	Medicai for February	В	418.29
P.E.R.S.	1501	Medical for January (+2.08 from P. C.)	В	416.21
Harvey Pearlman	1028	Maint. Mgr. Wages paid in January	C	\$828.90

#### **RECREATION EXPENSES, DIVISION CODE 9239**

		TOTAL DECREATION EV	DENIOFO	61 061 70
Nancy Knox	2041Bi	Pastries for Bistro	Р	16.5
Lonna Richmond	2041BI	Reimbusements for cream, butter, etc.	P	4.69
Lonna Richmond	2041BI	Bistro wages paid in January	C	96.89
P. G. & E.	2535	Com. Center electric thruough12/18/00	В	_ 108.15
Pacific Bell	2534	CC Pay phone thru 12/19/00	В	53.70
ABC Consultants, Inc.	2117	Administrative fee for January	B	500.00
Salvador Gonzaies	1073	Extra hire wages paid in January	C C	51.67
Juana Gonzales	1073	Janitorial Wages paid in January	C	145.34
Harvey Pearlman	1028	Maint. Mgr. Wages paid in January	C	\$84.78

TOTAL RECREATION EXPENSES = \$1,061.72

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

#### FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants, Inc.	2117	Administrative fee for January	В	\$225.00
Pacific Bell	4827	Fire station phone thru 12/25/00	В	17.53
		TOTAL FIRE EX	PENSES =	\$242.53

#### ITY DEPOSIT TRUST FUND TRANSACTIONS

Amy E. Stewart	R9255R Refund rental security deposit	В	\$150.00
Cynthia Coilison	R9255R Refund rental security deposit	В	75.00
John H. O'Brian	R9255R Refund rental security deposit	B	75.00
Chris Wilson	W9025R Refund water security deposit	В	100.00
	TOTAL CHECKS ISSUED FROM TRUS	ST FUNDS =	\$400.00

## TOTAL GENERAL FUND EXPENSES = 18,222.53

### TOTAL CHECKS ISSUED FROM TRUST FUNDS = 400.00

TOTAL OF ALL CHECKS ISSUED = \$19,022.53

#### 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 \_\_\_\_\_\_ 2001.

#### MUIR BEACH COMMUNITY SERVICES DISTRICT

Steve Shaffer, President

Donovan Macfariane, Generai Manager

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### MUIR BEACH COMMUNITY SERVICES DISTRICT **Balance Sheet** As of January 31, 2001

	Jan 31, 01
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	44,292.62
Fund 429, County Investment Fun	
Capital Improvements	138,518.04
General Investments	13,875.06
Fund 429, County investment Fun - Other	-2,039.55
Total Fund 429, County Investment Fun	150,353.55
Petty Cash Fund	-252.39
Salomon Smith Barney	
Fire Station Reserve	11,935.76
General Funds	38,448.75
Rental deposit trust	1,063.77
Shaffer CalPers Trust	221.80
Water Security Deposit Trust	5,168.16
Salomon Smith Barney - Other	1,880.44
Total Salomon Smith Barney	58,718.68
Total Checking/Savings	253,112.46
Accounts Receivable	
Receivables	10,661.48
Total Accounts Receivable	10,661.48
Total Current Assets	263,773.94
TOTAL ASSETS	<b>26</b> 3, <b>773.94</b>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Llabilities	
R9255R, Refundable deposits	988.77
W9025RD, Security deposits	5,063.63
Total Other Current Liabilities	6,052.40
Total Current Liabilities	6,052.40
Totai Llabilities	6,052.40
Equity	,
Retained Earnings	253,717.04
Net Income	4,004.50
	4,004.50
Totai Equity	257,721.54
TOTAL LIABILITIES & EQUITY	263,773.94

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### MUIR BEACH COMMUNITY SERVICES DISTRICT SUMMARY PROFIT & LOSS vs. BUDGET REPORT July 2000 through January 2001

	Jul '00 - Jan	Budget	% of Budget
Income			
Administrative Income	26,468.79	40,870.00	64.8%
Fire Operations Income	8,500.00	12,750.00	66.7%
<b>Recreational Activities Income</b>	7,348.32	Ì1,120.00	66.1%
Roads & Easements Income	3,221.20		
Water Capital Improvements I	35,957.66	50,010.00	71.9%
Water Operations Income	31,921.30	66,300.00	48.1%
Total Income	113,417.27	181,050.00	62.6%
Expense			
Administrative Expenses	8,952.14	21,910.00	40.9%
Fire Operational Expenses	13,249.05	10,700.00	123.8%
Recreational Expenses	13,548.88	28,093.00	48.2%
Roads & Easements Expenses	14,789.88	35,216.00	42.0%
Water Capital Improvements E	21,318.56	92,489.00	23.0%
Water Operational Expenses	37,554.26	71,263.00	52.7%
Total Expense	109,412.77	259,671.00	42.1%
Net Income	4,004.50	-78,621.00	-5.1%

### MBCSD Fiscal 2000-2001 Year to Date Profit & Loss Budget vs. Actual July 2000 through January 2001

	Jul '00 - Jan 01	Budgat	\$ Over Budget	% of Budget	
Iпсоте Administrative income A9001, General Tax income A9203, interest earned A9772, Copter Income	22,944.63 3,522.16 2.00	38,260.00 2,500.00 110.00	(15,315.37) 1,022.16 (108.00)	60.0% 140.9% 1.8%	
Total Administrative income	26,468.79	40,870.00	(14,401.21)		64.8%
Fire Operations Income F9377, West Marin Funds F9763, Fire Assoc. Donations	8,500.00	8,350.00 4,400.00	150.00 (4,400.00)	101.8% 0.0%	
Total Fire Operations income	8,500.00	12,750.00	(4,250.00)		<del>66</del> .7%
Recreational Activities income R9255, CC Rental income R9811, Rec. Programs Income. R9811Bl, Bistro Income R9811CP, Child's Prog. Income R9811TC, Tal Chi Income	5,732.50 704.82 198.00 712.00	8,000.00 1,800.00 200.00 1,120.00	(2,267.50) (1,095.18) (2.00) (408.00)	71.7% 39.2% 99.0% 63.6%	
Total R9811, Rec. Programs income.	1,614.82	3,120.00	(1,505.18)	51.8%	
R9834, Res. Handbook income	1.00				
Total Recreational Activities Income	7,348.32	11,120.00	(3,771.68)		<del>66</del> .1%
Roads & Easements Income E9772, Road & Esm't Income E9772 Donations E9772F. FEMA Grant Income Total E9772, Road & Esm't Income	1,900.00 1,321.20 3,221.20				
Total Roads & Easements Income	3,221.20				
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	23,438.70 7,003.84 180.00	30,260.00	(6,821.30) (14,820.00)	77.5% 1. <b>2</b> %	
Total H9031, Water Surcharge Income	7,183.84	15,000,00	(7,816.16)	47.9%	
H9377, Interest Earnings H9377C, Cap. Imp. Interest H9377G, Gen. Inv. Interest H9377G, Interest Earnings - Other	1,250.48 282.07 3,802.57	4,000.00 750.00	(2,749.52) (467.93)	31.3% 37.6%	
Total H9377, Interest Earnings	5,335.12	4,750.00	585.12	112.3%	
Total Water Capital Improvements Inco	35,957.66	50,010.00	(14,052.34)		71.9%
Water Operations Income W9025, Water Service Income W9025int., Overdue bill Interst W9025LP, Late pay penalty W9025, Water Service Income - Other	75.64 779.30 31,016.36	100.00 1,200.00 65,000.00	(24.36) (420.70) (33,983.64)	75.6% 64.9% 47.7%	
Total W9025, Water Service Income	31,871.30	66,300.00	(34,428.70)	48.1%	
W9772, Miscellaneous Income	50,00				

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### MBCSD Fiscal 2000-2001 Year to Date Profit & Loss Budget vs. Actual July 2000 through January 2001

	Jul '00 - Jan 01	Budget	\$ Over Budget	% of Budget
Total Water Operations Income	31,921.30	66,300.00	(34,378.70)	48.1%
Total Income	1 13,417.27	181,050.00	(67,632.73)	62.6%
Expense				
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	46.17	400.00	(353.83)	11.5%
A2059, P & L Insurance	459.00	460.00	. (1.00)	99.8%
A2117, Consulting Admin. Fees	4,000.00	6,000.00	(2,000.00)	66.7%
A2121, Miscellaneous Expenses	0.30	200.00	(199.70)	0.2%
A2129. Gen. Election expenses	290.59	350.00	(59.41)	83.0%
A2130, Mailing & Shipping Exp.	64.35	100.00	(35.65)	64.4%
A2133, Office Supplies	451.56	300.00	151.56	150.5%
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	985.69	1,650.00	(664.31)	59.7%
A2534, Telephone/Communications	1,434.91	2,600.00	(1,165.09)	55.2%
A2713, Legai fees	1,211.25	1,500.00	(288.75)	80.8%
Totai Administrative Expenses	8,952.14	21,910.00	(12,957.86)	40.9%
Fire Operational Expenses				
F2059, P & L Insurance	1,659.00	1,700.00	(41.00)	97.6%
F2117, Administrative Fees	1,575.00	2,700.00	(1,125.00)	58.3%
F4048, Fire Station Improvement	819.75			
F4827, W. Marin Fund Expenses	7,101.64	6,300.00	801.64	112.7%
Fire Operational Expenses - Other	2,093.66			
Total Fire Operational Expenses	13,249.05	10,700.00	2,549.05	123.8%
Recreational Expenses				
R1028, Maint. Mgr. Wages	665.00	1,600.00	(935.00)	41.6%
R1073, Janitoriai wages	1,573.50	2,100.00	(526.50)	74.9%
R1404, FICA	311.37	283.00	28.37	110.0%
R1701, Work Comp Insurance	190.50	310.00	(119.50)	61.5%
R2041, Rec. Program Expenses				<b>E4</b> 60/
R2041BI, Bistro Expenses	1,427.62	2,800.00	(1,372.38)	51.0%
R2041CP, Child's Program Exp.	153.84 569.60	200.00	(46.16) (830.40)	76.9% 40.7%
R2041TC, Tal Chi Expenses		1,400.00		
Total R2041, Rec. Program Expenses	2,151.06	4,400.00	(2,248.94)	48.9%
R2059, P & L Insurance	500.00	500.00	0.00	100.0%
R2077, Routine Repairs	2,490.76	5,000.00	(2,509.24)	49.8%
R2097, CC Ground Maintenance	0.00	1,200.00	(1,200.00)	0.0%
R2117, Administrative Expenses	4,000.00	6,000.00	(2,000.00)	66.7%
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	170.90	500.00	(329.10)	34.2% 57.8%
R2534, Pay Telephone Expense	375.90	650.00	(274.10)	57.5%
R2535, Energy Expenses	0.00	700.00	(700.00)	0.0%
R2535E, Electrical Expenses	0.00	700.00 700.00	(700.00)	0.0% 32.0%
R2535G, Butane Gas Expenses	223.87	700,00	(476.13)	32.070
R2535, Energy Expenses - Other	650.22		<u> </u>	
Total R2535, Energy Expenses	874.09	1,400.00	(525.91)	62.4%

02/23/01

# MBCSD Fiscal 2000-2001 Year to Date Profit & Loss Budget vs. Actual July 2000 through January 2001

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	Jul '00 - Jan 01	Budget	\$ Over Budget	% of Budget	
R4048, Building Improvements	0.00	3,500.00	(3,500.00)	0.0%	
Total Recreational Expenses	13,548.88		(14,544.12)		48.2%
Roads & Easements Expenses					
E1028, Maint. Mgr. wages	866.25	2,600.00	(1,733.75)	33.3%	
E1073, Extra Hire Wages	360.00	5,000.00	(4,640.00)	7.2%	
E1404, FICA	93.82	581.00	(487.18)	16.1%	
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	9,252.81	20,000.00	(10,747.19)	46.3%	
E2117, Administrative Fees	4,000.00	6,000.00	(2,000.00)	66.7%	
Total Roads & Easements Expenses	14,789.88	35,216.00	(20,426.12)		42.0%
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 tees	483.00	324.00	159.00	149.1%	
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.	21,318.56	92,489.00	(71,170.44)		23.0%
Water Operational Expenses					
W1028, Maint. Mgr. Wages	9,932,25	16,250,00	(6,317.75)	61.1%	
W1073, Extra Hire Wages	1,466.00	3,000.00	(1,534.00)	48.9%	
W1404, FICA	769.05	1,473.00	(703.95)	52.2%	
W1506, Medical benefits		.,	(, ,		
W1506CPHvy	1,145.30	1,890.00	(744.70)	60.6%	
W1506CPSh	1,136.64	-,	(		
W1506, Medical benefits - Other	(553.61)				
Total W1506, Medical benefits	1,728.33	1,890.00	(161.67)	91.4%	
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	1,600.00	1,500.00	100.00	106.7%	
W2059, P & L Insurance	750.00	750,00	0.00	100.0%	
W2077, Routine Repairs	1,616.14	1,250.00	366.14	129.3%	
W2115, Chemicals   Testing	750.84	4,500.00	(3,749.16)	16.7%	
W2117, Adminsitrative 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	12,000.00		· · · /	·	
Total W2117, Adminsitrative Fees	12,000.00	19,800.00	(7,800.00)	60.6%	
W2121, Miscellaneous Expenses	510.19	4,000.00	(3,489.81)	12.8%	
W2130, Postage & Shipping W2133, Office Supplies	474.00	1,100.00	(626.00)	43.1%	

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02/23/01

# MBCSD Fiscal 2000-2001 Year to Date Profit & Loss Budget vs. Actual July 2000 through January 2001

	Jul '00 - Jan 01	Budget	\$ Over Budget	% of Budget
W2325, Contract Services W2479, Travel allowance	0.00 860.00	5,000.00	(5,000.00) (640.00)	0.0% 57.3%
W2534, Telephone Relay Expense W2535, Electrical Service	282.55 2,676.63	450.00 5,000.00	(167.45) (2,323.37)	62.8% 53.5%
Total Water Operational Expenses	37,554.26	71,263.00	(33,708.74)	52.7%
Total Expense	109,412.77	259,671.00	(150,258.23)	42.1%
Net Income	4,004.50	(78,621.00)	. 82,625.50	(5.1)%

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02/23/01

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### MUIR BEACH COMMUNITY SERVICES DISTRICT MONTHLY PROFIT AND LOSS FOR

January 2001

	Jan 01
Income	
Administrative income	
A9001, General Tax Income	949.51
A9203, Interest earned	169.20
Total Administrative income	1,118.71
Recreational Activities Income R9811, Rec. Programs Income. R9811BI, Bistro Income	107.15
Total R9811, Rec. Programs Income.	107.15
Total Recreational Activities income	107.15
Water Capital Improvements Inco H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	802.04 15.00
Total H9031, Water Surcharge Income	817.04
H9377, Interest Earnings	1,749.02
Total Water Capital Improvements inco	2,566.06
Water Operations income W9025, Water Service Income W9025int., Overdue bill Interst W9025LP, Late pay penaity W9025, Water Service Income - Other	2.45 51.17 3,387.58
Total W9025, Water Service Income	3,441.20
W9772, Miscelianeous income	40.16
Total Water Operations Income	3,481.36
Total Income	7,273.28
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	20.57
A2117, Consulting Admin. Fees A2479, Travel Expenses	500.00 143.65
A2534, Telephone/Communications	191.65
Total Administrative Expenses	855.87
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Fire Operational Expenses F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	7,002.99
Total Fire Operational Expenses	7,227.99
Recreational Expenses	
R1028, Maint. Mgr. Wages	78.75
R 1073, Janitorial wages	183.00
R1404, FICA	26.93
R2041, Rec. Program Expenses R2041BI, Bistro Expenses	111.19
Total R2041, Rec. Program Expenses	111.19
R2077, Routine Repairs	1,450.00
R2117, Administrative Expenses	500.00
R2534, Pay Telephone Expense	53.70
R2535, Energy Expenses	108.15
Total Recreational Expenses	2,511.72
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02/23/01

### MUIR BEACH COMMUNITY SERVICES DISTRICT MONTHLY PROFIT AND LOSS FOR

January 2001

	Jan 01
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	630.00
E1073, Extra Hire Wages	144.00
E1404, FICA	59.22
E2077, Road & Easement Repairs	9,225.00
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	10,558.22
Water Capital Improvements Exp.	
H2352, County fees	241.50
Total Water Capital Improvements Exp.	241.50
Water Operational Expenses	
W1028, Maint. Mgr. Wages	770.00
W1404, FICA	58.90
W1506, Medical benefits	
W1506CPHvy	405.46
W1506CPSh	429.04
W1506, Medical benefits - Other	-43.67
Total W1506, Medical benefits	790.83
W2077, Routine Repairs	115.12
W2115, Chemicals   Testing	94.32
W2117, Adminstrative Fees	1,650.00
W2121, Miscellaneous Expenses	48.00
W2130, Postage & Shipping	47.60
W2133, Office Supplies	187.33
W2479, Travel allowance	125.00
W2534, Telephone Relay Expense	31.94
W2535, Electrical Service	259.47
Total Water Operational Expenses	4,178.51
Total Expense	25,573.81
Net Income	-18,300.53

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# TABLE OF CONTENTS FOR THE BOARD OF DIRECTOR'S INFORMATION PACKET FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING ON WEDNESDAY, MARCH 28, 2001 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE. THE MEETING WILL BEGIN AT 7:00 P.M.

### DESCRIPTION

### PAGES

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integral part of the Agenda) 3 - 5
Bills to be Paid Report for 2/01/01 through 2/28/01
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Shich Ronk Ross & Shoh Purt John Trang -Mash Pla \_\_\_\_\_ Schumatin Design, vill Rea complete Emin Ed Faith and with Emin Ed Faith 12's projet participant of the the last your this had 12's projet participant of the the 1 School Bro/day.

Water Rights

#### AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' REGULAR MEETING ON WEDNESDAY, MARCH 28, 2001 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 then turn the chair over to incoming President Pinto 7:18 -
- II. Review and consideration of the March 28, 2001 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 Store, 220 Dit. all. under "Public Open Time".
- 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. Wath Rights To the D Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the February 1, 2001 through February 28, 2001 fiscal period. Store Reach Fire Department, Emergency Disaster Committee: No report is anticipated from the Fire Chief. Store Well Stree Store, Deb add General Manager's Report: The General Manager's written report includes a review of administrative and operational matters. The report is attached to and posted as an integral part of this Agenda. All items contained in the General Manager's report Ш.
- IV.

- The report is attached to and 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 answer questions concerning these matters.
  - A. Administration The General Manager's report notes that the fiscal year is 2/3rds complete and reviews:
    - 1. The Budget: the District's fiscal condition is within reasonable range of the budget projections.

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- Operational incomes are on track with the budget, and recreational income is more than the budget projection.
- Operations expenses are generally below budgeted allowances. The single exception in fire operations was separately approved in addition to the original budget, by the board.

**Independent audit:** is in its final stage of completion and will be presented next month.

Special assessment tax: Requires voter approval for extension and or modification. The election is scheduled to be on the November general election ballot.

4. District Directors offices: Three of the Board's directors terms expire in December and will be on the November election ballot.

#### **Roads and Easements:** B.

a.

b.

- 1. Discussion of the inspection of the completed repairs on Sunset and Pacific Ways.
- 2. Discussion of needed additional repairs to solve drainage problems in the western areas of Sunset Way.
  - Asphalt overlay (219± Sq Ft.) Toward the west end of Sunset. a.
  - Install 96± feet of asphalt curbing on downhill side of a portion of west Sunset Way. b.
  - Asphalt overlay ( $40\pm$  sq. ft. in he vicinity of 241 sunset Way. C.
  - d. Remove one existing speed bump and replace with a directional water low speed bump in the area of 209 and 219 sunset Way, and install a new directional water flow speed bump toward the westerly end of Sunset Way.

- ZA.ZD Dut 3. Consider the contract proposal to perform the new work in items 2 a through d above. 4. Hear resident comments regarding drainage and maintenance problems on the private driveway known as, Jimineth Whale or Butterfly Lane. Waller -2 sump Water Operations: A general review of water operations and well production) С. D. Water Rights: Set the date for the next technical advisory committee meeting. AT 8:30 PM, A 15 MINUTE COFFEE BREAK WILL BE CALLED

E. Recreation: fiscal report on the community dinner to raise money for a piano, and consideration of future community dinner activities. Cheloroon — m Summ Camp —

VII. Vote for Special District representative to serve on the LAFCO Board of Directors.

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.

Redwork Cruch Water of Canthe Sot against druch funds and PUBLIC INPUT Did business: The public may request further consideration, clarification, or modification of business items previously

Old business: The public may request further consideration, clarification, or modification of business items previously considered and acted upon by the Board. The public must reference the minute item and date of the approved minutes Constitution of the constitution of the constitution of the public must reference the minute item and date of the approved minutes Constitution of the constitution of the constitution of the public must reference the minute item and date of the approved minutes Constitution of the constitution of the constitution of the constitution of the public must reference the minute item and date of the approved minutes Constitution of the constituti

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. Comments are subject to the time and content limitations outlined above.

- 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.
- IX. Review of the minutes for the February 28, 2001 Board meeting. Sur, Dub as written.
- X. Next meeting date: The fourth Wednesday in April is April 25 2001.

### ADJOURNMENT OR CONTINUATION 9.5

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CSD\Agendas\03-28-2001

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

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- A ADMINISTRATION: The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.
  - **1 Budget review:** The fiscal year reached the 2/3rds (66.67%0 completion mark with the close of February 2001. Review of the Summary Profit and Loss Report indicates that in general:
    - **a District income** is within budget parameters, with the following exceptions: Recreational income is 80.6% of the budget projection and recreational income may exceed the budget. Water revenues are below the budget projections; however, anticipated consumption increases during the coming dry weather should put the income on track with the budget. Also, the receipt of the second tax increment from the special capital improvement tax will place this income on target.
    - **b District expenditures** are all below budget, with the exception of the Fire expenses, and that expense overage was separately approved by the Board.
  - 2 Independent audit: During the past month I have had several conversations with the County Auditor's office, and one personal visit. Two auditors are working to complete the audit, and my personal visit indicates that they are substantially complete with the audit process. As of March 22, 2001 they were working on the closing month of fiscal 1997-98 (the closing year of the 5 year audit) and the analysis of the carry overs into fiscal 1997-98. They have promised to deliver the completed audit report in time for next month's Board meeting.
  - 3 Special Assessment Tax: The Board is reminded that the deadline for placing an extension of or revision of the Special Assessment Tax for Water Capital Improvements on the November general election ballot, is in July 2001.
  - 4 **District Directors:** Three Directors have terms that expire this December. Directors Kamradt, Rudnick and Schiffries. We have received notification of this, but have not received a schedule for the candidate filing dates.
- **B** Roads and Easements. The following items are in progress and/or require consideration.
  - 1 Pimentel Paving, Harvey and myself performed a walking inspection of the work previously completed by the contractor, on Pacific and Sunset ways. It was determined that at least two of the new speed bumps require replacement and several areas of the pavement overlay patches require additional work to be satisfactory. The contractor has agreed to perform these repairs.
  - 2 In addition to repair of the faulty work, we inspected areas of unresolved drainage problems and determined that the following new work is necessary to resolve the problems:
    - a Install approximately 219 sq. ft. of 3" asphalt overlay toward the westerly end of Sunset Way, to correct a low spot on the downhill side of the paving that threatens to cause earth slides resulting from excessive drainage during severe storms.
    - b Install approximately 96 linear feet of asphalt roll berm on the downhill roadway edge, in the vicinity of the Schwartz property, to prevent storm waters from overflowing the hillside and possibly causing earth slides.

- С Install approximately 40 sq. feet of asphalt surfacing,  $2\pm$ " thick, so as to eliminate a ponding area on the roadway edge, in the vicinity of #341 Sunset Way.
- d Install two flow directional bumps, one approximately 19 feet long and one approximately 15 feet long, to direct the downhill water flow to the uphill drainage swale. One will be located in the vicinity of the Burn Calendar, Pinto and Hills properties and one will be located toward the westerly end of Sunset Way. The contractor will pay for on half of the 15 feet section and remove an existing unsatisfactory speed bump in the area of 219 Sunset.
- The contractor's price for performing the new work is \$3,400. The Board's approval is required to 3 have this work performed. Note that adequate funds remain in the budget for this. Upon approval, the contractor will schedule the work, following a minimum of three weeks of dry weather. Having the work done on a Friday is suggested, so as to avoid the heavy trash trucks on Thursday, and minimize the inconvenience to residents resulting from closing the critical portions of the roadway to traffic.
- 4 Jimineth Whale or Butterfly Lane: Residents using this private driveway, for ingress egress, have requested District assistance in eliminating the drainage problems and to add road base in locations where the drainage has eroded the stabilized area.
- C. WATER: In general, water operations have been quiet in so far as water quality problems, and while there have been some private party leaks, the District's distribution system has been free of major leaks.
  - 1. District Water Leak relief Policy: The District's long standing leak relief policy providing revised billing rates to the District minimum water service rate, is limited to one relief application within a three year period. There has been at least one request for the District to review this policy and either eliminate the three year restriction or to modify the three year restriction. This is a District policy matter that requires Board action if a change is deemed to be justifiable. Sfan, Dan - on thin -Water Quality: Coliform tests taken during February were free of coliform bacteria.
  - 2.
  - 3. Water Billing: Gross water billing for the January 23 through February 23, 2001 billing period was. \$3,894.30, including \$9.68 in interest charges and \$111.49 in late payment charges.. The consumption surcharges totaled \$978.53.
  - 4. Water Production: The table below tabulates the water production for the period January 23 to February 23, 2001.

Total volume of water measured through the master meter =	729,731gallons
Average daily pumping rate =	23,540 gallons
Highest pumping day was on 02/03/01 and volume pumped =	33,622 gallons
Lowest pumping day was on 02/14/01 and volume pumped =	15,085 gallons
Total volume billed through service meters =	670,603 gallons
Gross unaccounted for water loss =	58,128 gallons
Estimated un-metered maintenance use =	0 gallons
Net unaccounted for water loss (8.0%) (doesn't reflect March/April leaks)	58,128 gallons
Average daily customer consumption =	147 gallons
Average service billing =	\$25.43

- D. WATER RIGHTS: Following conversations with Terry Snyder of the Division of Water Rights, we are advised to set a date for the first TAC meeting, then send a second notice to the non District members that the meeting will be conducted and that they are invited to attend. I suggest that the meeting be scheduled sometime after April 16, 2001 and that the Board members decide upon the meeting date during tonight's meeting, so adequate notice can be sent to the invited non District TAC members. The Board is reminded that I will be out of the country from March 29 through April 14, 2001.
- E. **RECREATION:** Final analysis of the community dinner to raise funds for a new piano is as follows:

1.	Gross income from food beverages and donations =	\$1,549.44
2.	Gross expenses for food and beverages =	704.44
3.	Net income reserved for piano =	\$ 845.00

4. It is anticipated that there will be some discussion concerning the scheduling of future community dinners, to raise the additional funds needed to purchase a new or used piano or rebuild the existing piano, depending on the most prudent course of action.

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### THIS CONCLUDES THE GENERAL MANAGER'S REPORT

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

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	CODE	DESCRIPTION	FUND	AMOUNT
ADMIN	ISTRATIO	ON EXPENSES, DIVISION CODE 9236		
California Special District's Association	2049	Annual membeship fee	B	\$251.00
ABC Consultants, Inc.	2117	Administrative fee for January 01	B	500.00
AT&T	2534	415-388-7804 toll calls thru 1/10/01	B	20.13
Cingular Wireless	2534	Cell phone February 01	B	63.28
Pacfic Bell	2534	Cellular phone for January 01	P	85.83
Pacific Bell	2534	707-643-1143 thru 1/26/01	В	24.72
Pacific Bell	2534	415-388-7804 thru 1/11/01	B	31.08
Parrot Cellular	2534	Change cell phone service & phone	P	119.39
		TOTAL G&A E	XPENSES =	\$1,095.43

#### **BOADS & EASEMENT EXPENSES, DIVISION CODE 9237**

NOADS & EASEMENT EXPENSES, DIVISION CODE \$257						
Harvey Pearlman	1028	Maint. Mgr. wages paid in February	C	\$169.55		
Salvador Gonzaies	1073	Extra hire wages paid in February	C	64.59		
Goddman Building Supply	2077	Traffic paint	В	7.31		
ABC Consultants, Inc.	2117	Administrative fee for January 01	В	500.00		
TOTAL R&E EXPENSES =						

#### WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. Mgr. wages paid in February		\$657.88
Salvador Gonzales	1073	Extra hire wages paid in February	C	213.15
Harvey Pearlman	1506	Medical allowance for February	В	157.50
State Fund	1701	2nd fiscal quarter Work Comp. Insurance	В	551.09
ABC Consultants, Inc.	2117	Administrative fee for January 01	B	800.00
ABC Consultants, Inc.	2117	Cierical fees for January 01	B	850.00
Costco	2121	Annual membership fee	В	70.00
Public Storage	2121	File storgae 02/2001	В	48.00
USPO	2130	Postage	Р	79.30
Office Depot	2133	Toner supplies	P	53,54
Office Max	2133	Copy service and misc. supplies	P	52.01
Office Max	2133	Misc. office supplies	В	26.09
Harvey Pearlman	2479	Travel for February	В	125.00
Pacific Gas & Electric	2534	Well & lower tank electric thru 1/18/01	B	280.15
				<b>#9 060 71</b>

TOTAL WATER EXPENSES = \$3,963.71

#### RECREATION EXPENSES, DIVISION CODE 9239

Harvey Pearlman	1028	Maint. Mgr. wages paid in February	C	\$131.87
Juana Gonzales	1073	janitorial wages paid in February	С	145.34
Salvador Gonzales	1073	Extra hire wages paid in February	C	71.05
State Fund	1701	2nd fiscal quarter Work Comp. Insurance	B	101.08
ABC Consultants, Inc.	2117	Administrative fee for January 01	В	500.00
Shoreline Disposal	2259	Refuse collection thru 03/2001	B	113.70
Pacific Bell	2534	Community Center pay phone thru 1/19/01	В	53.78
Pacific Gas & Electric	2535	Cpmmunity Center electric thru 1/18/01	В	40.10
Lonna Richmond	2041BI	Bistro wages paid in February	С	193.78
Harvey Pearlman	2041 CD	Reimburse for Community dinner expenses	В	105.00
Various Volunteers	2041 CD	Reimburse for Community dinner expenses	Ρ	704.44
Emiko Wang	2041TC	Tai Chi Instruction, January 01	B	112.50
	·· ···	TOTAL RECREATION EXP	PENSES =	\$2,272.64

#### FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants, Inc.	2117	Administrative fee for January 01	B	\$225.00
Pacific Bell	4827	Fire Statio phone thru 2/25/01	B	16.57
		TOTAL FIRE E	XPENSES =	\$241.57
B = Paid thru Salomon Account		TOTAL GENERAL FUND E	XPENSES =	8,314.80
C = Paid thru County depositories		TDTAL OF ALL CHECK	S ISSUED =	\$8,314.80

P = Paid thru Petty Cash Funds

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

the \_\_\_\_\_ day of \_\_\_\_\_ 2001.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Erin Pinto, President

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Donovan Macfarlane, General Manager

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### MUIR BEACH COMMUNITY SERVICES DISTRICT **Balance Sheet** As of February 28, 2001

	Feb 28, 01
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	44,067.41
Fund 429, County Investment Fun	··· · · · · · ·
Capital Improvements	139,677.41
General Investments	12,715.69
Fund 429, County Investment Fun - Other	-1,798.05
Total Fund 429, County Investment Fun	150,595.05
Petty Cash Fund	-28.46
Salomon Smith Barney	
Fire Station Reserve	11,935.76
General Funds	41,828.23
Rental deposit trust	1,563.77
Shaffer CalPers Trust	7.85
Water Security Deposit Trust	5,068,16
Salomon Smith Barney - Other	2,158.91
Total Salomon Smith Barney	62,562.68
Total Checking/Savings	257,196.68
Accounts Receivable	
Receivables	2,224.82
Total Accounts Receivable	2,224.82
Total Current Aesets	259,421.50
TOTAL ASSETS	259,421.50
LIABILITIES & EQUITY	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	1,488.77
W9025RD, Security deposits	4,863,63
Total Other Current Liabilities	6,352.40
Total Current Liabliitles	6,352.40
Total Llabilities	6,352.40
Equity	
Retained Earnings	253,717.04
Net income	-647.94
Total Equity	253,069.10
TOTAL LIABILITIES & EQUITY	259,421.50
	207,421.30

### MUIR BEACH COMMUNITY SERVICES DISTRICT SUMMARY PROFIT & LOSS vs. BUDGET REPORT July 2000 through February 2001

	Jul '00 - Feb	Budget	% of Budget
income			
Administrative Income	28,543.26	40,870.00	69.8%
Fire Operations Income	8,500.00	12,750.00	66.7%
<b>Recreational Activities Income</b>	8,962.82	11,120.00	80.6%
Roads & Easements Income	3,221.20		
Water Capital Improvements I	31,261.95	50,010.00	62.5%
Water Operations Income	36,164.19	66,300.00	54.5%
Total Income	116,653.42	181,050.00	64.4%
Expense			
Administrative Expenses	10,254.82	21,910.00	46.8%
Fire Operational Expenses	13,490.62	10,700.00	126.1%
Recreational Expenses	15,233.74	28,093.00	54.2%
Roads & Easements Expenses	15,844.28	35,216.00	45.0%
Water Capital Improvements E	21,318.56	92,489.00	23.0%
Water Operational Expenses	41,159.34	71,263.00	57.8%
Total Expense	117,301.36	259,671.00	45.2%
Net income	-647.94	-78,621.00	0.8%

# MBCSD Fiscal 2000-2001 Year to Date Profit & Loss Budget vs. Actual July 2000 through February 2001

	Jul '00 - Feb 01	Budget	\$ Over Budget	% of Budget	
Income Administrative income A9001, General Tax income A9203, interest earned A9772, Copier income	24,716.63 3,800.63 26.00	38,260.00 2,500.00 110.00	(13,543.37) 1,300.63 (64.00)	64.6% 152.0% 23.6%	
Total Administrative income	28,543.26	40,870.00	(12,326.74)		69.8%
Fire Operations income F9377, West Marin Funds F9763, Fire Assoc. Donations	8,500.00	8,350.00 4,400.00	150.00 (4,400.00)	101.8% 0.0%	
Total Fire Operations Income	8,500.00	12,750.00	(4,250.00)		66.7%
Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income. R9811Bi, Bistro Income R9811CD, Com. Din. Income	5,892.50 834.82 1,000.00	8,000.00 1,800.00	(2,107.50) (965.18)	73.7% 46.4%	
R9811CP, Child's Prog. Income R9811TC, Tal Chi Income	208.00 1,026,50	200.00 1.120.00	8.00 (93.50)	104.0% 91.7%	
Total R9811, Rec. Programs income.	3,069.32	3,120.00	(50.68)	98.4%	
R9834, Res. Handbook Income	1.00				
Total Recreational Activities Income	8,962.82	11,120.00	(2,157.18)		80.6%
Roads & Easements income E9772, Road & Esm't Income E9772 Donations E9772F. FEMA Grant Income Total E9772, Road & Esm't Income	1,900.00 				
Total Roads & Easements Income	3,221.20				
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	17,680.20 8,026.84 219.79	30,260.00 15,000.00	(12,579.80) (14,780.21)	58.4%	
Total H9031, Water Surcharge Income	8,246.63	15,000.00	(6,753.37)	55.0%	
H9377, Interest Earnings H9377C, Cap. Imp. Interest H9377G, Gen. inv. Interest H9377, Interest Earnings - Other	1,250.48 282.07 3,802.57	4,000.00 750.00	(2,749.52) (467.93)	31.3% 37.6%	
Total H9377, interest Earnings	5,335.12	4,750.00	585.12	112.3%	
Total Water Capital improvements Inco	31,261.95	50,010.00	(18,748.05)		62.5%
Water Operations Income W9025, Water Service Income W9025Int., Overdue bili Interst W9025LP, Late pay penalty W9025, Water Service Income - Other	80.18 839.02 35,144.99	100.00 1,200.00 65,000.00	(19.82) (360.98) (29,855.01)	80.2% 69.9% 54.1%	
Total W9025, Water Service income	36,064.19	86,300.00	(30,235.81)	54.4%	

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# MBCSD Fiscal 2000-2001 Year to Date Profit & Loss Budget vs. Actual July 2000 through February 2001

W072, Macellancus Income         100.00         (0.155, 61)         54.5%           Total Wear Operations Income         35,104.19         66.300.00         (0.155, 61)         54.5%           Total Income         116,655.04         116,655.04         64.4%         64.4%           Administrative Expenses         201.26         4400.00         (7.07)         82.4%           Additional Income         201.26         200.00         (1815.00)         74.4%           Additional Income         202.26         (198.70)         0.2%         44.5%           Additional Income         2.22         35.00         (241.5%)         6.00         (260.00)         6.06           Additional Income         1.27.56.4         4.600.00         (260.00)         6.06.5         2.4%           Additional Income         1.27.56.4         4.600.00         (260.00)         6.06.5         2.4%           Additional Income         1.27.56.4         1.200.00         (1655.16)		Jul '00 - Feb 01	Budget	\$ Over Budget	% of Budget	
Total Income         116.633.42         16.553.42         16.553.42         16.553.65         64.4%           Administrative Expanse         Administrative Expanse         400.00         (71.80)         80.5%           Additional expenses         400.00         (71.80)         80.5%         80.5%           Additional expenses         63.00         200.00         (198.70)         0.2%           Additional expenses         28.59         300.00         (198.70)         0.2%           Additional expenses         28.59         300.00         (198.70)         0.2%           Additional expenses         30.00         (198.70)         0.2%         44.4%           Additional expenses         0.00         6.660.00         (600.00)         0.674           Additional expenses         0.00         6.660.00         (600.00)         0.674           Additional expenses         1.722.82         1.500.00         (268.70)         60.676           Additional expenses         1.722.82         1.500.00         (268.70)         60.676           Additional expenses         1.500.00         1.700.00         (11.655.10)         46.6%           Prio Operational Expenses         1.500.00         1.200.00         (10.200.0)         66.7%	W9772, Miscellaneous Income	100.00				
Exponse         Addition         Addition         Status         Addition           Addition         Science         Science         Science         Science         Science           Addition         Science         Science         Science         Science         Science           Addition         Free         Science         Science         Science         Science           Addition         Science         Science         Science         Science         Science           Addition         Science         Science         Science         Science         Science           Addition         Science         Science         Science         Science         Science         Science           Addition         Science         Science         Science         Science         Science         Science           Addition         Science	Total Water Operations Income	36,164.19	66,300.00	(30,135.81)	<u>.</u>	54.5%
Árdministritive Expanses         221.25         400.00         (78.75)         80.35           A2046, Cork, Migs, & Dues         521.25         400.00         (1.00)         90.45           A2117, Containing Admin, Fases         455.00         460.00         (1.00)         90.45           A2117, Containing Admin, Fases         60.00         (1.00)         90.45           A2117, Containing Admin, Fases         60.00         (1.00)         90.45           A2130, Conta sepanses         60.00         (100.00)         (16.44)           A2130, Conta sepanses         505.10         300.00         (26.16)         184.45           A2137, Colpite Math. Expanses         0.00         6.000.00         (6000.00)         0.05           A2731, Lagal fases         1.002.42         2.190.00         (10.85.18)         46.85           A2332, Couthy Fase         1.024.62         2.190.00         (10.1655.18)         46.85           A2731, Lagal fases         1.200.00         (10.85.18)         46.85           Fire Operational Expanses         1.200.00         (10.80.00)         67.75           Fire Operational Expanses         7.118.21         6.200.00         (14.00)         67.75           Fire Operational Expanses         7.118.21         6.2	Total Income	116,653.42	181,050.00	(64,396.58)		64.4%
Add9, Cord, Migs. Dues         22:125         400.00         (79.75)         90.3%           Add9, Cord, Migs. Dues         22:126         400.00         (11.60)         92.4%           Add9, Cord, Migs. Dues         4455.00         6.000.00         (11.57.00)         72.8%           Add19, Cord, Migs. Dues         20.63.0         200.00         (15.60)         72.8%           Add19, Cord, Migs. Dues         20.63.0         200.00         (10.47.00)         72.8%           Add19, Cord, Migs. Dues         20.63.0         200.00         (10.47.00)         72.8%           Add19, Cord, Migs. Dues         2.4%         2.4%         2.4%         2.4%           Add19, Cord, Files, Dues         6.3.2         300.00         (20.06.0)         40.4%           Add39, Cord, Files, Dues         1.775.34         2.200.00         (20.06.0)         40.5%           Add11, Taiphone/Cord, Ministations         1.211.32         1.500.00         (20.06.0)         66.7%           File Operational Expanse         1.650.00         1.700.00         (41.00)         67.6%           File Operational Expanse         1.650.00         1.700.00         (20.06.0)         66.7%           File Operational Expanse         1.650.00         1.77.50         1.600.00						
AddS, P.A. Lissinnes         455.00         46.00         (1.00)         98.8%           A2117, Outsiling Admin, Free         4.485.00         6.000.00         (19.70)         0.2%           A2121, Miscellance Expense         0.30         200.00         (19.70)         0.2%           A2132, Other Exponse         20.53         200.00         (19.70)         0.2%           A2132, Other Supplies         300.00         200.10         (20.4%)         64.0%           A2133, Other Supplies         300.00         200.16         198.4%         64.0%           A2132, Other Stapplies         0.00         6.000.00         (20.4%)         64.6%           A233, Triation Communication         1.773.24         2.000.00         (20.6%)         66.5%           A233, Total Expense         1.221.42         1.900.00         (41.6%)         66.5%           A233, Total Expenses         1.221.42         1.900.00         (41.0%)         97.6%           File Operational Expenses         1.221.42         2.900.00         (40.0%)         67.7%           File Operational Expenses         1.650.00         1.9700.00         (41.0%)         97.6%           File Operational Expenses         1.600.00         (40.0%)         67.7%         74.800.5						
A217, Consulting Admin. Fees         4.485, oo         6.000, 0         (1,515, co)         74.8%           A217, Micellanscue Expanse         0.30         200,00         (19,87,0)         0.2%           A213, Gan. Election expense         200,89         3550,00         (19,87,0)         0.2%           A213, Milling & Shipping Exp.         64.35         100,00         (25,85,0)         64.45           A213, Milling & Shipping Exp.         60,01         300,00         (25,85,0)         64.45           A233, Milling & Shipping Exp.         0.00         60,000         (00,000)         0.0%           A233, Titvel Expanse         1,733,34         2,260,00         (80,000)         66.7%           A237, Titvel Expanse         12,121,25         1,00,00         (14,65,18)         66.8%           A237, Titvel Expanse         12,121,25         2,100,00         (14,65,18)         66.8%           A237, Titvel Expanse         12,121,25         1,000,00         (288,75)         60.8%           Fito Operational Expanse         1,0254,62         21,910,00         (14,100)         97.9%           Fito Operational Expanse         1,126,12         113.0%         113.0%         113.0%           Fito Operational Expanses         1,126,14         6,300,00	A2049, Conf., Mtgs. & Dues			(78.75)		
A2121, Microelar-Source Expanses         0.30         100.00         (199.70)         0.2%           A2129, Microelar-Source Expanses         20.59         350.00         (58.41)         63.0%           A2130, Malling & Shipping Exp.         64.45         100.00         (26.56)         64.4%           A2137, Oxfer Main, Expanses         8.32         350.00         (91.68)         2.4%           A2137, Oxfer Main, Expanses         8.32         350.00         (91.68)         2.4%           A2337, Torger Main, Expanses         8.32         350.00         (91.68)         2.4%           A2337, Traphone/Communications         1.773.34         2.2600.00         (98.75)         80.8%           A2331, Traphone/Communications         1.211.25         1.500.00         (288.75)         80.8%           A2341, Main Fund Expanses         1.653.00         1.700.00         (41.00)         67.%           File Operational Expanses         1.653.00         1.700.00         (80.00)         67.%           File Operational Expanses         1.650.00         (11.855.16)         46.8%           File Operational Expanses         1.650.00         (11.855.16)         46.8%           File Operational Expanses         1.650.00         616.21         113.0%	A2059, P & L Insurance	459.00	460.00	(1.00)	99.8%	
A2125. Gen. Election expenses         290.59         355.00         (69.41)         63.0%           A2130. Office Supplies         505.10         300.00         205.10         184.4%           A233. Office Supplies         505.10         300.00         205.10         184.4%           A233. Office Supplies         0.00         8.000.00         (80.00.00)         0.0%           A233. Office Supplies         0.00         8.000.00         (80.00.00)         0.0%           A234. Total Expenses         1.13.02         2.500.00         (81.56)         0.4%           A273. Ligan bes         1.211.25         1.000.00         (28.07.00)         0.0%           A275. Ligan bes         1.211.25         1.000.00         (28.07.00)         0.0%           Floo Operational Expenses         1.211.25         1.000.00         (28.07.00)         0.0%           Floo Operational Expenses         1.200.00         2.700.00         (60.00.0)         6.7%           Floo Operational Expenses         1.200.00         2.700.00         80.00         113.0%           Floo Operational Expenses         1.200.00         10.700.00         (70.62)         10.700.0           Floo Operational Expenses         1.200.00         (28.50)         6.631         124.3%		4,485.00	6,000.00	(1,515.00)	74.8%	
A 2130, Mailing & Shipping Exp.         64.35         100.00         (25.65)         64.4%           A 2130, Mailing & Shipping Exp.         6.35         100.00         (25.65)         64.4%           A 2137, Copier Maint. Expenses         6.32         350.00         (24.168)         2.4%           A 2137, Copier Maint. Expenses         6.32         350.00         (24.168)         2.4%           A 2137, Copier Maint. Expenses         1.130.32         1.880.00         (6518.68)         66.5%           A 2137, Copier Maint. Expenses         1.0254.82         2.101.00         (11.655.18)         46.6%           File Operational Expenses         1.0254.82         2.101.00         (41.00)         97.6%           F2005, P.1 & Instanton Improvement         1.13.00.0         1.700.00         (41.00)         97.6%           F217, Administrative Face         1.655.00         1.700.00         (41.00)         97.6%           F217, Administrative Face         1.360.02         1.700.00         (41.00)         97.6%           F217, F217, Edministrative Face         1.360.00         1.0700.00         (42.5)         0.0%           F180 Operational Expenses         1.01.200.00         (42.5)         50.6%         113.0%           F1803, Maint. Mar. Wages         1.174						
A 233, Office Supplies         505,10         300,00         205,10         164,4%           A 2137, Oppler Maint, Expenses         0,00         0,000,00         (6,000,00)         0,0%           A 233, Office Supplies         0,00         0,000,00         (6,000,00)         0,0%           A 233, TilephoneCommunications         1,773,34         2,200,00         (619,68)         68,4%           A 233, TilephoneCommunications         1,212,42         1,000,00         (224,75)         00,4%           A 233, TilephoneCommunications         1,224,42         2,1910,00         (11,655,19)         46,6%           File Operational Expenses         1,0254,62         2,1910,00         (11,655,19)         46,6%           File Operational Expenses         1,659,00         1,700,00         (41,00)         97,6%           F2117, Aninistrative Face         1,360,00         2,700,00         (90,00)         66,7%           File Operational Expenses         113,400,62         10,700,00         2,750,62         126,1%           Ritora, Maint, Mor, Wapes         11,775,50         2,100,00         (325,60)         64,84           Ritora, Maint, Mor, Wapes         1,516,62         2,000,00         (46,16)         75,%           Ritora, Maint, Mor, Wapes         1,516,62 <th></th> <th></th> <th>350.00</th> <th></th> <th></th> <th></th>			350.00			
A2137, Copier Valimit: Expenses         8.32         350.00         (341.68)         2.4%           A2237, County Fee         0.00         6.000.00         (5000.00)         0.0%           A2437, Travel Expenses         1,130.32         1,650.00         (519.68)         66.5%           A237, Legit Ines         1,211.28         2,000.00         (280.66)         66.4%           A237, Legit Ines         1,211.28         1,500.00         (282.66)         66.4%           A237, Legit Ines         1,211.28         1,500.00         (282.67)         0.0.4%           A237, County Fee         1,211.28         1,500.00         (11.655.16)         46.8%           Fire Operational Expenses         10,254.82         21.910.00         (11.655.16)         46.8%           Fire Operational Expenses         7.118.21         6,300.00         (900.00)         66.7%           Fire Operational Expenses         13,490.52         10,700.00         2,790.62         128.1%           Receational Expenses         13,490.52         10,700.00         2,790.62         128.1%           R1020, Hautin, May, Wages         813.75         1,600.00         (766.25)         50.9%           R1023, Hautin, May, Wages         1316.82         2,800.00         (11.83.39)						
A282, County Fees         0.00         6,000.00         (0,000.00)         0.0%           A293, TelephoneCommunications         1,779.34         2,600.00         (820.66)         66.5%           A253, TelephoneCommunications         1,779.34         2,600.00         (820.66)         66.5%           A273, Legifises         1211.25         1,500.00         (828.75)         80.5%           Total Administrative Expenses         10,254.82         21,910.00         (11,655.16)         46.6%           File Operational Expenses         1,850.00         1,700.00         (41.00)         97.6%           P2005, P14, Linsurance         1,850.00         1,700.00         (900.00)         66.7%           P2005, P14, Insurance         1,850.00         1,700.00         (900.00)         66.7%           P2005, P14, Rind Expenses         7,118.21         11.075         11.075           File Operational Expenses         13,490.62         10,700.00         2,790.62         126.1%           Recrestional Expenses         112,774.50         2,100.00         (962.55)         50.0%           R1023, Maint, Mgr. Wages         813.75         1,600.00         (962.55)         50.0%           R1024, Maint Surger Station Improvements         1616.62         2,600.00						
A279, Trave Expenses         1,30.32         1,650.00         (519.68)         66.5%           A253, Trave Expenses         1,779.34         2,600.00         (289.75)         60.8%           A253, Telephone/Communications         1,211.25         1,500.00         (289.75)         60.8%           Total Administrative Expenses         1.0,254.62         21,910.00         (11,655.18)         46.6%           Pass, P.A. Linstrance         1,859.00         1.700.00         (41.00)         67.5%           Pass, P.A. Linstrance         1,859.00         1.700.00         (40.00)         67.5%           Pass, P.A. Linstrance         1,859.00         1.700.00         (40.00)         67.5%           Pass, P.A. Linstrance         1,859.00         2.700.00         (40.00)         67.5%           Pass, P.A. Linstrance         2,093.06         113.0%         113.0%         113.0%           File Operational Expenses         1,745.0         2,100.00         2,790.62         126.1%           Recreational Expenses         1,745.0         2,100.00         (766.25)         50.9%           R1028, Main. Mgr. Wages         613.75         1,600.00         (766.25)         50.9%           R1040, Rec. Program Expenses         1,745.00         2,800.00         6				<b>``</b>		
A253, Telephone/Communications         1,779.34         2,600.00         (628.65)         66.4%           A2713, Legal face         10,254.82         2,1910.00         (11,655.18)         46.8%           Fire Operational Expenses         1         1,0254.82         2,1910.00         (11,655.18)         46.8%           Fire Operational Expenses         1,655.00         1,700.00         (41.00)         97.6%           P4048, Fire Station Improvement         819.75         6,200.00         68.7%         13.21         113.0%           Fire Operational Expenses         7,118.21         6,200.00         618.21         113.0%           Fire Operational Expenses         13,490.62         10,700.00         2,790.62         126.1%           Recrestional Expenses         13,490.62         10,000         (768.25)         50.9%           R1073, Hondrai wages         1,774.50         2,100.00         (768.25)         50.9%           R1074, Hondrai wages         1,774.50         2,100.00         (768.25)         50.9%           R1074, Hondrai wages         1,616.62         2,800.00         (11,163.38)         57.7%           R204176, Tack Program Expenses         1,616.62         2,800.00         (46.16)         76.9%           R20417C, Tal Chi Expenses <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>						
A2713, Legal fees         1,211.25         1,500.00         (288,75)         80.8%           Total Administrative Expanses         10,254.62         2,1910.00         (11,655.18)         46.8%           F2059, P. & L. Insurance         1,659.00         1,700.00         (41.00)         87.8%           F2059, P. & L. Insurance         1,659.00         2,700.00         (800.00)         66.7%           F4040, Fire Station Improvement         619.75         6300.00         818.21         113.0%           File Operational Expanses         7118.21         6300.00         2,700.62         125.1%           Recreational Expanses         13400.62         10,700.00         2,700.62         126.1%           Recreational Expanses         131.75         1,600.00         (766.25)         50.9%           R1073, Junoficial ways         1,714.50         2,100.00         (235.50)         04.5%           R1073, Hork Comp Insurance         291.88         510.00         (118.32)         57.7%           R20411, Roc, Program Expanses         1,518.62         2,600.00         (1,18.36)         57.7%           R204141, Roc, Program Expanses         1,518.62         2,600.00         (1,18.36)         57.7%           R20417, Tot, Child Expanses         1,518.62						
Total Administrative Expanses         10,254.82         21,910.00         (11,655.18)         46.8%           Fire Operational Expanses         1,650.00         1,700.00         (41.00)         97.6%           F2056, P & L Insurance         1,650.00         2,700.00         (600.00)         66.7%           F4048, Fire Station Improvement         819.75         6,300.00         818.21         113.0%           Fire Operational Expanses         7,118.21         6,300.00         2,790.62         126.1%           Recreational Expanses         13,490.62         10,700.00         2,790.62         126.1%           Recreational Expanses         13,490.62         10,700.00         2,790.62         126.1%           Recreational Expanses         13,450.62         2,100.00         (766.25)         50.9%           R1026, Maint. Mgr. Wages         137.5         1,600.00         (766.25)         50.9%           R1032, Maint. Mgr. Wages         137.450         2,100.00         (225.50)         84.5%           R1021, FicA         251.65         310.00         (11,83.2)         94.1%           R204102, Corn. Dine Expanses         1,516.62         2,800.00         (1,183.30)         57.7%           R204102, Corn. Dine Expanses         1,516.62         2,800.00<			•			
Fire Operational Expanses         1,659.00         1,700.00         (41.00)         87.6%           F2017, Administrative Fees         1,800.00         2,700.00         (800.00)         66.7%           F4042, Fire Station Improvement         813.75         6,800.00         618.21         113.0%           Fire Operational Expanses         7,118.21         6,800.00         67.6%         66.7%           Fire Operational Expanses         113,40.62         10,700.00         2,790.62         126.1%           Recreational Expanses         113,40.62         10,700.00         2,790.62         126.1%           Recreational Expanses         11,774.50         2,100.00         (786.25)         50.9%           R1023, Maint. Mgr. Wages         11,774.50         2,100.00         (786.25)         50.9%           R1047, Int Comp Insurance         291.68         310.00         (1.183.30)         57.7%           R20418, Bitstor Expanses         155.00         2,800.00         (1.183.30)         57.7%           R204102, Crait Chit Expanses         155.00         2,800.00         (4.61.6)         76.8%           R204102, Crait Chit Expanses         155.00         2,800.00         (4.61.6)         76.8%           R204102, Crait Chit Expanses         2,629.55         <	A2713, Legal fees	1,211.25	1,500.00	(288.75)	80.8%	
F 26058, P & L Insurance         1,555,00         1,700,00         (41,00)         97,6%           F2117, Administrative Fees         1,800,00         2,700,00         (800,00)         66,7%           F4028, Fire Station Improvement         819,75         6,300,00         818,21         113,0%           Fire Operational Expenses         2,093,66	Total Administrative Expenses	10,254.82	21,910.00	(11,655.18)		46.8%
F 26058, P & L Insurance         1,655,00         1,700,00         (41,00)         97,6%           F2117, Administrative Fees         1,800,00         2,700,00         (800,00)         66,7%           F4028, Fire Station Improvement         819,75         6,300,00         818,21         113,0%           Fire Operational Expenses         2,093,66	Fire Operational Expenses					
F4042, Fire Station Improvement         19.75         1           F4027, Warin Fund Expenses         7.118.21         6,300.00         818.21         113.0%           Fire Operational Expenses - Other         2,093.66		1,659.00	1,700.00	(41.00)	97.6%	
F4042, Fire Station Improvement         19.75         1           F4027, Warin Fund Expenses         7.118.21         6,300.00         818.21         113.0%           Fire Operational Expenses - Other         2,093.66	F2117, Administrative Fees	1,800.00	2,700.00	(900.00)	66.7%	
F4827, W. Marin Fund Expenses         7,118.21         6,300.00         618.21         113.0%           Total Fire Operational Expenses         13,490.62         10,700.00         2,790.62         126.1%           Recreational Expenses         113.0%         113.0%         126.1%         113.0%           Recreational Expenses         113.0%         2,790.62         126.1%           Recreational Expenses         113.0%         2,790.62         126.1%           Recreational Expenses         111.0%         2,100.00         (325.50)         50.9%           R1073, Janiforial Wages         1,774.50         2,100.00         (325.50)         64.5%           R1701, Work Comp Insurance         291.68         310.00         (1183.39)         57.7%           R20410, Com. Dinner Expenses         1,616.62         2,800.00         (41.18.39)         57.7%           R2041CP, Child's Program Expenses         1,616.62         2,800.00         (45.90)         53.9%           R2041CP, Child's Program Expenses         1,616.62         2,800.00         (45.90)         53.9%           R2041CP, Child's Program Expenses         1,610.00         (45.90)         53.9%         53.9%           Total R2041, Rec. Program Expenses         2,629.56         4,400.00         (1,770.44			_,	( <b>)</b>		
Fire Operational Expenses - Other         2,093.66           Total Fire Operational Expenses         13,490.62         10,700.00         2,790.62         126.1%           Recreational Expenses          1         10,700.00         (706.25)         50.9%           R1072, Maint. Mgr. Wages         11,774.50         2,100.00         (325.50)         64.5%           R1073, Janitorial wages         1,774.50         2,100.00         (325.50)         64.5%           R1074, Maint. Mgr. Wages         1,511         282.00         (18.32)         94.1%           R2041BI, Bistro Expenses         1         166.62         2,800.00         (11,83.8)         57.7%           R2041BI, Bistro Expenses         1         155.04         200.00         (46.16)         76.9%           R2041BI, Bistro Expenses         1         50.60         50.9%         53.9%         53.9%           R2041CP, Child's Program Exp.         153.84         200.00         (46.16)         76.9%           R2041CP, Child's Program Exp.         153.84         200.00         0.00         100.0%           R2059, P & Linsurance         500.00         500.00         0.00         100.0%           R2077, Routine Repairs         2,498.07         5,000.00         (1250.08)<			6,300,00	818.21	113.0%	
Recreational Expenses         1,774.50         1,600.00         (796.25)         50.9%           R1028, Maint. Mgr. Wages         813.75         1,600.00         (325.50)         84.5%           R1028, Maint. Mgr. Wages         1,774.50         2,100.00         (325.50)         84.5%           R1404, FICA         351.91         283.00         66.91         124.3%           R1701, Mork Comp Insurance         291.68         310.00         (18.32)         94.1%           R2041, Rec. Program Expenses         1,616.62         2,800.00         (1,163.38)         57.7%           R2041CP, Con. Dinner Expenses         105.00         (46.16)         76.9%           R2041CP, Con. Dinner Expenses         155.00         (44.50)         53.9%           R2041CP, Con. Dinner Expenses         2,629.56         4,400.00         (1,77.04)         59.8%           R2059, P & L Insurance         500.00         500.00         0.00         100.0%           R2077, Routine Repairs         2,498.07         5,000.00         (1,200.00)         0.0%           R2117, Administrative Expenses         0.00         1,200.00         (1,200.00)         0.0%           R2117, Mathinistrative Expenses         0.00         100.00         (11,200.00)         0.0%      <						
R1028, Maln: Mgr. Wages         613.75         1,600.00         (766.25)         50.3%           R1073, Jantorial wages         1,774.50         2,100.00         (325.50)         84.5%           R1074, GCA         351.91         283.00         68.91         124.3%           R1701, Work Comp Insurance         291.68         310.00         (18.32)         94.1%           R2041BL, Bistro Expenses         1616.62         2,800.00         (1,183.38)         57.7%           R2041CP, Com. Dinner Expenses         105.00         (46.16)         76.9%           R2041CP, Com. Dinner Expenses         105.00         (46.16)         76.9%           R2041CP, Child Program Expenses         2,629.56         4,400.00         (1.77.44)         59.8%           R2041CC, Caru Dinner Expenses         2,629.56         4,400.00         (1.77.44)         59.8%           R2041CP, Child Program Expenses         2,629.56         4,400.00         (1.77.44)         59.8%           R2041CP, Court Dinser Expenses         2,629.56         4,400.00         (1.77.44)         59.8%           R2041CP, Child Expenses         2,690.00         500.00         0.00         100.0%         6,200.00         (1.200.00)         0.0%           R2059, P & L Insurance         0.00	Total Fire Operational Expenses	13,490.62	10,700.00	2,790.62		126.1%
R1073, Janttorial wages         1,774.50         2,100.00         (325.50)         84.5%           R1404, FICA         351.91         283.00         66.9.1         124.3%           R1701, Work Comp Insurance         291.68         310.00         (18.32)         94.1%           R2041, Rec. Program Expenses         1.616.62         2.800.00         (1.183.36)         57.7%           R2041DC, Com. Dinner Expenses         105.00         754.10         1.400.00         (645.90)         33.96           Total R2041, Rec. Program Expenses         2.529.56         4.400.00         (1.170.44)         59.8%           R2055, P & L Insurance         500.00         500.00         0.00         100.0%           R2077, Routine Repairs         2.499.07         5.000.00         (1.200.00)         0.0%           R2017, Administrative Expenses         0.00         1.200.00         (1.200.00)         0.0%           R211, Miscellaneous Expenses         0.00         1.200.00         (1.200.00)         0.0%           R211, Miscellaneous Expenses         0.00         100.00         (1.200.00)         0.0%           R211, Miscellaneous Expenses         0.00         100.00         (1.200.00)         0.0%           R211, Miscellaneous Expenses         0.00	Recreational Expanses					
R1400, FICA         351.91         283.00         68.91         124.3%           R1701, Work Comp Insurance         291.68         310.00         (16.32)         94.1%           R2041BI, Bistro Expenses         1,616.62         2,800.00         (1,183.38)         57.7%           R2041BI, Bistro Expenses         1,616.62         2,800.00         (1,183.38)         57.7%           R2041CP, Com Dinner Expenses         105.00         (46.16)         76.9%           R2041CP, Child's Program Exp.         153.84         200.00         (46.16)         53.9%           Total R2041, Rec. Program Expenses         2,629.56         4,400.00         (1.770.44)         59.8%           R2057, Routine Repairs         2,498.07         5,000.00         0.00         100.0%           R2077, Routine Repairs         2,498.07         5,000.00         (1,200.00)         0.0%           R2077, Routine Repairs         2,498.07         5,000.00         (1,200.00)         0.0%           R2117, Administrative Expenses         0.00         1,200.00         (1,200.00)         0.0%           R2117, Macinelaneous Expenses         0.00         100.00         (1,00.00)         75.5%           R2041 RC, Proprise & Stampe         28.60         100.00         (11.40.00)	R1028, Maint. Mgr. Wages	813.75	1,600.00	(786.25)	50.9%	
R1701, Work Comp Instrance         291.68         310.00         (18.32)         94.1%           R2041, Rec. Program Expenses         1,616.62         2,800.00         (1,183.38)         57.7%           R2041ED, Com. Dinner Expenses         105.00         (1,183.38)         57.7%           R2041CD, Com. Dinner Expenses         105.00         (46.16)         76.9%           R2041CC, Tal Chi Expenses         754.10         1,400.00         (645.59)         53.9%           Total R2041, Rec. Program Expenses         2,629.56         4,400.00         (1,770.44)         59.8%           R2059, P & Linsurance         500.00         500.00         0.00         100.0%           R2077, Routine Repairs         2,498.07         5,000.00         (1,200.00)         0.0%           R2107, Routine Repairs         2,498.07         5,000.00         (1,200.00)         0.0%           R2117, Administrative Expenses         0.00         1,200.00         (1,200.00)         0.0%           R2121, Miscellane ous Expenses         0.00         1,00.00         (100.00)         0.0%           R2117, Administrative Expenses         0.00         100.00         (119.00)         75.0%           R2123, Office Supplies & Stampe         28.60         100.00         (119.00)         <	R1073, Janitorial wages	1,774.50	2,100.00	(325.50)	84.5%	
R2041, Rec. Program Expenses         1,616.62         2,800.00         (1,183.36)         57.7%           R2041B1, Bistro Expenses         105.00         1         76.9%         76.9%           R2041CP, Child's Program Exp.         153.84         200.00         (46.16)         76.9%           R2041CP, Child's Program Exp.         153.84         200.00         (645.90)         53.9%           Total R2041, Rec. Program Expenses         754.10         1,400.00         (645.90)         53.9%           R2059, P & Linsurance         500.00         500.00         0.00         100.0%           R2077, Routine Repairs         2,498.07         500.00         (2,501.93)         50.0%           R2077, Routine Repairs         2,498.07         500.00         (1,1500.00)         0.0%           R2117, Administrative Expenses         4,500.00         6,000.00         (1,500.00)         0.0%           R2117, Administrative Stampe         28.60         100.00         (10.00)         0.0%           R2123, Office Supplies & Stampe         28.60         100.00         (119.10)         73.5%           R2259, Refuse Removal         330.90         450.00         (329.10)         34.2%           R2258, Refuse Removal         700.00         (220.32)         66	R1404, FICA	351.91	283.00	68.91	124.3%	
R2041B1, Bisto Expenses         1,616.62         2,800.00         (1,183.36)         57.7%           R2041CD, Com. Dinner Expenses         105.00         76.9%         76.9%           R2041CP, Child's Program Exp.         153.84         200.00         (46.16)         76.9%           R2041CP, Child's Program Expenses         754.10         1,400.00         (46.5.90)         53.9%           Total R2041, Rec. Program Expenses         2,629.56         4,400.00         (1,770.44)         59.8%           R2055, P & L Insurance         500.00         500.00         0.00         100.0%           R2077, Routine Repairs         2,498.07         5,000.00         (2,51.93)         50.0%           R2077, Routine Repairs         2,498.07         5,000.00         (1,500.00)         0.0%           R2117, Administrative Expenses         4,500.00         6,000.00         (1,500.00)         0.0%           R2117, Administrative Expenses         0.00         100.00         (100.00)         0.0%           R2132, Miscellaneous Expenses         0.00         100.00         (119.10)         73.5%           R2132, Miscellaneous Expenses         0.00         450.00         (119.10)         73.5%           R2258, Reture Removal         330.90         450.00         (202		291.68	310.00	(18.32)	94.1%	
R2041CD, Com. Dinner Expenses         105.00           R2041CD, Collid's Program Exp.         153.84         200.00         (46.16)         76.9%           R2041TC, Tal Chi Expenses         754.10         1,400.00         (645.90)         53.9%           Total R2041, Rec. Program Expenses         2,629.56         4,400.00         (1,770.44)         59.8%           R2059, P & Linsurance         500.00         500.00         0.00         100.0%           R2057, Routine Repairs         2,498.07         5,000.00         (2,501.93)         50.0%           R2057, CC Ground Maintenance         0.00         1,200.00         (1,500.00)         75.0%           R2117, Administrative Expenses         0.00         100.00         (100.00)         0.0%           R2133, Office Supplies & Stampe         28.60         100.00         (119.10)         73.5%           R2259, Refuse Removal         330.90         450.00         (329.10)         34.2%           R2535E, Building Supplies         170.90         500.00         (329.10)         34.2%           R2535E, Electrical Expenses         0.00         700.00         (700.00)         0.0%           R2535E, Electrical Expenses         23.87         700.00         (476.13)         32.0%						
R2041CP, Child's Program Exp.         153.84         200.00         (46.16)         76.9%           R2041TC, Tai Chi Expenses         754.10         1,400.00         (645.90)         53.9%           Total R2041, Rec. Program Expenses         2,629.56         4,400.00         (1,770.44)         59.8%           R2059, P & L Insurance         500.00         500.00         0.00         100.0%           R2077, Routine Repairs         2,498.07         5,000.00         (2,501.39)         50.0%           R2097, CC Ground Maintenance         0.00         1,200.00         (1,500.00)         75.0%           R2131, Administrative Expenses         4,500.00         6,000.00         (100.00)         0.0%           R2133, Office Supplies & Stampe         28.60         100.00         (71.40)         28.6%           R2256, Building Supplies         170.90         500.00         (119.10)         73.5%           R2253, Refuse Removal         330.90         450.00         (220.32)         66.1%           R25356, Building Supplies         170.90         500.00         (220.32)         66.1%           R25356, Electrical Expenses         0.00         700.00         (700.00)         0.0%           R25356, Electrical Expenses         223.87         700.00		•	2,800.00	(1,183.38)	57.7%	
R2041TC, Tai Chi Expenses         754.10         1,400.00         (645.90)         53.9%           Total R2041, Rec. Program Expenses         2,629.56         4,400.00         (1,770.44)         59.8%           R2059, P & L Insurance         500.00         500.00         0.00         100.0%           R2077, Routine Repairs         2,498.07         5,000.00         (2,501.93)         50.0%           R2097, CC Ground Maintenance         0.00         1,200.00         (1,200.00)         0.0%           R2117, Administrative Expenses         4,500.00         6,000.00         (1,500.00)         75.0%           R2133, Office Supplies & Stampe         28.60         100.00         (010.00)         0.0%           R2259, Refuse Removal         330.90         450.00         (329.10)         34.2%           R2536, Building Supplies         170.90         500.00         (329.10)         34.2%           R25354, Pay Telephone Expense         429.68         650.00         (220.32)         66.1%           R25356, Elicitical Expenses         0.00         700.00         (700.00)         0.0%           R25356, Building Supplies         0.00         700.00         (700.00)         0.0%           R25356, Elicitical Expenses         23.87         700.00						
Total R2041, Rec. Program Expenses         2,629.56         4,400.00         (1,770.44)         59.8%           R2059, P & L Insurance         500.00         500.00         0.00         100.0%           R2077, Routine Repairs         2,498.07         5,000.00         (2,501.93)         50.0%           R2097, CC Ground Maintenance         0.00         1,200.00         (1,200.00)         0.0%           R2117, Administrative Expenses         4,500.00         6,000.00         (1,500.00)         75.0%           R2121, Miscellaneous Expenses         0.00         100.00         (100.00)         0.0%           R2133, Office Supplies & Stampe         28.60         100.00         (119.10)         73.5%           R2259, Refuse Removal         330.90         450.00         (329.10)         34.2%           R2536, Building Supplies         170.90         500.00         (220.32)         66.1%           R25355, Energy Expenses         0.00         700.00         (700.00)         0.0%           R25356, Butane Gase Expenses         223.87         700.00         (700.00)         0.0%						
R2059, P & Linsurance         500.00         500.00         0.00         100.0%           R2077, Routine Repairs         2,498.07         5,000.00         (2,501.93)         50.0%           R2097, CC Ground Maintenance         0.00         1,200.00         (1,200.00)         0.0%           R2117, Administrative Expenses         4,500.00         6,000.00         (1,500.00)         75.0%           R2121, Miscellaneous Expenses         0.00         100.00         (100.00)         0.0%           R2133, Office Supplies & Stampe         28.60         100.00         (71.40)         28.6%           R2259, Refuse Removal         330.90         450.00         (119.10)         73.5%           R2536, Building Supplies         170.90         500.00         (220.32)         66.1%           R2535, Energy Expenses         429.66         650.00         (220.32)         66.1%           R25356, Building Supplies         0.00         700.00         (70.00)         0.0%           R25356, Building Supplies         0.00         700.00         (270.00)         0.0%           R25356, Building Supplies         0.00         700.00         (270.00)         0.0%           R25356, Butane Gas Expenses         0.00         700.00         (476.13)	R2041TC, Tai Chi Expenses	754.10	1,400.00	(645.90)	53.9%	
R2077, Routine Repairs         2,498.07         5,000.00         (2,501.93)         50.0%           R2097, CC Ground Maintenance         0.00         1,200.00         (1,200.00)         0.0%           R2117, Administrative Expenses         4,500.00         6,000.00         (1,500.00)         75.0%           R2121, Miscellaneous Expenses         0.00         100.00         (100.00)         0.0%           R2133, Office Supplies & Stampe         28.60         100.00         (71.40)         28.6%           R2259, Refuse Removal         330.90         450.00         (119.10)         73.5%           R2536, Building Supplies         170.90         500.00         (220.32)         66.1%           R2535, Energy Expenses         0.00         700.00         (700.00)         0.0%           R2535G, Butane Gas Expenses         0.00         700.00         (476.13)         32.0%	Total R2041, Rec. Program Expenses	2,629.56	4,400.00	(1,770.44)	59.8%	
R2097, CC Ground Maintenance         0.00         1.200.00         (1,200.00)         0.0%           R2117, Administrative Expenses         4,500.00         6,000.00         (1,500.00)         75.0%           R2121, Miscellaneous Expenses         0.00         100.00         (100.00)         0.0%           R2133, Office Supplies & Stampe         28.60         100.00         (119.10)         28.6%           R2259, Refuse Removal         330.90         450.00         (119.10)         73.5%           R2536, Building Supplies         170.90         500.00         (329.10)         34.2%           R2535, Energy Expenses         429.68         650.00         (220.32)         66.1%           R2535, Energy Expenses         700.00         (700.00)         0.0%           R2535G, Butane Gas Expenses         223.87         700.00         (476.13)         32.0%	R2059, P & L Insurance	500.00	500.00	0.00	100.0%	
R2117, Administrative Expenses       4,500.00       6,000.00       (1,500.00)       75.0%         R2121, Miscellaneous Expenses       0.00       100.00       (100.00)       0.0%         R2133, Office Supplies & Stampe       28.60       100.00       (119.10)       28.6%         R2259, Refuse Removal       330.90       450.00       (119.10)       73.5%         R2366, Building Supplies       170.90       500.00       (329.10)       34.2%         R2534, Pay Telephone Expenses       429.68       650.00       (220.32)       66.1%         R2535, Energy Expenses       0.00       700.00       (700.00)       0.0%         R2535G, Butane Gas Expenses       223.87       700.00       (476.13)       32.0%	R2077, Routine Repairs	2,498.07	5,000.00	(2,501.93)	50.0%	
R2121, Miscellane ous Expenses         0.00         100.00         (100.00)         0.0%           R2133, Office Supplies & Stampe         28.60         100.00         (71.40)         28.6%           R2259, Refuse Removal         330.90         450.00         (119.10)         73.5%           R2366, Building Supplies         170.90         500.00         (329.10)         34.2%           R2534, Pay Telephone Expenses         429.68         650.00         (220.32)         66.1%           R2535, Energy Expenses         700.00         (700.00)         0.0%           R2535G, Butane Gas Expenses         223.87         700.00         (476.13)         32.0%	R2097, CC Ground Maintenance	0.00	1,200.00	(1,200.00)	0.0%	
R2133, Office Supplies & Stampe       28.60       100.00       (71.40)       28.6%         R2259, Refuse Removal       330.90       450.00       (119.10)       73.5%         R2366, Building Supplies       170.90       500.00       (329.10)       34.2%         R2534, Pay Telephone Expenses       429.68       650.00       (220.32)       66.1%         R2535, Energy Expenses	R2117, Administrative Expenses	4,500.00	6,000.00	(1,500.00)	75.0%	
R2259, Refuse Removal         330.90         450.00         (119.10)         73.5%           R2366, Building Supplies         170.90         500.00         (329.10)         34.2%           R2534, Pay Telephone Expenses         429.68         650.00         (220.32)         66.1%           R2535, Energy Expenses         700.00         (700.00)         0.0%           R2535G, Butane Gas Expenses         223.87         700.00         (476.13)         32.0%		0.00	100.00	(100.00)	0.0%	
R2259, Refuse Removal         330.90         450.00         (119.10)         73.5%           R2366, Building Supplies         170.90         500.00         (329.10)         34.2%           R2534, Pay Telephone Expenses         429.68         650.00         (220.32)         66.1%           R2535, Energy Expenses         700.00         (700.00)         0.0%           R2535G, Butane Gas Expenses         223.87         700.00         (476.13)         32.0%	R2133, Office Supplies & Stampe	28.60	100.00	(71.40)	28.6%	
R2534, Pay Telephone Expenses         429.68         650.00         (220.32)         66.1%           R2535, Energy Expenses         0.00         700.00         (700.00)         0.0%           R2535G, Butane Gas Expenses         223.87         700.00         (476.13)         32.0%	R2259, Refuse Removal					
R2535, Energy Expenses         0.00         700.00         (700.00)         0.0%           R2535G, Butane Gas Expenses         223.87         700.00         (476.13)         32.0%		170.90	500.00	(329.10)		
R2535E, Electrical Expenses         0.00         700.00         (700.00)         0.0%           R2535G, Butane Gas Expenses         223.87         700.00         (476.13)         32.0%		429.68	650.00	(220.32)	66.1%	
R2535G, Butane Gas Expenses 223.87 700.00 (476.13) 32.0%	R2535, Energy Expenses					
	R2535E, Electrical Expenses	0.00	700.00	(700.00)	0.0%	
R2535, Energy Expenses - Other 690.32			700.00	(476.13)	32.0%	
	R2535, Energy Expenses - Other	690.32				

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# MBCSD Fiscal 2000-2001 Year to Date Profit & Loss Budget vs. Actual July 2000 through February 2001

	Jul '00 - Feb 01	Budget	\$ Over Budget	% of Budget	
Total R2535, Energy Expenses	914.19	1,400.00	(485.81)	65.3%	
R4048, Building Improvements	0.00	3,500.00	(3,500.00)	0.0%	
Total Recreational Expenses	15,233.74	28,093.00	(12,859.26)	· <u></u> ·	54.2%
Roads & Easements Expenses E1028, Maint. Mgr. wages	1,321.25	2,600.00	(1,278.75)	50.8%	
E1073, Extra Hire Wages E1404, FICA	- 420.00 133.22	5,000.00 581.00	(4,580.00) (447.78)	8.4% 22.9%	
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 E2117, Administrative Fees	9,252.81	20,000.00	(10,747.19)	46.3% 75.0%	
,	4,500.00	6,000.00	(1,500.00)	/5.0%	4= 00/
Total Roads & Easements Expenses	15,844.28	35,216.00	(19,371.72)		45.0%
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	483.00	324.00	159.00	149.1%	
H2713, Project Improvements					
H2713CP, System Improvements H2713WR, Water Right Resolution	20,670.56 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.	21,318.56	92,489.00	(71,170.44)		23.0%
Water Operational Expenses					
W1028, Maint. Mgr. Wages	10,544.75	16,250.00	(5,705.25)	64,9%	
W1073, Extra Hire Wages W1404, FICA	1,664.00 831,07	3,000.00 1,473.00	(1,336.00) (641.93)	55.5% 56.4%	
W1506, Medical benefits			(		
W1506CPHvy	1,145.30	1,890.00	(744.70)	60.6%	
W1506CPSh W1506, Medical benefits - Other	1,136.64 (553.61)				
Total W1506, Madical benefits	1,728.33	1,890.00	(161.67)	91.4%	
W1701, Work. Comp.insurance	1.671.24	2,000.00	(328.76)	83.6%	
W2049, Conferences & Training	293.00	600.00	(307.00)	48.8%	
W2058, Annual Permit Fee	1,600.00	1,500.00	100.00	106.7%	
W2059, P & L insurance	750.00	750.00	0.00	100.0%	
W2077, Routine Repairs	1,616.14	1,250.00	366.14	129.3%	
W2115, Chemicals   Testing W2117, Adminsitrative Fees	750.84	4,500.00	(3,749.16)	16.7%	
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, Adminsitrative Fees - Other	13,650.00	-	• • •		
Total W2117, Adminstrative Fees	13,650.00	19,800.00	(6,150.00)	68.9%	
W2121, Miscellaneous Expenses	628.19	4,000.00	(3,371.81)	15.7%	

# MBCSD Fiscal 2000-2001 Year to Date Profit & Loss Budget vs. Actual July 2000 through February 2001

	Jul '00 - Feb 01	Budget	\$ Over Budget	% of Budget
W2130, Postage & Shipping	553.30	1,100.00	(546.70)	50.3%
W2133, Office Supplies	779.15	1,200.00	(420.85)	64.9%
W2325, Contract Services	0.00	5,000.00	(5,000.00)	0.0%
W2479, Travel allowance	860.00	1,500.00	(640.00)	57.3%
W2534, Telephone Relay Expense	282.55	450.00	(167.45)	62.8%
W2535, Electrical Service	2,956.78	5,000.00	(2,043.22)	59.1%
Total Water Operational Expenses	41,159.34	71,263.00	(30,103.66)	57.8%
Total Expense	1 17,301.36	259,671.00	(142,369.64)	45.2%
Net income	(647.94)	(78,621.00)	77,973.06	0.8%

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### MUIR BEACH COMMUNITY SERVICES DISTRICT MONTHLY PROFIT AND LOSS FOR

February 2001

	Feb 01
Income	
Administrative income	
A9001, General Tax Income	1,772.00
A9203, Interest earned	278.47
A9772, Copler Income	24.00
Total Administrative Income	2,074.47
Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income.	160.00
R9811Bl, Bistro Income	130.00
R9811CD, Com. Din. Income	1,000.00
R9811CP, Child's Prog. Income	10.00
R9811TC, Tal Chi Income	314.50
Total R9811, Rec. Programs Income.	1,454.50
Total Recreational Activities Income	1,614.50
Wster Capital Improvements Inco	
H9001, special Assessment Tax H9031, Water Surcharge Income	241.50
H9031, Consumption Surcharge H9031, Watar Surcharge Income - Other	1,026.58 1,730.15
Total H9031, Water Surcharge Income	2,756.73
Total Water Capital Improvements Inco	2,998.23
Water Operations Income W9025, Water Service Income	
W9025int., Overdue bill interst	0.80
W9025LP, Late pay penalty	45.85
W9025, Water Service Income - Other	4,594.51
Totai W9025, Water Service Income	4,641.16
Total Watar Operations Income	4,641.16
Total Income	11,328.36
Expense	
Administrative Expenses	075 00
A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees	275.08 485.00
A2133, Office Supplies	53.54
A2479, Travel Expenses	144.63
A2534, Telephone/Communications	344.43
Total Administrative Expenses	1,302.68
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses Total Fire Operational Expenses	
Recreational Expenses	241.01
R1028, Maint. Mgr. Wages	122.50
R1073, Janitorial wages	201.00
R1404, FICA	38.54
R1701, Work Comp Insurance	101.18
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	189.00
R2041CD, Com. Dinner Expenses	105.00
R2041TC, Tal Chi Expenses	184.50
Total R2041, Rec. Program Expenses	478.50

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### MUIR BEACH COMMUNITY SERVICES DISTRICT MONTHLY PROFIT AND LOSS FOR

February 2001

	Feb 01
R2077, Routine Repairs	7.31
R2117, Administrative Expenses	500.00
R2259, Refuse Removal	113.70
R2534, Pay Telephone Expense	53.78
R2535, Energy Expenses	40.10
Total Recreational Expenses	1,656.61
Roads & Easements Expenses	
E 1028, Maint. Mgr. wages	157.50
E1073, Extra Hire Wages	60.00
E1404, FICA	16.64
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	734.14
Water Operational Expenses	
W1028, Maint. Mgr. Wages	936.25
W1073, Extra Hire Wages	198.00
W1404, FICA	86.78
W1506, Medical benefits	0.00
W1701, Work. Comp.Insurance	551.09
W2117, Adminstrative Fees	1,650.00
W2121, Miscellaneous Expenses	118.00
W2130, Postage & Shipping	79.30
W2133, Office Supplies	54.02
W2479, Travel allowance	0.00
W2535, Electrical Service	280.15
Total Watar Operational Expenses	3,953.59
Total Expense	7,888.59
Net Income	3,439.77

### OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGULAR MEETING HELD ON WEDNESDAY, FEBRUARY 28, 2001

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.

\*

- II. Review and consideration of the February 28, 2001 Agenda. There was a brief discussion and Director Schiffries suggested that Item VII (Public Open time) be moved to become Item IV for tonight's Agenda and Director Pinto moved to approve the Agenda revised as requested; seconded by Director Rudnick, ayes all.
- III. National Park Service: Ranger Pat Rieschel discussed the Park's revisions to the beach parking lot and this was followed by a lengthy discussion of the Park's lack of progress on Big Lagoon, particularly in regards to the declining drainage quality of the creek in the lagoon area and the adverse effects on Pacific Way drainage. Of importance is that the County cannot improve the drainage on Pacific Way until such time as the creek flow is improved. Director Kamradt requested that a letter be sent to the Park Service referencing the problem and that a paper trail be established regarding the drainage problem.
- IV. Public Open Time: Several discussions from the residents present were held as follows:
  - A. Ms Lisa Vitale has requested consideration of her offer to conduct a limited child summer camp for the benefit of resident children, this summer. She requests permission to use the Community Center's upstairs child room and intends to limit the class size to under ten children. Ms Vitale is qualified school teacher and intends to charge for the service. There was a general discussion, with the G. M. noting that she would be required to carry adequate insurance. He will contact the District insurance agent to see if a rider can be purchased on the District policy, for a minimal cost. The matter was hen requested to be on the next Board meeting Agenda.
  - B. Hester Burn-Calendar requested that the payment to the paving contractor be withheld for sub standard work. The G. M. stated that payment had already been made and that he had inspected the work, finding some problems that the contractor will correct. However, the G. M. noted that some of the problems are the result of inadequate curing time for the asphalt and the use of an overlay versus substantially more work in replacing road base and resolving subsurface drainage problems. The G. M. plans to meet with the contractor for additional quality of work inspection and to consider some additional work necessary to correct unresolved surface drainage problems.
  - C. John Sward informed the Board of the Fire Departments need for additional storage space and requested permission to place a ship container on the well site property as a temporary storage facility, now that the water rights have been secured. This was followed by further discussion, and the G. M. noted that a needed near term capital improvement is construction of a more adequate well house, storage and work building. Following a property survey, to analyze the site location of such an improvement, he suggested that the Fire department could join in the facility for storage. It was noted that the ship container could be sold at a later date to recover some of the Fire Associations expenses.
  - D. Harvey Pearlman gave a brief report on the success of the community dinner to raise funds for a new piano. He was complemented by the Board for his efforts and there was some discussion of having additional dinners to raise additional funds.

- 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 \$18,222.53 in general fund expenditures and \$400 in Trust Fund rental deposit refunds, for a total of \$19,022.53 of bills paid; seconded by Director Kamradt; ayes all.
- VI. General Manager's Report: the G. M.'s report opened with a discussion of the Water Rights Permit.
  - A. Technical Advisory Committee (TAC): The need to form the TAC as soon as possible was noted. This was followed by a lengthy discussion with the Board deciding to use the TAC work plan suggested by Ed Dito, as the initial work plan.
    - 1. Discussion of the TAC organization was considered and Directors Pinto and Rudnick were delegated as the District's regular members. From time to time, alternative Directors may be appointed, as deemed necessary, during future Board meetings.
    - 2. Scheduling of the initial TAC meeting. The G. M. reported that to date he has not had replies from the non District TAC members to his suggestion that the initial meeting be held at 1 p.m. on either Wednesday, March 7, 14, or 21 in the community center facilities. This was discussed further, and it was suggested that in lack of response that the G. M. set a date agreeable with the Board members and so notify the non District members. Prior to doing this, the G. M. should consult with DWR in regard to the procedure and the pressing deadlines of the permit. The time to meet the deadlines has been considerably decreased due to the delay in receiving the permit in February versus the original last fall anticipated date.
  - B. District Special Assessment Tax: The G. M. reported that this tax requires voter approval for extension and/or modification. He reported that normally there is a June election, but that this year there are no June elections scheduled, and that it will be necessary to be on the November general election ballot. In the event the measure fails to pass, the District would have to reimburse the County the cost of preparing the assessment roll which must be prepared prior to the end of August. A general discussion followed and Director Pinto, chair of the Water Capital Improvements committee indicated that she will schedule a committee meeting to consider the possible need to upgrade the tax measure in view of our secured water rights and the terms of the permit.

Due to the late time and the extended prior public open time discussions during which the majority of Roads and Easements and Recreational problems were discussed, there was no further discussion of the G. M.'s report.

The G. M. reported that he had not received the notes for the beginning of the January Board meeting and as a result the minutes for that meeting have not been completed.

VII. Next meeting date: Following a brief discussion the next meeting date was confirmed for Wednesday, March 28, 2001.

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

Steve Shaffer, Board President

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Donovan Macfarlane, Secretary

CSD\Minutes\02-28-01.reg

James Rodini

## TABLE OF CONTENTS FOR THE BOARD OF DIRECTOR'S INFORMATION PACKET FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING ON WEDNESDAY, APRIL 25, 2001 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE. THE MEETING WILL BEGIN AT 7:00 P.M.

### DESCRIPTION

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#### AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' REGULAR MEETING ON WEDNESDAY, APRIL 25, 2001 TO BEGIN AT 7:00 P. M. IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

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

- I. Open the public meeting: President Pinto will open the public meeting, and then turn the chair over to incoming President
- II. Review and consideration of the April 25, 2001 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". Store, Matthews.

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. Matthin - relationship NPS and means much compatible. Em dwid this after an interaction Common Contractor - Which

- Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the 2001 through 28, 2001 fiscal period.
- V. Fire Department, Emergency Disaster Committee: No report is anticipated from the Fire Chief.

VI. Redwood Creek Watershed Committee report: A brief report on the committee's most recent meeting will be presented.
 VII. General Manager's Report: The General Manager's written report includes a review of administrative and operational

- VII. General Manager's Report: The General Manager's written report includes a review of administrative and operational matters. The report is attached to and 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 answer questions concerning these matters.
  - A. Administration The General Manager's report notes that the fiscal year is 2/3rds complete and reviews:
    - 1. The Budget: The G. M. will be available to answers questions on the District's fiscal condition and the reports contained in the Board meeting packet.

**Roads and Easements:** 

Sunset Way repairs: The unusual recent rains have delayed completion of the repairs and correction of defective work.. Three weeks of dry weather are specified as necessary prior to performing the work.

2. Hear resident comments regarding drainage and maintenance problems on the private driveway known as Jimineth Whale or Butterfly Lane. This item was deferred from the March meeting for further discussion Bob Wina - March 70's Board Water Operations: A general review of water operations and well production.

Water Rights: Due to illness, the first TAC meeting was rescheduled to a date subsequent to tonight's meeting.

E. Recreation: Further consideration of a children's summer camp was deferred to tonight's meeting, pending Iternative insurance coverages. Also, there should be a report on the Burn Callander offer to donate an upright piano to the community center.

Great White Way , Sture -

AT 8:30 PM, A 15 MINUTE COFFEE BREAK WILL BE CALLED The complete Page 1 of 16

CSD\Agendas\04-25-2001

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D.

VIII. 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. The public must reference the 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. Comments are subject to the time and content limitations outlined above.

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.

Review of the minutes for the March 28, 2001 Board meeting. Stove, Path, alf. Х. Next meeting date: The fourth Wednesday in May is Appr 23, 2001. There is a 5<sup>th</sup> Wednesday. Appr 30, 2001 XI. adjournment or continuation 9.10- Al Mari Dinnis Rodoni LAFCO - Pros Dist Door, fin. muty coming up. - 2 Annual Mile Boat is to get W. Man more in the Gon Mgr 2cd - Winning by I m Sharm Vilentai orguires -. Stream CSD Rit War stream CSD Rit War when my community. Tommon Michael Moore

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### MUIR BEACH COMMUNITY SERVICES DISTRICT GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS FOR THE BOARD OF DIRECTORS MEETING ON APRIL 25, 2001

- A ADMINISTRATION: The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.
  - 1 Fiscal review: With the end of March, the fiscal year is 75% complete and review of the year to date summary report shows the District's income to be within budget parameters and the expenses to be well below budget. The following specific comments indicate various pending conditions:
    - а Water capital improvement and operations income is slightly more than 66%, and below the budget forecast; however, as the dry season begins water consumption will increase and income will adjust accordingly. At the end of March, water operations expenses were below budget and unless there are some severe leaks prior to the close of the year, expenses should remain below budget. Water capital improvement expenses are well below budget, but depending on the progress of planned improvements, expenses should increase during the remainder of the year.
    - b Roads and easements received income not projected by the budget, and expenses are below budget. The planned completion of Sunset Way repairs will increase expenses, but as a whole the expenses will end the year below budget. We are seeking proposals for completion of the easement repairs from the community center to Sunset Way, and should have prices ready for the next Board meeting.
  - 2 Budget for fiscal 2001-2002: With just two months left in the current fiscal year, it is time to begin considerations for the next years budget. It is suggested that the Board appoint a committee, with emphasis on water capital improvements. *Emi* water *Capital*  **Roads and Easements**. Due to my vacation, the scheduling of the completion of the Sunset Ways repairs

В and defective work correction was delayed. This has been further delayed due to the recent rainfall. We need

a minimum of three weeks of dry weather prior to doing the repairs. Matthin - Lossle, Lake - Railing? - When I Low Tand. WATER OPERATIONS: In general, water operations have been quiet in so far as water quality problems

С. and there have been no severe leaks.

Coliform tests taken during March were free of coliform bacteria.

Gross water billing for the February 23 through March 23, 2001 billing period was \$3,743.78 including \$10.67 in interest charges and \$96.11 in late payment penalties. The capital improvement surcharges totaled and additional \$960.58.

The table below tabulates the water	production for the period Febru	ary 23 to March 23, 2001.

Total volume of water measured through the master meter =	728,214 gallons
Highest pumping day was on 3/23/01 and volume pumped =	40,835 gallons
Lowest pumping day was on 2/27/01 and volume pumped =	17,588gallons
Total volume billed through service meters =	671,526 gallons
Gross unaccounted for water loss = 7.8%	56,688 gallons
Average daily customer consumption =	163 gallons
Average service billing =	\$25.54



WATER RIGHTS AND CAPITAL IMPROVEMENTS: The Technical Advisory Committee meeting originally scheduled for Wednesday, April 18, 2001 was rescheduled for Friday, May 4, 2001 due to the G. M.'s flue illness. We have been advised that Terry Snyder will attend the meeting ) as well as the non District members.

Requests for cost and scheduling proposals, for surveying the well site, have been sent to the local surveyors. To date, we have not received replies, but we should have some replies by the meeting date.

**RECREATION:** There are no particular recreational items for discussion. During the last meeting, further consideration of the children's summer camp was deferred for further investigation of insurance necessary for this activity.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

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

		DESCRIPTION		
VENDER NAME ADMINISTRATION EXPENSES, [		DESCRIPTION	FUND	AMOUNT
Costco	2049			T \$10.0
Office Max	2049	Meeting supplies	P P	\$19.9
ABC Consultants, Inc.	2049	Meeting packet duplication March administrative fee	<u>Р</u>	30.7
ABC Consultants, Inc.	2479	February travel expenses	B	500.0
AT&T	2534	415-388-7804 toll calls thru 2/28/01	B -	134.6
AT&T	2534			30.8
Pacific Bell	2534	707-643-1143 toll calls Jan & Feb.	B	34.3
Pacific Beli		415-388-7804 thru 3/11/01	В	51.9
	2534	707-643-1143 thru 02/26/01 TOTAL G&A EXF		22.2 \$824.9
		IOTAL GAA LAP	- 211323 -	- <b>#024.</b> 3
ROADS & EASEMENT EXPENSE	S, DIVISION CO	ODE 9237		
Harvey Pearlman	1028	Maint, Mgr. wages paid in March	C	\$150.7
Salvador Gonzales	1073	Extra hire wages paid in march	С	51.6
ABC Consultants, Inc.	2117	March administrative fee	B	500.0
· · ·		TOTAL R&E EXP	PENSES =	\$702.3
WATER DIVISION EXPENSES, D				
Harvey Pearlman	1028	Vacation pay for Calander 2000	C	\$863.2
larvey Pearlman	1028	Maint. Mgr. wages paid in March	С	913.6
Salvador Gonzales	1073	Extra hire wages paid in march	C C	19.3
larvey Pearlman	1506	March medical alloance	В	157.5
Home Depot	2077	Misc. small supplies	B ·	111.0
Pace Supply	2077	Couplings	B	16.9
Herb's Pool Service	2115	Chlorine supplies	В	38.5
Marin County Laboratory	2115	Coliform tests in Feb & March	В	60.0
ABC Consultants, Inc.	2117	March administrative fee	В	800.0
ABC Consultants, Inc.	2117	March cleerical fee	В	850.0
Public Storage	2121	File storage, March	В	48.0
US Post Office	2130	Postage		136.0
Harvey Pearlman	2479	March travel allowance	B	125.0
Pacific Gas & Electric	2535	Well & lower tank electric thru Feb & March	B	481.2
		TOTAL WATER EXP		
			'ENSES =	34.0ZU.53
			PENSES =	\$4,620.5
	ION CODE 923		PENSES =	\$4,620.5
	ION CODE 923			• • • • • • • • •
Harvey Pearlman Juana Gonzales		9		\$75.3
Harvey Pearlman Juana Gonzales Salvador Gonzales	1028	9 Maint, Mgr. wages paid in March	C C	\$75.30 145.34
Harvey Pearlman Juana Gonzales Salvador Gonzales	1028 1073	9 Maint. Mgr. wages paid in March Janitorial wages paid in March	C C C	\$75.3 145.3 83.9
Harvey Pearlman Juana Gonzales Salvador Gonzales ABC Consultants, Inc.	1028 1073 1073	Maint. Mgr. wages paid in March Janitorial wages paid in March Extra hire wages paid in march March administrative fee	C C B	\$75.30 145.3 83.9 500.00
Harvey Pearlman Juana Gonzales Salvador Gonzales ABC Consultants, Inc. Pacific Bell	1028 1073 1073 2117	Maint. Mgr. wages paid in March Janitonal wages paid in March Extra hire wages paid in march March administrative fee Community center pay phone thru 2/19/01	C C B B	\$75.3 145.3 83.9 500.00 53.7
Harvey Pearlman Juana Gonzales Salvador Gonzales ABC Consultants, Inc. Pacific Bell McPhail	1028 1073 1073 2117 2534 2535	Maint. Mgr. wages paid in March Janitorial wages paid in March Extra hire wages paid in march March administrative fee Community center pay phone thru 2/19/01 Butane refill	C C B B B B	\$75.3 145.3 83.9 500.0 53.7 104.1
Harvey Pearlman Juana Gonzales Salvador Gonzales ABC Consultants, Inc. Pacific Bell McPhail Pacific Gas & Electric	1028 1073 1073 2117 2534	Maint. Mgr. wages paid in March Janitorial wages paid in March Extra hire wages paid in march March administrative fee Community center pay phone thru 2/19/01 Butane refill Community Center electric Feb & March	C C B B B B B	\$75.3 145.3 83.9 500.0 53.7 104.1 95.2
Harvey Pearlman Juana Gonzales Salvador Gonzales ABC Consultants, Inc. Pacific Bell McPhail Pacific Gas & Electric Lonna richmond	1028 1073 1073 2117 2534 2535 2535 2041BI	Maint. Mgr. wages paid in March Janitorial wages paid in March Extra hire wages paid in march March administrative fee Community center pay phone thru 2/19/01 Butane refill Community Center electric Feb & March Bistro wages paid in March	C C B B B C	\$75.3 145.3 83.9 500.0 53.7 104.1 95.2 193.7
Harvey Pearlman Juana Gonzales Salvador Gonzales ABC Consultants, Inc. Pacific Bell McPhail Pacific Gas & Electric Lonna richmond Mollie Stones	1028 1073 1073 2117 2534 2535 2535 2041BI 2041BI	Maint. Mgr. wages paid in March Janitorial wages paid in March Extra hire wages paid in march March administrative fee Community center pay phone thru 2/19/01 Butane refill Community Center electric Feb & March Bistro wages paid in March Bistro supplies	C C B B B C P	\$75.3 145.3 83.9 500.0 53.7 104.1 95.2 193.7 3.6
Harvey Pearlman Juana Gonzales Salvador Gonzales ABC Consultants, Inc. Pacific Bell McPhail Pacific Gas & Electric Lonna richmond Mollie Stones Nancy Knox	1028 1073 2017 2534 2535 2535 2041BI 2041BI 2041BI	Maint. Mgr. wages paid in March Janitorial wages paid in March Extra hire wages paid in march March administrative fee Community center pay phone thru 2/19/01 Butane refill Community Center electric Feb & March Bistro wages paid in March Bistro supplies Bistro pastries	C C B B C P P	\$75.30 145.3 83.9 500.00 53.70 104.1 95.2 193.70 3.60
Harvey Pearlman Juana Gonzales Salvador Gonzales ABC Consultants, Inc. Pacific Bell McPhail Pacific Gas & Electric Lonna richmond Mollie Stones Nancy Knox Frader Joes	1028 1073 2017 2534 2535 2535 2041BI 2041BI 2041BI 2041BI	Maint. Mgr. wages paid in March Janitorial wages paid in March Extra hire wages paid in march March administrative fee Community center pay phone thru 2/19/01 Butane refill Community Center electric Feb & March Bistro wages paid in March Bistro supplies Bistro pastries Bistro supplies	C C B B C P P	\$75.30 145.3 83.9 500.00 53.70 104.1 95.2 193.70 3.60 15.00 3.50
Harvey Pearlman Juana Gonzales Salvador Gonzales ABC Consultants, Inc. Pacific Bell McPhail Pacific Gas & Electric Lonna richmond Mollie Stones Nancy Knox Frader Joes	1028 1073 2017 2534 2535 2535 2041BI 2041BI 2041BI 2041BI	Maint. Mgr. wages paid in March Janitorial wages paid in March Extra hire wages paid in march March administrative fee Community center pay phone thru 2/19/01 Butane refill Community Center electric Feb & March Bistro wages paid in March Bistro supplies Bistro pastries Bistro supplies Tai Chi Instruction in February	C C B B C P P B	\$75.36 145.3 83.9 500.00 53.77 104.17 95.27 193.77 193.77 3.66 15.00 3.50 90.00
Harvey Pearlman Juana Gonzales Salvador Gonzales ABC Consultants, Inc. Pacific Bell McPhail Pacific Gas & Electric Lonna richmond Mollie Stones Nancy Knox Trader Joes	1028 1073 2017 2534 2535 2535 2041BI 2041BI 2041BI 2041BI	Maint. Mgr. wages paid in March Janitorial wages paid in March Extra hire wages paid in march March administrative fee Community center pay phone thru 2/19/01 Butane refill Community Center electric Feb & March Bistro wages paid in March Bistro supplies Bistro pastries Bistro supplies	C C B B C P P B	\$75.3 145.3 83.9 500.0 53.7 104.1 95.2 193.7 193.7 3.6 15.0 3.5 90.0
Harvey Pearlman Juana Gonzales Salvador Gonzales ABC Consultants, Inc. Pacific Bell McPhail Pacific Gas & Electric Lonna richmond Mollie Stones Nancy Knox Trader Joes Emiko Wang	1028 1073 2117 2534 2535 2535 2041BI 2041BI 2041BI 2041BI 2041TC	Maint. Mgr. wages paid in March Janitorial wages paid in March Extra hire wages paid in march March administrative fee Community center pay phone thru 2/19/01 Butane refill Community Center electric Feb & March Bistro wages paid in March Bistro supplies Bistro supplies Tai Chi Instruction in February TOTAL RECREATION EXF	C C B B C P P B	\$75.3 145.3 83.9 500.0 53.7 104.1 95.2 193.7 193.7 3.6 15.0 3.5 90.0
Harvey Pearlman Juana Gonzales Salvador Gonzales ABC Consultants, Inc. Pacific Bell McPhail Pacific Gas & Electric Lonna richmond Mollie Stones Nancy Knox Frader Joes Emiko Wang	1028 1073 2117 2534 2535 2535 2041BI 2041BI 2041BI 2041BI 2041TC SION CODE 92	Maint. Mgr. wages paid in March Janitorial wages paid in March Extra hire wages paid in march March administrative fee Community center pay phone thru 2/19/01 Butane refill Community Center electric Feb & March Bistro wages paid in March Bistro supplies Bistro supplies Tai Chi Instruction in February TOTAL RECREATION EXF	C C B B C P P P P ENSES =	\$75.30 145.3 83.9 500.00 53.70 104.1 95.2 193.70 3.60 15.00 3.50 90.00 \$1,363.72
Iarvey Pearlman         Juana Gonzales         Salvador Gonzales         Salvador Gonzales         ABC Consultants, Inc.         Pacific Bell         AcPhail         Pacific Gas & Electric         Jonna richmond         Mollie Stones         Nancy Knox         Trader Joes         Emiko Wang         IRE DIVISION EXPENSES, DIVIS	1028 1073 2117 2534 2535 2535 2041BI 2041BI 2041BI 2041BI 2041BI 2041TC SION CODE 92 2117	Maint. Mgr. wages paid in March Janitorial wages paid in March Extra hire wages paid in march March administrative fee Community center pay phone thru 2/19/01 Butane refill Community Center electric Feb & March Bistro wages paid in March Bistro supplies Bistro pastries Bistro supplies Tai Chi Instruction in February TOTAL RECREATION EXE March administrative fee	C C B B C P P P ENSES =	\$75.3 145.3 83.9 500.0 53.7 104.1 95.2 193.7 3.6 15.0 3.5 90.0 \$1,363.7
Iarvey Pearlman         Juana Gonzales         Salvador Gonzales         Salvador Gonzales         ABC Consultants, Inc.         Pacific Bell         AcPhail         Pacific Gas & Electric         Jonna richmond         Mollie Stones         Nancy Knox         Trader Joes         Emiko Wang         IRE DIVISION EXPENSES, DIVIS	1028 1073 2117 2534 2535 2535 2041BI 2041BI 2041BI 2041BI 2041TC SION CODE 92	Maint. Mgr. wages paid in March         Janitorial wages paid in March         Extra hire wages paid in march         March administrative fee         Community center pay phone thru 2/19/01         Butane refill         Community Center electric Feb & March         Bistro wages paid in March         Bistro supplies         Bistro supplies         Tai Chi Instruction in February         TOTAL RECREATION EXF         40         March administrative fee         Fire station phone thru 2/25/01	C C B B B C P P P P P S S S S S S	\$75.3 145.3 83.9 500.0 53.7 104.1 95.2 193.7 3.6 15.0 3.5 90.0 \$1,363.7 \$225.0 16.6
Harvey Pearlman         Juana Gonzales         Salvador Gonzales         Salvador Gonzales         ABC Consultants, Inc.         Pacific Bell         McPhail         Pacific Gas & Electric         Lonna richmond         Mollie Stones         Nancy Knox         Frader Joes         Emiko Wang         FIRE DIVISION EXPENSES, DIVISION	1028 1073 2117 2534 2535 2535 2041BI 2041BI 2041BI 2041BI 2041BI 2041TC SION CODE 92 2117	Maint. Mgr. wages paid in March Janitorial wages paid in March Extra hire wages paid in march March administrative fee Community center pay phone thru 2/19/01 Butane refill Community Center electric Feb & March Bistro wages paid in March Bistro supplies Bistro pastries Bistro supplies Tai Chi Instruction in February TOTAL RECREATION EXE March administrative fee	C C B B B C P P P P P S S S S S S	\$75.30 145.3 83.9 500.00 53.7 104.1 95.2 193.7 1
Harvey Pearlman Juana Gonzales Salvador Gonzales ABC Consultants, Inc. Pacific Bell McPhail Pacific Gas & Electric Lonna richmond Mollie Stones Nancy Knox Trader Joes Emiko Wang FIRE DIVISION EXPENSES, DIVIS ABC Consultants, Inc. Pacific Bell	1028 1073 1073 2117 2534 2535 2535 2041BI 2041BI 2041BI 2041BI 2041BI 2041BI 2041TC SION CODE 92 2117 4827	Maint. Mgr. wages paid in March Janitorial wages paid in March Extra hire wages paid in march March administrative fee Community center pay phone thru 2/19/01 Butane refill Community Center electric Feb & March Bistro wages paid in March Bistro supplies Bistro pastries Bistro pastries Bistro supplies Tai Chi Instruction in February TOTAL RECREATION EXE March administrative fee Fire station phone thru 2/25/01 TOTAL FIRE EXE	C C B B B C P P P B S ENSES =	\$75.30 145.3 83.9 500.00 53.7 104.1 95.2 193.7 193.7 193.7 3.60 15.00 3.50 90.00 \$1,363.7 \$225.00 16.65 \$241.65
Harvey Pearlman Juana Gonzales Salvador Gonzales ABC Consultants, Inc. Pacific Bell McPhail Pacific Gas & Electric Lonna richmond Mollie Stones Nancy Knox Trader Joes Emiko Wang FIRE DIVISION EXPENSES, DIVIS ABC Consultants, Inc. Pacific Bell B = Paid thru Salomon Smith Ba	1028 1073 1073 2117 2534 2535 2535 2041Bl 2041Bl 2041Bl 2041Bl 2041Bl 2041Bl 2041TC SION CODE 92 2117 4827	Maint. Mgr. wages paid in March         Janitorial wages paid in March         Extra hire wages paid in march         March administrative fee         Community center pay phone thru 2/19/01         Butane refill         Community Center electric Feb & March         Bistro wages paid in March         Bistro supplies         Bistro supplies         Bistro supplies         Tai Chi Instruction in February         TOTAL RECREATION EXF         40         March administrative fee         Fire station phone thru 2/25/01         TOTAL FIRE EXF         TOTAL GENERAL FUND EXF	C C B B B C P P P P S S S S S S S S S S S S S S S	\$75.3 145.3 83.9 500.00 53.7 104.1 95.2 193.7 193.7 3.60 15.00 3.55 90.00 \$1,363.7 \$225.00 16.60 \$241.60 \$241.60
Harvey Pearlman Juana Gonzales Salvador Gonzales ABC Consultants, Inc. Pacific Bell McPhail Pacific Gas & Electric Lonna richmond Mollie Stones Nancy Knox Trader Joes Emiko Wang FIRE DIVISION EXPENSES, DIVIS ABC Consultants, Inc. Pacific Bell B = Paid thru Salomon Smith Ba C = Paid thru County depositorio	1028 1073 1073 2117 2534 2535 2535 2041Bl 2041Bl 2041Bl 2041Bl 2041Bl 2041Bl 2041TC SION CODE 92 2117 4827	Maint. Mgr. wages paid in March Janitorial wages paid in March Extra hire wages paid in march March administrative fee Community center pay phone thru 2/19/01 Butane refill Community Center electric Feb & March Bistro wages paid in March Bistro supplies Bistro pastries Bistro pastries Bistro supplies Tai Chi Instruction in February TOTAL RECREATION EXE March administrative fee Fire station phone thru 2/25/01 TOTAL FIRE EXE	C C B B B C P P P P S S S S S S S S S S S S S S S	\$75.3 145.3 83.9 500.00 53.7 104.1 95.2 193.7 193.7 3.60 15.00 3.55 90.00 \$1,363.7 \$225.00 16.60 \$241.60 \$241.60
Harvey Pearlman Juana Gonzales Salvador Gonzales ABC Consultants, Inc. Pacific Bell McPhail Pacific Gas & Electric Lonna richmond Mollie Stones Nancy Knox Trader Joes Emiko Wang FIRE DIVISION EXPENSES, DIVIS ABC Consultants, Inc. Pacific Bell B = Paid thru Salomon Smith Ba C = Paid thru County depositorio	1028 1073 1073 2117 2534 2535 2535 2041Bl 2041Bl 2041Bl 2041Bl 2041Bl 2041Bl 2041TC SION CODE 92 2117 4827	Maint. Mgr. wages paid in March         Janitorial wages paid in March         Extra hire wages paid in march         March administrative fee         Community center pay phone thru 2/19/01         Butane refill         Community Center electric Feb & March         Bistro wages paid in March         Bistro supplies         Bistro supplies         Bistro supplies         Tai Chi Instruction in February         TOTAL RECREATION EXF         40         March administrative fee         Fire station phone thru 2/25/01         TOTAL FIRE EXF         TOTAL GENERAL FUND EXF	C C B B B C P P P P S S S S S S S S S S S S S S S	\$75.3 145.3 83.9 500.00 53.7 104.1 95.2 193.7 193.7 3.60 15.00 3.55 90.00 \$1,363.7 \$225.00 16.60 \$241.60 \$241.60
RECREATION EXPENSES, DIVIS Harvey Pearlman Juana Gonzales Salvador Gonzales ABC Consultants, Inc. Pacific Bell McPhail Pacific Gas & Electric Lonna richmond Mollie Stones Nancy Knox Trader Joes Emiko Wang FIRE DIVISION EXPENSES, DIVIS ABC Consultants, Inc. Pacific Bell B = Paid thru Salomon Smith Ba C = Paid thru County depositorin P = Paid thru Petty Cash Funds	1028 1073 1073 2117 2534 2535 2535 2041BI 2041BI 2041BI 2041BI 2041BI 2041BI 2041TC SION CODE 92 2117 4827	Maint. Mgr. wages paid in March Janitorial wages paid in March Extra hire wages paid in march March administrative fee Community center pay phone thru 2/19/01 Butane refill Community Center electric Feb & March Bistro wages paid in March Bistro supplies Bistro pastries Bistro pastries Bistro supplies Tai Chi Instruction in February TOTAL RECREATION EXF March administrative fee Fire station phone thru 2/25/01 TOTAL FIRE EXF TOTAL GENERAL FUND EXF TOTAL OF ALL CHECKS	C C B B C P P P P P S S S S S S S S S S S S S S	\$75.30 145.3 83.9 500.00 53.7 104.1 95.2 193.7 193.7 193.7 3.60 15.00 3.50 90.00 \$1,363.7 \$225.00 16.60 \$241.63 \$7,753.3
Harvey Pearlman Juana Gonzales Salvador Gonzales ABC Consultants, Inc. Pacific Bell McPhail Pacific Gas & Electric Lonna richmond Mollie Stones Nancy Knox Trader Joes Emiko Wang FIRE DIVISION EXPENSES, DIVIS ABC Consultants, Inc. Pacific Bell B = Paid thru Salomon Smith Ba C = Paid thru County depositorio P = Paid thru Petty Cash Funds	1028 1073 1073 2117 2534 2535 2535 2041BI 2041BI 2041BI 2041BI 2041BI 2041BI 2041TC SION CODE 92 2117 4827	Maint. Mgr. wages paid in March         Janitorial wages paid in March         Extra hire wages paid in march         March administrative fee         Community center pay phone thru 2/19/01         Butane refill         Community Center electric Feb & March         Bistro wages paid in March         Bistro supplies         Bistro supplies         Bistro supplies         Tai Chi Instruction in February         TOTAL RECREATION EXF         40         March administrative fee         Fire station phone thru 2/25/01         TOTAL FIRE EXF         TOTAL GENERAL FUND EXF	C C B B C P P P P P S S S S S S S S S S S S S S	\$75.30 145.3 83.9 500.00 53.7 104.1 95.2 193.7 193.7 193.7 3.60 15.00 3.50 90.00 \$1,363.7 \$225.00 16.63 \$241.69 \$7,753.3
Harvey Pearlman         Juana Gonzales         Salvador Gonzales         Salvador Gonzales         ABC Consultants, Inc.         Pacific Bell         McPhail         Pacific Gas & Electric         Jonna richmond         Mollie Stones         Nancy Knox         Frader Joes         Emiko Wang         FIRE DIVISION EXPENSES, DIVI	1028           1073           1073           2117           2534           2535           2041Bi           2041TC           SION CODE 92           2117           4827           rney Account es           payment by the	Maint. Mgr. wages paid in March Janitorial wages paid in March Extra hire wages paid in march March administrative fee Community center pay phone thru 2/19/01 Butane refill Community Center electric Feb & March Bistro wages paid in March Bistro supplies Bistro pastries Bistro pastries Bistro supplies Tai Chi Instruction in February TOTAL RECREATION EXF <b>40</b> March administrative fee Fire station phone thru 2/25/01 TOTAL FIRE EXF TOTAL GENERAL FUND EXF TOTAL OF ALL CHECKS I	C C B B C P P P P P S S S S S S S S S S S S S S	\$75.3 145.3 83.9 500.00 53.7 104.1 95.2 193.7 193.7 3.6 15.0 3.5 90.00 \$1,363.7 \$225.00 16.6 \$241.6 \$241.6

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## MUIR BEACH COMMUNITY SERVICES DISTRICT Balance Sheet

As of March 31, 2001

	Mar 31, 01
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund Fund 429, County Investment Fun	41,728.36
Capital Improvements	140,655.94
General Investments	11,737.16
Fund 429, County Investment Fun - Other	-1,798.05
Total Fund 429, County Investment Fun	150,595.05
Petty Cash Fund Salomon Smith Barney	-118.90
Fire Station Reserve	11,935.76
General Funds	50,074.17
Rental deposit trust	1,563.77
Shaffer CalPers Trust	1,577.77
Water Security Deposit Trust	5,068,16
Salomon Smith Barney - Other	104.95
Total Salomon Smith Barney	70,324.58
Total Checking/Savings	262,529.09
	202,020.00
Accounts Receivable	
Receivables	6,178.94
Total Accounts Receivable	6,178.94
Total Current Assets	268,708.03
TOTAL ASSETS	268,708.03
LIABILITIES & EQUITY Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	1,638.77
W9025RD, Security deposits	4,828.35
Total Other Current Liabilities	6,467.12
	· · · · · · · · · · · · · · · · ·
Total Current Llabilities	6,467.12
Total Liabilities	6,467.12
Equity	
Opening Bal Equity	-2.41
Retained Earnings	253,717.04
Net Income	8,526.28
Total Equity	262,240.91
TOTAL LIABILITIES & EQUITY	268,708.03

### MUIR BEACH COMMUNITY SERVICES DISTRICT SUMMARY PROFIT & LOSS vs. BUDGET REPORT July 2000 through March 2001

	Jul '00 - Mar	Budget	% of Budget
Income			
Administrative Income	28,948.53	40,870.00	70.8%
Fire Operations Income	12,858.61	12,750.00	100.9%
<b>Recreational Activities Income</b>	10,006.22	11,120.00	90.0%
Roads & Easements Income	3,221.20		
Water Capital Improvements I	33,201.06	50,010.00	66.4%
Water Operations Income	43,869.00	66,300.00	66.2%
Total Income	132,104.62	181,050.00	73.0%
Expense			
Administrative Expenses	11,082.92	21,910.00	50.6%
Fire Operational Expenses	13,732.31	10,700.00	128.3%
Recreational Expenses	16,760.01	28,093.00	59.7%
Roads & Easements Expenses	16,546.66	35,216.00	47.0%
Water Capital Improvements E	21,318.56	92,489.00	23.0%
Water Operational Expenses	44,137.88	71,263.00	61.9%
Total Expense	123,578.34	259,671.00	47.6%
Net Income	8,526.28	-78,621.00	-10.8%

### MBCSD Fiscal 2000-2001 Year to Date Profit & Loss Budget vs. Actual

July 2000 through March 2001

	Jui '00 - Mar 01	Budget	\$ Over Budget	% of Budget	Page
income Administrative income A9001, General Tax Income A9203, Interest earned A9772, Copier income	24,874.75 4,047.78 26.00	38,260.00 2,500.00 110.00	(13,385.25) 1,547.78 (84.00)	65.0% 161.9% 23.6%	
Totai Administrative Income	28,948.53	40,870.00	(11,921.47)		70.8%
Fire Operations Income F9377, West Marin Funds F9763, Fire Assoc. Donations	8,500.00 4,358.61	8,350.00 4,400.00	15 <b>0</b> .00 (41.39)	101.8% 99.1%	
Total Fire Operations income	12,858.61	12,750.00	108.61		100.9%
Recreational Activities income R9255, CC Rental Income R9811, Rec. Programs income. R9811BI, Bistro Income	6,817.50 953.22	8,000.00 1.800.00	(1,182.50) (846.78)	85.2% 53.0%	
R9811CD, Com. Din. income R9811CP, Chiid's Prog. income R9811TC, Tal Chi income	1,000.00 208.00 1,026.50	200.00 1,120.00	8.00 (93.50)	104.0% 91.7%	
Totai R9811, Rec. Programs income.	3,187.72	3,120.00	67.72	102.2%	
R9834, Res. Handbook income	1.00				
Total Recreational Activities Income	10,006.22	11,120.00	(1,113.78)		90.0%
Roads & Easements Income E9772, Road & Esm't income E9772 Donations E9772F. FEMA Grant income	1,900.00 1,321.20				
Total E9772, Road & Esm't income	3,221.20				
Total Roads & Easements Income	3,221.20				
Water Capitai Improvements inco H9001, speciei Assessment Tax H9031, Water Surcharge income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	17,680.20 9,905.95 279.79	30,260.00 15,000.00	(12,579.80) (14,720.21)	58.4%	
Totai H9031, Water Surcharge Income	10,185.74	15,000.00	(4,814.26)	67.9%	
H9377, Interest EamIngs H9377C, Cap. imp. interest H9377G, Gen. Inv. interest H9377, interest Earnings - Other	1,250.48 282.07 3,802.57	4,000.00 750.00	(2,749.52) (467.93)	31.3% 37.6%	
Total H9377, interest Earnings	5,335.12	4,750.00	585.12	1 <b>12.3%</b>	
- Totai Water Capitai improvements Inco	33,201.06	50,010.00	(16,808.94)		66.4%
Water Operstions Income W9025, Water Service Income W9025Int., Overdue bili interst W9025LP, Late pay penalty W9025, Water Service Income - Other	100.83 1,045.22 42,622.95	100.00 1,200.00 65,000.00	0.83 (154.78) (22,377.05)	100.8% 87.1% 65.6%	
Total W9025, Water Service income	43,769.00	66,300.00	(22,531.00)	68.0%	

100.00

W9772, Miscellaneous Income

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# MBCSD Fiscal 2000-2001 Year to Date Profit & Loss Budget vs. Actual July 2000 through March 2001

	Jul '00 - Mar 01	Budget	\$ Over Budget	% of Budget	Page
Total Water Operations income	43,869.00	66,300.00	(22,431.00)		66.2%
Total Income	132,104.62	181,050.00	(48,945.38)		73.0%
Expense					
Administrative Expenses					
A2049, Conf., Mtgs. & Dues	362.20	400.00	(37.80)	90.6%	
A2059, P & L Insurance	459.00	460.00	(1.00)	99.8%	
A2117, Consulting Admin. Fees	4,985.00	6,000.00	(1,015.00)	83.1%	
A2121, Miscellaneous Expenses	0.30	200.00	(199.70)	0.2%	
A2129. Gen. Election expenses	290.59	350.00	(199.70)	83.0%	
A2130, Mailing & Shipping Exp.	64.35	100.00			
A2133, Office Supplies			(35.65)	64.4%	
	514.89	300.00	214.89	171.6%	
A2137, Copler 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	1,265.01	1,650.00	(384.99)	76.7%	
A2534, Telephone/Communications	1,922.01	2,600.00	(677.99)	73.9%	
A2713, Legai fees	1,211.25	1,500.00	(288.75)	80.8%	
Total Administrative Expenses	11,082.92	21,910.00	(10,827.08)		50.6%
Fire Operational Expenses					
F2059, P & L Insurance	1,659.00	1,700.00	(41.00)	97.6%	
F2117, Administrative Fees	2,025.00	2,700.00	(675.00)	75.0%	
F4048, Fire Station Improvement	819.75		. ,		
F4827, W. Marin Fund Expenses	7,134.90	6,300.00	834.90	113.3%	
Fire Operational Expenses - Other	2,093.66				
Total Fire Operational Expenses	13,732.31	10,700.00	3,032.31		128.3%
Recreational Expenses					
R1028, Maint, Mgr. Wages	883.75	1,600,00	(716.25)	55,2%	
R1073, Janitonal wages	1,987.50	2,100.00	(112.50)	94.6%	
R1404, FICA	387.36	283.00	104.36	136.9%	
R1701, Work Comp Insurance	291,66	310,00	(18.32)	94.1%	
R2041, Rec. Program Expenses		0.0.00	(10.02)	04.175	
R2041Bl, Bistro Expenses	1,818.72	2,800.00	(961.26)	65.0%	
R2041CD, Com. Dinner Expenses	105.00	2,000.00	(301.20)	00.076	
R2041CP, Child's Program Exp.	153.84	200.00	(46.16)	78.9%	
R2041TC, Tai Chi Expenses	844.10	1.400.00	(555.90)	60.3%	
Total R2041, Rec. Program Expenses	2,921.66	4.400.00	(1,478.34)	66.4%	
R2059. P & L Insurance	500.00	500.00			
,			0.00	100.0%	
R2077, Routine Repairs	2,498.07	5,000.00	(2,501.93)	50.0%	
R2097, CC Ground Maintenance	0.00	1,200.00	(1,200.00)	0.0%	
R2117, Administrative Expenses	5,000.00	6,000.00	(1,000.00)	83.3%	
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	330.90	450.00	(119.10)	73.5%	
R2366, Building Supplies	<b>333</b> .45	500.00	(166.55)	86.7%	
R2534, Pay Telephone Expense	483.46	650.00	(166.54)	74.4%	
R2535, Energy Expenses			• •		
R2535, Energy Expenses         D       R2535E, Electrical Expenses         D       R2535G, Butane Gas Expenses         D       R2535G, Butane Gas Expenses	0.00	700.00	(700.00)	0.0%	
R2535G, Butane Gas Expenses	328.04	700.00	(371.96)	46.9%	
R2535, Energy Expenses - Other	785.54		(0		
Total R2535, Energy Expenses	1,113.58	1,400.00	(286.42)	79.5%	

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### MBCSD Fiscal 2000-2001 Year to Date Profit & Loss Budget vs. Actual July 2000 through March 2001

21/01		Fiscal 2000-2001 & Loss Budget vs. Act	tual		if 16
		July 2000 through March 2001			Page 10 of
	Jul '00 - Mar 01	Budget	\$ Over Budget	% of Budget	age
R4048, Building Improvements	0.00	3,500.00	(3,500.00)	0.0%	- Д
Total Recreational Expenses	16,760.01		(11,332.99)		59.7%
Roads & Easements Expenses E1028, Maint. Mgr. wages E1073, Extra Hire Wages	1,461.25 468,00	2,600.00 5,000.00	(1,138.75) (4,532.00)	56.2% 9.4%	
E1404, FICA E1701, Work's. Comp. Insurance E2059, P & L Insurance E2077, Road & Easement Repairs	147.60 0.00 217.00 9,252.81	581.00 585.00 450.00 20,000.00	(433.40) (585.00) (233.00) (10,747.19)	25.4% 0.0% 48.2% 48.3%	
E2117, Administrative Fees	5,000.00	6,000.00	(1,000.00)	83.3%	
Total Roads & Easements Expenses	16,546.66	35,216.00	(18,669.34)		47.0%
Water Capital improvements Exp. H2059, P & L insurance H2117, Administrative Fees H2352, County fees H2713, Project Improvements H2713CP, System Improvements	165.00 0.00 483.00 20.670.56	165.00 2,000.00 324.00	0.00 (2,000.00) 1 <i>5</i> 9.00	100.0% 0. <b>0%</b> 149.1%	
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 Weil H4169VR, Vaive Replacement	0.00 0.00	45,000.00 40,000.00	(45,000.00) (40,000.00)	0.0% 0.0%	
Totai H4169UT, Priority improvements	0.00	85,000.00	(85,000.00)	0.0%	
Total Water Capital Improvements Exp.	21,318.56	92,469.00	(71,170.44)		23.0%
Water Operational Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medicai benefits W1506CPHvy W1506CPSh W1506, Medical benefits - Other	12,195.42 1,682.00 958.74 1,348.55 (648.32) (645.11)	16,250.00 3,000.00 1,473.00 1,890.00	(4,054.58) (1,318.00) (514.26) (541.45)	75.0% 56.1% 65.1% 71.4%	
Total W1506, Medical benefits	55.12	1,890.00	(1,834.88)	2.9%	
W1701, Work. Comp.insurance W2049, Conferences & Training W2058, Annual Permit Fee W2059, P & L Insurance W2077, Routine Repaira W2115, Chemicals I Testing	1,671.24 293.00 1,600.00 750.00 1,744.14 849.36	2,000.00 600.00 1,500.00 750.00 1,250.00 4,500.00	(328.76) (307.00) 100.00 0.00 494.14 (3,650.64)	83.6% 48.8% 108.7% 100.0% 139.5% 18.9%	
W2117, Adminsitrative Fees W2117A. Administrative Fees W2117C. Clerical Fees W2117, Adminsitrative Fees - Other	0.00 0.00 15,300.00	9,600.00 10,200.00	(9,600.00) (10,200.00)	0.0% 0.0%	
Total W2117, Adminsitrative Fees	15,300.00	19,800.00	(4,500.00)	77.3%	
W2121, Miscellaneous Expenses W2130, Postage & Shipping W2133, Office Supplies W2325, Contract Services	676.19 689.30 779.15 0.00	4,000.00 1,100.00 1,200.00 5,000.00	(3,323.81) (410.70) (420.85) (5,000.00)	16.9% 62.7% 64.9% 0.0%	

Page 3

# MBCSD Fiscal 2000-2001 Year to Date Profit & Loss Budget vs. Actual July 2000 through March 2001

04/21/01	MBCSD Fiscal 2000-2001 Year to Date Profit & Loss Budget vs. Actual July 2000 through March 2001			11 of 16
	Jul '00 - Mar 01	Budget	\$ Over Budget	ల % of Budget ది
W2479, Travel allowance W2534, Telephone Relay Expense W2535, Electrical Service	1,110.00 346.21 3,438.01	1,500.00 450.00 5,000.00	(390.00) (103.79) (1,561.99)	74.0% 76.9% 68.8%
Total Water Operational Expenses	44,137.88	71,263.00	(27,125.12)	61.9%
Total Expense	123,578.34	259,671.00	(136,092.66)	47.8%
Net Income	8,526.28	(78,621.00)	87,147.28	(10.8)%

Page 4

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### MUIR BEACH COMMUNITY SERVICES DISTRICT MONTHLY PROFIT AND LOSS FOR

March 2001

	Mar 01
Income	
Administrative Income A9001, General Tax Income	158,12
A9203, Interest earned	247.15
Total Administrative Income	405.27
Fire Operations Income F9763, Fire Assoc. Donations	4,358.61
Total Fire Operations Income	4,358.61
Recreational Activities Income	,
R9255, CC Rental income R9811, Rec. Programs income.	925.00
R9811BI, Bistro income	118.40
Total R9811, Rec. Programs Income.	118.40
Total Recreational Activities Income	1,043.40
Water Capital Improvements inco	
H9031, Water Surcharge income H9031, Consumption Surcharge	1,088.65
H9031, Water Surcharge Income - Other	30.00
Totai H9031, Water Surcharge Income	1,118.65
Totai Water Capital Improvements Inco	1,118.65
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill interst	10.58
W9025LP, Late pay penalty W9025, Water Service Income - Other	123.23 4,319.37
Total W9025, Water Service Income	4,453.18
W9772, Miscellaneous Income	51.23
Total Water Operations income	4,504.41
Total Income	11,430.34
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	40.95
A2117, Consulting Admin. Fees	500.00
A2133, Office Supplies	9.79 134.69
A2479, Travel Expenses A2534, Telephone/Communications	142.67
Total Administrative Expenses	828.10
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	16.69
Total Fire Operationai Expenses	241.69
Recreational Expenses	
R1028, Maint. Mgr. Wages	70.00
R1073, Janitorial wages	213.00
R1404, FICA R2041, Rec. Program Expenses	35.45
	202.10
R2041Bl, Bistro Expenses R2041TC, Tai Chi Expenses	202.10 90.00
Total R2041, Rec. Program Expenses	292.10
R2117, Administrative Expenses	500.00
R2534, Pay Telephone Expense	53.78

04/21/01

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## MUIR BEACH COMMUNITY SERVICES DISTRICT MONTHLY PROFIT AND LOSS FOR

March 2001

	Mar 01
R2535, Energy Expenses	
R2535G, Butane Gas Expenses	104.17
R2535, Energy Expenses - Other	95.22
Total R2535, Energy Expenses	199.39
Total Recreational Expenses	1,363.72
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	140.00
E1073, Extra Hire Wages	48.00
E1404, FICA	14.38
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	702.38
Water Operational Expenses	
W1028, Maint. Mgr. Wages	1,650.67
W1073, Extra Hire Wages	18.00
W1404, FICA	127.67
W1506, Medical benefits	
W1506CPHvv	203.25
W1506CPSh	-1.784.96
W1506, Medical benefits - Other	-91.50
Total W1506, Medical benefits	-1,673.21
W2077, Routine Repairs	128.00
W2115, Chemicals I Testing	98.52
W2117, Adminsitrative Fees	1,650.00
W2121, Miscellaneous Expenses	48.00
W2130, Postage & Shipping	136.00
W2479, Travel allowance	250.00
W2534, Telephone Relay Expense	63.66
W2535, Electrical Service	481.23
Total Water Operational Expenses	2,978.54
Total Expense	6,114.43
Net income	5,315.91

### OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGULAR MEETING HELD ON WEDNESDAY, March 28, 2001

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

- I. Call to order: President Shaffer called the meeting to order at 7:18 p. m. and turned the chair over to incoming President Pinto.
- II. Review and consideration of the March 28, 2001 Agenda. There was a brief discussion of the Agenda and it was suggested that Item VI-D, Water Rights be moved to become Item V, with a presentation by the director of Slide Ranch to follow as Item VI (no board action is required for this addition) and all subsequent items be adjusted accordingly. Director Shaffer *moved* to approve the Agenda to conform to the suggested revisions, seconded by Director Kamradt, ayes all.

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- III. National Park Service: Ranger Pat Rachiel gave each Board member a printed brief report of N. P. S. items in progress, including:
  - A. Transportation update, mentioning that prior to a scoping meeting this summer, N. P. S. will brief the MBCSD during a regular MBCSD Board meeting. She noted, in response to some questions, that Marin County is the contracting agency for this project.
  - B. April 21 is Earth Day and John Muir's birthday. There will be volunteer groups coordinated by N.
     P. S. and State Parks in brush removal and trail cleaning.
  - C. Muir Beach now has post a cable fencing to direct pedestrian traffic to the year round bridge.
  - D. Vegetation has been removed from the Dairy Ranch House and considerable termite damage has been revealed. This requires fumigation and further construction correction.
  - E. The N. P. S. will perform some topographic work to review possible interim solutions for the flooding on Pacific Way. As the County is the governing agency on Pacific Way, N. P. S. will be coordinating with the County. At this point, there was some discussion and Pat mentioned that Rick Carlson, of County Public Works is retiring.

Director Kamradt then asked if there was any possibility that the vacant House on Shoreline could be used by our Volunteer Fire Department as an interim meeting place. Pat noted that this house is under consideration for other uses by N. P. S. and doubted its availability.

John Sward then asked about the locking of the Muir Beach parking lot and requested it be opened earlier on the week end mornings to assist in mitigating the illegal parking on Pacific Way. Pat indicated that she would look into this.

A general discussion followed, with Pat receiving several complaints in regards to the changes requiring dogs to be on leashes and being prohibited from areas previously available to Muir Beach Residents. Following this, the Board thanked Pat for her efforts and time.

**IV.** Bills to be Paid: There was a brief discussion of the Bills to be Paid Report and Director Shaffer *moved* to approve the report as submitted including \$8,314.80 in general fund expenditures.

- V. Water Rights: There was a brief discussion of the TAC committee and the need to set a meeting date. The date was set for Wednesday, April 18, 2001.
- VI. Slide Ranch: Director Ross Herbertson gave a brief presentation of the future plans for Slide Ranch. Currently, the Ranch receives approximately one school bus of various grade students per day and gives educational tours of the Ranch's native environment. Last year they had some 12,000 project visitors. The long term plans for the Ranch include a complete rebuilding of the existing structures, including an approximate doubling of the structural square footage. The project will require several million dollars, with most of the funds coming from various grants.
- VII. General Manager's Report: There were no questions concerning the G. M.'s report on administrative activities.
  - A. Roads and easements: There was a general discussion of the G. M.'s inspection of the completed work and the need for the contractor to correct defective areas, plus the need for some additional work toward the west end of Sunset Way and other areas specified in the report. The Contractor has agreed to correct the defective work and has offered a price of \$3,400 to complete the additional necessary work. Director Shaffer *moved* to approve the contractor's proposal and have the work completed at the earliest possible convenient date, seconded by Director Kamradt, ayes all. There was some concern for the drainage at the end of Sunset Way and that it be corrected for protection of the adjacent downhill property.

The Board briefly discussed with the residents of Jumineth Whale/Butterfly Lane, but decided to postpone full consideration until next month's meeting.

- **B.** Water operations: There was a general discussion of the District's need for a new well and the G. M.'s comment that a survey of the site was necessary to determine the exact areas available on the existing property. Director Shaffer *moved* to approve having the site surveyed, seconded by Director Kamradt, ayes all.
- C. District water leak relief policy: There was a discussion of the current District policy which limits the relief to once in a three year period. The G. M. related a situation where an existing resident has previously received relief, but recently experienced another leak resulting from road and driveway work. Director Shaffer *moved* to approve relief in this situation, but not to change the general policy, preferring to have Board review of exceptional conditions, seconded by Director Kamradt, ayes al
- **D. Recreation:** There was some discussion of the request to have a summer camp for children, discussed during the previous Board meeting. The G. M. reported that our insurance carrier is unable to provide a rider for the necessary insurance and action on the request was postponed pending further investigation of insurance coverage by the camp supervisor.

David Burn Callander offered to donate a piano to the community center, providing the piano is in useable condition. Harvey Pearlman was delegated to have the piano inspected and appraised to make certain it can be restored for proper use at a reasonable cost.

VIII. Fire Department While no report was anticipated from the Fire Department, interim fire chief John Sward noted that a decision was postponed from the last meeting concerning construction of storage facilities for the "shirt inventory" and for placing a storage container on the well site. Following some discussion, Director Schiffries *moved* to approve the installation of a storage cabinet along the northerly wall of the children's room on the upstairs level of the community center. The work and materials will be supplied by the Fire Association, seconded by Director Shaffer, ayes all.

There was some discussion of the request to place a storage container on the well site property. However, the Board decided to postpone any decision at this time.

IX. General discussion of Board matters: It was noted that the Redwood Creek Watershed Committee reports should be reinstated as a regular consideration on the Agenda.

The vote for a special district representative to Marin LAFCO was deferred to tonight's meeting. Following some discussion, the vote was Directors Pinto, Kamradt and Rudnick for Sharon Valentino of the Strawberry District, Director Shaffer for Dennis Rodini of North Marin Water District and Director Schiffries abstained.

- X. **Public Open Time:** It was noted that most of the attending public had voiced their concerns during the appropriate times of the meeting and no further discussion was required.
- XI. Review of the draft minutes for the February 28, 2001. Following a brief review Director Shaffer *moved* to approve the minutes as written, seconded by Director Kamradt; ayes all.
- XII. Next meeting date: Following a brief discussion the next meeting date was confirmed for Wednesday, April 25, 2001.

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

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

Erin Pinto, Board President

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Donovan Macfarlane, Secretary

# TABLE OF CONTENTS FOR THE BOARD OF DIRECTOR'S INFORMATION PACKET FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING ON WEDNESDAY, JUNE 13, 2001 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE. THE MEETING WILL BEGIN AT 7:00 P.M.

### DESCRIPTION

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### AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' REGULAR MEETING ON WEDNESDAY. JUNE 13, 2001 TO BEGIN AT 7:00 P. M. IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

**Directors:** President Erin Pinto; Directors: Deborah Kamradt, Peter Rudnick, Steve Shaffer, and Matthew Schiffries. **Petri Came in @ <u>8:22</u> Open the public meeting:** President Pinto will open the public meeting to order. 7:10

- I.
- II. Review and consideration of the June 13, 2001 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".
- National Park Service: Representatives from the National Park Service (N. P. S.) will offer III. information on the ongoing Muir Woods and Beach activities relevant to the Muir Beach Community.

Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the April 1, 2001 through April 30, 2001 fiscal period. Math. Del.

Fire Department, Emergency Disaster Committee: John Sward has been elected, by the volunteers, to be the new Fire Chief, following Mike Moore's retirement from the position. It is necessary for the Board to confirm John Sward as the new Fire Chief. Following the confirmation, it is anticipated that Chief Sward will have a few comments and give a brief report of the Labor Day Bar B Que. If have a conflict

Redwood Creek Watershed Committee report: A brief report on the committee's most recent meeting will be presented. Sorte Michael General Manager's written report includes a review of administrative

- and operational matters. The report is attached to and 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 answer questions concerning these matters.
  - Α. Administration The General Manager's report notes that the fiscal year is 5/6ths complete and reviews:
    - 1. The Budget: The G. M. will be available to answers questions on the District's fiscal condition and the reports contained in the Board meeting packet.
    - 2. Consolidation with the November general election: Three (3) full term Directorship offices expire on December 1, 2001. The Registrar of Voter's requires the Board to adopt a Resolution to consolidate the election of Directors with the general election. The Board is requested to approve Resolution 06-13-2001-1.
    - 3. **County's independent audit:** Victor called to say that his staff was temporarily assigned to another emergency county audit. They are now back working on the District's audit. However, he does not currently believe that he will be ready in time for this meeting, and may not be ready in time for the late June meeting.
    - 4. **LAFCO** special district representation: The Board is requested to vote for their preferred candidate in the run off election for this position. The two candidates are Dennis Rodini (N. Marin Water District Director) and Sharon Valentino (S. Marin fire District and Strawberry Recreation District)

Shown 2 3 Dennis

IV. VII.

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Matt - Incorporate ligal wate into water rates.

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, , 5. Budget for Fiscal 2001-2002: A suggested draft outline for next year's budget has been submitted to the Budget Committee. However, it was not delivered in time for the committee to complete their review and report during tonight's meeting. The committee chairman, Director Shaffer may have some comments.

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

### **Roads and Easements:**

Sunset Way repair completion: These final repairs have been delayed awaiting coordination with the contractor's busy schedule. It is understood that Leighton Hills and David Burn-Callander will request modified repairs in the location of their properties. The Board will be requested to make a decision.

**Plan and profile of Sunset Way:** While we have not received proposals for this survey work, as of this writing, it is anticipated that proposals will be received in time for consideration during the Board meeting. The Board authorized the G. M. to seek these proposals, during a previous meeting, as a preliminary action in the long term planning of improvements for Sunset Way. The Board will be requested to make a decision.

Cul d sac end of Sunset Way: The Board will be asked to consider methods and cost estimates for correcting the drainage, sub-standard conditions and restricted emergency vehicle access/turn around for this area. Current roadway repairs include some improvements that are ancillary to these considerations.

**Right of way encroachments:** There have been some reports of new right of way encroachments, in violation to the Board's adopted policy of no new encroachments. The G. M. will report on these items for a Board decision.

Water Operations: The G. M. will be available to answer any questions that may asked concerning water operations.

- 1. **Protest of water rate methodology:** Resident Dr. Ed Hyman has requested that the Board consider alternative methods to the District's tiered water rate structure. Dr. Hyman has written a detailed protest to the Directors, forwarded to the Directors earlier under separate cover. The Board will be requested to make a decision; however, under new California laws, no decision to change the water rates can be made effective until a formal advertized (published in a local newspaper) public hearing is held and the change is submitted to a vote of the registered voters.
- 2. Wate The form const addit

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- Water Rates: The District's water rates have not been modified since the Fall of 1992. The District's water right's permit requires that the District review its rate structure to emphasize accepted water conservation billing methodology. The Board may desire to form a special committee for this purpose, as the changing of water rates is a time consuming process requiring a minimum of four (4) and more likely six (6) months in addition to scheduling and coordinating with a general election.
- **D.** Water Rights: President Pinto chaired the initial TAC meeting and submitted a written summary report to the Directors. The next scheduled meeting is at 10:30 a. m. on Friday, June 22, 2001. President Pinto and the G. M. will be available to answer questions. No decisions are required at this time.

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M. B. C. S. D. 2000-2001\Agendas\06-13-2001

- Е. Capital Improvements: President Pinto chairs the Capital Improvements Committee and will schedule the meetings necessary to consider the capital improvement budget needs for the next fiscal year. Board decisions may be necessary on the following items:
  - 1. Valve and hydrant replacement: There is a need to replace defective valves, add 2 needed additional distribution gate valves, and upgrade the hydrant at the lower end of the Community Center path at Sunset Way. The estimated cost for this is \$7,000 to \$10,000 (depending on the use of 4 or 6 inch valves). 14, 2000 -

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- eve, Deh Well house electrical problems: There is also a need to give serious consideration to the electrical deficiencies existing in the District's well house and the well site property. Resident Fred Thal. has some comments concerning these problems.
- 3. Special assessment tax: The Board is reminded that the special assessment tax and monthly consumption surcharge requires voter approval to continue for another four (4) years.
- 4. November election ballot: To be on the November ballot and continue without interruption, the special assessment tax measure's wording must be submitted prior to 4:30 p.m. on August 8, 2001. This requires that the wording be advertized (two weeks) and a public hearing be held prior to the submission date.
- F. **Recreation:** There are several recreational items requiring Board review and possible decisions:
  - 1. Burn-Callander potential piano donation. A qualified piano tuner/repair person has inspected this piano and submitted his recommendations. The Board needs to consider the cost of repair and moving to make a decision for accepting the donation.
  - 2. Quilter's fiscal reports: A copy of the Quilter's fiscal reports for the December Art Faire and their Millennium Quilt raffle are included in the Board packet. The Quilter's are a non-profit organization that sponsor's and coordinates with it's members volunteering to conduct various fund raising activities for support of community center improvements and activities. E.g. Their fund raising efforts have modernized the kitchen with a commercial grade gas stove, substantially donated to the cost of the deck expansion, etc.
  - 3. Community Center Security: Resident Dr. Ed Hyman has requested that the Board consider the limitations and inconvenience imposed upon residents, resulting from the current policy of locking the community center doors. He understands the insurance requirements and the legal premise that the doors must be locked for thefts and vandalism to be considered breaking and entering. He has also volunteered to serve on a community center committee. The Board will asked to make a decision concerning the locking of the

community center. July mts-Sfore -

- 4. Children's summer Camp: Continued consideration of a children's summer camp was deferred to tonight's meeting, pending alternative insurance coverages. Also, there should be a report on the Burn Callander offer to donate an upright piano to the community NOcenter.
- PUBLIC OPEN TIME: California State Law prohibits Board action on any item, within its jurisdiction, VIII. 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 nonrepetitive 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. The public must reference the 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. Comments are subject to the time and content limitations outlined above.

- 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 January 24, 2001 Board meeting.
- XI. Review of the draft minutes for the April 25, 2001 Board meeting. 54, Path 44.
- XII. Next meeting date: The fourth Wednesday in June is June 27, 2001.

ADJOURNMENT OR CONTINUATION

- A ADMINISTRATION: The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.06
  - 1 **The Budget:** The fiscal year is 5/6ths completed with the budget reports through April 2001. The Balance sheet shows the District to have total assets of \$291,747.08 including \$152,564.20 in the water capital improvement trust, \$12,776.27 in the general investment funds, \$52,210.70 in unrestricted general funds, \$20,109.80 in restricted use trust funds, and \$603.38 in accounts receivable. The combined unrestricted and investment general funds of \$64,986.97 is a prudent six months operating reserve.

The Summary Profit and Loss versus the Budget shows all expenses to be below the budget allocations for this date (the Fire Department overage was specifically approved by the Board) and incomes are on target with the exception of water revenues which are 17.1% below budget (approximately \$11,400). Water revenues should increase with the warm weather, but it is doubtful that the full shortage will be regained. Fortunately, water operational expenses are also approximately the same percentage below budget and it is possible that water operations will end the fiscal year without increasing the growing accumulated annual loss.

- 2 Consolidation with the November General election: Three (3) Directors offices expire this year and must be on the November general election ballot. The Board's adoption of Resolution 2001-06-13-01 is required to consolidate the Directors election on the general election Ballot.
- 3 **County independent audit:** The County auditor's office called to inform me that due to other high priority emergency audits, they will not have our audit completed in time for tonight's meeting. However, they now have three people working to complete the audit.
- 4 **LAFCO:** As Dennis Rodini informed us during the previous Board meeting, his one (1) vote margin was not a plurality and LAFCO has scheduled a runoff election between Mr. Rodini and Sharon Valentino. The Board should vote for one of the candidates tonight, as the ballot is due in prior to the end of the month.
- 5 **Budget for Fiscal Year 2001-2002:** A suggested draft budget has been submitted to Director Shaffer. However, it was not submitted in time for the budget committee to complete its review and make recommendations during tonight's meeting.

### **B** Roads and Easements:

- 1 **Sunset Way repair completion:** This work is delayed due to the busy schedule of the contractor. We hope to have the repairs completed in late June or early July.
- 2 Plan and profile of Sunset Way: I have been contacted by various surveyors, in response to our request for proposals to do this work. However, as of this date, no formal proposals have been received. I have been assured that I will receive some proposals in time for presentation during the Board meeting, and the Board will be requested to make a decision.
- 3 **Cul d sac end of Sunset Way:** The current repairs for Sunset Way include some corrections for drainage problems in this area. However, the work does not include needed modification of the area to improve emergency vehicle access and turn around. It is suggested that consideration of more extensive improvements of this area be considered by the Roads and Easements Committee for recommendations to the Board, and that during the interim previously approved repairs be delayed.

**Right of Way encroachments:** Regrettably, I have received some complaints reporting new possible encroachments into the District right of ways. One involving the property of the lower storage tank has been inspected. While no encroachment was indicated, a letter was sent to the property owner doing the new landscaping, cautioning that the District does not permit encroachments onto District property or right of way.

Another possible encroachment by a new fence constructed on portions of Cove Lane and the pedestrian easement from Cove Lane to Sunset Way was reported. As I was unable to immediately visit the area, I have issued orders to cease the construction and notified the property of this action. The property owner has agreed to delay construction until the area can be inspected and satisfactory non encroaching alignment obtained.

C WATER OPERATIONS: In general, water operations have been quiet in so far as water quality problems and there have been no significant distribution system leaks. The automatic control valve for the upper tank has failed and we are seeking prices for its replacement.

Coliform tests taken during April were free of bacteria.

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Gross water billing for the 3/23 through 4/23/2001 billing period was \$4,333.24 including \$38.22 in late payment penalties and \$0.66 in interest charges. The same billing period for the previous fiscal year totaled \$4,665.56 including late payment and interest charges. This 7% reduction is in keeping with the lower year to date income noted previously under budget considerations. The monthly consumption surcharge for this period totaled \$1,109.64.

Total volume of water measured through the master meter =	854,264 gallons
Highest pumping day was on 03/31/01 and volume pumped =	43,963 gallons
Lowest pumping day was on $03/24/01$ and volume pumped =	18,495 gallons
Total volume billed through service meters =	804,852 gallons
Gross unaccounted for water loss =	49,412 gallons
Estimated un-metered maintenance use =	0 gallons
Net unaccounted for water loss (5.78%)	49,412 gallons
Average daily customer consumption per meter =	177 gallons
Average service billing =	\$29.81

The table below tabulates the water production for the period March 23 to April 23, 2001.

- 1 Protest of water rate methodology: Subsequent to forwarding copies, to the Directors, of Dr. Hyman's protest I contacted the Division of Water Rights (DWR). Our water rights permits requires the District to consider a tiered water rate structure (we currently use such a structure) as a water conservation measure. I informed D. W. R. of the protest and they forwarded several volumes of studies documenting the effectiveness of tiered water rates in encouraging water conservation have previously forwarded a memorandum to the Directors contained some details taken from these studies. No change in the existing District methodology is recommended at this time. The District will be reviewing water rates and methodology in the near future, as required by the water rights permit.
- 2 Water Rates: the District's water rates have remained unchanged since the fall of 1992. During this time, District costs have increased as a result of new requirements in the Safe Drinking Water Act, general inflation, new requirements contained in the water rights permit, and it is anticipated that the District's water electrical rates will substantially increase. It is recommended that a committee be formed to review the water rates, separately from the water rights committee, but in conjunction with a review of the District's consumption surcharge for capital improvements.

**D** Water Rights: President Pinto has furnished the Board members with a report on the first Technical Advisory Committee (TAC) meeting. In addition, I am working on the reports required by the water rights permit and plan to have the draft "Alternative Water Sources" and "Increased Water Storage" reports completed in time for submission to the TAC, during the scheduled June 22, 2001 meeting.

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- **E** Water Capital Improvements: There are several pressing items concerning water capital improvements:
  - 1 Valve and hydrant replacement: The two main line valves at the junction of the Sunset Way main and the main from the lower storage tank have failed to operate properly. In addition, there is no shut off valve from the service main to the fire hydrant and the hydrant is sub-standard. For proper control of this main line intersection, valves are required in each direction (4 valves), and a valve to the hydrant is needed. It is recommended that the old valves be replaced, two additional main line valves be installed, a valve installed for the hydrant and the hydrant be upgraded to the current District standard.

The estimated cost for the above, is \$11,500 for the main line valves with the hydrant valve and upgrading costing an additional \$1,800. As the existing main line is very shallow in this location, it is recommended that the new valves be installed at the normal required depth with a minimum of 24 inches of cover above the main pipeline. To do this, additional work and 45 degree fittings are required, having an estimated additional cost of \$1,500.

As the District intends to upgrade the distribution system to a main line size of 6 inches, the use of 6 inch valves for replacement should be considered. The estimated increase in cost to upgrade to 6 inch valves is and additional \$3,500. At this time, this option should be weighed against the possible timing for upgrading the main line itself. Gate valves have a life expectancy of 20 to 30 years, and the upgrading of the main line may not occur within a justifiable time.

In summary, the an estimated total cost of \$14,800 is recommended to install four new 4 inch valves, a valve for the hydrant and upgrading the hydrant, including the necessary fittings to have the new work to meet a minimum of 24 inches standard cover above the main pipeline.

- 2 Well house electrical problems: While performing work for the Fire Association, concerning electrical service to the Bar B Que area, resident electrical engineer Fred Thal, determined that the District's well house and well service electrical facilities have several potentially hazardous code violations. It is anticipated that Fred will be present, during the Board meeting, to offer some comments. However, problems and deficiencies in the electrical system have been previously discussed, with corrective measures delayed until the water rights were secured. It is recommended that Mr. Thal or another qualified electrical engineer be retained to prepare a comprehensive and corrective electrical design to mitigate these problems.
- 3 Special assessment tax: The time duration period for this tax measure expires this year and voter approval is required for its extension and/or revision. With the securing of the water rights, there has been some discussion of a need to review the existing tax and consumption surcharge. It is recommended that this be done as expeditiously as possible, particularly considering the minimal time available.
- 4 **November election ballot:** If the special assessment tax, monthly water consumption surcharge and a possible change in water rates is to be voted on by the residents, all required advertizing, public meetings and document wording must be submitted the registrar of voters office prior to 4:30 p.m. on August 8, 2001. The advertizing and public hearings require a minimum of four weeks for conclusion and Board action cannot follow for at least one week following the public hearing. This requires the tentative wording for advertizing must be ready prior to Wednesday, July 4, 2001. It is recommended that immediate action begin, if it is desired for these considerations to be on the November ballot.

- **F** Recreation: There are several recreational items requiring Board consideration:
  - 1 **Burn-Callander potential piano donation.** A qualified piano tuner/repair person has inspected this piano and submitted his recommendations. It is suggested that the Board consider accepting the donation of this piano, based on comments from Harvey and others involved in this action.
  - 2 Quilter's fiscal reports: A copy of the Quilter's fiscal reports for the December Art Faire and their Millennium Quilt raffle are included in the Board packet. Their fund raising efforts have modernized the kitchen with a commercial grade gas stove, and substantially contributed to the cost of the deck expansion, etc. These reports confirm their continued success.
  - 3 Community Center Security: Resident Dr. Ed Hyman has requested that the Board consider the limitations and inconvenience imposed upon residents, resulting from the current policy of locking the community center doors. He understands the insurance requirements and the legal premise that the doors must be locked for thefts and vandalism to be considered breaking and entering. He has also volunteered to serve on a community center committee. The Board will asked to make a decision concerning the locking of the community center.
  - 4 **Children's summer Camp:** Continued consideration of a children's summer camp was deferred to tonight's meeting, pending alternative insurance coverages. Also, there should be a report on the Burn Callander offer to donate an upright piano to the community center.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

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

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	USE			
VENDER NAME	CODE	DESCRIPTION	FUND	AMOUNT
	Water	Capital Improvement Fund		
Marin County	2352	Tax collection fees	C	80.50
		TOTAL CAPITAL IMPROVEMENT EXP	ENSES =	\$80.50
٨	DMINISTRATIC	ON EXPENSES, DIVISION CODE 9236		
Circuit City	21.41	Charger for cell phone		21.41
Office Max	2049	Duplication of Board packets		21.16
ABC Consultants, Inc.	2117	Administrative fees paid this month	 	500.00
Costco	2133	Office supplies, printer ink, paper, etc.	P	73.81
Office Max	2133	Office supplies, literature rack, printer ink., etc.	B	42.10
Marin County	2352	Tax collection fees	C	271.00
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	134.69
Cingular	2534	Cell phone paid this month	В	59.32
Marin County	2713	Legal fees 1st 2 quaters of year	С	332.50
		TOTAL G&A EXP	ENSES =	\$1,455.99
		EXPENSES, DIVISION CODE 9240		005.00
	FIRE DIVISION	Administrative fees paid this month	В	225.00
ABC Consultants, Inc.				225.00 \$225.00
	2117	Administrative fees paid this month TOTAL FIRE EXP		
ABC Consultants, Inc.	2117	Administrative fees paid this month TOTAL FIRE EXP EXPENSES, DIVISION CODE 9239	ENSES =	\$225.00
ABC Consultants, Inc.	RECREATION	Administrative fees paid this month TOTAL FIRE EXP EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month	ENSES =	\$225.00 386.19
ABC Consultants, Inc.	2117 RECREATION	Administrative fees paid this month TOTAL FIRE EXP EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Janitorial wages paid this month	ENSES =	\$225.00 386.19 145.34
ABC Consultants, Inc. Harvey Pearlman Juana Gonzales Salvador Gonzales	2117 RECREATION 1028 1073	Administrative fees paid this month TOTAL FIRE EXP EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Janitorial wages paid this month Extra hire wages paid this month	ENSES = C C	\$225.00 386.19 145.34 148.56
ABC Consultants, Inc. Harvey Pearlman Juana Gonzales Salvador Gonzales Goodman Building Supply	2117 <b>RECREATION</b> 1028 1073 1073	Administrative fees paid this month TOTAL FIRE EXP EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Janitorial wages paid this month Extra hire wages paid this month Materials for new garbage bin	ENSES = C C B	\$225.00 386.19 145.34 148.56 17.83
ABC Consultants, Inc. Harvey Pearlman Juana Gonzales Salvador Gonzales	2117 RECREATION 1028 1073 1073 2077	Administrative fees paid this month TOTAL FIRE EXP EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Janitorial wages paid this month Extra hire wages paid this month Materials for new garbage bin Materials for new garbage bin	ENSES = C C	\$225.00 386.19 145.34 148.56 17.83 48.00
ABC Consultants, Inc. Harvey Pearlman Juana Gonzales Salvador Gonzales Goodman Building Supply Home Depot	2117 RECREATION 1028 1073 1073 2077 2077	Administrative fees paid this month TOTAL FIRE EXP EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Janitorial wages paid this month Extra hire wages paid this month Materials for new garbage bin	ENSES = C C C B B	\$225.00 386.19 145.34 148.56 17.83 48.00
ABC Consultants, Inc. Harvey Pearlman Juana Gonzales Salvador Gonzales Goodman Building Supply Home Depot ABC Consultants, Inc.	2117 <b>RECREATION</b> 1028 1073 1073 2077 2077 2117	Administrative fees paid this month TOTAL FIRE EXP EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Janitorial wages paid this month Extra hire wages paid this month Materials for new garbage bin Materials for new garbage bin Administrative fees paid this month	ENSES = C C B B B B	\$225.00 386.19 145.34 148.56 17.83 48.00 500.00
ABC Consultants, Inc. Harvey Pearlman Juana Gonzales Salvador Gonzales Goodman Building Supply Home Depot ABC Consultants, Inc. Shoreline Disposal	2117 <b>RECREATION</b> 1028 1073 1073 2077 2077 2117 2259	Administrative fees paid this month TOTAL FIRE EXP EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Janitorial wages paid this month Extra hire wages paid this month Materials for new garbage bin Materials for new garbage bin Administrative fees paid this month Refuse collection through 6/2001	ENSES = C C B B B B B B	\$225.00 \$86.19 145.34 148.56 17.83 48.00 500.00 113.70
ABC Consultants, Inc. Harvey Pearlman Juana Gonzales Salvador Gonzales Goodman Building Supply Home Depot ABC Consultants, Inc. Shoreline Disposal Costco	2117 RECREATION 1028 1073 1073 2077 2077 2117 2259 2366	Administrative fees paid this month TOTAL FIRE EXP EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Janitorial wages paid this month Extra hire wages paid this month Materials for new garbage bin Materials for new garbage bin Administrative fees paid this month Refuse collection through 6/2001 Paper tpwels, toilet tissue, etc.	ENSES = C C B B B B B B B B	\$225.00 \$86.19 145.34 148.56 17.83 48.00 500.00 113.70 44.24
ABC Consultants, Inc. Harvey Pearlman Juana Gonzales Salvador Gonzales Goodman Building Supply Home Depot ABC Consultants, Inc. Shoreline Disposal Costco	2117 RECREATION 1028 1073 1073 2077 2077 2117 2259 2366 2041BI	Administrative fees paid this month TOTAL FIRE EXP EXPENSES, DIVISION CODE 9239 Maint. manager wages paid this month Janitorial wages paid this month Extra hire wages paid this month Materials for new garbage bin Materials for new garbage bin Administrative fees paid this month Refuse collection through 6/2001 Paper tpwels, toilet tissue, etc. Coffee for Bistro	ENSES = C C B B B B B B B B B B B	\$225.00 \$86.19 145.34 148.56 17.83 48.00 500.00 113.70 44.24 35.94

TOTAL RECREATION EXPENSES = \$1,650.68

#### ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Harvey Pearlman	1028	Maint. manager wages paid this month		131.87
Salvador Gonzales	1073	Extra hire wages paid this month		174.39
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	500.00
			VDENCEC	000C 00

TOTAL R&E EXPENSES = \$306.26

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

### WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. manager wages paid this month	С	1,045.55
Jose Alcala	1073	Extra hire wages paid this month	С	38.75
Salvador Gonzales	1073	Extra hire wages paid this month	C	193.77
Cal. Pers	1501	Medical insurance paid	В	474.72
Harvey Pearlman	1506	Mediacla allowance paid this month	В	157.50
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	800.00
ABC Consultants, Inc.	2117	Clerical fees paid this month	В	850.00
Costco	2121	Paper Towels	В	23.58
Public Storage	2121	Storage fee	В	48.00
Intuit	2133	Annual Premium Service fee	В	149.00
Office Max	2133	Office supplies, paper	P	21.42
Harvey Pearlman	2479	Travel allowance paid this month	В	125.00

TOTAL WATER EXPENSES = \$3,927.29

### SECURITY DEPOSIT TRUST FUND TRANSACTIONS

TOTAL CHECKS ISSUED FROM TRUST FUNDS =	\$ <u>0.00</u>

TOTAL CAPITAL IMPROVEMENT EXPENSES = \$80.50

TOTAL GENERAL FUND EXPENSES = \$7,565.22

TOTAL CHECKS ISSUED FROM TRUST FUNDS = \_\_\_\_\_ 0.00

TOTAL OF ALL CHECKS ISSUED = \$7,645.72

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C = Pald thru County depositories P = Paid thru Petty Cash Funds

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

the \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Donovan Macfarlane, General Manager

Steve Shaffer, President

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## MUIR BEACH COMMUNITY SERVICES DISTRICT Balance Sheet

As of April 30, 2001

	Apr 30, 01
ASSETS Current Assets Checking/Savings	
Fund 428, County General Fund Fund 429, County Investment Fun	53,878.85
Capital improvements	152,564.20
General investments	12,776.27
Total Fund 429, County investment Fun	165,340.47
Petty Cash Fund Saiomon Smith Barney	-396.12
Fire Station Reserve	11,935.76
Generai Funds Rental deposit trust	52,210.70 1,563.77
Shaffer CalPers Trust	1,342,11
Water Security Deposit Trust	5,268.16
Total Saiomon Smith Barney	72,320.50
Total Checking/Savings	291,143.70
Accounts Receivable Receivables	603.38
Totai Accounts Receivable	603.38
Totai Current Assets	291,747.08
TOTAL ASSETS	291,747.08
LIABILITIES & EQUITY Liabilities	
Current Liabilities	
Other Current Liabilities R9255R, Refundable deposits	1,638.77
W9025RD, Security deposits	5,032.65
Total Other Current Liabilities	6,671.42
Total Current Liabilities	6,671.42
Totai Liabiiities	6,671.42
Equity	
Retained Earnings	253,717.04
Net Income	31,358.62
Total Equity	285,075.66
TOTAL LIABILITIES & EQUITY	291,747.08

# MUIR BEACH COMMUNITY SERVICES DISTRICT SUMMARY PROFIT & LOSS vs. BUDGET REPORT July 2000 through April 2001

	Jul '00 - Apr	Budget	% of Budget
Income			
Administrative Income	44,160.72	40,870.00	108.1%
Fire Operations Income	12,858.61	12,750.00	100.9%
Recreational Activities Income	10,610.50	11,120.00	95.4%
Roads & Easements Income	3,221.20		
Water Capital Improvements I	48,026.98	50,010.00	96.0%
Water Operations Income	43,868.77	66,300.00	66.2%
Total Income	162,746.78	181,050.00	89.9%
Expense			
Administrative Expenses	12,584.29	21,910.00	57.4%
Fire Operational Expenses	13,957.31	10,700.00	130.4%
Recreational Expenses	18,410.69	28,093.00	65.5%
Roads & Easements Expenses	17,352.92	35,216.00	49.3%
Water Capital Improvements E	21,399.06	92,489.00	23.1%
Water Operational Expenses	47,683.89	71,263.00	66.9%
Total Expense	131,388.16	259,671.00	50.6%
Net Income	31,358.62	-78,621.00	39.9%

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# MBCSD Fiscal 2000-2001 Year to Date Profit & Loss Budget vs. Actual July 2000 through April 2001

	Jul '00 - Apr 01	Budget	\$ Over Budget	% of Budget	
Income Administrative Income A9001, General Tax Income A9203, Interest earned A9772, Copier Income	40,086.94 4,047.78 26.00	38,260.00 2,500.00 110.00	1,826.94 1,547.78 (84.00)	104.8% 161.9% 23.6%	
Total Administrative Income	44,160.72	40,870.00	3,290.72		108.1%
Fire Operations Income F9377, West Marin Funds F9763, Fire Assoc. Donations	8,500.00 4,358.61	8,350.00 4,400.00	150.00 (41.39)	101.8% 99.1%	
Total Fire Operations Income	12,858.61	12,750.00	108.61		100.9%
Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income. R9811BI, Bistro Income R9811CD, Com. Din. Income R9811CP, Child's Prog. Income R9811TC, Tai Chi Income	6,817.50 1,069.92 1,447.08 208.00 1,067.00	8,000.00 1,800.00 200.00 1,120.00	(1,182.50) (730.08) 8.00 (53.00)	85.2% 59.4% 104.0% 95.3%	
Total R9811, Rec. Programs Income.	3,792.00	3,120.00	672.00	121.5%	
R9834, Res. Handbook Income	1.00				
<b>Total Recreational Activities Income</b>	10,610.50	11,120.00	(509.50)		95.4%
Roads & Easements Income E9772, Road & Esm't Income E9772 Donations E9772F. FEMA Grant Income	1,900.00 1,321.20	e, s			
Total E9772, Road & Esm't Income	3,221.20				
Total Roads & Easements Income	3,221.20				
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income H9031, Consumption Surcharge	30,328.20 9,905.95	30,260.00	68.20	100.2%	
H9031, Water Surcharge Income - Other	279.79	15,000.00	(14,720.21)	1.9%	
Total H9031, Water Surcharge Income	10,185.74	15,000.00	(4,814.26)	67.9%	
H9377, Interest Earnings H9377C, Cap. Imp. Interest H9377G, Gen. Inv. Interest H9377, Interest Earnings - Other	4,989.28 774.74 1,749.02	4,000.00 750.00	989.28 24.74	124.7% 103.3%	
Total H9377, Interest Earnings	7,513.04	4,750.00	2,763.04	158.2%	
Total Water Capital Improvements Inco	48,026.98	50,010.00	(1,983.02)		96.0%

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# MBCSD - iscal 2000-2001 Year to Date Profit & Loss Budget vs. Actual July 2000 through April 2001

	Jul '00 - Apr 01	Budget	\$ Over Budget	% of Budget	_
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service Income - Other	100.83 1,045.22 42,622.72	100.00 1,200.00 65,000.00	0.83 (154.78) (22,377.28)	100.8% 87.1% 65.6%	
Total W9025, Water Service Income	43,768.77	66,300.00	(22,531.23)	66.0%	
W9772, Miscellaneous Income	100.00				
Total Water Operations Income	43,868.77	66,300.00	(22,431.23)		66.2%
Total Income	162,746.78	181,050.00	(18,303.22)		89.9%
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2059, P & L Insurance A2117, Consulting Admin. Fees A2121, Miscellaneous Expenses A2129. Gen. Election expenses A2130, Mailing & Shipping Exp. A2133, Office Supplies A2137, Copier Maint. Expenses A2352, County Fees A2479, Travel Expenses A2534, Telephone/Communications A2713, Legal fees Total Administrative Expenses	383.28 459.00 5,485.00 0.30 290.59 64.35 697.67 8.32 271.00 1,399.70 1,981.33 1,543.75 12,584.29	400.00 460.00 6,000.00 200.00 350.00 100.00 300.00 350.00 8,000.00 1,650.00 2,600.00 1,500.00 21,910.00	(16.72) (1.00) (515.00) (199.70) (59.41) (35.65) 397.67 (341.68) (7,729.00) (250.30) (618.67) 43.75 (9,325.71)	95.8% 99.8% 91.4% 0.2% 83.0% 64.4% 232.6% 2.4% 3.4% 84.8% 76.2% 102.9%	57.4%
Fire Operational Expenses F2059, P & L Insurance F2117, Administrative Fees F4048, Fire Station Improvement F4827, W. Marin Fund Expenses Fire Operational Expenses - Other	1,659.00 2,250.00 819.75 7,134.90 2,093.66	1,700.00 2,700.00 6,300.00	(41.00) (450.00) 834.90	97.6% 83.3% 113.3%	
Total Fire Operational Expenses	13,957.31	10,700.00	3,257.31		130.4%
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FICA R1701, Work Comp Insurance R2041, Rec. Program Expenses R2041BI, Bistro Expenses R2041CD, Com. Dinner Expenses R2041CP, Child's Program Exp. R2041TC, Tal Chi Expenses	1,242.50 2,260.50 449.48 291.68 2,051.76 105.00 153.84 844.10	1,600.00 2,100.00 283.00 310.00 2,800.00 200.00 1,400.00	(357.50) 160.50 166.48 (18.32) (748.24) (46.16) (555.90)	77.7% 107.6% 158.8% 94.1% 73.3% 76.9% 60.3%	

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# MBCSD Fiscal 2000-2001 Year to Date Profit & Loss Budget vs. Actual July 2000 through April 2001

	Jul '00 - Apr 01	Budget	\$ Over Budget	% of Budget	
Total R2041, Rec. Program Expenses	3,154.70	4,400.00	(1,245.30)	71.7%	
R2059, P & L Insurance	500.00	500.00	0.00	100.0%	
R2077, Routine Repairs	2,563.90	5.000.00	(2,436,10)	51.3%	
R2097, CC Ground Maintenance	0.00	1,200.00	(1,200.00)	0.0%	
R2117, Administrative Expenses	5,500.00	6,000.00	(500.00)	91.7%	
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	444.60	450.00	(5.40)	98. <b>8</b> %	
R2366, Building Supplies	377.69	500.00	(122.31)	75.5%	
R2534, Pay Telephone Expense	483.46	650.00	(166.54)	74.4%	
R2535, Energy Expenses					
R2535E, Electrical Expenses	0.00	700.00	(700.00)	0.0%	
R2535G, Butane Gas Expenses	328.04	700.00	(371.96)	46.9%	
R2535, Energy Expenses - Other	785.54		. ,		
Total R2535, Energy Expenses	1,113.58	1,400.00	(286.42)	79.5%	
R4048, Building Improvements	0.00	3,500.00	(3,500.00)	0.0%	
Total Recreational Expenses	18,410.69	28,093.00	(9,682.31)		65.5%
Roads & Easements Expenses					
E1028, Maint. Mgr. wages	1, <b>5</b> 83.75	2,600.00	(1,016.25)	60.9%	
E1073, Extra Hire Wages	630.00	5,000.00	(4,370.00)	12.6%	
E1404, FICA	169.36	581.00	(411.64)	29.1%	
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	9,252.81	20,000.00	(10,747.19)	46.3%	
E2117, Administrative Fees	5,500.00	6,000.00	(500.00)	91.7%	
Total Roads & Easements Expenses	17,352.92	35,216.00	(17,863.08)		49.3%
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	563.50	324.00	239.50	173.9%	
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.	21,399.06	92,489.00	(71,089.94)		23.1%
Water Operational Expenses					

Water Operational Expenses

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# MBCSD Fiscal 2000-2001 Year to Date Profit & Loss Budget vs. Actual July 2000 through April 2001

	Jul '00 - Apr 01 Budget		\$ Over Budget	% of Budget	
W1028, Maint. Mgr. Wages	13,166.67	16,250.00	(3,083.33)	81.0%	
W1073, Extra Hire Wages	1,898.00	3,000.00	(1,102.00)	63.3%	
W1404, FICA	1,049.56	1,473.00	(423.44)	71.3%	
W1506, Medical benefits	-		х <i>У</i>		
W1506CPHvy	1,579.19	1,890.00	(310.81)	83.6%	
W1506CPSh	(404.24)				
W1506, Medical benefits - Other	(645.11)				
Total W1506, Medical benefits	529.84	1,890.00	(1,360.16)	28.0%	
W1701, Work. Comp.insurance	1,593.88	2,000.00	(406.12)	79.7%	
W2049, Conferences & Training	293.00	600.00	(307.00)	48.8%	
W2058, Annual Permit Fee	1,600.00	1,500.00	100.00	106.7% 100.0%	
W2059, P & L insurance	750.00	750.00	0.00		
W2077, Routine Repairs	1,744.14	1,250.00	494.14	139.5%	
W2115, Chemicals I Testing	849.36	4,500.00	(3,650.64)	18,9%	
W2117, Adminsitrative 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, Adminsitrative Fees - Other	16,950.00				
Total W2117, Adminsitrative Fees	16,950.00	19,800.00	(2,850.00)	85.6%	
W2121, Miscellaneous Expenses	747.77	4,000.00	(3,252.23)	18.7%	
W2130, Postage & Shipping	689.30	1,100.00	(410.70)	62.7%	
W2133, Office Supplies	928.15	1,200.00	(271.85)	77.3%	
W2325, Contract Services	0.00	5,000.00	(5,000.00)	0.0%	
W2479, Travel allowance	1,110.00	1,500.00	(390.00)	74.0%	
W2534, Telephone Relay Expense	346.21	450.00	(103.79)	76.9%	
W2535, Electrical Service	3,438.01	5,000.00	(1,561.99)	68.8%	
Total Water Operational Expenses	47,683.89	71,263.00	(23,579.11)	66.9	
tal Expense	131,388.16	259,671.00	(128,282.84)	50.6	
lcome	31,358.62	(78,621.00)	109,979.62	(39.9	

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## MUIR BEACH COMMUNITY SERVICES DISTRICT MONTHLY PROFIT AND LOSS FOR April 2001

	Apr 01
Income	
Administrative Income A9001, General Tax Income	15,212.19
Total Administrative income	15,212.19
Recreational Activities income	10,212.10
R9811, Rec. Programs income.	
R9811Bi, Bistro Income	116.70
R9811CD, Com. Din. income	447.08
R9811TC, Tai Chi Income	40.50
Total R9811, Rec. Programs Income.	604.28
Total Recreational Activities income	604.28
Water Capitai Improvements inco	
H9001, special Assessment Tax	12,648.00
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,018.94
H9031, Water Surcharge Income - Other	30.00
Total H9031, Water Surcharge Income	1,048.94
H9377, Interest Earnings	
H9377C, Cap. Imp. Interest	1,979.67
H9377G, Gen. Inv. Interest	192.25
Total H9377, Interest Earnings	2,171.92
Total Water Capitai Improvements inco	15,868.86
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill Interst	27.02
W9025LP, Late pay penalty	217.03
W9025, Water Service Income - Other	4,098.39
Total W9025, Water Service Income	4,342.44
Total Water Operations Income	4,342.44
Total Income	36,027.77
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	21.08
A2117, Consulting Admin. Fees	500.00
A2133, Office Supplies A2352, County Fees	182.78 271.00
A2352, County Fees A2479, Trayel Expenses	134.69
A2534, Telephone/Communications	59.32
A2713, Legal fees	332.50
Total Administrative Expenses	1,501.37
Fire Operational Expenses	
F2117, Administrative Fees	225.00
Total Fire Operational Expenses	225.00
Recreational Expenses	250 75
R1028, Maint. Mgr. Wages	358.75
R1073, Janitorial wages	273.00
R1404, FICA R2041, Rec. Program Expenses	62.12
R2041, Rec. Program Expenses R2041BI, Bistro Expenses	233.04
Totai R2041, Rec. Program Expenses	233.04

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# MUIR BEACH COMMUNITY SERVICES DISTRICT MONTHLY PROFIT AND LOSS FOR

April 2001

	Apr 01	
R2077, Routine Repairs	65.83	
R2117, Administrative Expenses	500.00	
R2259, Refuse Removal	113.70	
R2366, Building Supplies	44.24	
Total Recreational Expenses	1,650.68	
Roads & Easements Expenses		
E1028, Maint. Mgr. wages	122.50	
E1073, Extra Hire Wages	162.00	
E1404, FICA	21.76	
E2117, Administrative Fees	500.00	
Total Roads & Easements Expenses	806.26	
Water Capital Improvements Exp. H2352, County fees	80.50	
Total Water Capital Improvements Exp.	80.50	
Water Operational Expenses W1028, Maint, Mgr. Wages	971.25	
W1073, Extra Hire Wages	216.00	
W1404, FICA	90.82	
W1506, Medical benefits		
W1506CPHvy	230.64	
W1506CPSh	244.08	
Total W1506, Medical benefits	474.72	
W1701, Work. Comp.Insurance	-77.36	
W2117, Adminsitrative Fees	1,65 <b>0</b> .00	
W2121, Miscellaneous Expenses	71.58	
W2133, Office Supplies	149.00	
Total Water Operational Expenses	3,546.01	
Total Expense	7,809.82	
Net Income	28,217.95	

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# Cash Flow Report 6/1/00 Through 2/28/01

Category	6/1/00- 2/28/01		
Inflows			
Bar Income	528.00		
Donation	11.00		
Income:			
Art Sales 2000	29,315.56		
Cash	16.50		
Donations	21.21		
Food sales	90.00		
Total Income	29,443.27		
Refund	40.80		
Total Inflows	30,023.07		
Outflows			
Artists % Sales	23,257.62		
Bar Expense	427.93		
Credit Crd Exp	477.61		
Ginger Br Attic	286.05		
Jury Expense	12.85		
OvrchargesRtrns	97.50		
Postage	34.87		
Printing	369.26		
Publicity	644.83		
Supplies	104.87		
Volunteer Gifts	9.52		
Work Party Food	95.33		
Total Outflows	25,818.24		
Overall Total	4,204.83		

## Quilters' Report to CSD

We raffled our beautiful Millennium Quilt on April 1st, 2001. The lucky winner was Kathie Fischer, of Muir Beach. We are very pleased to have made almost \$5,000 from this fundraiser. Here is a breakdown of income and expenses.

Millennium Quilt inflow:

raffle ticket sales	5,324.	
postcard sales	240.	
raffle party income	1,026.	
raffle party donation	50.	
total inflow	6,640.	

Millennium Quilt outflow:

raffle ticket printing	297.51
postcard printing	227.33
quilt materials & supplies	225.52
professional photography	
of quilt	162.75
newspaper & magazine	
publicity, postage, envelopes	71.21
entry in Marin and Santa	
Clara quilt shows	61.14
raffle party expenses	181.84
50/50 raffle party profit	-
donation to piano fundraiser	<u> </u>
total outflow	1674.38

Total Millennium Quilt income \$4965.62

### OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGULAR MEETING HELD ON WEDNESDAY, JANUARY 24, 2001

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

- I. Call to order: President Shaffer called the meeting to order at 7:18 p.m.
- **II. Review and consideration of the January** 24, 2001. There was a brief discussion of the Agenda. Due to the delay in the general manager's attendance, the Agenda was modified to delay the G. M.'s report until he arrives.
- III. National Park Service: Ranger Pat Reichel reported on the following:
  - A. The Transportation Study meeting for Muir Beach residents has not been scheduled.
  - B. Pat agreed to bring copies of her meeting outline and handouts for each director.
  - C. She announced that approximately 375 volunteers assisted on Earth Day to remove or replace fencing and for beach cleanup.
  - D. The wooden causeway is being installed from the parking lot to the bridge and it will remain until there are major renovations.
  - E. N. P. S. is pruning the shrubs along the parking lot to offer greater and improved visibility.
  - F. N. P. S. has received \$50,000 in emergency stabilization funding for the dairy house. This will be used for cleanup, roof and gutter replacement, and painting of the doors and windows. The house will not be fully operational as the leach field has failed. Money must be spent by September 30.
  - G. Director Kamradt reiterated Brian O'Neils commitment to make the house available for volunteer fire meetings and training. Pat will coordinate this with the volunteers.
  - H. Resident Walter Postle asked if Muir Beach residents would be effected by the N. P. S. no dogs off leash policy. Pat answered there will be no enforcement for the next 120 days. Walter then mentioned that the no dogs sign was back on the path to the Zen Center, and Director Kamradt expressed that this was a contradiction of earlier N. P. S. statements.
  - I. Resident Karla Andersdatter complained about the bicycles on the trails
  - J. Harvey Pearlman asked about the vacant ranger house on Shoreline Highway. Pat stated that the N. P. S. is doing a nationwide study, including afford ability of housing for N. P. S. employees near their working areas.
- **IV.** Bills to be paid report: The G. M. arrived at this time and following a brief review of the report, Director Schiffries *moved* to approve the report as submitted including a total of \$11,360.21 is general fund expenditures; seconded by Director Kamradt; ayes all.
- V. Fire Department, emergency Disaster Committee: Chief Moore had requested Director Schiffries to have these reports revert back to the quarterly meeting report schedule. There were no other items reported.
- VI. Public Open time: Resident Walter Postle asked about having benches at the Muir Beach Overlook. He was told to seek this through the N. P. S.
  - A. Director Kamradt acknowledged resident Dave Carneglia's thoughtful letter to the District.
  - B. Director Shaffer reported that he has received a request from resident Janet Stump, to have John Sward construct a memorial on District property, in memory of her husband, This was followed by a general discussion and the need to develop standard policies and procedures for such items.

- HACS WAS approved.

C:\M. B. C. S. D.\2001-01-24 M. B. C. S. D. Minutes

C. Director Schiffries reported that N. P. S. has elected to have a Redwood Creek Watershed Study, and that all long term activities will be placed on hold until the results of the study are learned. This will effect Big Lagoon, the Dairy, etc. He also requested that the Redwood Creek Committee report be placed back on the meeting Agenda as a regular item.

### VII. General Manager's Report:

- A. Administration: The G. M. offered brief comments on the District's fiscal condition:
  - 1. The District's fiscal condition is sound and all items are generally within budget parameters for this time of the fiscal year. Director Pinto requested more detailed information on the Capital Improvements expenditures to date, and get updated information on the progress of the County's independent audit.
  - 2. QuickBooks update: The G. M. noted that the new 2001 version of QuickBooks is now available for an approximate cost of \$150. He noted that some of the new features may be worthwhile for improving the District report formats. The Board as a whole authorized the G. M. to upgrade the software.
  - 3. Conflict of Interest Code: some years back, the District adopted the County Conflict of Interest Code. It is now required to reconfirm this by a formal Board vote. Director Kamradt *moved* to adopt the Marin County Conflict of Interest Code as the District's Code; seconded by Director Pinto; ayes all.
  - 4. California Special Districts Association membership. The G. M. noted that the annual membership fees have more than doubled and suggested that membership was no longer necessary to comply with Special District Risk management Authority's insurance, as the District now has improved insurance through an independent agency. Following a brief discussion, the consensus of the Board was to maintain the District's membership.
- **B.** Roads and Easements: The repairs to Sunset Way have been completed and sunset Property Owners were notified that the Board would begin considering more significant long term improvements, beginning with the parking problems.
  - 1. Director Schiffries suggested that all parking be blocked along certain areas of Sunset Way and in particular the downhill side in the area of the Rodriguez property (former owner). This was followed by a general discussion, with Director Shaffer noting that this is an area where Pacific Way residents park when access to Pacific Way is blocked by flooding.
  - 2. A general discussion opened up with suggestions to create bicycle openings in the center the new speed bumps; David Schwartz stating that the new speed bumps were too numerous and suggesting that the entire roadway should be sand and oil sealed; several others spoke in favor the new speed bumps; a suggestion was made to create a berm along the roadway edge to prevent parking; and some of the remaining drainage problems were mentioned.
  - 3. In the end, it was decided that the Roads and Easements committee would give serious consideration to the parking problems, planting in the right of ways, etc.

### C. Recreation:

- 1. Kathy Sward said that due to her being away following the Christmas Faire, she has not completed her analysis of the fiscal results. However, she indicated that the preliminary review indicates that it was at least as successful as last year.
- 2. The G. M. noted the donation of the large screen TV by Rachael Culp and Danny O'Connor. The Board asked the G. M. to send a letter of appreciation to the donors.

- 3. There was a brief discussion of the Board's adoption of the new policies, procedures and rental rates for the community center. It was noted that the major problem is the limited parking. Director Schiffries volunteered to look into alternative parking facilities.
- D. Water Rights: The G. M. reported that he has received formal notification that the water rights have been approved and the required permit fee has been paid. However, an internal mis-communication at D. W. R. resulted in the payment being temporarily misplaced. As a consequence, the actual issue of the permit was been delayed too long to have been received in time for tonight's meeting.
- VIII. General Discussion of Board Matters; Due to the late time, it was decided not to consider this item.
- IX. Review of the draft minutes for the December 6, 2000 Board meeting. There was a brief discussion of the minutes and Director Kamradt *moved* to approve the minutes as written; seconded by Director Rudnick; ayes all.
- X. The next meeting date was set as Wednesday, February 28, 2001.
- XI. The meeting was adjourned at 9:41 p.m.

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

Steve Shaffer, President

Donovan Macfarlane, Secretary

### OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGULAR MEETING HELD ON WEDNESDAY, APRIL 25, 2001

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

- I. Call to order: President Pinto called the meeting to order at 7:12 p. m.
- II. Review and consideration of the April 25, 2001 Agenda. There was a brief discussion of the Agenda and Director Shaffer *moved* to approve the Agenda as submitted; seconded by Director Schiffries, ayes all.
- III. National Park Service: Ranger Pat Reischl reported several items of importance; however, prior to her presentation Director Schiffries noted that he felt the treatment of Pat, in previous meetings by members of the audience, had been less than cordial. President Pinto noted that she had discussed this with Pat and requested that no less than common courtesy be used. It was pointed out that Pat attended these meetings as a public service, on her own time, without compensation. Everyone agreed to the need for a common courtesy standard. Pat then reported:
  - A. The N. P. S. residence at 1792 shoreline is going to be used to house seasonal employees.
  - **B.** A discussion between the N. P. S. and County Road Maintenance determined that the soil berm on Pacific Way should remain until it is no longer needed.
  - C. There was a joint meeting between Supervisor Kinsey and Brian O'Neill and they agreed to cooperate in finding a long term solution for Pacific Way drainage and have instigated actions to determine reasonable interim solutions.
  - **D.** At this point, Dennis Rodini introduced himself. Actually, he is in attendance to seek Board support for his election as the Special District Representative to LAFCO. However, in this current discussion he felt it pertinent to mention that he is one of five county representatives to the G. G. N. R. A. Commission, which has a central goal of improving communications with N. P. S.
- IV. 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 some \$7,753.31 in general fund and West Marin expenditures.
- V. Fire Department: No report was scheduled and none was given.
- VI. Redwood Creek Watershed Committee: There have been no meetings since the previous Board meeting, so no report was offered. Director Schiffries will attend the next committee meeting.

### VII. General Managers report:

**A.** Administration: The G. M. reported that the District continues to operate within the budget parameters, and the District is sound fiscal condition.

- 1. Budget for fiscal year 2001-2002: Director Shaffer will head the budget committee to prepare the suggested budget for fiscal year 2001-2002. The G. M. will submit a general suggested budget to serve as a guide for the budget committee's deliberations. It was also requested that the G. M. give some consideration to alternative electrical supply, considering the State's electric power problems.
- 2. **President Pinto** will head the water capital improvement committee and make recommendations for this part of the budget.
- **B.** Roads and Easements: There were several extended discussions concerning Roads and Easements, with interaction from residents present:
  - 1. Director Schiffries mentioned that there had been some clearing/mowing in the upper area of the District parkland, possibly by resident Alexander Lake. The G. M. noted that he had looked at the area and the primary area mowed is owned by the Lasky family, and must have been done with the Lasky's permission. However, Director Schiffries said the mowing also traveled though the park area to the Lake property.
  - 2. There was also some discussion of the new landscaping and grading of the property below the lower water storage tank, with concern that this may be encroaching on the District's property. The G. M. noted that he had inspected the area and determined that the subject improvements were on private property and not effecting the District property. The G. M. will send a letter to the property owner stipulating the District's policy of no encroachment.
  - 3. There was a lengthy discussion of the driveway sometimes known as "Juminth Whale.' Nina White offered historical background on the naming of this driveway and the Board concurred that an earlier Board's action to use the name "Great White Way" would be adhered to in all future references to this driveway. This was followed by a lengthy discussion of the ownership of this land area, which has consistently been considered a private property drive by the District. In fact, this drive serves as the only legal access for two properties, and is used by several other properties with frontage on Sunset Way. The Board reaffirmed its intent to consider this as a private driveway and not under the District for maintenance.
- C. Water operations: Water operations are generally calm, with consumption normal for this time of year. There have been no major repairs required and the system shows no signs of severe leakage.
- **D.** Water rights: Meeting of th TAC committee was rescheduled due to the G. M.'s illness. There was some discussion of the need for conservation and informing the residents of the permit terms. The G. M. indicated that a summary of the permit terms would be forwarded with the next water billing.
- E. Recreation: There was some discussion of the proposed 'Summer Camp" initiated during previous Board meetings. President Pinto indicated that she has received some indications of resident interest in having the camp. Further efforts by the concerned parties to satisfy the insurance requirements will be taken.

Director Rudnick, then complimented the Quilter's for their fund raising efforts for the piano. Hester Burn-Calander noted that evaluation of the condition of the piano, she has offered to donate, has not been completed. This will be coordinated with Harvey.

- F. Public Open Time: Dennis Rodini again introduced himself, and stated that he was seeking the Board's vote for his election as the special district representative of LAFCO. He noted that he is a Director on the N. Marin Water District and that he resides in West Marin. He received the most votes during the previous election; however, his one vote margin and less than a majority was considered as requiring a runoff election. The board will vote on this during their next Board meeting. The voting deadline is June 30, 2001. The public, having interacted during most of the meeting, had no further specific items to discuss.
- VIII. General discussion of Board matters and concerns: Due to the time, this matter was tabled until the next meeting. Director Schiffries again mentioned that he feels there is a necessity to have additional Board meetings so these matter can be discussed.
- IX. Review of the March 28, 2001 draft minutes: There was a brief discussion of these minutes. President Pinto asked about the minutes for the January 24, 2001 meeting and Director Schiffries stated that he had not forwarded his notes to the G. M. His notes cover that early portion of the meeting during the G. M.'s absence. Following this, Director Shaffer *moved* to approve the minutes of the March 28, 2001 as submitted: seconded by Director Rudnick; ayes all.
- X. Next meeting date: Following a brief discussion and the next meeting date was confirmed for Wednesday, May 30, 2001.

The meeting was adjourned at 9:10 P.M.

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

Peter Pinto, Board President

Donovan Macfarlane, Secretary

M. B. C. S. D.\2001-04-25 Minutes

( "" Pedestrian Path •X Ellsberg.

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# TABLE OF CONTENTS FOR THE BOARD OF DIRECTOR'S INFORMATION PACKET FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING ON WEDNESDAY, JUNE 27, 2001 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE. THE MEETING WILL BEGIN AT 7:00 P.M.

DESCRIPTION	PAGES		
Agenda for the Meeting	. 1-3		
General Manager's Report to the Board (a continuation and			
integral part of the Agenda)	. 4 - 5		
Bills to be Paid Report for 5/01/01 through 5/31/01	. 6-7		
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Summary Profit and Loss vs. Budget Report July 2000 through May 2001	9		
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### AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' REGULAR MEETING ON WEDNESDAY, JUNE 27, 2001 TO BEGIN AT 7:00 P. M. IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

Directors: President Erin Pinto; Directors: Deborah Kamradt, Peter Rudnick, Steve Shaffer, and Matthew Schiffries. Steve not here, fefer 1970. 7:15 aff NPS presentation.

- I. Open the public meeting: President Pinto will open the public meeting to order. 7:08
- II. Review and consideration of the June 27, 2001 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. Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the May 1, 2001 through May 31, 2001 fiscal period. Dury Mail al.
- V. Fire Department, Emergency Disaster Committee: It is anticipated that Fire Chief John Sward will offer his initial Fire Department report with an overview of the Department's goals and give a brief report of the Labor Day Bar B Que.
- VI. Redwood Creek Watershed Committee report: A briefreport on the committee's most recent meeting will be presented. No mut
- VII. General Manager's Report: The General Manager's written report includes a review of administrative and operational matters. The report is attached to and 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 answer questions concerning these matters.
  - **A.** Administration The General Manager's report notes that the fiscal year is 11/12ths complete and reviews:
    - 1. The Budget: The G. M. will be available to answers questions on the District's fiscal condition and the reports contained in the Board meeting packet.
    - 2. County's independent audit: As of this date, progress on the audit is on schedule for presentation during the July Board meeting.
    - 3. LAFCO special district representation: Candidate Dennis Rodini was elected to office by a substantial majority of the special district votes.
    - 4. Budget for Fiscal 2001-2002: As Director Shaffer is out of town, no general report from his committee is anticipated. However, the Capital Improvements Committee Chairperson may have some comments concerning this budget provision.
    - 5. The Board is reminded that the contract with Associated Business and Community consultants, Inc. expires on June 30 and continues on a limited month to month basis.

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

#### В. **Roads and Easements:**

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- 1. Plan and profile of Sunset Way: To date, we have received just one proposal for these services. For this reason, the closing date has been extended and all surveyors in Marin County contacted to either confirm or decline their interest in performing this work.
  - **Right of way encroachments:** The G. M. has submitted the results of his meeting with property owners concerning the recent encroachments. However, final proposals and/or actions from and by property owners for mitigation are not complete as of this date. Restars wonters 60 days.
  - Pacific Way: An underground spring or other form of underground drainage is undermining a part of the roadway area on Pacific Way. The resulting road damage seems to be accelerating and needs attention. The corrective measures require considerable excavation and the installation of a french drain type facility to mitigate the drainage problem. The estimated cost for this repair is less than \$5,000, but is considered critical, as there is some evidence that there is soil slippage indicating a possible slide. The Board is requested to authorize funds for emergency repair of this area.

Water Operations: The G. M. will be available to answer any questions that may asked concerning water operations.

- Water Rates: The ad hoc water rates committee has not had a meeting and at this time 1. there is nothing to report. The Board may have a general discussion on this subject.
- 2. Maintenance Manager assistance: Harvey has expressed a desire to reduce his work load, particularly in duties ancillary to water operations such as community center, easement, and water structural repairs. He has requested that the District consider retention of an assistant skilled in carpentry and such repairs to take over these areas of responsibility. This individual also might be trained in water operations for a certificated operator, as a replacement for Harvey upon Harvey's eventual retirement.
- Water Rights: President Pinto chaired the  $2^{nd}$  TAC meeting and Director Kamradt was also in attendance. A brief verbal report is anticipated. for the other of the start D.
- Capital Improvements: President Pinto chaired a meeting of the Capital Improvements E. Committee and a brief verbal report is anticipated. \$300
- Recreation: There are no specific items planned for discussion during this meeting. However, F. a general discussion of recreational concerns is anticipated.
- PUBLIC OPEN TIME: California State Law prohibits Board action on any item, within its jurisdiction, VIII. 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

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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. The public must reference the 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. Comments are subject to the time and content limitations outlined above.

- 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 January 24, 2001 Board meeting. Review of these minutes was postponed for tonight's meeting.

10:44

- XI. Review of the draft minutes for the June 13, 2001 Board meeting.
- XII. Next meeting date: The fourth Wednesday in July is July 25, 2001.

ADJOURNMENT OR CONTINUATION

- **A ADMINISTRATION:** The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.
  - 1 The Budget: The fiscal year is 11/12ths completed with the budget reports through May 2001. The Balance sheet shows the District to have total assets of \$298,578.34 including \$132,874.66 in the water capital improvement trust, \$32,465.81 in the general investment funds, \$103,987.47 in unrestricted general funds, \$20,905.96 in restricted use trust funds, and \$8,518.24 in accounts receivable. The combined unrestricted and investment general funds of \$136,453.28 is a prudent operating reserve.

The Summary Profit and Loss versus the Budget shows the only budget concerns to be in water operations where income remains almost 20% below budget. However, water expenses are well below budget and more than offset the lagging income. We have been fortunate to have avoided major emergency repairs during the fiscal year. While we have completed considerable repairs, none have resulted in a major expense.

- 2 **County independent audit:** My most recent contact with the auditor's office has Victor confirming that he is on schedule to present the audit during the July meeting.
- 3 LAFCO: The final election placed Dennis Rodini in office with a substantial majority of the special districts voting for him.

#### **B** Roads and Easements:

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- 1 Plan and profile of Sunset Way: Due a lack of response to my original request for proposals to perform this work, I have extended the deadline and contacted all Marin County surveyors requesting them to confirm or deny their interest in doing this work.
- 2 **Right of Way encroachments:** Due to higher priority items, I have not completed my inspection of the Cove Lane mitigation. I have met with Mr. Kidd and discussed the mitigation of the drainage problem and his recent encroachment. He has indicated that he will forward sketches of alternatives to the drainage problems for the Board's consideration. However, these have not been received as of this date.
- C WATER OPERATIONS: In general, water operations have been quiet in so far as water quality problems and there have been no significant distribution system leaks. The automatic control valve for the upper tank has failed and we are seeking prices for its replacement.

Coliform tests taken during May were free of bacteria.

Gross water billing for the 4/23 through 5/23/2001 billing period was \$5,848.34 including \$94.56 in late payment penalties and \$2.39 in interest charges. The same billing period for the previous fiscal year totaled \$5,455.82 including late payment and interest charges. This 7% increase indicates the warmer weather this May versus May 2000. The monthly consumption surcharge for this period totaled \$1,461.53.

<u>I he table below tabulates the water production for the period Api</u>	<u>m 25 to may 25, 2001.</u>
Total volume of water measured through the master meter =	1,081,256 gallons
Average daily well pumping rate =	36,041 gallons
Highest pumping day was on 05/01/01 and volume pumped =	52,920 gallons
Lowest pumping day was on 05/23/01 and volume pumped =	21,085 gallons
Total volume billed through service meters =	1,019,984 gallons
Gross unaccounted for water loss =	61,272 gallons
Estimated un-metered maintenance use =	0 gallons
Net unaccounted for water loss (5.67%)	61,272 gallons
Average daily customer consumption per meter =	231 gallons
Average service billing =	\$38.44

The table below tabulates the water production for the period April 23 to May 23, 2001.

- **D** Water Rights: President Pinto chaired the 2nd Technical Advisory Committee (TAC) meeting, held on June 22, 2001 and it is anticipated that she will give a brief verbal report on this meeting. Director Kamradt also attended the meeting and may have a few comments.
- **E** Water Capital Improvements: There was a meeting of the Capital Improvements Committee and it is anticipated that President Pinto, who chaired the meeting will offer a brief verbal report.
- **F Recreation:** There are no significant recreational items to review at this time. It is anticipated that there will be several considerations needed during the July Board meeting, following the budget committee reviews.

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THIS CONCLUDES THE GENERAL MANAGER'S REPORT

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

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	USE			
VENDER NAME	CODE	DESCRIPTION	FUND	AMOUNT
	ADMINISTRATI	ON EXPENSES, DIVISION CODE 9236		
Costco	2049	Board meeting refreshments	P	5.99
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	500.00
USPO	2130	Postage	P	29.40
NEBS	2133	New Checks and envelopes	B	132.72
Office Max	2133	Labels, forms, Certificates, frames, etc.	P	64.53
ABC Consultants, Inc.	2479	Travel allowance paid for last month	В	110.50
AT&T	2534	707-643-7015 toll calls paid this month (2)	В	
AT&T	2534	415-388-7804 toll calls paid this month	В	45.84
Cingular Wireless	2534	Cellphone paid this month	B	59.32
Pacific Bell	2534	415-388-7804 paid this month	В	23.71
Pacific Bell	2534	707-643-1143 paid this month	В	63.11
ABC Consultants, Inc.	FG9001	Redwood Creek Grant administration	В	375.00
Pacific Watershed Associates	FG9001	Redwood Creek Grant work in progress	В	15,075.00
		TOTAL G&A EX	PENSES =	\$16,518.51

#### FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants, Inc.	2117	Administrative fees paid this month	В	225.00
Pacific Bell	4827	Fire station phone paid this month	B	16.58
		TOTAL FIR	E EXPENSES =	\$241.58

### RECREATION EXPENSES DIVISION CODE 9239

	RECREATION	VEAPENSES, DIVISION CODE 9239		
Harvey Pearlman	1028	Maint. manager wages paid this month	C	320.26
Juana Gonzales	1073	Janitorial wages paid this month	_ C _	145.34
Salvador Gonzales	1073	Extra hire wages paid this month	C	103.33
State Fund	1701	1st Qtr. Work Comp. insurance	B	111.44
Goodman Building Supply	2077	Refuse bin materials	В	30.36
Home Depot	2077	Refuse bin materials	B	302.33
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	500.00
Pacific Bell	2534	Community Center pay phone paid this month	B	107.56
Pacific Gas & Electric	2535	Community Center electric paid this month (2)	В	84.87
Lonna Richmond	2041B	Reimbursement for Bistro supplies	P	3.70
Lonna Richmond	2041Bl	Bistro wages paid this month	C	193.78
Nancy Knox	2041Bl	Bistro pastries purchased this month	P	26.47
Trader Joe's	2041BI	Bistro supplies, jam, etc.	P	6.37
Whole Foods	2041Bl	Misc. Bistro supplies purchased this month	P	4.69
			ENCEC	\$1 040 E0

TOTAL RECREATION EXPENSES = \$1,940.50

#### **ROADS & EASEMENT EXPENSES, DIVISION CODE 9237**

Harvey Pearlman	1028	Maint, manager wages paid this month	B	37.68
Salvador Gonzales	1073	Extra hire wages paid this month	С	103.35
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	500
		TOTAL R&E EX	XPENSES =	\$141.03

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

#### WATER DIVISION EXPENSES, DIVISION CODE 9238

	2000	TOTAL WATER EXP		\$4,978.18
Pacific Gas & Electric	2535	Well & lower tank electric paid this month (2)	B	618.85
Pacific Bell	2534	Upper tank phone relay paid this month (2)	B	64.33
Harvey Pearlman	2479	Travel allowance paid this month	B	125.00
Office Max	2133	Copies for water information on Invoices	P	11.58
Office Depot	2133	Copier toner	P	57.82
Fry's Electronics	2133	Printer ink & toner		88.04
America On Line	2133	Software for web page	P	38.45
USPO	2130	Postage	P	61.20
Public Storage	2121	File storage	В	48.00
Famous Deli	<u>2</u> 121	TAC meeting refreshments	P	8.57
ABC Consultants, Inc.	2117	Clerical fees paid this month	B	850.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	800.00
Marin County Dept. of Health	2115	Coliform testing in May	В	
State Fund	1701	1st Qtr. 2001 Work Comp Insurance	В	611.51
PERS	1506	Medical insurance paid in May	B	418.29
Harvey Pearlman	1506	Medical allowance paid this month	B	157.50
Harvey Pearlman	1028	Maint. manager wages paid this month	B	989.04

#### SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Dawn Benedikt	9255R	Rental deposit refund	В	150.00
John H. OBrian	9255R	Rental deposit refund	В	250.00
Todd Tierney	W9025R	Water Security deposit refund	B	100.00
		TOTAL CHECKS ISSUED FROM TI	RUST FUNDS =	\$500.00

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

TOTAL GENERAL FUND EXPENSES =23,819.80TOTAL CHECKS ISSUED FROM TRUST FUNDS =500.00TOTAL OF ALL CHECKS ISSUED =\$24,819.80

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

the \_\_\_\_\_ day of \_\_\_\_\_ 2001.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Erin Pinto, President

Donovan Macfarlane, General Manager

06/24/01

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### MUIR BEACH COMMUNITY SERVICES DISTRICT Balance Sheet

As of May 31, 2001

	May 31, 01
ASSETS	
Current Assets	
Checking/Savings Fund 428, County General Fund	52,597.65
Fund 429, County Investment Fun Capital Improvements General Investments	132,874.66 32,465.81
Total Fund 429, County Investment Fun	165,340.47
Petty Cash Fund Salomon Smith Barney	-155.80
Fire Station Reserve General Funds Rental deposit trust	12,176.39 51,389.82 2,413.77
Shaffer CalPers Trust	1,129.64
Water Security Deposit Trust	5,168.16
Total Salomon Smith Barney	72,277.78
Total Checking/Savings	290,060.10
Accounts Receivable Receivables	8,518.24
Total Accounts Receivable	8,518.24
Total Current Assets	298,578.34
TOTAL ASSETS	298,578.34
LIABILITIES & EQUITY Liabilities Current Liabilities Other Current Liabilities	
R9255R, Refundable deposits	2,488.7 <b>7</b>
W9025RD, Security deposits	5,032.65
Total Other Current Liabilities	7,521.42
Total Current Liabilities	7,521.42
Total Liabilities	7,521.42
Equity Retained Earnings Net income	253,717.04 37,339.88
Total Equity	291,056.92
TOTAL LIABILITIES & EQUITY	298,578.34

## MUIR BEACH COMMUNITY SERVICES DISTRICT SUMMARY PROFIT & LOSS vs. BUDGET REPORT July 2000 through May 2001

	Jul '00 - May	Budget	% of Budget
Income		· · · · · · · · · · · · · · · · · · ·	
Administrative Income	44,849.81	40,870.00	109.7%
FG9001	0.00		
Fire Operations Income	12,858.61	12,750.00	100.9%
Recreational Activities Income	12,192.65	11,120.00	109.6%
Roads & Easements Income	3,221.20		
Water Capital Improvements I	50,596.66	50,010.00	101.2%
Water Operations Income	53,905.70	66,300.00	81.3%
Total Income	177,624.63	181,050.00	98.1%
Expense			
Administrative Expenses	13,873.47	21,910.00	63.3%
Fire Operational Expenses	14,198.89	10,700.00	132.7%
Recreational Expenses	20,353.71	28,093.00	72.5%
Roads & Easements Expenses	17,993.95	35,216.00	51.1%
Water Capital Improvements E	21,399.06	92,489.00	23.1%
Water Operational Expenses	52,465.67	71,263.00	73.6%
Total Expense	140,284.75	259,671.00	54.0%
Net Income	37,339.88	-78,621.00	-47.5%

### MBCSD Fiscal 2000-2001 Year to Date Profit & Loss Budget vs. Actual July 2000 through May 2001

_	Jul '00 - May 01	Budget	\$ Over Budget	% of Budget
Income Administrative Income A9001, General Tax Income A9203, Interest earned A9772, Copier Income	40,776.03 4,047.78 26.00	38,260.00 2,500.00 110.00	2,516.03 1,547.78 (84.00)	106.6% 161.9% 23.6%
Total Administrative Income	44,849.81	40,870.00	3,979.81	
FG9001 Fire Operations Income F9377, West Marin Funds F9763, Fire Assoc. Donations	0.00 8,500.00 4,358.61	8,350.00 4,400.00	150.00 (41.39)	101.8% 99.1%
Total Fire Operations Income	12,858.61	12,750.00		100.9%
Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income.	8,227.50	8,000.00	227.50	102.8%
R9811BI, Bistro Income R9811CD, Com. Din. Income R9811CP, Child's Prog. Income R9811CP, Tai Chi Income	1,216.57 1,447.08 208.00 1,089.50	1,800.00 200.00 1,120.00	(583.43) 8.00 (30.50)	67.6% 104.0% 97.3%
- Total R9811, Rec. Programs Income.	3,961.15	3,120.00	841.15	127.0%
R9834, Res. Handbook Income	4.00			
- Total Recreational Activities Income	12,192.65	11,120.00	1,072.65	109.6%
Roads & Easements Income E9772, Road & Esm't Income E9772 Donations E9772F. FEMA Grant Income	1,900.00 1,321.20			
Total E9772, Road & Esm't Income	3,221.20			
Total Roads & Easements Income	3,221.20			
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income	30,328.20	30,260.00	68.20	100.2%
H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	12,415.63 339.79_	15,000.00	(14,660.21)	2.3%
Total H9031, Water Surcharge Income	12,755.42	15,000.00	(2,244.58)	85.0%

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# MBCSD Fiscal 2000-2001 Year to Date Profit & Loss Budget vs. Actual July 2000 through May 2001

	Jul '00 - May 01	Budget	\$ Over Budget	% of Budget
H9377, Interest Earnings H9377C, Cap. Imp. Interest H9377G, Gen. Inv. Interest H9377, Interest Earnings - Other	4,989.28 774.74 1,749.02	4,000.00 750.00	989.28 24.74	124.7% 103.3%
Total H9377, Interest Earnings	7,513.04	4,750.00	2,763.04	158.2%
Total Water Capital Improvements Inco	50,596.66	50,010.00	586.66	101.2%
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty W9772, Miscellaneous Income Water Operations Income - Other	52,523.92 103.78 1,178.00 50.00 50.00	65,000.00 100.00 1,200.00	(12,476.08) 3.78 (22.00)	80.8% 103.8% 98.2%
Total Water Operations Income	53,905.70	66,300.00	(12,394.30)	81.3%
Total Income	177,624.63	181,050.00	(3,425.37)	98.1%
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2059, P & L insurance A2117, Consulting Admin. Fees A2121, Miscellaneous Expenses A2129. Gen. Election expenses A2130, Mailing & Shipping Exp. A2133, Office Supplies A2137, Copier Maint. Expenses A2352, County Fees A2479, Travel Expenses A2534, Telephone/Communications A2713, Legal fees Total Administrative Expenses	389.27 459.00 5,985.00 150.30 290.59 93.75 933.38 8.32 271.00 1,510.20 2,238.91 1,543.75 13,873.47	400.00 460.00 6,000.00 200.00 350.00 100.00 350.00 8,000.00 1,650.00 2,600.00 1,500.00 21,910.00	(10.73) (1.00) (15.00) (49.70) (59.41) (6.25) 633.38 (341.68) (7,729.00) (139.80) (361.09) 43.75 (8,036.53)	97.3% 99.8% 99.8% 75.2% 83.0% 93.8% 311.1% 2.4% 3.4% 91.5% 86.1% 102.9% 63.3%
Fire Operational Expenses F2059, P & L Insurance F2117, Administrative Fees F4048, Fire Station Improvement F4827, W. Marin Fund Expenses Fire Operational Expenses - Other	1,659.00 2,475.00 819.75 7,151.48 2,093.66	1,700.00 2,700.00 6,300.00	(41.00) (225.00) 851.48	97.6% 91.7% 113.5%
Total Fire Operational Expenses	14,198.89	10,700.00	3,498.89	132.7%
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FICA R1701, Work Comp Insurance	1,540.00 2,491.50 503.69 403.12	1,600.00 2,100.00 283.00 310.00	(60.00) 391.50 220.69 93.12	96.3% 118.6% 178.0% 130.0%

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### MBCSD Fiscal 2000-2001 Year to Date Profit & Loss Budget vs. Actual July 2000 through May 2001

	Jul '00 - May 01	Budget	\$ Over Budget	% of Budget	
R2041, Rec. Program Expenses R2041Bl, Bistro Expenses R2041CD, Com. Dinner Expenses	2,275.51 105.00	2,800.00	(524.49)	81.3%	
R2041CP, Child's Program Exp. R2041TC, Tai Chi Expenses	153.84 844.10	200.00 1,400.00	(46.16) (555.90)	76.9% 60.3%	
Total R2041, Rec. Program Expenses	3,378.45	4,400.00	(1,021.55)	76.8%	
R2059, P & L Insurance R2077, Routine Repairs R2097, CC Ground Maintenance R2117, Administrative Expenses R2121, Miscellaneous Expenses R2133, Office Supplies & Stamps R2259, Refuse Removal R2366, Building Supplies	500.00 2,896.59 0.00 6,000.00 0.00 28.60 444.60 377.69	500.00 5,000.00 1,200.00 6,000.00 100.00 100.00 450.00 500.00	0.00 (2,103.41) (1,200.00) 0.00 (100.00) (71.40) (5.40) (122.31)	100.0% 57.9% 0.0% 100.0% 28.6% 98.8% 75.5%	
R2534, Pay Telephone Expense R2535, Energy Expenses R2535E, Electrical Expenses R2535G, Butane Gas Expenses R2535, Energy Expenses - Other	591.02 0.00 328.04 870.41	650.00 700.00 700.00	(58.98) (700.00) (371.96)	90.9% 0.0% 46.9%	
Total R2535, Energy Expenses	1,198.45	1,400.00	(201.55)	85.6%	
R4048, Building Improvements	0.00	3,500.00	(3,500.00)	0.0%	
Total Recreational Expenses	20,353.71	28,093.00	(7,739.29)		72.5%
Roads & Easements Expenses E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FICA E1701, Work's. Comp. Insurance E2059, P & L Insurance E2077, Road & Easement Repairs E2117, Administrative Fees	1,618.75 726.00 179.39 0.00 217.00 9,252.81 6,000.00	2,600.00 5,000.00 581.00 585.00 450.00 20,000.00 6,000.00	(981.25) (4,274.00) (401.61) (585.00) (233.00) (10,747.19) 0.00	62.3% 14.5% 30.9% 0.0% 48.2% 46.3% 100.0%	
Total Roads & Easements Expenses	17,993.95	35,216.00	(17,222.05)		51.1%
Water Capital Improvements Exp. H2059, P & L Insurance H2117, Administrative Fees H2352, County fees H2713, Project Improvements H2713CP, System Improvements	165.00 0.00 563.50 20,670.56	165.00 2,000.00 324.00	0.00 (2,000.00) 239.50	100.0% 0.0% 173.9%	
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%	

# MBCSD Fiscal 2000-2001 Year to Date Profit & Loss Budget vs. Actual July 2000 through May 2001

	Jul '00 - May 01	Budget	\$ Over Budget	% of Budget	
H4169UT, Priority Improvements H4169NW, New Well H4169VR, Valve Replacement	0.00	45,000.00 40,000.00	(45,000.00) (40,000.00)	0.0%	
Total H4169UT, Priority Improvements	0.00	85,000.00	(85,000.00)	0.0%	
Total Water Capital Improvements Exp.	21,399.06	92,489.00	(71,089.94)		23.1%
Water Operational Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W1506CPHvy W1506CPSh	14,085.42 1,970.00 1,125.36 1,782.44 (189.20)	16,250.00 3,000.00 1,473.00 1,890.00	(2,164.58) (1,030.00) (347.64) (107.56)	86.7% 65.7% 76.4% 94.3%	
W1506, Medical benefits - Other	(690.86)				
Total W1506, Medical benefits	902.38	1,890.00	(987.62)	47.7%	
W1701, Work. Comp.Insurance W2049, Conferences & Training W2058, Annual Permit Fee W2059, P & L Insurance W2077, Routine Repairs W2115, Chemicals I Testing W2117, Adminsitrative Fees	2,205.39 304.58 1,600.00 750.00 1,744.14 879.36	2,000.00 600.00 1,500.00 750.00 1,250.00 4,500.00	205.39 (295.42) 100.00 0.00 494.14 (3,620.64)	110.3% 50.8% 106.7% 100.0% 139.5% 19.5%	
W2117A. Administrative Fees W2117C. Clerical Fees W2117C. Administrative Fees - Other	0.00 0.00 18,600.00	9,600.00 10,200.00	(9,600.00) (10,200.00)	0.0% 0.0%	
Total W2117, Adminsitrative Fees	18,600.00	19,800.00	(1,200.00)	93.9%	
W2121, Miscellaneous Expenses W2130, Postage & Shipping W2133, Office Supplies W2325, Contract Services W2479, Travel allowance W2534, Telephone Relay Expense W2535, Electrical Service	929.34 750.50 1,074.01 0.00 1,110.00 378.33 4,056.86	4,000.00 1,100.00 1,200.00 5,000.00 1,500.00 450.00 5,000.00	(3,070.66) (349.50) (125.99) (5,000.00) (390.00) (71.67) (943.14)	23.2% 68.2% 89.5% 0.0% 74.0% 84.1% 81.1%	
Total Water Operational Expenses	52,465.67	71,263.00	(18,797.33)		73.6%
Total Expense	140,284.75	259,671.00	(119,386.25)		54.0%
Net Income	37,339.88	(78,621.00)	115,960.88		(47.5)%

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### MUIR BEACH COMMUNITY SERVICES DISTRICT MONTHLY PROFIT AND LOSS FOR

May 2001

	May 01	
Income		
Administrative Income A9001, General Tax Income	689.09	
Total Administrative Income	689.09	
FG9001	0.00	
Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income. R9811BI, Bistro Income	1,410.00 146.65	
R9811TC, Tai Chi Income	22.50	
Total R9811, Rec. Programs Income.		
R9834, Res. Handbook Income	3.00	
Totai Recreational Activities Income		
Water Capital Improvements Inco H9031, Water Surcharge Income H9031, Consumption Surcharge	929.24	
H9031, Water Surcharge Income - Other	30.00	
Total H9031, Water Surcharge Income	959.24	
Total Water Capital Improvements inco	959.24	
Water Operations Income	0 570 40	
W9025, Water Service Income W9025LP, Late pay penaity	3,576.49 19.73	
Total Water Operations Income	3,596.22	
Total Income	6,826.70	
Ехрепse		
Administrative Expenses		
A2049, Conf., Mtgs. & Dues	5.99	
A2117, Consulting Admin. Fees A2121, Misceilaneous Expenses	500.00 150.00	
A2130, Mailing & Shipping Exp.	29.40	
A2133, Office Supplies	235.71	
A2479, Travel Expenses	110.50	
A2534, Telephone/Communications	257.58	
Total Administrative Expenses	1,289.18	
Fire Operational Expenses		
F2117, Administrative Fees	225.00 16.5 <b>8</b>	
F4827, W. Marin Fund Expenses Total Fire Operational Expenses	0.58	
Recreational Expenses	_,	
R1028, Maint. Mgr. Wages	297.50	
R1073, Janitorial wages	231.00	
R1404, FICA	54.21	
R1701, Work Comp Insurance	111.44	
R2041, Rec. Program Expenses		
R2041BI, Bistro Expenses	223.75	
Total R2041, Rec. Program Expenses	223.75	
R2077, Routine Repairs	332.69	
R2117, Administrative Expenses	500.00	
R2534, Pay Telephone Expense	107.56	
R2535, Energy Expenses	84.87	
Totai Recreational Expenses	1,943.02	

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### MUIR BEACH COMMUNITY SERVICES DISTRICT MONTHLY PROFIT AND LOSS FOR

May 2001

	May 01
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	35.00
E1073, Extra Hire Wages	96.00
E1404, FICA	10.03
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	641.03
Water Operational Expenses	
W1028, Maint. Mgr. Wages	918.75
W1073, Extra Hire Wages	72.00
W1404, FICA	75.80
W1506, Medical benefits	
W1506CPHvy	203.25
W1506CPSh	215.04
W1506, Medical benefits - Other	45.75
Total W1506, Medicai benefits	372.54
W1701, Work. Comp.Insurance	611 <b>.5</b> 1
W2049, Conferences & Training	11.58
W2115, Chemicals I Testing	30.00
W2117, Adminsitrative Fees	1,650.00
W2121, Miscellaneous Expenses	181,57
W2130, Postage & Shipping	61.20
W2133, Office Supplies	145.86
W2534, Telephone Relay Expense	32.12
W2535, Electrical Service	618.85
Total Water Operational Expenses	4,781.78
Total Expense	8,896.59
Net Income	

#### OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGULAR MEETING HELD ON WEDNESDAY, JANUARY 24, 2001

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

I. Call to order: President Shaffer called the meeting to order at 7:18 p. m.

- **II. Review and consideration of the January** 24, 2001. There was a brief discussion of the Agenda. Due to the delay in the general manager's attendance, the Agenda was modified to delay the G. M.'s report until he arrives.
- III. National Park Service: Ranger Pat Reichel reported on the following:
  - A. The Transportation Study meeting for Muir Beach residents has not been scheduled.
  - B. Pat agreed to bring copies of her meeting outline and handouts for each director.
  - C. She announced that approximately 375 volunteers assisted on Earth Day to remove or replace fencing and for beach cleanup.
  - D. The wooden causeway is being installed from the parking lot to the bridge and it will remain until there are major renovations.
  - E. N. P. S. is pruning the shrubs along the parking lot to offer greater and improved visibility.
  - F. N. P. S. has received \$50,000 in emergency stabilization funding for the dairy house. This will be used for cleanup, roof and gutter replacement, and painting of the doors and windows. The house will not be fully operational as the leach field has failed. Money must be spent by September 30.
  - G. Director Kamradt reiterated Brian O'Neils commitment to make the house available for volunteer fire meetings and training. Pat will coordinate this with the volunteers.
  - H. Resident Walter Postle asked if Muir Beach residents would be effected by the N. P. S. no dogs off leash policy. Pat answered there will be no enforcement for the next 120 days. Walter then mentioned that the no dogs sign was back on the path to the Zen Center, and Director Kamradt expressed that this was a contradiction of earlier N. P. S. statements.
  - I. Resident Karla Andersdatter complained about the bicycles on the trails
  - J. Harvey Pearlman asked about the vacant ranger house on Shoreline Highway. Pat stated that the N. P. S. is doing a nationwide study, including afford ability of housing for N. P. S. employees near their working areas.
- IV. Bills to be paid report: The G. M. arrived at this time and following a brief review of the report, Director Schiffries *moved* to approve the report as submitted including a total of \$11,360.21 is general fund expenditures; seconded by Director Kamradt; ayes all.
- V. Fire Department, emergency Disaster Committee: Chief Moore had requested Director Schiffries to have these reports revert back to the quarterly meeting report schedule. There were no other items reported.
- VI. **Public Open time:** Resident Walter Postle asked about having benches at the Muir Beach Overlook. He was told to seek this through the N. P. S.
  - A. Director Kamradt acknowledged resident Dave Carneglia's thoughtful letter to the District.

- B. Director Shaffer reported that he has received a request from resident Janet Stump, to have John Sward construct a memorial on District property, in memory of her husband. This was followed by a general discussion and the need to develop standard policies and procedures for such items. For this particular request, the Board agreed to have John Sward construct a memorial bench of the same quality as was constructed in the Seacape Parklands.
- C. Director Schiffries reported that N. P. S. has elected to have a Redwood Creek Watershed Study, and that all long to the study are learned. This will effect Big Lagoon, the Dairy, etc. He also requested that the Redwood Creek Committee report be placed back on the meeting Agenda as a regular item.

#### VII. General Manager's Report:

- A. Administration: The G. M. offered brief comments on the District's fiscal condition:
  - 1. The District's fiscal condition is sound and all items are generally within budget parameters for this time of the fiscal year. Director Pinto requested more detailed information on the Capital Improvements expenditures to date, and get updated information on the progress of the County's independent audit.
  - 2. QuickBooks update: The G. M. noted that the new 2001 version of QuickBooks is now available for an approximate cost of \$150. He noted that some of the new features may be worthwhile for improving the District report formats. The Board as a whole authorized the G. M. to upgrade the software.
  - 3. Conflict of Interest Code: some years back, the District adopted the County Conflict of Interest Code. It is now required to reconfirm this by a formal Board vote. Director Kamradt *moved* to adopt the Marin County Conflict of Interest Code as the District's Code; seconded by Director Pinto; ayes all.
  - 4. California Special Districts Association membership. The G. M. noted that the annual membership fees have more than doubled and suggested that membership was no longer necessary to comply with Special District Risk management Authority's insurance, as the District now has improved insurance through an independent agency. Following a brief discussion, the consensus of the Board was to maintain the District's membership.
- **B.** Roads and Easements: The repairs to Sunset Way have been completed and sunset Property Owners were notified that the Board would begin considering more significant long term improvements, beginning with the parking problems.
  - 1. Director Schiffries suggested that all parking be blocked along certain areas of Sunset Way and in particular the downhill side in the area of the Rodriguez property (former owner). This was followed by a general discussion, with Director Shaffer noting that this is an area where Pacific Way residents park when access to Pacific Way is blocked by flooding.
  - 2. A general discussion opened up with suggestions to create bicycle openings in the center the new speed bumps; David Schwartz stating that the new speed bumps were too numerous and suggesting that the entire roadway should be sand and oil sealed; several others spoke in favor the new speed bumps; a suggestion was made to create a berm along the roadway edge to prevent parking; and some of the remaining drainage problems were mentioned.
  - 3. In the end, it was decided that the Roads and Easements committee would give serious consideration to the parking problems, planting in the right of ways, etc.
- C. Recreation:

- 1. Kathy Sward said that due to her being away following the Christmas Faire, she has not completed her analysis of the fiscal results. However, she indicated that the preliminary review indicates that it was at least as successful as last year.
- 2. The G. M. noted the donation of the large screen TV by Rachael Culp and Danny O'Connor. The Board asked the G. M. to send a letter of appreciation to the donors.
- 3. There was a brief discussion of the Board's adoption of the new policies, procedures and rental rates for the community center. It was noted that the major problem is the limited parking. Director Schiffries volunteered to look into alternative parking facilities.
- D. Water Rights: The G. M. reported that he has received formal notification that the water rights have been approved and the required permit fee has been paid. However, an internal mis-communication at D. W. R. resulted in the payment being temporarily misplaced. As a consequence, the actual issue of the permit was been delayed too long to have been received in time for tonight's meeting.
- VIII. General Discussion of Board Matters; Due to the late time, it was decided not to consider this item.
- IX. Review of the draft minutes for the December 6, 2000 Board meeting. There was a brief discussion of the minutes and Director Kamradt *moved* to approve the minutes as written; seconded by Director Rudnick; ayes all.
- X. The next meeting date was set as Wednesday, February 28, 2001.
- XI. The meeting was adjourned at 9:41 p.m.

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

Steve Shaffer, President

Donovan Macfarlane, Secretary

#### OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGULAR MEETING HELD ON WEDNESDAY, JUNE 13, 2001

- **Directors present:** President Pinto, Directors: Kamradt, Schiffries, and Shaffer. Director Rudnick had called to say he would be late in arrival, and he did arrive at approximately 8:20.
- I. Call to order: President Pinto called the meeting to order at 7:10 p. m.
- II. Review and consideration of the June 13, 2001 Agenda. There was a brief discussion of the Agenda and the G. M. noted that he had informed resident Ed Hyman that the discussion of water rates would not occur until some time after 8 p.m. Director Schiffries then *moved* to approve the Agenda as submitted, providing that if necessary there would be a delay of the discussion of water rates until Mr. Hyman arrived; seconded by Director Kamradt, ayes all.
- III. National Park Service: Ranger Pat Reichel gave a brief report on N. P. S. activities beginning with an appreciative acknowledgment of the 50 some volunteers who filled an entire dumpster with scotch broom in the Dias ridge area. Broom removal will continue for the Dipsea Trail and the Frank Valley Road areas.

She noted that all access points to the beach were open on Memorial day, thanking those who have complied with the temporary closures and indicated that the N. P. S. has observed a noticeable increase in the health of wetland, to the benefit of the aquatic life. Otter and weasel have been seen in the area.

Summer Solstice will be June 21, with a bonfire and storytelling. Everyone is welcome.

Park News will soon be published to offer events such as summer hikes, full moon programs, etc.

Ranger Mia Monroe has been communicating frequently with the California Highway Patrol and has been assured of their cooperation in curtailing the illegal parking on Pacific Way.

The N. P. S. hired the Marin Conservation Corps to replace some 1600 feet of split rail fencing along Muir Woods Road.

G. G. N. R. A. has a website and will be posting "Advanced Notices of Proposed Rule Making for general public information.

The Golden Gate Dairy roof is now under repair. It has been determined that termite abatement is needed and N. P. S. is investigating the new heat treatment methods as an alternative to the current objectionable methods of chemical treatment.

The N. P. S. residence at 1792 Shoreline Highway will soon be occupies by intern rangers.

Director Schiffries then mentioned the N. P. S. dog policy and the use of a bullhorn by a ranger, including possibly threatening people with dogs. This matter has been reviewed, the ranger transferred and a more reasonable method of seeking compliance will be used.

President Pinto noted that Ranger Monroe has been advised of the public attendance problems and difficulty experienced by private members of the Redwood Watershed Planning Committee, as a result of the lengthy meetings including but not limited to loss of income, etc.

IV. Bills to be Paid Report: Following a brief discussion, Director Schiffries moved to approve the report as submitted, including \$80.50 in Capital Improvement and \$7,565.22 in General Fund expenditures; seconded by Director Kamradt, ayes all except Director Rudnick who had not arrived yet.

- V. Fire Department: The rescheduling of tonight's meeting resulted in a conflict with a scheduled Fire Department meeting, so Acting Fire Chief Sward could not be in attendance. Director Schiffries reported that while this year's annual Bar B Que was successful, but it was not expected to be as prosperous as last year, when the weather was so much better. A final analysis should be available for the late June or regular July Board. meeting
  - A. The Department has been notified that there will be an allotment of West Marin Grant funds. The meeting for discussion of the allocation will be July 9, 2001. The Department will submit a list of their specific needs, and Chief Sward will attend the meeting.
  - B. The G. M. noted that the Board should confirm acting Chief Sward to be the new Fire Chief. Director Kamradt *moved* to confirm the appointment of John Sward to the position of Chief of the Muir Beach Volunteer Fire Department, seconded by Director Shaffer; ayes all including Director Rudnick who was now present.
- VI. Redwood Creek Watershed: President Pinto reported that N. P. S. is working with U. C. Berkeley for mitigation of severe erosion problem areas in Redwood Creek. One area, in the vicinity of Santos Meadow, has been recommended for rip rap protection for the roadway. However, this may require encroachment into the State Park Lands and there is some possibility that the roadway will be moved as an alternative method of mitigation, providing the county and State Parks can work out an equitable land exchange.
  - A. Phil Williams and Associates is doing a study of the Banducci Ranch as a potential area for various stream enhancement considerations, erosion, etc.
  - B. The N. P. S. is possibly in line for some Big Lagoon Funding for a study to improve the Green Gulch tributary flowing into big Lagoon.
  - C. The Watershed Area Erosion Study is progressing, with many specific locations identified. Most of the critical locations involve roadways and man made changes. The most severe areas are Panoramic Highway and Highway One.

#### VII. General Manager's Report.

#### A. Administration:

- 1. **Budget:** The reports submitted were accepted, with a brief discussion of the below budget water operations income. The G. M. noted that at this time it is not a problem, as there have been no major repairs calling for outside contractors, and water operational expenses are approximately equal to income.
- 2. Consolidation with November general election: The G. M. noted that he had inadvertently left the resolution form requesting the County to consolidate the District's election of 3 Directors into the County's November General Election. However, this is a standard form that the Board can vote on. Director Kamradt *moved* to approve a standard resolution form (used for previous elections) be entitled Resolution 06-13-2001 requesting Marin County to consolidate the District's election of 3 Directors as a part of the County's November 2001 General Election; seconded by Director Shaffer; ayes all.
- 3. County's independent audit: There was no comment on the continued delay of this audit.
- 4. LAFCO special district representation: Following a brief discussion a vote was held with Directors Rudnick, Schiffries and Shaffer voting for candidate Dennis Rodini, while President Pinto and Director Kamradt voted for candidate Sharon Valentino. The District's single vote is awarded to candidate Dennis Rodini.

5. Budget for Fiscal Year 2001-2002: Copies of the G. M.'s suggested budget were given to President Pinto, chair of the Capital Improvement Committee and to Director Shaffer, chair of the Budget Committee. No discussion was considered at this time.

#### B. Roads and easements:

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- 1. Sunset Way repairs: There was a brief discussion of the continued delay in completing the Sunset Way repairs. Harvey Pearlman noted that the contractor's schedule will not be open for this work until late July or some time in August. This was followed by a brief discussion of drainage considerations necessary to mitigate the heavy water flow from the pedestrian path connecting Ahab Drive to Sunset Way. The G. M. reported that he had reviewed the area with resident David Callander. The G. M. made some suggestions that require a a grated interrupter facility at the bottom of the pedestrian stairs on the uphill side, combined with changes in an adjacent driveway and modification of a flow director on the roadway. These changes, excluding the private drive changes, will fit into the District plans and be accomplished prior to the rain season during the work schedule of the contractor.
- 2. Plan and profile of Sunset Way: The G. M. reported that he has extended the time for replying to his request for proposals, as he has only received one proposal to date. The proposal received for this work is not to exceed \$25,500.
- 3. Cul d sac on Sunset Way: The G. M. suggested that along with the planned drainage improvements for this area, it might be wise to consider modification of the area to provide for an adequate emergency vehicle turn around. Director Schiffries, noted that while there is some delay in fire trucks turning around in this area, he does consider it a severe problem. He suggests that Chief Sward be consulted prior to further consideration.

#### 4. Right of Way encroachments:

- New fence post encroachment on Cove Lane. There was a lengthy discussion of this new a. encroachment that the G. M. had earlier stopped the construction progress. The G. M. showed photographs illustrating the encroachments, and noted that one in particular was a problem as it resulted in the removal of the protective cover for an official survey monument. The G. M. noted that the property owner has agree to remove and correct this fence post, and to restore the monument cover. The G. M. suggested that two other new fence posts might be considered as minor encroachments (involving inches) and that as long as the owner agreed in a recorded document to remove the encroachment if it interferes with District needs at some time in the future, their correction was not essential. However, the G. M. noted that this would be contrary to the Board's announced policy of "no new encroachments." A lengthy discussion followed, with active participation by the audience and the Board. In the end, the consensus of the Board was to reaffirm their "no new encroachments" policy and instructed the property owner to remove the encroaching fenceposts. Resident Leighton Hills has filled an official complaint with the Sheriff's department concerning the removal of the monument cover, as he paid for the survey installation of the monument and cover. He requested the Board to have the G. M. represent the Board and join in the complaint in the event the monument cover is not properly restored. The G. M. asked David Callander to locate the cover and give it to Harvey for proper installation. As Mr. Callander could not assure his finding the cover, the G. M. requested he give Harvey the funds needed to purchase a new cover, and this was agree too. Following this, and in the event the cover replacement is still not properly provided for, the Board instructed the G. M. to represent them by joining in the complaint filed.
- b. This was followed by the G. M.'s presenting photographs to the Board concerning an encroachment onto the District's lower water storage tank property. The G. M. had

previously inspected this area and informed the Board that no encroachment existed. At that time, his opinion was based on what he had previously been told was the District's general property line and he had been told by the property owner that the property owner's engineer/surveyor has surveyed the property and no encroachments existed. However, further investigation resulting from a neighbor's complaints, determined that an encroachment did exist including one that has existed for possibly twenty or more years, and one that is new landscaping in progress.

Resident Gregg Kidd, owner of the property responsible for the encroachments was present and also gave the Board several photographs showing the old and new encroachments. He told the Board that a drainage problem exists due to a culvert serving the Starbuck extension directing water down the driveway easement to his property and that his work is an effort to mitigate the drainage problem. Considerable discussion followed, with the board instructing the G. M. to meet with Mr. Kidd and try to resolve the problem in keeping with the Board's policy of permitting the continuation of existing encroachments until such time as they interfere with District needs and "no new encroachments" permitted, as prescribed in the previous decision.

#### C. Water operations:

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- 1. Protest of the District's water rate methodology: Resident Ed Hyman was in attendance and reviewed his communication to the Board that the District's current tiered water rate structure discriminated against families with children, and handicapped people in violation of the federal laws against such discrimination. He argued that he has consulted with several attorneys and water rate experts, receiving their concurrence with his beliefs. This was followed by a lengthy, and at times somewhat heated discussion, generally in opposition to Mr. Hyman's opinion. During this discussion, Director Schiffries excused himself from the meeting, due to the late time and a conflicting commitment. No decision was reached, and Mr Hyman was told that the District will be reviewing the water rates in the next Agenda item, as the rates have not been modified since fall of 1992.
- 2. Water Rates: The G. M.'s report noted that the District water rates have remained unchanged since the fall of 1992. The terms of the District's new water rights permit requires the District to review its water rates and tiers for improving water conservation. A general discussion followed, and Director Rudnick volunteered to chair a water rates committee for this purpose. Residents Ed Hyman and Gregg Kidd volunteered to be a member of this committee and the matter was closed pending recommendations from the new committee.
- D. Water Rights: President Pinto had previously forwarded the minutes of the first Technical Advisory Committee (TAC) meeting, and the Directors complimented her efforts. The next TAC meeting is Friday, June 22, 2001 beginning at 10:30 am in the community center. Director Rudnick said he could not attend and Director Kamradt volunteered to fill in, along with President Pinto as chair.

#### E. Capital improvements:

1. The G. M. reviewed the need to upgrade the valving and hydrant located at the intersection of the lower storage tank main fee line and the Sunset Way main distribution line. The two main valves do not work properly and for proper maintenance two additional valves, plus a fire hydrant valve and hydrant upgrade are necessary. The estimated cost for these improvements, using 4" valves and lowering the valves to achieve adequate cover is \$14,800. Director Shaffer *moved* to approve this capital improvement, seconded by Director Kamradt, ayes all, except Director Schiffries who was not present.

- 2. Well house electrical. Resident Fred Thal, informed the Board and G. M. that he is not an electrical engineer as named in the G. M.'s report. He is an electrical contractor and has found some serious inadequacies in the existing electrical facilities for the District's well house, which he feels should be corrected as soon as possible. He also said it would be commendable if the Board had the funds to retain a licensed electrical engineer to do the design work for the future suggested new well house.
- **3. Special assessment tax.** The G. M. reminded the Board of the critical time frame schedule for having this tax voted on by the residents. President Pinto will call a meeting of the Capital Improvements Committee to expedite this matter.

#### F. Recreation:

- 1. **Burn-Callander piano donation:** The G. M. reported that an evaluation of this piano had determined that at least \$1,000 was required to put the piano in good condition and an additional \$400 was required to transport the piano to the community center. Harvey Pearlman, suggested that the donation be declined and the Board concurred.
- 2. Quilter's fiscal reports: The Quilters were congratulated on their efforts. The G. M. informed the Board and Quilters present that he has received detailed correspondence from Karla Andersdatter concerning the forthcoming art faire. He will forward the communication to the Quilters. The Quilters also requested detailed accounting on the community center deck expenditures. The G. M. will furnish a detailed accounting.
- 3. Community Center security: Director Shaffer apologized and said he will have a full report ready for the July meeting.
- 4. Children's summer camp: At this time, there is no further interest for this summer. However, there is a desire for future consideration.
- VIII. Public Open Time: The extensive earlier discussion resulted in no further need for public discussion.
- IX. General discussion of Board matters and concerns: This discussion was tabled due to the late time.
- X. Review of the draft minutes for January 24, 2001 Board meeting. President Pinto had some questions concerning these minutes and due to the late hour, it was decided to delay their review until the next meeting.
- XI. Review of the draft minutes for the April 25, 2001Board meeting: Director Shaffer *moved* to approve these minutes as submitted, seconded by Director Rudnick; ayes all except Director Schiffries who was no longer present.
- XII. Next meeting date: Following a brief discussion the next meeting date was confirmed for Wednesday, June 27, 2001, with Director Shaffer noting that he will be out of town on that date and unable to attend.

The meeting was adjourned at 10:38 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

M. B. C. S. D. 2000-2001\Minutes\2001-06-13 Minutes

#### AGENDA

#### PUBLIC HEARING OF THE BOARD OF DIRECTORS OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT CONSIDERING THE ADOPTION OF ORDINANCE NO. 2001-07-25-1 AND THE ACCOMPANYING RESOLUTION No. 2001-07-25-1 WHICH PROPOSE A PARCEL TAX MEASURE AND MONTHLY WATER SURCHARGE TO FUND WATER SYSTEM CAPITAL IMPROVEMENTS AND TO BE INCLUDED IN MARIN COUNTY GENERAL ELECTION TO BE HELD IN NOVEMBER 2001.

#### THE PUBLIC HEARING DATE AND TIME IS WEDNESDAY JULY 18, 2001 7:00 P.M. IN THE COMMUNITY CENTER 19 SEACAPE DRIVE, MUIR BEACH, CA 94965

- I. The Muir Beach Community Services District public hearing is called to order.
- II. Roll call: Board of Directors of the Muir Beach Community Services District.
- III. Announce the Public Hearing by the Board of Directors of the Muir Beach Community Services District, on the of Ordinance No. 2001-07-25-1 and Resolution No. 2001-07-25-1 which call for the following:
  - A. A special parcel tax to provide funds for water system capital improvements.
  - B. A monthly surcharge on water consumption to provide additional funds for water system capital improvements.
  - C. Voter approval of the capital improvement funding described above, requiring approval by a twothirds (2/3) majority.
  - D. A request that the Marin County Board of Supervisors consolidate the election with the County General Election to be held in November 2001.
- IV. Open the public hearing.

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- V. Staff presentation of the needs, analysis, and the recommendations for the proposed capital improvement funding measure.
- V1. Public testimony. The public will be invited to testify in support or opposition of the proposed water rate modifications. Testimony may be limited to no more than five minutes per presentation, and each presentation should offer new non-repetitive information. If individuals wish to confirm their support of a particular testimony, they may submit their names to be read into the record.

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- VII. Written testimony, received in accordance with the procedures outlined in the published Notice of Public Hearing, will be logged into the record in the name of the submitted signature, without reading.
- VIII. Close the Public Hearing.

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

Whereas, it is the determination of said Board of Directors that a Consolidated General Election be held on the  $6^{th}$  day of November, 2001, at which election the issue to be presented to the voters shall be:

District Ordinance 2001-07-25-01 calling for the adoption of a levy of a special tax and water consumption surcharge on the property located within the District.

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

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

Passed and adopted this 25<sup>th</sup> day of July 2001 by the following vote, to wit:

Ayes:

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Noes:

Absent:

Erin Pinto, President of the Board

Attest: \_

Secretary for the Board

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#### AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT APPROVING AND ADOPTING THE LEVY OF A SPECIAL TAX ON THE REAL PROPERTY LOCATED WITHIN THE DISTRICT

WHEREAS, the Muir Beach Community Services District has been empowered by its' voters to supply water service to the District residents; and

WHEREAS, recent water system failures, problems with raw water supply, and marginal water quality conditions caused the District to authorize the development of a long term capital improvement plan to mitigate these problems; and

WHEREAS, the District subsequently received and has adopted a comprehensive "Twenty Year Plan" for water system capital improvements to resolve raw water supply problems, upgrade the water distribution system and increase the water storage capacity; and

WHEREAS, the District's water rights permit requires the development and adoption of an Adaptive Management Plan to govern the diversion of water, including a water conservation plan, a stream flow monitoring program and devices, and the installation of cost effective water storage facilities, and

WHEREAS, such services and the maintenance and improvement of the equipment and facilities required to provide such services are of benefit to all parcels within the District to which they are made available, whether or not the service is actually used, and offering but not limited to increasing the value of the land, improvements, and their possible future uses and by reducing the risk of their destruction by fire; and

WHEREAS, the present water service charges and connection fees neither raise the revenue necessary to pay the costs of improving this service nor equitably distribute the costs to all those who benefit from it; and

WHEREAS, the District, adopted District Resolution No. 2001-06-13, calling for an Election to be held in November 2001, and requested the Marin County Board of Supervisors to consolidate the election with the County's General Election scheduled for November 6, 2001.

#### NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF DIRECTORS OF MUIR BEACH COMMUNITY SERVICES DISTRICT AS FOLLOWS:

**SECTION 1:** The purpose and intent of the Board with respect to the special tax are:

- (A) To provide funds for implementation of the capital improvements necessary to fulfill the recommendations of the "Twenty Year Plan" and the requirements of the District's water rights permit.
- (B) To annually prioritize and implement the actions needed to provide the capital improvements within the guidelines of the "Twenty Year Plan", as deemed fiscally prudent within the funds provided by this tax measure and other possibly available District and grant

funds.

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(C) To methodically upgrade the District's water supply and distribution system so as to meet the requirements and reliably provide potable water in compliance with the District's water rights permit, the laws of the State of California and the Federal Safe Drinking Water Act.

**SECTION 2:** Land parcels to be assessed under this Ordinance shall be defined as a lawful parcel created through a land subdivision and which is capable of having a habitable structure constructed within its boundaries, in compliance with all applicable required building, planning and zoning codes. The special tax shall be levied per annum as follows:

- (A) \$2,500.00 per parcel for commercially zoned and improved property.
- (B) \$300.00 per separate habitable structure (as determined by units listed in the Marin County Assessment roll) on parcel containing residential property.
- (C) \$300.00 per parcel on all other parcels.
- (D) For the purpose of this tax, all contiguous parcels under common ownership and having no more than one habitable structure shall be considered as a single parcel.

**SECTION 3:** In addition to the above special tax and in a continued effort to equitably allocate the costs of the capital improvements, the District will levy a monthly water service surcharge not to exceed an amount of twenty-five percent (25%) of the monthly billing for water service consumption. Funds from the surcharge will be used for implementation of the improvements.

<u>SECTION 4:</u> Pursuant to the provisions of Article XIII-B of the California Constitution, the appropriations limit of the Muir Beach Community Services District is hereby increased by an amount equal to the special taxes imposed by this ordinance for a period of four (4) years.

<u>SECTION 5:</u> Said special taxes shall be collected in the same manner and subject to the same penalties as and with other charges and taxes fixed and collected by Marin County on behalf of local agencies. Marin County may deduct the reasonable costs incurred by the County for this service before remittance of the balance to Muir Beach Community Services District.

**SECTION 6:** This Ordinance shall not become effective unless approved at the November 6, 2001 election by a two-thirds (2/3) majority of the voting registered voters within the District.

SECTION 7: This Ordinance shall become effective immediately upon the voter approval.

**SECTION 8:** When approved by the voters this Ordinance shall remain in effect for a period of four (4) years and shall require a two-thirds (2/3) majority approval of the voting registered voters within the District for its continuation beyond the forth (4th) year of existence.

<u>SECTION 9:</u> If any part of this ordinance is held to be invalid for any reason, such decision shall not affect the remaining portion of this Ordinance and the Board hereby declares that it would have passed the remainder of this Ordinance as if such invalid portion thereof had been deleted.

**SECTION 10:** The District Secretary shall certify the passage of this Ordinance by the Board, and cause a copy thereof to be published as required by law in a newspaper of general circulation in Marin County, and this Ordinance shall take force and effect after its passage by the voter approval supra and as provided by law.

**SECTION 11:** This Ordinance shall be introduced at least five (5) days prior to the Board meeting at which this Ordinance is to be adopted by the Board. The full text of this Ordinance shall also be published once within fifteen (15) days after this Ordinance's passage, by the Board, and not less than thirty (30) days prior to the day of the General Election in which the voters are to vote on its approval.

**SECTION 12:** The District Secretary shall post a certified copy of the full text of this Ordinance, as adopted by the Board, along with the names of the board members voting for and against the Ordinance in accord with Government Code Section 36933.

<u>SECTION 13:</u> Upon approval by the voters the District Secretary shall cause to be recorded a certified copy of the full text of such adopted and voter approved Ordinance, in the public records of Marin County, California.

PASSED, APPROVED, AND ADOPTED this 25th day of July 2001 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President

ATTEST:

. . .

District Secretary

APPROVED AS TO FORM AND LEGAL CONTENT:

District Attorney

Ordinances\2001-07-25-1 ORD **DRAFT COPY** 

Donovan

### TABLE OF CONTENTS FOR THE BOARD OF DIRECTOR'S INFORMATION PACKET FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING ON WEDNESDAY, JULY 25, 2001 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE. THE MEETING WILL BEGIN AT 7:00 P.M.

### DESCRIPTION

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V.

VI.

#### AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' REGULAR MEETING ON WEDNESDAY, JULY 28, 2001 TO BEGIN AT 7:00 P. M. IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

- **Directors:** President Erin Pinto; Directors: Deborah-Kamradt, Peter Rudnick, Steve Shaffer, and Matthew Schiffries.
- Open the public meeting: President Pinto will open the public meeting to order. 7:24 I.
- II. Review and consideration of the July 25, 2001 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". Mott - Steve
- National Park Service: Representatives from the National Park Service ( N. P. S. ) will offer HI. information on the ongoing Muir Woods and Beach activities relevant to the Muir Beach Community.
- Bills to be paid. The Board will consider payment approval of the bills received requesting payment IV. during the June 1, 2001 through June 30, 2001 fiscal period. Spore - Poter - 0/1
  - Fire Department, Emergency Disaster Committee: No report is scheduled for tonight's meeting. However, Chief Sward may offer a report on ongoing activities. White Sord -UP Present White Course Committee report: A brief report on the committee's most recent meeting will be presented. He meeting
- VII. Adoption of Ordinance No 2001-07-25-1: Following their review of the Public Hearing held on July 18, 2001 for this Ordinance and their review of written communications received subsequent to the meeting, the Board will vote on the Adoption of this Ordinance as written or as they revise during the motion to adopt. The Ordinance will not become effective until and unless approved by a 2/3rds majority of the voting voters during the November 2001 general election. Stave amend com \$3758
- VIII. Adoption of Resolution No. 2001-07-25-1: Providing Ordinance 2001-07-25-1 is adopted, the Board will adopt this Resolution requesting Marin County to consolidate the voting on the Ordinance with the general election to be held in N070vember 2001.

Maintenance Manager assistance: This item was deferred from the June 27, 2001 meeting for consideration during tonight's meeting. Harvey has expressed a desire to reduce his work load. particularly in duties ancillary to water operations such as community center, easement, and water structural repairs. He has requested that the District consider retention of an assistant skilled in carpentry and such repairs to take over these areas of responsibility. This individual also might be trained in water operations for a certificated operator, as a replacement for Harvey upon Harvey's eventual retirement.

- X. General Manager's Report: The General Manager's written report includes a review of administrative and operational matters. The report is attached to and 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 answer questions concerning these matters.
  - А. Administration The General Manager's report notes that the 2000-2001 fiscal year was completed at the end of June 2001.

wey dused IX.

- 1. **The Budget:** The G. M. will be available to answers questions on the District's fiscal condition and the reports contained in the Board meeting packet.
- 2. Ordinance 2001-07-25-1 is recommended for approval with additional communications to be published in newsletters for the voters.
- 3. **Resolution 2001-07-25-1** is recommended for approval to consolidate the election for the Ordinance with the general election
- 4. **County's independent audit:** The County Auditor has requested an additional month prior to presenting their audit of the Districts fiscal records.
- 5. **Proposed Budget for Fiscal 2001-2002:** It is anticipated that Director Shaffer will offer his report on the proposed budget, with recommended changes and adoption. The Budget for fiscal year 2001-2002 must be adopted prior to August 15, 2001.

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

#### **B.** Roads and Easements:

- 1. Sunset Way repairs: Work is delayed waiting for the contractor.
- 2. Surveys: The well site, location of the District land to the north of the well site, and Plan and profile of Sunset Way: To date, we have received just two proposals for this work. Several companies have indicated that they are too busy to offer a proposal. The G. M. will submit all proposals received for Board consideration and action.
- 3. Right of way encroachments: The G. M. will report on the progress for mitigating the encroachments, since the June 27, 2001 Board meeting. The Board has required that these encroachments be removed no later than August 26, 2001.
- 4. **Pacific Way Repairs:** The G. M. will report on the progress for mitigating the drainage and paving deterioration on a portion of Pacific Way.
- C. Water Operations: The G. M. will be available to answer any questions that may asked concerning water operations.
- **D.** Water Rights: The scheduled TAC meeting for July 20, 2001 was postponed due to the time requirements of preparing for the Capital Improvements Public Hearing.
- **E. Capital Improvements:** The G. M.'s report offers additional details on needed capital improvements, for the Board's consideration.

Note this section of the G. M.'s report includes sub sections E-1 through E-8 and you are referred to the G. M.'s report for the details.

F. Recreation: There are no specific items planned for discussion during this meeting. However, if time is available, a general discussion of recreational concerns is anticipated. XI. 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. The public must reference the 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. Comments are subject to the time and content limitations outlined above.

- XII. 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.
- XIII. Review of the draft minutes for the June 27, 2001 Board meeting.
- XIV. Review of the draft minutes for the July 11, 2001 Special Board meeting.
- XV. Review of the draft minutes for the July 18, 2001 Public Hearing.

XVI. Next meeting date: The fourth Wednesday in August is August 22, 2001.



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 25, 2001

- Α ADMINISTRATION: The following administrative activities are reviewed for the Board's general information, considerati07on, and where applicable, action.
  - 1 The Budget: The 2000-2001 fiscal year ended on June 30 and the budget reports reflect the fiscal year end account balances and totals for income and expenses. We received an unexpected bonus in tax revenues as a result of a partial refund of the ERAF appropriation. Our refund totaled \$9,635.
    - The District balance sheet shows the ear end gross equity and liability to be \$324,369.99. а Of this, \$132,402.19 is reserved for water capital improvements, \$14,792.57 is in accounts receivable, \$21,077.70 is in various dedicated trust funds and \$156,097.53 is in unrestricted general funds. Pending projects, previously approved by the Board obligate \$14,800 of the capital improvement funds and \$17,000 in uncompleted roads and easement repairs. The proposed budget for fiscal 2001-2002 plans a reduction in the general fund reserves of approximately \$40,000 to leave a prudent reserve of approximately \$116,000.
    - b Observation of the Profit and Loss Summary for Fiscal 2000-2001 shows that with the exception of water operations, the income for all departments was more than projected by the budget and expenses (except for Board approved Fire Department expenses) were below the budget projections, resulting in an increase of equity of some \$62,000. Even with the reduced water operations income, water expenses were adequately contained to result in a positive cash flow for the first time in four years, reducing the water operat0ions debt to the general fund by approximately \$2,200. It should be noted that the surplus in Fire income is the result of receiving both the fiscal 1999-2000 and 2000-2001 year Fire Association donations in the same fiscal year 2000-2001. The increased Administrative income is a result of the ERAF refund and increased interest earnings. The substantial increase in water capital improvements income is the result of receiving a new meter installation fee and final settlement of the outstanding N. P. S. water service billings.
  - 2 Ordinance 2001-07-25-1: Following review of the Public Hearing and discussion of the tax measure with various residents, I recommend the Ordinance be adopted as submitted. Following up on this recommendation, I suggest that publications such as newsletters be mailed to the voters offering more details on the planned use of the special tax measure funds, and the combined effect of a possible water rate increase. As these communications may be considered as having political intent, they can no longer be combined with the monthly water invoices. Each mailing costs approximately \$400 in materials, printing, envelop stuffing and postage, in addition to the editorial time required to prepare the communication. Therefore, I suggest that the mailings be made in September and October, following the conclusion of the water rates Committee recommendations and Board action.
  - 3 Consolidation with the November General election: This Resolution is necessary to have the election consolidated with the November 2001 general election.
  - County independent audit: The County auditor's office is completing the audit, but is not ready 4 to present their report during tonight's meeting.
    - Budget for Fiscal Year 2001-2002: A budget for fiscal year 2001-2002 must be adopted prior to

Budget for Fiscal Year 2001-2002: A budget for fiscal year 2001-2002 must be adopted prior to August 15, 2001. I recommend adopting the proposed budget, subject to Director Shaffer's budget committee recommendations. 2000 Failer 5/L R/E Wat P2,000 G2,000 Matthe adopted prior to S/L R/E Mathematical year 2001-2002 must be adopted prior to S/L R/E Mathematical year 2001-2002 must be adopted prior to S/L R/E Mathematical year 2001-2002 must be adopted prior to S/L R/E

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#### **Roads and Easements:**

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**Sunset Way repair completion:** This work is still delayed due to the busy schedule of the contractor. We hope to have the repairs completed in late August. Also, Harvey is continuing to have difficulty in the availability of local labor. The repairs to be done by Harvey require the efforts of several men and cannot be completed without the use of some rental equipment.

**Surveys:** We have received two proposals for the plan and profile of Sunset Way, and one proposal for the survey of the District well site and location of the District land north of the well site. As the deadline for submitting proposals is no later than 5:00 p.m. July 25, 2001 I will hold my review of the proposals for discussion during the meeting. However, at least one of the proposals received is worthy of serious consideration for authorizing the work to be awarded.

Stove - Vata M.

- 3 **Right of Way encroachments:** I will inspect the encroachments to be mitigated prior to the Board meeting and offer a verbal report on my inspection.
- 4 **Pacific Way repairs:** Harvey is trying to locate the necessary labor to complete these repairs, or alternatively trying to schedule the repairs with one of our general service contractors. We continue to have difficulty in the availability of local labor. These repairs require the efforts of several men and cannot be completed without the use of some rental equipment.
- C WATER OPERATIONS: In general, water operations have been quiet in so far as water quality problems and there have been no significant distribution system leaks. We did experience a service line break, resulting in a possible loss of 10,000± gallons of water and some erosion of the downhill property.

Coliform tests taken during June were free of bacteria.

Gross water billing for the 5/23 through 6/23/2001 billing period was \$5,784.67 including \$79.75 in late payment penalties and \$2.70 in interest charges (annual billing of the N. P. S. properties is included in the total billing). The same billing period for the previous fiscal year totaled \$8,421.41; however, this includes \$2,433.77 in one time billing to N. P. S., leaving a comparable balance of \$5,987.64 for the previous year. The decline of 3+% is typical of the water service billing for the year. The monthly consumption surcharge for this period totaled \$1,816.13.

Total volume of water measured through the master meter =	1,048,896 gallons
Average daily pumping rate =	33,835 gallons
Highest pumping day was on 03/31/01 and volume pumped =	51,120 gallons
Lowest pumping day was on 03/24/01 and volume pumped =	21,085 gallons
Total volume billed through service meters =	981,107 gallons
Gross unaccounted for water loss =	67,789 gallons
Estimated un-metered maintenance use, loss from leak repaired =	10,000 gallons
Net unaccounted for water loss (5.51%)	57,789 gallons
Average daily customer consumption per meter =	215 gallons
Average service billing =	\$37.26

The table below tabulates the water production for the period May 23 to June 23, 2001.

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- **D** Water Rights: Due to the detail and time requirements for scheduling, developing statistical material and conducting the various elements of the special tax measure and the public hearing, there was no free time to complete the "Alternative Water Study" for the TAC meeting on July 20, 2001. I am trying to reschedule the meeting for a date in late August (early August was not open for several members) on a date that is convenient for all members. So far every date mentioned has a conflict with one or another TAC member.
- **E** Water Capital Improvements: Following the Public Hearing and in consideration of the requests for more detailed information as to how the Capital Improvement funds will be used, I offer the following items for the Boards consideration.
  - 1 Installation of a monitoring weir: This is a required item of the water rights permit and should be installed as soon as possible. The current creek flow monitoring system is not precise and is not located where needed to monitor the District's well operation. Bill Cox has referred me to one contractor experienced in weir installations; however, we have not successfully contacted each other and detailed cost information is not available. General price information indicates a minimum cost of \$5,000, but the final cost could exceed \$10,000. Until more precise information is available, the cost is estimated at \$7,500.
  - 2 Completion of the valving and hydrant upgrade at the Sunset Way and Community Center Pedestrian Way intersection was authorized by the Board for a bid price of \$14,800.
  - 3 Installation of a new well, with the required piping and electrical modifications. Prior to installing the well, the well site survey is required. The current low bid for this survey is \$4,700, and if no other proposal is received that is less than this price, it is recommended that this price be approved. Based on previous wells drilled and their ancillary requirements, the installation of the a new well is estimated to cost \$36,000. The combined total cost of the Survey and well is estimated as \$40,700.
  - 4 Alternative increased water storage: The permit required study to investigate the possibility of increasing the District's water storage, to as much as 1,000,000 gallons, determined that the largest tank size possible for the upper tank site was 500,000 gallons. This increase is not considered as meeting the permit terms of reasonable and cost efficient, as the increased size would not effectively reduce the District's pumping requirements during the drought season. However, in developing the study it was determined that the District's fire storage reserve under the best conditions is 50,000 gallons less than the minimum recommended by the National Fire Underwriters guidelines. Under normal operating conditions the District's fire storage reserve is 65,000 gallons below minimum.

While the District has considered upgrading the upper tank to a multi celled 200,000 gallon effective storage reservoir, the estimated \$400,000 cost of this is currently beyond the District's fiscal reserve. Further, the recent installation of the protective liner has extended the life expectancy of the existing upper tank by at least another 10 years. Therefore, the following alternative is offered for consideration.

Installation of a 70,000 gallon storage tank is possible in areas of the District's well site that will not interfere with the location of a new well, and would have minimal effects on the current uses of the land area for the annual Bar B Que and other District uses. Depending on the type of structure, i.e. steel, redwood, or concrete the estimated cost range is \$70,000 to \$140,000. Installation of this storage facility has many ancillary benefits including:

- a Properly installed and used, this could replace the need for a dedicated water line (\$80,000), as it would permit pumping direct into this tank from the wells, and provide a holding period for development of precipitates prior to final filtration and chlorination.
- b It would enable a minimum cost effective change in the chlorination methodology that will substantially extend the current well life expectancy.

- c The secluded location will avoid the aesthetic and resident attitude problems associated with increasing the size of the upper storage tank.
- d A third storage facility offers additional flexibility for emergency operations and maintenance.
- e Installation of this facility is possible now, without the possible lengthy process of obtaining an easement (if possible) from N. P. S. and the costly process of constructing the dedicated water line. However, there are disadvantages to this facility, as follows:
- f This installation will not eliminate the need for pressure regulating stations, which require continual maintenance and sometimes result in distribution problems.
- g Without the elimination of the pressure regulating stations, completion of the distribution enter-tie at the easterly end of Sunset Way to Pacific Way will be necessary versus the less expensive cost (\$20,000) of connecting to the Shoreline Highway main. The estimated cost of the enter-tie is currently \$50,000.
- h There will be some continual costs for maintenance of this facility.
- 5 Water treatment facility: We have delayed the installation of a water treatment facility while waiting for the Water Rights Permit. Now that the permit has been issued, we can proceed with this improvement. If the third storage facility is deemed desirable and installed, the water treatment facility can be located on the current well site. It is estimated that the benefits of the storage facility will reduce the cost of the water treatment facility to less than \$50,000.
- 6 Improved maintenance storage and upgrading the well house facility: The District's need for improved maintenance storage is rapidly becoming a critical need. The importance of improved storage for chemicals, testing facilities, etc. will increase with the installation of a water treatment facility. Further, the need for substantial repairs or replacement of the existing well house is becoming imperative along with the need to upgrade the electrical system to comply with current day electrical codes. The estimated cost for a steel fabricated maintenance storage facility with a sectioned and protected integral well house, including the necessary electrical upgrades is \$50,000. It should be mentioned that this facility should also provide for the District's legal requirements for permanent file storage, eliminating the current monthly storage rental fees.
- 7 **Completion of upgrading the distribution system control valves and cleaning** the distribution pipes of iron and manganese precipitate deposits. This is the most necessary distribution system upgrade and has been delayed for final determination of water rights and installation of a water treatment facility. As long as the precipitate deposits remain in the distribution system, there will a continual problem of occasional brown and cloudy water and removal of the precipitates prior to entering the distribution system will be negated. Installation of new valves, without removing the precipitates subjects the new valves to the decreased life expectancy caused by the precipitates. Cleaning of the distribution pipes is more cost efficient if done during the process of installing new valves. However, cleaning the pipes without a treatment system to remove the precipitates is eventually self defeating. The estimated costs for completion of the new valve upgrades and cleaning the distribution pipes have unknown defects or have inadequate cover to sustain the increased line pressure during the cleaning process.

Ideally, this process should be combined with the final upgrading of the Sunset and Pacific Way main distribution lines, as the shallow depth of these older lines continues to be a maintenance and system problem. However, replacement of these substandard lines requires a substantial expense and will result in the need to redevelop the paving for Sunset Way, lower Pacific Way, and repairs to the County area of Pacific Way.

8 Completion of easterly Sunset Way to Pacific Way enter-tie: If the above system improvements are decided upon, then completion of this enter-tie is needed and estimated to cost \$50,000.

Summarizing the above outlined capital improvements follows:

#### **ESTIMATED EXPENSES:**

b Sunset valve upgrades 14,	
c Well site survey and installation of new well	700
d Constructing a 70,000 gallon water storage tank 100,	000
e Installation of a water treatment facility	)00
f Well house upgrade and improved maintenance storage 50,	)00
g Completion of distribution system valves and cleaning 125,0	000
h Easterly Sunset Way to Pacific Way enter-tie	000
Estimated total cost of improvements = \$438,	)00

#### **ESTIMATED INCOME:**

The current reserves in the Capital Improvements fund = \$134,402
Estimated total four year income from new tax measure and surcharge 258,000
Estimated interest earnings on capital reserves 18,000

#### Estimated total available capital over the four year period = \$410,402

#### Estimated Income shortage for full project completion = (\$ 27,598)

Completion of these projects will substantially improve the overall water supply and distribution system of the District. The remaining problems will include the eventual need to replace and upgrade the Sunset Way (entire length) and lower Pacific Way main distribution lines. However, as these upgrades also require long term planning and improvement of the roadways, the upgrading is left for future and more extensive planning.

Aside from the Sunset Way and Lower Pacific Way upgrades, the above projects will essentially complete the essential system upgrades. After their completion, it will be necessary to gradually accumulate a reasonable cash reserve to replace future failing facilities such as both Redwood Storage tanks (life expectancy 10 and 15 years), wells (life expectancy 10 to 15 years), etc. A capital maintenance reserve of \$200,000 will provide a general income of \$10,000 to \$15,000 per year, and needed funds for unexpected system failure replacements and emergency funds in case of major system failures. The method for accumulation of this reserve should be determined by future consideration of water rates versus tax measures.

Recreation: There are several recreational items requiring Board consideration: Due to the concentration F on the water capital improvements, no items have been considered for recreational consideration during tonight's meeting. Econo Lock **7756** *Clovok Petor*.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

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

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VENDER NAME	USE CODE CAPITA	DESCRIPTION L IMPROVEMENT EXPENSES	FUND	AMOUNT
Bell Market	2049	Refreshments for TAC meeting	P	12.18
Office Depot	2049	Report forms, printing	P	35.36
				\$47.54

#### ADMINISTRATION EXPENSES, DIVISION CODE 9236

Costco	2049	Refreshments for Board meetings	P	11.98
Office Max	2049	Board meeting packet reproduction		45.97
ABC Consultants, Inc.	2117	Administrative fees paid this month	в	500.00
Goodmans Building Supply	2121	Keys for Community Center	P	15.19
Home Depot	2121	Keys for Community Center	P   -	16.57
USPO	2130	Postage	P	24.60
Costco	2133	Binders for reports and packets	P	18.21
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	143.65
Pacific Bell	2534	707-643-1143 paid this month	В	56.65
TOTAL G&A EXPENSES =				\$832.82

TOTAL G&A EXPENSES =

#### FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants, Inc.	2117	Administrative fees paid this month	B	225.00
Pacific Bell	4827	Fire station phone paid this month	В	34.04
		TOTAL FIRE EX	PENSES =	\$259.04

#### **RECREATION EXPENSES, DIVISION CODE 9239**

		TOTAL RECREATION EXP	PENSES =	\$1,357,84
Whole Foods	2041BI	Misc. Bistro supplies purchased this month	P	3.60
Nancy Knox	2041Bi	Bistro pastries purchased this month	P	30.00
Lonna Richmond	2041Bi	Bistro wages paid this month	C	322.96
Costco	2041Bi	Coffee for Bistro	P	20.37
Pacific Bell	2534	Community Center pay phone	B	53.78
Harvey Pearlman, reimburse for cash	2366	Paper towels, garbage bags,etc.	B	51.86
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
Home Depot	2077	Materials for gaaarbage bin	B	34.81
Juana Gonzales	1077	Janitorial wages paid this month	C	218.01
Harvey Pearlman	1028	Maint. manager wages paid this month	C	122.45

**ROADS & EASEMENT EXPENSES, DIVISION CODE 9237** 

Harvey Pearlman	1028	Maint. manager wages paid this month	С	37.68
Salvador Gonzales	1073	Extra Hire wages paid this month	С	103.35
ABC Consultants, inc.	2117	Administrative fees paid this month	B	500.00
		TOTAL R&E EXP	ENSES =	\$141.03

#### WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman Saivador Gonzaies	1028	Maint. manager wages paid this month Extra Hire wages paid this month	- č -	<u>1,846.21</u> 277.55
PERS	1501	Insurance premiums	B	418.29
Harvey Pearlman	1506	Medical allowance paid this month		157.50
Martin Bros. Supply	2077	Sand for well site	B	466.95
West Marine	2077	Hydrant boits, bronze	- P	14.90
Herb's Pool Service	2115	Chlorine supplies	В	38.52
ABC Consultants, Inc.	2117	Cierical fees paid this month	B	850.00
ABC Consuitants, Inc.	2117	Administrative fees paid this month	В	800.00
USPO	2130	Postage	P	54.40
Costco	2133	Printer cartridges	P	62.41
Office Depot	2133	Labels, etc.	Р	16.10
Office Max	2133	Ink and toner cartridges	P	149.94
Harvey Pearlman	2479	Travel allowance paid this month	В	125.00
			DENCEC -	<b>#E 077 77</b>

TOTAL WATER EXPENSES = \$5,277.77

B = Paid thru Salomon depository C = Paid thru County depositorles

P = Paid thru Petty Cash Funds

#### TOTAL GENERAL FUND EXPENSES = 7,868.50 TOTAL CAP[ITAL IMPROVEMENT EXPENSES = 47.54 TOTAL OF ALL CHECKS ISSUED = \$7,916.04

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

\_\_\_\_\_ day of \_\_\_\_ \_\_ 2001. the \_\_\_\_

#### MUIR BEACH COMMUNITY SERVICES DISTRICT

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### MUIR BEACH COMMUNITY SERVICES DISTRICT Balance Sheet

As of June 30, 2001

	Jun 30, 01
ASSETS Current Assets Checking/Savings	
Fund 428, County General Fund Fund 429, County investment Fun	36,628.48
Capital improvements General investments	134,402.19 57,465.85
Total Fund 429, County investment Fun	191,868.04
Petty Cash Fund Salomon Smith Barney	-258.54
Fire Station Reserve	12,176.39
General Funds	60,261.74
Rental deposit trust	2,913.77
Shaffer CalPers Trust Water Security Deposit Trust	919.38 5,068.16
	<u>.</u>
Total Salomon Smith Barney	
Total Checking/Savings	309,577.42
Accounts Receivable Receivables	14,792.57
Total Accounts Receivable	14,792.57
Total Current Assets	324,369.99
TOTAL ASSETS	324,369.99
LIABILITIES & EQUITY Liabilities Current Liabilities	
Other Current Liabilities R9255R, Refundable deposits	3,488.77
W9025RD, Security deposits	4,832.65
Total Other Current Liabilities	8,321.42
Total Current Liabilities	8,321.42
Total Liabilities	8,321.42
Equity Retained Earnings Net income	253,717.04 62,331.53
Total Equity	316,048.57
TOTAL LIABILITIES & EQUITY	324,369.99

### MUIR BEACH COMMUNITY SERVICES DISTRICT SUMMARY PROFIT & LOSS vs. BUDGET REPORT July 2000 through June 2001

	Jul '00 - Jun	Budget	% of Budget
Income		·	
Administrative Income	56,669.22	40,870.00	138.7%
FG9001	0.00	·	
Fire Operations Income	17,732.22	12,750.00	139.1%
<b>Recreational Activities Income</b>	13,329.50	11,120.00	119.9%
Roads & Easements Income	3,221.20		
Water Capital Improvements I	59,938.80	50,010.00	119.9%
Water Operations Income	59,744.45	66,300.00	90.1%
Total Income	210,635.39	181,050.00	116.3%
Expense			
Administrative Expenses	14,705.30	21,910.00	67.1%
Fire Operational Expenses	14,457.93	10,700.00	135.1%
Recreational Expenses	21,669.56	28,093.00	77.1%
Roads & Easements Expenses	18,493.95	35,216.00	52.5%
Water Capital Improvements E	21,434.42	92,489.00	23.2%
Water Operational Expenses	57,542.70	71,263.00	80.7%
Total Expense	148,303.86	259,671.00	57.1%
Net Income	62,331.53	-78,621.00	-79.3%

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### MBCSD Fiscal 2000-2001 Year to Date Profit & Loss Budget vs. Actual July 2000 through June 2001

_	Jul '00 - Jun 01	Budget	\$ Over Budget	% of Budget
Income Administrative Income A9001, General Tax Income A9203, Interest earned A9772, Copier Income	52,594.24 4,047.78 27.20	38,260.00 2,500.00 110.00	14,334.24 1,547.78 (82.80)	137.5% 161.9% 24.7%
Total Administrative Income	56,669.22	40,870.00	15,799.22	138.7%
FG9001 Fire Operations Income F9377, West Marin Funds F9763, Fire Assoc. Donations	0.00 8,500.00 9,232.22	8,350.00 4,400.00	150.00 4,832.22	101.8% 209.8%
Total Fire Operations Income	17,732.22	12,750.00	4,982.22	1 <b>3</b> 9.1%
Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income.	9,237.50	8,000.00	1,237.50	115.5%
R9811Bl, Bistro Income R9811CD, Com. Din. Income R9811CP, Child's Prog. Income R9811TC, Tai Chi Income	1,343.42 1,447.08 208.00 1,089.50	1,800.00 200.00 1,120.00	(456.58) 8.00 (30.50)	74.6% 104.0% 97.3%
Total R9811, Rec. Programs Income.	4,088.00	3,120.00	968.00	131.0%
R9834, Res. Handbook Income	4.00			
Total Recreational Activities Income	13,329.50	11,120.00	2,209.50	119.9%
Roads & Easements Income E9772, Road & Esm't Income E9772 Donations E9772F. FEMA Grant Income	1,900.00 1,321.20			
Total E9772, Road & Esm't Income	3,221.20			
Total Roads & Easements Income	3,221.20			
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income H9031, Consumption Surcharge	37,861.77 13,840.20	30,260.00	7,601.77	125.1%
H9031, Water Surcharge Income - Other	729.79	15,000.00	(14,270.21)	4.9%
Total H9031, Water Surcharge Income	14,569.99	15,000.00	(430.01)	97.1%

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## MBCSD Fiscal 2000-2001 Year to Date Profit & Loss Budget vs. Actual July 2000 through June 2001

	Jui '00 - Jun 01	Budget	\$ Over Budget	% of Budget	
H9377, Interest Earnings H9377C, Cap. Imp. Interest H9377G, Gen. Inv. Interest H9377, Interest Earnings - Other	4,983.24 774.78 1,749.02	4,000.00 750.00	983.24 24.78	124.6% 103.3%	
Total H9377, Interest Earnings	7,507.04	4,750.00	2,757.04	158.0%	
Total Water Capital Improvements Inco	59,938.80	50,010.00	9,928.80		119.9 <b>%</b>
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service Income - Other	106.48 1,257.75 58,219.94	100.00 1,200.00 65,000.00	6.48 57.75 (6,780.06)	106.5% 104.8% 89.6%	
Total W9025, Water Service Income	59,584.17	66,300.00	(6,715.83)	89.9%	
W9772, Miscellaneous Income Water Operations Income - Other	50.00 110.28				
Total Water Operations Income	59,744.45	66,300.00	(6,555.55)		90.1%
Total Income	210,635.39	181,050.00	29,585.39		116.3%
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2059, P & L Insurance A2117, Consulting Admin. Fees A2121, Miscellaneous Expenses A2129. Gen. Election expenses A2130, Mailing & Shipping Exp. A2133, Office Supplies A2137, Copier Maint. Expenses A2352, County Fees A2479, Travel Expenses A2534, Telephone/Communications A2713, Legal fees	447.22 459.00 6,485.00 181.07 290.59 118.35 951.59 8.32 271.00 1,653.85 2,295.56 1,543.75	400.00 460.00 6,000.00 200.00 350.00 100.00 300.00 350.00 8,000.00 1,650.00 2,600.00 1,500.00	47.22 (1.00) 485.00 (18.93) (59.41) 18.35 651.59 (341.68) (7,729.00) 3.85 (304.44) 43.75	111.8% 99.8% 108.1% 90.5% 83.0% 118.4% 317.2% 2.4% 3.4% 100.2% 88.3% 102.9%	
Total Administrative Expenses	14,705.30	21,910.00	(7,204.70)		67.1%
Fire Operational Expenses F2059, P & L Insurance F2117, Administrative Fees F4048, Fire Station Improvement F4827, W. Marin Fund Expenses Fire Operational Expenses - Other	1,659.00 2,700.00 819.75 7,185.52 2,093.66	1,700.00 2,700.00 6,300.00	(41.00) 0.00 885.52	97.6% 100.0% 114.1%	
Total Fire Operational Expenses	14,457.93	10,700.00	3,757.93		135.1%

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### MBCSD Fiscal 2000-2001 Year to Date Profit & Loss Budget vs. Actual July 2000 through June 2001

	Jul '00 - Jun 01	Budget	\$ Over Budget	% of Budget	
Recreational Expenses			· · ·		
R1028, Maint. Mgr. Wages	1,653.75	1,600.00	53.75	103.4%	
R1073, Janitorial wages	2,694.00	2,100.00	594.00	128.3%	
R1404, FICA	550.86	283.00	267.86	194.7%	
R1701, Work Comp Insurance	403.12	310.00	93.12	130.0%	
R2041, Rec. Program Expenses	• • • • • •		00.12	100.076	
R2041BI, Bistro Expenses	2.629.48	2,800.00	(170.52)	93.9%	
R2041CD, Com. Dinner Expenses	105.00	_,	(	00.070	
R2041CP, Child's Program Exp.	153.84	200.00	(46.16)	76.9%	
R2041TC, Tai Chi Expenses	844.10	1,400.00	(555.90)	60.3%	
Total R2041, Rec. Program Expenses	3,732.42	4,400.00	(667.58)		
R2059, P & L Insurance	500.00	500.00	0.00	100.0%	
R2077, Routine Repairs	2,931.40	5,000.00	(2,068.60)	58.6%	
R2097, CC Ground Maintenance	0.00	1,200.00	(1,200.00)	0.0%	
R2117, Administrative Expenses	6,500.00	6,000.00	500.00	108.3%	
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	444.60	450.00	(5.40)	98.8%	
R2366, Building Supplies	387.56	500.00	(112.44)	77.5%	
R2534, Pay Telephone Expense	644.80	650.00	(5.20)	99.2%	
R2535, Energy Expenses					
R2535E, Electrical Expenses	0.00	700.00	(700.00)	0.0%	
R2535G, Butane Gas Expenses	328.04	700.00	(371.96)	46.9%	
R2535, Energy Expenses - Other	870.41				
Total R2535, Energy Expenses	1,198.45	1,400.00	(201.55)	85.6%	
R4048, Building Improvements	0.00	3,500.00	(3,500.00)	0.0%	
Total Recreational Expenses	21,669.56	28,093.00	(6,423.44)		77.1%
Roads & Easements Expenses					
E1028, Maint. Mgr. wages	1,618.75	2,600.00	(981.25)	62.3%	
E1073, Extra Hire Wages	726.00	5,000.00	(4,274.00)	14.5%	
E1404, FICA	179.39	581.00	(401.61)	30.9%	
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	9,252.81	20,000.00	(10,747.19)	46.3%	
E2117, Administrative Fees	6,500.00	6,000.00	500.00	108.3%	
Total Roads & Easements Expenses	18,493.95	35,216.00	(16,722.05)		52.5%
Water Capital Improvements Exp.					
H2049, Meeting Expenses	35.36				
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	563.50	324.00	239.50	173.9%	

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# MBCSD Fiscal 2000-2001 Year to Date Profit & Loss Budget vs. Actual July 2000 through June 2001

	Jul '00 - Jun 01	Budget	\$ Over Budget	% of Budget	
H2713, Project Improvements H2713CP, System Improvements H2713WR, Water Right Resolution	20,670.56 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 Weli H4169VR, Vaive Replacement	0.00	45,000.00	(45,000.00) (40,000.00)	0.0%	
Total H4169UT, Priority Improvements	0.00	85,000.00	(85,000.00)	0.0%	
Total Water Capital Improvements Exp.	21,434.42	92,489.00	(71,054.58)		23.2%
Water Operational Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W1506CPHvy W1506CPSh	15,800.42 2,228.00 1,276.32 1,985.69 25.84	16,250.00 3,000.00 1,473.00 1,890.00	(449.58) (772.00) (196.68) 95.69	97.2% 74.3% 86.6% 105.1%	
W1506, Medical benefits - Other	(736.61)				
Total W1506, Medical benefits	1,274.92	1,890.00	(615.08)	67.5%	
W1701, Work. Comp.Insurance W2049, Conferences & Training W2058, Annual Permit Fee W2059, P & L Insurance W2077, Routine Repairs W2115, Chemicals I Testing	2,205.39 304.58 1,600.00 750.00 2,225.99 917.88	2,000.00 600.00 1,500.00 750.00 1,250.00 4,500.00	205.39 (295.42) 100.00 0.00 975.99 (3,582.12)	110.3% 50.8% 106.7% 100.0% 178.1% 20.4%	
W2117, Adminsitrative Fees W2117A. Administrative Fees W2117C. Clerical Fees W2117, Adminsitrative Fees - Other	0.00 0.00 20,250.00	9,600.00 10,200.00	(9,600.00) (10,200.00)	0.0% 0.0%	
Total W2117, Adminsitrative Fees	20,250.00	19,800.00	450.00	102.3%	
W2121, Miscellaneous Expenses W2130, Postage & Shipping W2133, Office Supplies W2325, Contract Services W2479, Travel allowance W2534, Telephone Relay Expense W2535, Electrical Service	941.52 804.90 1,292.59 0.00 1,235.00 378.33 4,056.86	4,000.00 1,100.00 1,200.00 5,000.00 1,500.00 450.00 5,000.00	(3,058.48) (295.10) 92.59 (5,000.00) (265.00) (71.67) (943.14)	23.5% 73.2% 107.7% 0.0% 82.3% 84.1% 81.1%	
Total Water Operational Expenses	57,542.70	71,263.00	(13,720.30)	·	80.7%
Total Expense	148,303.86	259,671.00	(111,367.14)		57.1%
Net Income	62,331.53	(78,621.00)	140,952.53	·	(79.3)%

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### MUIR BEACH COMMUNITY SERVICES DISTRICT MONTHLY PROFIT AND LOSS FOR

June 2001

	Jun 01
Income	
Administrative income A9001, General Tax income A9772, Copier income	11,818.21
Totai Administrative Income	11,819.41
Fire Operations income F9763, Fire Assoc. Donations	4,873.61
Total Fire Operations income	4,873.61
Recreational Activities Income R9255, CC Rental income R9811, Rec. Programs income.	1,010.00
R9811Bi, Bistro income	126.85
Totai R9811, Rec. Programs income.	126.85
Total Recreational Activities income	1,136.85
Water Capital improvements inco H9001, special Assessment Tax H9031, Water Surcharge Income	1,533.57
H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	1,369.37 29.25
Total H9031, Water Surcharge Income	1,398.62
Total Water Capital Improvements Inco	2,932.19
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service Income - Other	2.03 81.06 5,453.39
Total W9025, Water Service Income	5,536.48
Water Operations Income - Other	60.28
Total Water Operations Income	5,596.76
Total Income	26,358.82
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consuiting Admin. Fees A2121, Miscellaneous Expenses A2130, Mailing & Shipping Exp. A2133, Office Supplies A2479, Travel Expenses A2534, Telephone/Communications	57.95 500.00 30.77 24.60 18.21 143.65 56.65
Total Administrative Expenses	831.83
Fire Operational Expenses F2117, Administrative Fees F4827, W. Marin Fund Expenses	225.00 34.04
Total Fire Operational Expenses	259.04
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitoriai wages R1404, FICA R2041, Rec. Program Expenses R2041Bl, Bistro Expenses	113.75 202.50 47.17 353.97
Total R2041, Rec. Program Expenses	353.97
Total tast in tool i tagram Expended	

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### MUIR BEACH COMMUNITY SERVICES DISTRICT MONTHLY PROFIT AND LOSS FOR

June 2001

	Jun 01
R2077, Routine Repairs	34.81
R2117, Administrative Expenses	500.00
R2366, Building Supplies	9.87
R2534, Pay Telephone Expense	53.78
Total Recreational Expenses	1,315.85
Roads & Easements Expenses E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	500.00
Water Capital improvements Exp. H2049, Meeting Expenses	35.36
Total Water Capital improvements Exp.	35.36
Water Operational Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits	1,715.00 258.00 150.96
W1506CPHvy	203.25
W1506CPSh	215.04
W1506, Medical benefits - Other	45.75
Total W1506, Medical benefits	372.54
W2058, Annual Permit Fee	0.00
W2077, Routine Repairs	481.85
W2115, Chemicals   Testing	38.52
W2117, Adminsitrative Fees	1,650.00
W2121, Miscelianeous Expenses	12.18
W2130, Postage & Shipping W2133, Office Supplies	54.40 218.58
W2133, Office Supplies W2479, Travel allowance	125.00
Totai Water Operational Expenses	5,077.03
Totai Expense	8,019.11
Net income	

### MUIR BEACH COMPATINTY SERVICES DISTRICT SUGGESTED BUDGET FOR FISCAL 2001 - 2002

RETAINED EARNINGS TO BEGIN YEAR	Estimated Retained	Actual Retained	Estimated Retained	
DE000IDTION	Earnings	Earnings	Earnings	
DESCRIPTION	1999-2000	1999-2000	2001-2002	Comments
Beginning rental security deposit trust fund	\$2,189	\$2,414	\$1,900	
Beginning water security deposit trust fund	4,500	4,568	5,200	
Beginning West Marin Emergency Services Fund	-1,276	-1,276	14	
Begionning Shaffer CalPers		1,084	915	
Beginning Recreation trust fund (Walkathon \$440, Children \$201.21)	640	640	640	
Fire Station Trust Account	11,925	11,925	12,785	
Beginning Water Operations Balance	-12,250	-12,250	-12,931	
Salomon Smith Barney Depository, Unrestricted Funds	56,555	59,171	51,784	
Beginning Petty Cash on hand	-100	-152	-100	
County General Fund 428	65,231	42,423	20,000	
County General Funds Investmented in Fund 429	20,001	18,167	61,016	
County Water Capital Improvement Investment Fund 429	75,100	102,928	133,325	
Combined total of all retained earning:	\$236,141	\$243,269	\$288,173	

### FISCAL YEAR SUMMARY OF GENERAL INCOME AND EXPENSES

	Adopted Budget For Fiscal Year 2000-2001	Estimated End Of Fiscal Year 2000-2001	Suggested Budget For Fiscal Year 2001-2002	
Beginning Total Unrestricted General Fund Accounts Balance	\$141,687	\$119,609	\$132,700	
General and Admin. Income	41,620	45,625	44,942	
General & Admin. Expenses	21,910	14,612	22,492	
G&A Income - Expenses	\$19,710	\$31,012	\$22,449	
Water Income	66,300	58,377	56,300	
Water Expenses	71,263	59,058	71,166	
Water Income - Expenses	-\$4,963	-\$681	-\$14,866	
Recreational Income	11,150	12,736	14,800	
Recreational Expenses	28,407	21,756	34,451	
Recreational Income - Expenses	-\$17,257	-\$9,021	-\$19,651	
Road & Easement Income	2,000	3,221		
Road & Easement Expenses	35,216	19,594	28,142	
R&E Income - Expenses	-\$33,216	-\$16,373		
Fire Income	12,750	12,859		
Fire Expenses	10,700	14,523	4,400	
Fire Income - Expenses	\$2,050	-\$1,665		
General Funds budgeted ending balances, including retained earnings =		\$143,614	\$114,638	
Total General Fund Income =	\$133,820	\$132,817	\$120,442	
Total General Fund Expenses =	,	129,544		
General Fund Income - Expenses =		\$3,273		

COMBINED BALANCES OF ALL ACCOUNTS			
County Fund 429 Account Capital Improvement Funds @ year end =	\$36,871	\$133,325	\$80,355
General Funds in County Funds 428 & 429, and Salomon Bank @ year end =	93,689	130,638	103,403 The General Fund Reserve should be \$75,000 (6 months liquid operating reserve
TOTAL OF ALL FUNDS COMBINED @ YEAR'S END =	\$130,560	\$263,963	\$183,758

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### MUIR BEACH COMPLETTY SERVICES DISTRICT SUGGESTED BUDGET FOR FISCAL 2001 - 2002

### CAPITAL IMPROVEMENT INVESTMENT INCOME & EXPENSES

WATER CAPITAL IMPROVEMENTS EXPENSES	CODE	Adopted Budget For Fiscal Year 2000-2001	Estimated End Of Fiscal Year 2000-2001	Suggested Budget For Fiscal Year 2001-2002	Comments
Insurance	2059	165	165	165	
County tax collection fees	2352	324	564	565	
Administrative fees	2117	2,000	0	2,000	
Project Improvements		45,000		45,000	Well house and well site improvements
Valve & Hydrant replacements	4169VR	40,000	9,171		Lower Tank main connection with Sunset Way
Well & Pump improvements	4169WP		11,500		
New Well and Controls	4169NW			35,000	
TOTAL CAPITAL IMPROVEMENT FUND EXPENSES =	-	\$87,489	\$21,400	\$98,730	

### CAPITAL IMPROVEMENT INVESTMENT INCOME

INCOME DESCRIPTION	CODE			
Special Assessment tax	9001	30,260	30,328	30,260
Surcharge Income (See Fund 429 Intrafund transfer)	9031MS	15,000	13,955	13,500
Interest earnings, capital improvements (County 429)	9203CIC	4,000	7,513	2,000 Earnings base will decline with improvement expenses
TOTAL INCOME & INVESTMEN	ITS =	\$49,260	\$51,796	\$45,760
Total Capital Improvement Income	less Expenses =	-\$38,229	\$30,396	-\$52,970 Water rights approval will permit more improvements

### GENERAL FUND INCOME AND EXPENSES BY DEPARTMENT

FIRE EXPENSE	S	Adopted Budget For Fiscal Year	Estimated End Of Fiscal Year	Suggested Budget For Fiscal Year	
EXPENSE DESCRIPTION	CODE	2000-2001	2000-2001	2001-2002	Comments
Gen. & Vehicle Insurance	2059	\$1,700	\$1,700	\$1,700	
ABCC Administrative fees	2117	2,700	2,700		
Major Truck Repairs	2366		2.094		
Fire Station Improvements	4048	` <u> </u>	820		
W. Marin G. Exp.	4827	6,300	7,210		There has been no word on these grant funds for this year
тс	TAL FIRE EXPENSES =	\$10,700	\$14,523	\$4,400	

#### FIRE INCOME

INCOME DESCRIPTION				-	
W. Marin Grant	9377	\$8,350	\$8,500	8300 \$0 Ther	e has been no word on these grant funds for this year
Muir Beach Volunteer Fire Association Donations	9763	4,400	4,359	4,400	
TOTAL FIRE INCO	ME =	\$12,750	\$12,859	\$4,400	
Total Fire Department Income	Less Expenses =	\$2,050	-\$1,665	\$0	

# MUIR BEACH COMPANY SERVICES DISTRICT SUGGESTED BUDGLT FOR FISCAL 2001 - 2002

	CODE	Adopted Budget For Fiscal Year 2000-2001	Estimated End Of Fiscal Year 2000-2001	Suggested Budget For Fiscal Year 2001-2002	Comments
Conferences	2049	400	389	400	
nsurance	2059	460	459	460	
ABCC Administrative fees	2117	6.000	6,485	6,500	
Aiscellaneous expenses	2121	200	60	200	
General Election Expense	2129	350	291	300	
Postage	2130	100	94	100	
Office Supplies	2133	300	933	300	
Copier Maintenance	2137	350	8	350	
County Fees	2352	8,000	271	8.000	Audit should be completed and billed in July or August
Aileage	2479	1,650	1,655	1,782	Mileage rate increased this year
elephone	2534	2,600	2,423	2,600	
egal fees & expenses	2713	1,500	1,544	1,500	We have some pending invoices that have not been received
TOTAL ADMINISTRATIVE EXPENSES	=	\$21,910	\$14,612	\$22,492	
GENERAL & ADMINISTRATIVE INCOME					
NCOME DESCRIPTION	CODE	\$39.260	\$40 776	¢41 500	
NCOME DESCRIPTION Property Tax Revenue	9001	\$38,260	\$40,776	\$41,592	
NCOME DESCRIPTION Property Tax Revenue Interest eamings, general fund inv. (County 429)	9001 9203GFC	750	775	750	
NCOME DESCRIPTION Property Tax Revenue Interest earnings, general fund inv. (County 429) Bank Interest Income	9001 9203GFC 9203Bl	750 2,500	775 4,048	750 2,500	Average account balances will decline this year
NCOME DESCRIPTION Property Tax Revenue Interest eamings, general fund inv. (County 429) Bank Interest Income	9001 9203GFC _9203Bl 9772	750	775	750	Average account balances will decline this year
NCOME DESCRIPTION Property Tax Revenue Interest eamings, general fund inv. (County 429) Bank Interest Income Copier Income	9001 9203GFC 9203Bl 9772	750 2,500 110 \$41,620	775 4,048 26	750 2,500 100	Average account balances will decline this year
NCOME DESCRIPTION Property Tax Revenue Interest eamings, general fund inv. (County 429) Bank Interest Income Copier Income TOTAL ADMINISTRATIVE INCOME :	9001 9203GFC 9203Bl 9772	750 2,500 110 \$41,620	775 4,048 26 <b>\$45,62</b> 5	750 2,500 100 <b>\$44,942</b>	Average account balances will decline this year
NCOME DESCRIPTION Property Tax Revenue Interest earnings, general fund inv. (County 429) Bank Interest Income Copier Income TOTAL ADMINISTRATIVE INCOME = Total Administrative Department Income Less ROADS & EASEMENTS EXPENSES	9001 9203GFC 9203Bl 9772	750 2,500 110 \$41,620	775 4,048 26 <b>\$45,62</b> 5	750 2,500 100 <b>\$44,942</b>	Average account balances will decline this year
NCOME DESCRIPTION Property Tax Revenue Interest earnings, general fund inv. (County 429) Bank Interest Income Copier Income TOTAL ADMINISTRATIVE INCOME = Total Administrative Department Income Less ROADS & EASEMENTS EXPENSES EXPENSE DESCRIPTION	9001 9203GFC 9203BI 9772 = Expenses =	750 2,500 110 \$41,620	775 4,048 26 \$45,625 \$31,012	750 2,500 100 \$44,942 \$22,449	Average account balances will decline this year
NCOME DESCRIPTION Property Tax Revenue Interest eamings, general fund inv. (County 429) Bank Interest Income Copier Income TOTAL ADMINISTRATIVE INCOME Total Administrative Department Income Less ROADS & EASEMENTS EXPENSES EXPENSE DESCRIPTION Maintenance. Mgr. Extra Hire	9001 9203GFC 9203BI 9772 Expenses =	750 2,500 110 \$41,620 \$19,710	775 4,048 26 <b>\$45,62</b> 5	750 2,500 100 \$44,942 \$22,449 \$22,449	Includes a 4% inflation increase
NCOME DESCRIPTION Property Tax Revenue Interest earnings, general fund inv. (County 429) tank Interest Income Copier Income TOTAL ADMINISTRATIVE INCOME = Total Administrative Department Income Less ROADS & EASEMENTS EXPENSES EXPENSE DESCRIPTION faintenance. Mgr. Extra Hire	9001 9203GFC 9203Bl 9772 Expenses = CODE 1028	750 2,500 110 \$41,620 \$19,710 \$2,600	775 4,048 26 \$45,625 \$31,012 \$2,019	750 2,500 100 \$44,942 \$22,449 \$22,449	
NCOME DESCRIPTION Property Tax Revenue Interest earnings, general fund inv. (County 429) Itank Interest Income Copier Income TOTAL ADMINISTRATIVE INCOME = TOTAL ADMINISTRATIVE INCOME = TOTAL ADMINISTRATIVE INCOME = EXPENSE DESCRIPTION Itaintenance. Mgr. EXTRA Hire ICA	9001 9203GFC 9203Bl 9772 Expenses = CODE 1028 1073	750 2,500 110 \$41,620 \$19,710 \$2,600 5,000	775 4,048 26 \$45,625 \$31,012 \$2,019 1,125	750 2,500 100 \$44,942 \$22,449 \$22,449 \$22,100 4,000 161	Includes a 4% inflation increase
INCOME DESCRIPTION Property Tax Revenue Interest earnings, general fund inv. (County 429) Bank Interest Income Copier Income TOTAL ADMINISTRATIVE INCOME = Total Administrative Department Income Less	9001 9203GFC 9203Bi 9772 = Expenses = CODE 1028 1073 1404	750 2,500 110 \$41,620 \$19,710 \$2,600 5,000 581	775 4,048 26 \$45,625 \$31,012 \$2,019 1,125 240	750 2,500 100 \$44,942 \$22,449 \$22,449	Includes a 4% inflation increase

TOTAL EASEMENT EXPENSES =

2077

2117

#### **ROADS & EASEMENTS INCOME**

Total Roads & Easements Departs	ment Income less Expenses =	-\$33,216	-\$18,273	-\$28,142	
I	Total Roads & Trails Income =	\$2,000	\$3,221	\$0	
F.E.M.A. INCOME	9772	2,000	1,321		
Donations	9772		1,900		
	CODE				

20,000

6,000

\$35,216.40

9,253

6,500

\$19,594.06

6,500

\$28,142.39

2.0 L 15,000 Sunset Way cul d sac and community center trail to Sunset Way

Maintenance, repairs & construction

ABCC Administrative fees

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### MUIR BEACH COMPANY SERVICES DISTRICT SUGGESTED BUDGET FOR FISCAL 2001 - 2002

WATER EXPENSES		Adopted Budget For Fiscal Year	Estimated End Of Fiscai Year	Suggested Budget For Fiscai Year	
EXPENSE DESCRIPTION	CODE	2000-2001	2000-2001	2001-2002	Comments
Maintenance, Mgr. Wages	1028	\$16,250	\$15,285		Includes a 4% inflation increase
Extra Hire Wages	1073	3,000	2,370		Includes a 4% inflation increase
FICA	1404	1,473	1,351	1,473	
Benefits	1506	1,890	1,890		Change to full medical coverage and reduced travel allowance
Work. Compensation Insurance	1701	2,000	2,205		
Conferences/Training	2049	600	305		Law requires Harvey to upgrade this year.
Annual Fee	2058	1,500	1,500		
Gen. Insurance	2059	750	750		
Repairs	2077	1,250	1,950	-	
Tests & chemicals	2115	4,500	939		Several tests are required this year
ABCC Administrative & clerical fees	2117	19,800	20,250		
Misc., Exp.,	2121	4,000	851	1,000	
Postage	2130	1,100	1,202		Increased mailing rates are anticipated
Office supplies	2133	1,200	1,324		Bulk purchases made in fiscal 2000-01 will last thru this year
Contract Repairs	2325	5,000	425	5,000	
Travel	2479	1,500	1,500		Adjusted to reflect increased medical benefit
Telephone	2534	450	455	450	
Electricity	2535	5,000	4,506		Anticipated minimum increase in electrical rates
TOTAL WATER EXPENSES =		\$71,263	\$59,058	\$71,166	

### WATER INCOME

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				66,00	
INCOME DESCRIPTION	CODE			72,00	
Service Billing	9025	\$65,000	\$57,023		Conservation is anticipated to reduce income
Late penalties & interest billed	9772	1,300	1,355	1.300	
Receipte Collected	9025	05,000	67,025	65.000	
Accounts Receivable	9025				
Security Deposits billed and collected	9025SD				
Miscellaneous water income	9772				
TOTAL WATE	R INCOME =	\$66,300	\$58,377	\$56,300	

-\$4,963

Total Water Department Operating Income less Expenses =

-\$681

-\$14,866 Note: The increasing water deficit indicates the need for a rate chan

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### MUIR BEACH COMMENTY SERVICES DISTRICT SUGGESTED BUDGET FOR FISCAL 2001 - 2002

RECREATIONAL EXPENSES		Adopted Budget	Estimated End	Suggested Budget	
		For Fiscal Year	Of Fiscal Year	For Fiscal Year	
EXPENSE DESCRIPTION	CODE	2000-2001	2000-2001	2001-2002	Comments
Maintenance. Mgr. Wages	1028	\$1,600	\$1,780	\$1,851	Includes a 4% inflation increase
Janitorial Wages	1073	2,100	1,870	1,945	Includes a 4% inflation increase
FICA	1404	666	501	673	
Work. Compensation Insurance		242	215	323	
Bistro, continuation of regular Wednesday bistro	2041WBI	2,800	2,615	2,800	
Community Dinners	2041CD	_	105	1,200	Quarterly dinners are planned
Children's Programs	2041CP	200	154	200	
Labor Day BBQ	2041LD			500	It is hoped that this can be started this year
Tai Chi	2041TC	1,400	844	1,400	
nsurance	2059	500	500	500	
Repairs and maintenance	2077	5,000	2,897	5,000	Needed repairs to be taken care of
Ground Maintenance	2097	1,200	830	863	
ABCC Administrative fees	2117	6,000	6,500	6,000	
Publications	2119			500	A new directory is planned for this year
Misc. Expenses	2121	100	100	100	
Postage & Off. Sup.	2133	100	34	100	
Refuse Removal	2259	450	445	450	
Building Supplies	2366	500	404	500	
Pay Telephone	2534	650	691	700	
Electricity & Butane Gas for Community Center	2535	1,400	1,273	1.846	A Gas and Electric rate increase is anticipated
Bidg. Improvements	4048	3,500	0		More \$ required to contract work out
TOTAL RECREATION EXPE	NSES =	\$28,407	\$21,756	\$34,451	

#### **RECREATIONAL INCOME**

Total Recreation Department Incom	e less Exnenses -	-\$17,257	-\$9.021	-\$19.651	
TOTAL RECREATION INC	OME =	\$11,150	\$12,736	\$14,800	
Res. Handbooks	9834		_	150	Directory Advertizing
Donations	9801				
Tai Chi & Yoga	9811TC	1,120	1,112	1,120	Applicable if a Tai Chi instructior is retained
Labor Day BBQ	9811LD			1,500	
Children's programs	9811CP	230	208	230	
Community Dinners	9811CD		1,447	2,000	
Bistro, continued Wednesday Bistro	9811WBI	1,800	1,342	1,800	
Community Center. Rental	9255	8,000	8,627	8,000	
INCOME DESCRIPTION			_		

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### OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGULAR MEETING HELD ON WEDNESDAY, JUNE 27, 2001

Steve Matt

**Directors present:** President Pinto, Directors: Kamradt, Rudnick, Schiffries and Shaffer. Director Shaffer had previously informed the Board that he would be out of town and unable to attend tonight's meeting. Director Kamradt informed the Board that it would be necessary for her to leave at 9 p.m. if the meeting has not ended prior to that time.

- I. Call to order: President Pinto called the meeting to order at 7:08 p. m.
- **II. Review and consideration of the June 27, 2001 Agenda**. There was a brief discussion of the Agenda and Director Kamradt *moved* to approve the Agenda as written, seconded by Director Schiffries, ayes all.
- III. National Park Service: Ranger Reichel reported that the warm weather was perfect for the Summer Solstice celebration, resulting in a large attendance. She then reported that there have been several mountain lion sightings, and offered handouts describing the three cats of the Marin Headlands including Feral Cats, Bobcats, and Mountain Lions. The handouts offered safety guidelines for hikers.

She also noted that after a ten year absence, barn owls have returned to the Golden Gate Dairy, and cautioned everyone to use only traps for rodent control as pesticides endanger the owls.

She then reported that the new improved trails with post and fence alignment have yielded regeneration of vegetation in the wetlands area adjacent to the beach parking lot.

She reviewed a bank erosion problem in Redwood Creek, just above the roadway bridge north of the District Well sight. The County has responded with an intent to install rip rap to protect the stream bank and roadbed. However, there is a possibility that a realignment, involving a land exchange with State Park lands and County right of way may be worked out to resolve the problem. If this is worked out, there may be a small reduction in the area used for parking during the Fire Association's annual Bar B Que.

In closing she specifically offered the N. P. S. appreciation of the Volunteer Fire Departments rapid response to a recent fire in Muir Woods, and noted that their quick response averted a potential serious outbreak.

- IV. Bills to be paid: There was a brief discussion of the Bills to be Paid Report and Director Kamradt moved to approve the report as submitted including a total of \$23,819.80 in general fund expenditures and \$500 in trust fund refunds of water and rental security deposits for a total of \$24,519.80 in warrants issued; seconded by Director Schiffries; ayes all.
- V. Fire Department, emergency disaster committee: Chief Sward briefly reviewed the annual Bar B Que, stipulating that while a final accounting was not yet available, the overall income was less than last year. The weather was much cooler this year, resulting in a lower attendance.

He then went on to discuss his ongoing reorganization efforts including the development of teams to encourage participation while expanding leadership. The teams being formed include: Medical Team, Firehouse Team, Apparatus Team, and Fire Rescue Team. He then offered team outline handouts to the Directors. He noted that to be volunteer, each person must have earned a 1<sup>st</sup> responders certificate. The Directors congratulated and thanked Chief Sward for his efforts.

VI. Redwood Creek Watershed Committee: there was no meeting since the previous Board meeting and no report was offered.

- VII. General Manager's Report: There was brief discussion of the fiscal report with the G. M. noting that the District continues to be operating within the budget parameters. However, he noted that water income is less than projected, and water operations may end with a loss for the year. As Director Shaffer is out of town, there was no discussion of the proposed budget for fiscal 2001-02. The G. M. reported that his most recent contact with the County Auditor indicated that they are still working on the audit. Further, Dennis Rodini was elected by a substantial majority to be the Special District representative on the Marin County LAFCO.
  - A. Roads and Easements: The G. M. reported that he has received just one proposal for survey services to survey the well site, locate the District parcel north of the Well site, and do a plan and profile of Sunset Way. The single proposal offered a price of \$25,300 to do the Sunset Way plan and profile, but does not offer a price for doing the other work. As a result, he has contacted all the surveyors again, extending the deadline and requesting that if they have no interest to please inform him of that by e-mail, fax or other correspondence.
    - 1. Right of way encroachments: The G. M. previously submitted the results of his meetings with the property owners, but final resolutions have not been completed. This was followed by a lengthy discussion and the Board informed the property owners that the encroachments must be removed and that it should be accomplished within 60 days.
    - 2. The G. M. then reviewed the problem of an underground spring causing severe deterioration on a section of the new Pacific Way paving. The solution requires excavation of the area, installation of a french drain system to remove the spring water, and then re-paving of the excavated area. He estimates that due to the need for heavy equipment rental the repair cost will be approximately \$5,000. Following a brief discussion, Director Rudnick *moved* to approve the repairs for an approximate cost of \$5,000. As it was now 9 p.m. Director Kamradt departed from the meeting.
  - **B.** Water operations: As water operations have been generally calm, there was no discussion, so as to leave additional time for the remaining Agenda items.
  - C. Water Rights: President Pinto gave a brief summary of the most recent TAC meeting and the draft report required to review the possibility of significantly increasing the District's water storage. The report studied the District's water storage sites and determined that it would be not be possible to construct a storage facility larger than 500,000 gallons while maintaining the required zoning setbacks for structures. As this would not provide a reasonable reduction of pumping needs, during the dry season, the report recommended that if a new tank is installed, it should be adequate to mitigate the District's fire storage shortage and that any additional storage is not cost effective.
  - **D. Capital Improvements:** President Pinto reported on the results of the Water Capital Improvements Committee meeting to consider the extension and revision of the expiring special assessment tax measure. After considering various annual tax rates ranging from the expiring \$180 per residential parcel per year to more than \$1,000 per residential parcel, the committee finally recommended that the tax be increased to \$300 per year, and that the surcharge continue at 25%. Alternative tax methods were considered, including a tax based on a millage rate applicable to assessed property values. However, the County Counsel advises that this would be considered discriminatory and very possibly be voided by the courts. Also, it is necessary for the surcharge to be approved by the voters, as it is specifically for capital improvements and not for operations (operational costs are considered as the cost of producing a commodity and not subject to voter approval).

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- E. Recreation: Due to the lateness of the time, there was no discussion of recreational activities.
- VIII. Review of the draft minutes for the January 24, 2001 Following a brief review Director Rudnick moved to approve these minutes, providing Section VI-C is changed to read "Director Schiffries reported that N. P. S. has scheduled a Redwood Creek Watershed Study, and he is concerned that the long term activities may be delayed ......", seconded by Director Schiffries, ayes all.
- IX. Review of the draft minutes for the June 13, 2001 meeting: There was a brief discussion of these minutes and Director Schiffries *moved* to approve the minutes as written, seconded by Director Rudnick, ayes all.
- X. Next meeting date: There was a brief discussion of the need to have a general discussion meeting prior to the scheduled Public Hearing on July 18, and it was decided to have a special meeting on Wednesday, July 11, 2001 in order to discuss the details of the Public Hearing. The next regular Board meeting is set for Wednesday, July 25, 2001.

The meeting was adjourned at 10:44.

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

Erin Pinto, Board President

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Donovan Macfarlane, Secretary

### OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGULAR MEETING HELD ON WEDNESDAY, JULY 11, 2001

**Directors present:** President Pinto, Directors: Rudnick, Schiffries and Shaffer. Directors Shaffer and Kamradt had previously informed the Board that they would be out of town on this date and unable to attend the meeting.

- I. Call to order: President Pinto called the meeting to order at 7:15 p.m.
- **II. Review and consideration of the 2001 Agenda.** This is a single purpose meeting to discuss the forthcoming public hearing reviewing the proposed water capital improvements special assessment tax and the Capital Improvements Committee recommendations. No review was required.
- III. General discussion: At this point, President Pinto reviewed the recommendation of the Capital Improvements Committee to increase the special assessment tax to \$300 per year per residential parcel. There was a general accord with the reasoning and recommendation. She noted that the committee had considered numerous alternative rates ranging from the expiring \$180 to \$1,500 suggested by one of the committee members. The decision for \$300 was based on the estimated increase in income over the 4 years of \$80,000+, providing the surcharge remains at its current income level, and the consideration that this would provide for the approximate costs of the new well, the weir installation, and the needed improvements in the well house and warehouse facilities which were not included in the original Twenty Year Plan improvements to be funded.

This was followed by a lengthy discussion of the preferred thoughts for the conduct of and the information to be discussed during the Public Hearing. The G. M. mentioned several improvements and approximate costs including \$400,000 for a 200,000 gallons multi-celled water storage tank (possibly to be financed with a 50% low interest loan combined with a matching federal grant), \$36,000 for a new well with the necessary piping and electrical requirements, installation of a dedicated raw water line estimated to cost \$80,000 (providing an easement can be obtained); installation of a water treatment facility including revised chlorination methodology to replace the current in well chlorination estimated to cost \$35,000 to \$60,000 depending on its location; upgrading the existing well house and supply warehouse estimated to cost \$35,000, the weir installation required by the water permit estimated to cost \$5,000, etc.

This was followed by considerable discussion resulting in a final consensus that while these improvements might be discussed during the Public Hearing, they would not be indicated as a list of improvements to be funded strictly by the current tax measure or to be done within the next four years. The final decision was to stay general in the presentation of future improvements, and the need to maintain flexibility due to the uncertainty of the easement for the raw water line with the resulting modifications that are dependent upon its installation versus installing the improvements without the dedicated line.

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 \_\_\_\_\_\_

Erin Pinto, Board President

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Donovan Macfarlane, Secretary

Minutes\0201-07-11 special meeting

### OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS PUBLIC HEARING HELD ON WEDNESDAY, JULY 18, 2001

**Directors present:** President Pinto, Directors: Rudnick, Schiffries and Shaffer. Director Kamradt had previously informed the G. M. that she would be unable to attend tonight's meeting.

- I. Call to order: President Pinto called the meeting to order at 7:11 p. m. She then gave a brief outline of the purpose of the Pubic Hearing and called for a staff report from the General Manager.
- II. Staff Report: The General Manager informed the audience that handouts summarizing the Water Capital Improvements Income, Expenses, and completed projects for the currently expiring tax measure. Also, there is a table comparing the various water rates and taxes prevailing in Marin County. These have been placed on the community center entry counter and are available to the members of the audience. He then gave a general review of the history of the District's water operations and historical billing procedures, noting that the billing policy had not included funds for the eventual replacement of the water system facilities. He then reviewed the original Harris Study, prepared in 1988, of the District's water system and its resulting in a monthly water surcharge of \$15.00 per month per water meter to be reserved for capital improvements recommended by the study. The surcharge was replaced by a subsequent special assessment tax of \$150 per residential parcel and \$1,000 per commercial parcel which expired in 1994. The G. M. reported that all but one of the Harris Plan recommended improvements had been completed, and that the delay in the final improvement was due to a possible design change that would decrease its cost by more than 50%, if the design change recommending a dedicated raw water line becomes possible.

There was no tax in fiscal 1996-97, and the Harris Study was updated in fiscal 1995-96 with a "Twenty Year Water Capital Improvements Plan." To implement the recommendations of the "Twenty Year Plan," the District requested and the voters approved a new tax of \$180 per residential parcel and \$2,100 per commercial parcel, plus a 25% surcharge on water service bills in the general election of March 1997 enabling the surcharge in April 1997 and the special assessment tax in fiscal 1997-98 which expired at the close of the fiscal year 2000-01. The G. M. noted that when the public hearing for this tax measure was held, the "Twenty Year Plan" was reviewed and emphasized that the plan called for approximately \$1,000,000 to be raised during the twenty year life of the plan, so as to implement the needed water capital improvements and replacements. The tax measure, by California State Law, is limited to a four year life and to be extended and/or modified must be approved by a 2/3rds majority of the voting voters every four years.

The G. M. then reviewed the Water Capital Improvement Committee recommendations to enact a new tax measure increasing the special assessment tax to \$300 per residential parcel and \$2,500 per commercial parcel, while continuing the 25% consumption surcharge. He noted that the receipt of the District's Water Right's Permit requires some system changes not included in the Twenty Year Plan. Further, new studies indicate that the District's water storage facilities are some 50,000 to 65,000 short of meeting the standards set by the National Fire Underwriters Association necessitating the acceleration of upgrading the District's water storage facilities, which was not included in the Twenty Year Plan. In addition, While the Twenty Year Plan suggested a need for more complete treatment of the raw water supply to eliminate iron and manganese precipitates, and the installation of a dedicated raw water service line, these items were not included in the plan's funding. More recent studies of the District's distribution system and causes of system failures indicates that the installation of the dedicated raw water line (if an easement can be obtained) and a water treatment facility are necessary to improve the life expectancy of system improvements and general water quality. Also, the Water Rights Permit now allows the District to proceed with capital improvements such as the installation of a second supply well and well house facilities, that have been delayed until the Water Rights Permit was issued and assured the continuation of the District's well site.

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Finally, the G. M. noted that the District's water rates have not been reviewed since the Fall of 1992, and a committee is currently reviewing the rates. He informed the audience that waters operations currently owe the general fund approximately \$27,000 (final audit of the fiscal year 2000-01 is not complete). Therefore, the District's water rates not only do not provide adequate funds for normal operations, much less a reserve for capital improvements. Overall, the secured and unsecured real property taxes paid by District property owners is more than \$700,000. Of this, the District's share (approximately \$40,000 in fiscal 2000-01) is less than 6%, and those funds must provide for all District needs other than water; whereas, water income can only be used for water division expenses.

- **III. Public Participation:** With the conclusion of the Staff Report, President Pinto opened the floor to audience participation and input. Questions, and suggestions from the audience were responded to by the Directors and the G. M.. The primary residents, questions, and suggestions were:
  - A. **Residents:** Richard Kohn, Robert Jacobs, Maury Ostroff, and Walter Postle. Participation by other members of the audience generally involved questions for more detail or clarification of the questions by the named residents.
  - **B.** General Questions and suggestions: While there were various questions and suggestions, they may generally summarized as asking for more details on the planned capital improvements to be funded by the tax measure and justification of the increase from \$180 to \$300. Water rates were also discussed, with the understanding that the District's current rate structure is under review, as rates have not changed since fall of 1992 and do not include a fixed basic fee for each meter installed. There was concern that a water rate increase might affect the voters decisions. The audience was informed that continued discussion and public information communication of these conditions would be offered during the coming months and prior to the November election. A final consensus developed that more exacting details on intended improvements and information on the combined effects of possible water rate increases and the tax increase were necessary for proper public information and understanding.

The meeting was adjourned at 8:17 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

### TABLE OF CONTENTS FOR THE BOARD OF DIRECTOR'S INFORMATION PACKET FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING ON WEDNESDAY, AUGUST 29, 2001 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE. THE MEETING WILL BEGIN AT 7:00 P.M.

### DESCRIPTION

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### AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' REGULAR MEETING ON WEDNESDAY, JULY 28, 2001 TO BEGIN AT 7:00 P. M. IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

President Erin Pinto; Directors: Deborah Kamradt, Peter Rudnick, Steve Shaffer, and Matthew **Directors:** Schiffries. Spore Afor w afford C 8± m@ 8; 77

- Open the public meeting: President Pinto will open the public meeting to order. 7:24 I.
- п. Review and consideration of the August 29, 2001 Agenda. Agenda items may be deleted, postponed, continued, or changed in scheduled sequence from the posted agenda so as to accommodate the needs of the Board and the public in attendance. However, no item can be added to the Agenda, for the purpose of having the Board make a decision, except as defined below under "Public Open Time". Deb - Mat 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. Pat your mpos
- Bills to be paid. The Board will consider payment approval of the bills received requesting payment IV. during the Jule 1, 2001 through Jule 31, 2001 fiscal period. Mat - Duke all
- v. Fire Department, Emergency Disaster Committee: No report is scheduled for tonight's meeting.
- However, Chief Sward may offer a report on ongoing activities. This A. Martin Streeting. Redwood Creek Watershed Committee report: A brief report on the committee's most recent meeting will be presented. VI.
- VII. Maintenance Manager assistance: This item was deferred from the June 27, 2001 meeting for further consideration during tonight's meeting. Harvey was requested to submit a suggested job description for the position. Mail works & low the & for an examption to

VIII. Director Schiffries has requested the following items be a part of the Agenda, for discussion and Board decisions: Not ment the

Α. Strategic Planning: Board consideration of the need to implement a Strategic Planning process with a consensus of what it might include and how it might be completed.

Bdy onthem Definition of the General Manager's Responsibilities and Renewal of the General Manager's Contract. + Dlat - somp D m inter work p

- С. Funding for services of additional employees, consultants, and studies: A discussion of the need to provide funding for these considerations.
- Electronic transmittal of the Agenda and Board Packet to interested residents: This might D. be offered via e-mail or a District web page that is updated as often as possible. Volenter
- More timely priority for Agenda Item IX: "General Discussion of Board Matters and Е. Concerns."
- 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 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. Page 1 of 14 M.) will answer questions concerning these matters.

Administration The General Manager's report notes that the 2000-2001 fiscal year was completed at the end of June 2001.

- 1. The Budget: The G. M. will be available to answers questions on the District's fiscal condition and the reports contained in the Board meeting packet.
- 2. County's independent audit: Once again, the County Auditor has requested additional time prior to presenting their audit of the Districts fiscal records. He has been overloaded with higher priority County items and does not feel he can have our report completed until early October.

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

- **B.** Roads and Easements:
  - 1. Sunset Way repairs: Work is scheduled for completion in September.
  - 2. Surveys: Consideration of new proposals for the plan and profile survey of Sunset Way.
  - 3. Right of way encroachments: The Board has not established an enforcement procedure for mitigation of encroachments requiring correction, such as hedges overlapping the roadway surface. The Board is requested to develop a policy of enforcement.
  - 4. **Pacific Way Repairs:** These repairs are under way and should be completed by the meeting date. However, initial field work has necessitated increasing the amount of work required to mitigate the problem.
- C. Water Operations: The G. M. will be available to answer any questions that may be asked concerning water operations.
- **D.** Water Rights: President Pinto will offer a report on the August 17, 2001 TAC meeting and the suggestions for qualified relief for conservation effective irrigation.
- **E. Capital Improvements:** The scheduled **Capital Improvements** Committee meeting was canceled and no action is scheduled..
- F. Recreation: There are no specific items planned for discussion during this meeting. However, if time is available, a general discussion of recreational concerns is anticipated.
- 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.

### **PUBLIC INPUT**

Old business: The public may request further consideration, clarification, or modification of business items previously considered and acted upon by the Board. The public must reference the 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. Comments are subject to the time and content limitations outlined above.

- General Discussion of Board Matters and Concerns: The Board will discuss general matters and XI. 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.
- Review of the draft minutes for the July 25, 2001 Board meeting. Stripter All XII.

XIII. Next meeting date: The fourth Wednesday in September is September 26, 2001.

### ADJOURNMENT OR CONTINUATION

### MUIR BEACH COMMUNITY SERVICES DISTRICT GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS FOR THE BOARD OF DIRECTORS MEETING ON JUNE 13, 2001

- A ADMINISTRATION: The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.06
  - 1 The Budget: There are two pleasant surprises for the new budget (1) A refund of \$9,635 in ERAF allocation and success in closing the F. E. M. A. 1998 grant with receipt of \$2,887. Combined these two additions increase available funds for 2001-2002 by more than \$12,000.
  - 2 County independent audit: In anticipation of scheduling the County's audit report, Victor informed me that he has once again been pulled off to complete higher priority County items. As a consequence, he requested that the report not be scheduled until our October meeting.

#### **B** Roads and Easements:

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- 1 Sunset Way repair completion: This work is now scheduled for completion in September.
- 2 Plan and profile of Sunset Way: We have finally received a proposal for this work that compares with the Pacific Way (adjusted for increased work) plan and profile. Meridian Surveying, who submitted the low proposal for the well site survey and Frank Valley Road property location (contract awarded for a total of \$8,10) for the two projects), submitted a proposal of \$11,000 for the Sunset Way plan and profile. I recommend that we award this contract, subject to their satisfactory completion of the well site and Frank Valley Road project. We received other Sunset Way proposals in the amounts of \$24,500, \$25,200, \$23,600, \$25,300, and 14,500. All proposals required a retainer in the amount of 50% of the proposal price.
- 3 **Right of Way encroachments:** The two encroachments that have been discussed during the past several meetings have been adequately mitigated.

We have a new problem on Sunset Way involving the growth of an extensive hedge overlapping the pavement. I have taken pictures of this and will write a letter to the property owners. However, there is no established policy to serve as a guideline for this. Generally, the district has trimmed minor conditions of plant growth, but this is far more extensive and due to the amount of pruning required it may result in severe damage to the shrubs and possibly their death. I suggest that the Board establish a policy of notification directing the property owner to mitigate the encroachment within 60 days. In the event they do not or plead non responsibility, the Board can (1) Possibly do the trimming and bill the adjacent owner, (2) remove the shrubs and possibly bill the adjacent owner. or develop an alternative policy for such matters.

C WATER OPERATIONS: In general, water operations have been quiet in so far as water quality problems and there have been no significant distribution system leaks. The automatic control valve for the upper tank has failed and we are seeking prices for its replacement.

Coliform tests taken during July were free of bacteria.

Gross water billing for the 6/23 through 7/23/2001 billing period was \$6,077.67 including \$83.64 in late payment penalties and \$4.68 in interest charges. The same billing period for the previous fiscal year totaled \$5,650.56 including late payment and interest charges. The 7.6 increase indicates that the warm weather is effecting consumption. The good news is that total water production for the month was down this year versus last year with 2001 being 1,122,671 gallons versus 2000 being 1,228,580 gallons. The monthly consumption surcharge for this period totaled \$1,511.95

The table below tabulates the water production for the period June 23 to July 23, 2001.

Total volume of water measured through the master meter =	1,122,617 gallons
Average daily pumping rate =	37,421 gallons
Highest pumping day was on 07/01/01 and volume pumped = Note: This resulted from an equipment failure and corrective action was taken reducing pumping hours to assure reduced pumping volume within the permit.	64,860 gallons
Lowest pumping day was on 07/09/01 and volume pumped =	21,890 gallons
Total volume billed through service meters =	1,041,736 gallons
Gross unaccounted for water loss =	80,881 gallons
Estimated un-metered maintenance use = Repairs for equipment.	15,500 gallons
Net unaccounted for water loss (5.82%)	65,381 gallons
Average daily customer consumption per meter =	236 gallons
Average service billing =	\$39.87

**Conservation notice issued:** With the invoices issued for the June 23 through July 23 water billing all customers were notified that the water permit terms requiring conservation have been activated and that outside irrigation and other **non** essential outside uses of water are prohibited. Reduced pumping volumes recorded thus far indicate that the conservation notice has been effective and consumption rates are declining.

Water Rights: President Pinto will offer a summary report on the TAC meeting held on Friday, August 18, 2001. There was a general agreement that conservative water users, practicing prudent irrigation methods such as "drip irrigation" or hand watering of potted plants, should be given some leeway to preserve their gardens and plants, providing it does not result in increased consumption.

It was suggested that residences using the median District consumption or less should be allowed some tolerance, as long as they don't exceed the median. The average median monthly consumption in the District for 2000-2001 was 585 cubic feet per month = 4,381 gallons per month. However, there is some additional thought that should be given to the number of occupants in a household, e.g. the average California household has 3.25 people and using the median this is 180 cubic feet per person per month = 1,346 gallons per person per month which is substantially below the state average of 2,250 per person per month.

The 40,000 gallons per day maximum pumping permitted is intended to include 10% for water losses and system failures, with a net 36,000 per day for consumption. DWR uses average daily consumption of 75 gallons per day. If this is reduced by 25% for conservation, to 56.25 gpd or 1,688 per month = 5,484 gallons per average household = 733 cubic feet per month per household would seem a reasonable quantity to serve as the control point. I.e. Prudent irrigation of plants providing you do not use more than a total of 733 cubic feet per month per household.

This is a policy decision that the Board needs to develop, along with reasonable enforcement methods and procedures. I will bring some legal opinions for consideration during the meeting.

Water Capital Improvements: As soon as the survey of the well site is completed, the Capital Improvements Committee can consider needed capital improvements and a new well, Until that time, all improvements are on hold.

This completes the General Manager's Report.

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

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	USE			
VENDER NAME	CODE	DESCRIPTION	FUND	AMOUNT
	CAPITAL IMPRO	VEMENT EXPENSES		
Marin Independent Journal	2049	Public hearing advertizement	8	84.64
Office Max	2049	Storage report reproduction	P	30.36
S. N. Potter insurance	2059	General llability insurance	В	165.00
		TOTAL CAPITAL IMPROVEMEN	T EXPENSES	\$280.00

#### ADMINISTRATION EXPENSES, DIVISION CODE 9236

		TOTAL CRAE	VOTNOCO	A4 562 24
Pacific Beli	2534	707-643-1143 paid this month	В	31.03
Pacific Beli	2534	415-388-7804 paid this month	В	23.68
Cingular	2534	Cell phone paid this month (2 months)	8	121.80
ABC Consultants, Inc.	2479	Travel allowance paid for last month	В	256.75
Office Max	2137	Printer toner	Р	69.63
Office Max	2133	File folders, etc.	Р	66. <b>9</b> 1
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	500.00
S. N. Potter Insurance	2059	General liability insurance	B	459.00
Office Max	2049	Meetng packet duplication	P	34.51

TOTAL G&A EXPENSES = \$1,563.31

#### FIRE DIVISION EXPENSES, DIVISION CODE 9240

S. N. Potter Insurance	2059	General liability & truck insurance	B	1,659.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	8	225.00
Pacific Bell	4827	Fire station phone paid this month	8	77.00
		TOTAL FIRE E	XPENSES =	\$1,961.00

#### **RECREATION EXPENSES, DIVISION CODE 9239**

Harvey Peanman	1028	Maint. manager wages paid this month	C	75.36
Salvador Gonzales	1073	Extra Hire wages paid this month	С	103.34
Juana Gonzaies	1077	Janitorial wages paid this month	С	145.34
Sate Compensation Fund	1701	Work Comp insurance 3rd quater	В	103.67
S. N. Potter Insurance	2059	General liability & building insurance	8	500.00
ABC Consultants, inc.	2117	Administrative fees paid this month	8	500.00
U.S.P.O.	2133	Postage	Ρ	34.00
Shoreline Disposal	2259	Garbage collection thru September	В	113.79
Pacific Beli	2534	Community Center pay phone paid this month	В	53.78
Pacific Gas & Electric	2535	Community Center electric paid this month	В	63.25
Costco	2041Bi	Butter pads for Bistri	P	11.99
Lonna Richmond	2041BI	Bistro wages paid this month	C	145.33
Nancy Knox	20418	Bistro pastries purchased this month	Р	12.50
Whole Foods	2041BI	Misc. Bistro supplies purchased this month	P	8.66
		TOTAL DEODEATION EVEN	NOCO	£1 074 04

TOTAL RECREATION EXPENSES = \$1,871.01

#### ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

S. N. Potter Insurance	2059	General liability & insurance	В	217.00	
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	500.00	
		TOTAL R&E EX	PENSES =	\$217.00	

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

#### WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. manager wages paid this month	_C	970.19
Harvey Pearlman	1506	Mediacla allowance paid this month	8	203.25
P. E. R. S.	1509	Health Insurance	B	418.29
State Compensation fnd	1701	3rd Quarter Work Comp Insurance	B	808.52
Marin County Health Department	2058	Annual permit fee	C	1,575.00
S, N. Potter Insurance	2059	General liability & insurance	B	750.00
Home Depot	2077	Misc. small replar fittiings	В	47.93
J. L. Wingert CO.	2077	Replace chlorine pump with new pump	В	799.10
Pace Supply	2077	Water meters, boxes, lids, etc.	В	1,083.47
Narub Colunty Laboratory	2115	Coliforrm tests in June	B	30.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	800.00
ABC Consultants, Inc.	2117	Clerical fees paid this month	B	850.00
Costco	2121	Paper towels, rags, JRT refills, etc for cleanup	8	56.78
Public Storage	2121	File Storage July & August	8	96.00
Harvey Pearlman	2130	Shpping costs for chlorine pump	B	35.02
USPO	2130	Postage	P	54.40
Office Depot	2133	File folders, etc.	P	24.07
Harvey Pearlman	2479	Travel allowance paid this month	B	96.75
Pacific Bell	2534	Upper tank phone relay paid this month	B	58.39
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	B	441.35
		TOTAL WATER EXPE	ENSES =	\$9,198.51

#### SECURITY DEPOSIT TRUST FUND TRANSACTIONS

			· · · · · · · · · · · · · · · · · · ·
Mr & Mrs Adair	9255R Refund rental security deposit, partial	В	365.00
Laren Roeper	9255R Refund rental security deposit	8	250.00
			\$615.00

C = Paid thru County depositories	TOTAL CAPITAL IMPROVEMENT EXPENSES = TOTAL GENERAL FUND EXPENSES = TAL CHECKS ISSUED FROM TRUST FUNDS = TOTAL OF ALL CHECKS ISSUED =	\$280.00 14,810.83 <u>615.00</u> \$16,320.83
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The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on

the \_\_\_\_\_ day of \_\_\_\_\_ 2001.

#### MUIR BEACH COMMUNITY SERVICES DISTRICT

Donovan Macfariane, Secretary

President

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08/22/01 Accrual Basis

### Muir Beach Community Services District 2001-2002 Balance Sheet

As of July 31, 2001

	Jui 31, 01
ASSETS	
Current Assets	
Checking/Savings Fund 428, County Generai Fund Fund 429, County investment Fun	33,887.31
Capital Improvements	136,233.67
General investments	57,953.69
Total Fund 429, County Investment Fun	194,187.36
Petty Cash Fund Salomon Smith Barney	-492.13
Fire Station Reserve	12,258.04
General Funds	57,923,63
Rental deposit trust	1,150.00
Shaffer CaiPers Trust	709.73
Water Security Deposit Trust	5,100.00
Total Salomon Smith Barney	77,141.40
Total Checking/Savings	304,723.94
Accounts Receivable Receivables	1 <b>5,820</b> .81
Total Accounts Receivable	15,820.81
Total Current Assets	320,544.75
TOTAL ASSETS	<b>320,544</b> .75
LIABILITIES & EQUITY Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	1,150.00
W9025RD, Security deposits	5,100.00
Total Other Current Liabilities	6,250.00
Total Current Liabilities	6,250.00
Total Liabilities	6,250.00
Equity	
Retained Earnings	318,190.08
Net Income	-3,895.33
Total Equity	314,294.75
TOTAL LIABILITIES & EQUITY	320,544.75

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### 6:06 PM 08/22/01 Accrual Basis

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### Muir Beach Community Services District 2001-2002 Year to Date Income and Expense Summary

July 2001

	Jul 01
Income	
Administrative Income	205.18
<b>Recreational Activities Income</b>	1,377.84
Water Capital Improvements Inco	3,831.27
Water Operations Income	6,077.67
Total Income	11,491.96
Expense	
Administrative Expenses	1,563.31
Fire Operational Expenses	1,961.00
Recreational Expenses	1,870.92
Roads & Easements Expenses	717.00
Water Capital Improve'ts Exp.	280.00
Water Operating Expenses	8,995.06
Total Expense	15,387.29
Net Income	-3,895.33

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08/22/01 Accrual Basis

### Muir Beach Community Services District 2001-2002 INCOME VERSUS EXPENSES

Juły 2001

	Jul 01
Income	
Administrative Income A9001, General Tax Income A9772, Copier Income	181. <b>18</b> 2 <b>4.00</b>
Total Administrative Income	205.18
Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income.	1,240.00
R9811BI, Bistro Income R9811TC, Tai Chi Income	115.34 22.50
Total R9811, Rec. Programs Income.	137.84
Total Recreational Activities Income	1,377.84
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income	47.43
H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	1,481.95 30.00
Totai H9031, Water Surcharge Income	1,511.95
H9377, Interest Earnings H9377C, Cap. Imp. Interest H9377G, Gen. Inv. Interest	1,784.05 487.84
Total H9377, Interest Earnings	2,271.89
Total Water Capital Improvements Inco	3,831.27
Water Operations Income W9025, Water Service Income	5,001.21
W9025int., Overdue bill Interst	4.68
W9025LP, Late pay penalty	83.64
W9025, Water Service Income - Other	5,989.35
Total W9025, Water Service Income	6,077.57
Total Water Operations Income	6,077.67
Total Income	11 <b>,491.9</b> 6
Expense Administrative Expenses	
A2049, Conf., Mtgs. & Dues	34.51
A2059, P & L insurance	459.00
A2117, Consulting Admin. Fees	500.00
A2133, Office Supplies	66.91
A2137, Copier Maint. Expenses A2479, Travel Expenses	69.63 256.75
A2534, Telephone/Communications	176.51
Total Administrative Expenses	1,563.31
Fire Operational Expenses	
F2059, P & L insurance	1,659.00
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	77.00
Total Fire Operational Expenses	1,961.00
Recreational Expenses R1028, Maint. Mgr. Wages	70.00
R1073, Janitorial wages	70.00 231.00
R1404, FICA	33.37
R1701, Work Comp insurance	103.67
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	168.15 F
Total R2041, Rec. Program Expenses	168.15

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08/22/01 Accrual Basis

### Muir Beach Community Services District 2001-2002 INCOME VERSUS EXPENSES

July 2001

	Jul 01
R2059, P & L Insurance	500.00
R2117, Administrative Expenses	500.00
R2133, Office Supplies & Stamps	34.00
R2259, Refuse Removal	113.70
R2534, Pay Telephone Expense	53.78
R2535, Energy Expenses	63.25
Total Recreational Expenses	1,870.92
Roads & Easements Expenses	
E2059, P & L Insurance	217.00
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	717.00
Water Capital Improve'ts Exp.	
H2049 Meeting & Hearing expense	115.00
H2059, P & L Insurance	165.00
Totai Water Capital Improve'ts Exp.	280. <b>00</b>
Water Operating Expenses	
W1028, Maint. Mgr. Wages	901.25
W1404, FICA	422.59
W1506, Medical benefits	
W1506CPHvy	203.25
W1506CPSh	215.04
W1506, Medical benefits - Other	0.00
Total W1506, Medical benefits	418.29
W1701, Work. Comp.Insurance	454.87
W2058, Annual Permit Fee	1,575.00
W2059, P & L Insurance	750.00
W2077, Routine Repairs	1,965.90
W2115, Chemicals I Testing	30.00
W2117, Adminsitrative Fees	1,650.00
W2121, Miscellaneous Expenses	117.38
W2130, Postage & Shipping	89.42
W2133, Office Supplies	24.07
W2479, Travel allowance	96.75
W2534, Telephone Relay Expense	58.19
W2535, Electrical Service	441.35
Totai Water Operating Expenses	8,995.06
Total Expense	15,387.29
Net income	-3,895.33

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### OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGULAR MEETING HELD ON WEDNESDAY, JULY 25, 2001

**Directors present:** President Pinto, Directors: Rudnick, Schiffries and Shaffer. Director Kamradt had previously informed the Board that she would be out of town on this date and unable to attend the meeting.

- I. Call to order: President Pinto called the meeting to order at 7:24 p. m.
- II. Review and consideration of the July 25, 2001 Agenda. There was a brief discussion of the Agenda. Director Schiffries *moved* to approve the Agenda as written, seconded by Director Shaffer, ayes all.
- III. National Park Service: Ranger Pat Reichel gave a brief report on NPS activities.
- IV. 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 \$7,868.50 in general fund expenditures and \$47.54 in Capital Improvement expenditures for a total of \$7,916.04; seconded by Director Rudnick; ayes all.
- V. Fire Department, emergency disaster committee: Chief Sward reported that the District has been approved for \$8,300 in West Marin Grant funds. Also, he reviewed the possibility of a new grant that offers funds for wildland fire prevention measures and equipment. The program may have applicability to improve the District's roads and easements. This is a recurring grant, offering future applications as well as current applications. This year, there is several million dollars in available funds and all departments with wildlands are encouraged to submit grant requests. He is preparing several requests and suggests that if the G. M. has time he should also submit requests. The G. M. noted that he would do so, and that as the District is the legal agency for such requests, the submissions should be through the District. All agreed to this procedure.
- VI. Redwood Creek Watershed Committee: there has been no meeting since the last Board meeting and no report was offered.
- VII. Adoption of Ordinance No 2001-07-25-1: There was a lengthy discussion concerning the special tax measure, with active audience participation. The G. M.'s list of near term needed improvements was of particular interest and attending residents suggested that these details were essential in gaining community support.

The subject of water service charges was also discussed, and the need for the community to know how water rates may change was also considered as an important factor in approval of the increased tax rate.

Resident Richard Kohn expressed dissatisfaction with the of \$2,500 on commercial property which is a 13.6% increase versus the residential increase of 66.67%. He expressed an opinion that this was an inequitable difference. Following a brief discussion, Director Shaffer moved to increase the commercial tax to \$3,250 (a 47.7% increase) and with that change to approve the adoption of Ordinance 2001-07-25-1, seconded by Director Rudnick, ayes all.

VIII. Adoption of Resolution 2001-07-25-1: Director Shaffer moved to adopt this Resolution as submitted, seconded by Director Schiffries, ayes all. Page 12 of 14

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IX. Maintenance Manager Assistance: There was a short conversation concerning the need to have a person who could fill in for Harvey and also be skilled in carpentry to do some of the structural maintenance needed that Harvey does not have time to do. The Board suggested that Harvey draft a job description for this position and submit it to the Board for their consideration during the next Board meeting.

### X. General Manager's Report:

- A. Administration:
  - 1. **Budget:** Director Schiffries asked some questions concerning the budget report, and clarification line items such as Water surcharge other. The G. M. noted that this refers to the non District property monthly surcharge of \$15 per month for properties such as the NPS Ranger's housing and the dairy. The odd amount indicates a clerical error that is resolved following each month's book closing.

Director Schiffries then offered comments concerning the increased work load placed upon the G. M. and the pending overload resulting in delay of things getting done. He suggested that, without reducing the G. M.'s compensation, it would behoove the District and the G. M. to find some method of funding duties that are taking the G. M.'s time, but do not require his expertise. The G. M. indicated that he too is tired of the increasing work load and lack of time to do more productive things such as seeking grant funds, etc. However, he noted the District's limited income and the difficulty of having work done by various people in various locations. He suggested that it might be possible to have a billing agency do the water billing, but that this was complicated in that this is an area of principal contact with the residents. Following considerable additional discussion, this matter was deferred for further discussion during the next Board meeting.

- 2. Budget for Fiscal Year 2001-2002. There was a lengthy discussion of various provision in this budget, with the Director Schiffries recommending the following changes:
  - a. The West Marin Grant be listed as \$8,300.
    - Roads and Easements Repairs (2077) be increased to \$20,000.
  - c. Water service billing be increased to \$62,000 and that should be the goal of the committee reviewing the District's water rates.

This was followed by a general discussion, with Director Rudnick objecting to the \$20,000 change in Roads and Easements. Finally, Director Shaffer *moved* to approve the Budget for Fiscal 2001-2002, including the \$8,300 in West Marin funds and \$62,000 in water service billing, seconded by Director Rudnick, ayes Pinto, Rudnick, Shaffer, nays Schiffries. The budget was adopted as revised with 3 ayes and 1 nay.

B. Roads and Easements: The G. M. noted that we have received two proposal for the plan and profile of Sunset Way and a proposal for the survey of the District well site and Frank Valley Road unused property's general location. He noted that the well site and unused property surveys totaled less than \$10,000, but that the Sunset Way proposals were more than \$20,000. Also, there has been a request for a time extension on the Sunset Way RFP's. The G. M. recommended approval of the surveys of the well site and general location of the unused property. Following a brief discussion Director Shaffer *moved* to approve the G. M.'s recommendation for awarding the well site and unused property survey work for a total of less than \$10,000, seconded by Director Rudnick, ayes all.

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- XI. Review of the draft minutes for the June 27, 2001 Board meeting Following a brief review Director Shaffer *moved* to approve the minutes as submitted, seconded by Director Schiffries, ayes all.
- XII. Review of the draft minutes for the July 11, 2001 Board meeting Following a brief review Director Schiffries *moved* to approve the minutes as submitted, seconded by Director Shaffer, ayes all.
- XIII. Review of the draft minutes for the July 18, 2001 Public Hearing Following a brief review Director Shaffer *moved* to approve the minutes as submitted, seconded by Director Rudnick, ayes all.
- XIV. Next meeting date: Following a brief discussion the next meeting date was confirmed for Wednesday, August 22, 2001.

The meeting was adjourned at 11:02 P.M.

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

Erin Pinto, Board President

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Donovan Macfarlane, Secretary

Donovan

### TABLE OF CONTENTS FOR THE BOARD OF DIRECTOR'S INFORMATION PACKET FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING ON WEDNESDAY, SEPTEMBER 26, 2001 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE. THE MEETING WILL BEGIN AT 7:00 P.M.

E's 1

DESCRIPTION	PAGES

Agenda for the Meeting	- 2
General Manager's Report to the Board (a continuation and	
integral part of the Agenda)	- 4
Bills to be Paid Report for 6/01/01 through 6/30/01	. 5
District Fiscal Consolidated Balance Sheet as of June 30, 2001	. 6
Year to Date Income and Expense Summary	. 7
Monthly Profit and Loss report for June 2001	- 9
Profit & Loss Budget Versus Actual, year to date	13
Draft Minutes of the August 29, 2001 Board Meeting 14 -	15

Institute for fishire's resurch. Sudementation strang - Mar G Trying topt together a bust practice policy-

Write a little re inforcement top 20 - talk to top 5 Approdut - The Permit

### AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' REGULAR MEETING ON WEDNESDAY, SEPTEMBER 26, 2001 TO BEGIN AT 7:00 P. M. IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

- Directors: President Erin Pinto; Directors: Deborah Kamradt, Peter Rudnick, Steve Shaffer, and Matthew Schiffries.
- I. Open the public meeting: President Pinto will call the public meeting to order and turn the chair over to incoming President Kamradt. At this time, Director Pinto's resignation becomes effective and she will leave the directors table. 7:10 Bresident k rec & unfold hours
  - Review and consideration of the September 26, 2001 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".
     MPS any fin Stove Motto
     National Park Service: Representatives from the National Park Service (N. P. S.) will offer
- 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. Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the August 1, 2001 through August 31, 2001 fiscal period.

   Math
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- N<sub>4</sub>+1, Steve
   V. Fire Department, Emergency Disaster Committee: No report is scheduled for tonight's meeting. However, Chief Sward may offer a report on ongoing activities. 2012, for labor, 'rentel, app'of fir add 2012, buy Chip. - base 5% to Marin.

Redwood Creek Watershed Committee report: A brief report on the committee's most recent meeting will be presented. Matin, can celes - Blue lively all watership committee in Marin - Mar lo is applating Control lan, sustainship, committee in General Manager's Report: The General Manager's written report includes a review of administrative

General Manager's Report: The General Manager's written report includes a review of administrative and operational matters. The report is attached to and 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 answer questions concerning these matters.

A. Administration The General Manager will be available to answers questions on the District's fiscal condition and the reports contained in the Board meeting packet.
See P5 3 planninς

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

- **B.** Roads and Easements: The Sunset Way repairs: have been completed and there are no pressing roads and Easement operational items, until the Roads and Easements Committee submits its recommendations to the Board. Stove, Tight Access and well.
- C. Water Operations: The G. M. will be available to answer any questions that may be asked concerning water operations.
- D. Water Rights: The Technical Advisory Committee has requested that the District comply with the water right permit terms in enforcing the restrictions on irrigation and outside use of water. The TAC has also requested several specific modifications, revisions and deletions of the Draft Report evaluating the water permit requirement to study additional water storage facilities and alternative water sources. TAC ncp. Crin.

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foture Marin On

- E. Capital Improvements: The well site survey is in process and should be completed prior to the end of the month.
- F. Recreation: A request has been made that the District consider the retention of a part time recreational/community center manager to develop, coordinate and promote recreational programs, activities and increased use of the community center. Met Mars Quittee to submit inlas
- G. 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.
- VIII. 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.

items, and non-repetitive supporting information. 1 Kathy - Calmuts have been built. 2 Fin Dept - will charge died bolt. 3. Elenore posses avan long 30 PUBLICINPUT & LHill ; Stumberh -

Old business: The public may request further consideration, clarification, or modification of business items previously considered and acted upon by the Board. The public must reference the 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.

Sture, draft Murray.

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. Comments are subject to the time and content limitations outlined above.

- IX. Review of the draft minutes for the August 29, 2001 Board meeting. Stove Pitter -
- X. Next meeting date: The fourth Wednesday in October is October 24,2001. There is a 5<sup>th</sup> Wednesday in October on the 31<sup>st</sup>.

ADJOURNMENT OR CONTINUATION 11:03

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C.C. 1. If come Beach to hire. 2. The projects and contract out 3. Combinition of 2 Mile Moor - gen intraction Dane Ellest - not in prite & do work, ## Bray possibly internation.

Deb Hoy - who & Tah 1/2 of Hoy - that he doisn't want & do. Me: Mich, not long ton

### MUIR BEACH COMMUNITY SERVICES DISTRICT GENERAL MANAGER'S REPORT TO THE BOARD OF DIRECTORS FOR THE BOARD OF DIRECTORS MEETING ON JUNE 13, 2001

- A ADMINISTRATION: The following administrative activities are reviewed for the Board's general information, consideration, and where applicable, action.06
  - 1 The Budget: With the close of August, the fiscal year is 17 percent completed. Review of the operational budget report for the year to date indicates that the income and expenses are within the budget parameters for this stage of the fiscal year.
  - 2 Long term planning: As a result of discussions during the previous Board meeting there is a need to begin discussions on the Board's desired policies and guidelines for development of a long term plan for District improvements and the financing of improvements. Prior to the G. M.'s development of a basic outline, the Board's input is needed.
- B Roads and Easements: The Sunset Way and Pacific Way repairs are now complete. It is suggested that prior to any additional significant repairs of the deteriorating pavement on Sunset Way, that the plan and profile survey be authorized and a long term plan for either incremental or full restoration be considered. Further, the pedestrian trail in the Seacape parkland is in need of substantial improvement, and most of the stairs in the pedestrian way from Sunset to Pacific Way, south of the community center have declined to a marginal safe condition. This is also the situation for the log stairs for the entry to the community center, and the concrete walk requires substantial repair. The budget has provided \$20,000 for special projects, such as these. However, the methods for improvements should be considered by the Board and plans possibly developed for an open bid process.
- C WATER OPERATIONS: In general, water operations have been quiet in so far as water quality problems and there have been no significant distribution system leaks. A service line leak was repaired (District side)

Coliform tests taken during August were free of bacteria.

Gross water billing for the 7 23 through 8/23/2001 billing period was \$5,500.76 including \$133.58 in late payment penalties and \$3.51 in interest charges. The monthly consumption surcharge for this period totaled \$1,368.92.

Total volume of water measured through the master meter =	1,019,737 gallons
Average daily pumping rate	32,895 gallons
Highest pumping day was on 08/09/01 and volume pumped =	42,074 gallons
Lowest pumping day was on 07/24/01 and volume pumped =	17,513 gallons
Total volume billed through service meters =	931,442 gallons
Gross unaccounted for water loss =	88,295 gallons
Estimated un-metered maintenance use = Water leak repaired	20,000 gallons
Net unaccounted for water loss (5.78%)	68,285 gallons
Average daily customer consumption per meter =	204 gallons
Average service billing =	\$36.02

### The table below tabulates the water production for the period July 23 to August 23, 2001.

- D Water rate committee: With the resignation of Director Pinto, I suggest that if she is willing, she be an added resident to this committee and that an initial meeting be scheduled as soon as possible.
- **E** Water Rights: A copy of the preliminary minutes of the most recent TAC meeting have been forwarded to the Board. There are several requests that require Board consideration including:

- 1 The TAC feels the report on additional storage and alternative water supply sources should be modified to permit the implementation of additional storage and alternative water sources if outside funding is available. The report currently stipulates that these items are beyond the fiscal ability of the District and not cost efficient.
- 2 The NPS has indicated an interest in possible land exchanges for relocation of the well site. A tour of the area, with the G. M., is to be scheduled next week for preliminary consideration. They have also indicated that with the current very dry year, the drilling of test wells at this time would provide significant information on the possible reliability of a different well site.
- 3 The TAC is also very concerned that the Board needs to establish an enforcement policy in regards to water conservation and the limitations required by the water right permit. As a suggestion to the Board, the following guidelines might be considered:
  - a For the fiscal year 2000 2001, the per meter consumption statistics are
    - (1) Average monthly consumption per meter = 5,648 gallons = 755 cubic feet (cf)
    - (2) Average median monthly consumption per meter = 4,295 gallons = 574 cf.
    - (3) The statewide average monthly consumption per meter = 7,300 gallons = 976 cf
  - b As it is the large use consumers that are of most concern, and in the District those users are normally the top 25 consumers, or the top 17 percent, these consumers might be placed on notice to conserve, with a requirement that they reduce consumption by some percentage based on the average annual monthly median consumption.
  - c I will consult with the county attorney, prior to the meeting if possible, to investigate possible billing penalties for enforcement, based on consumption.
- F Water Capital Improvements: There are several pressing items concerning water capital improvements:
  - 1 Valve and hydrant replacement: The Board has previously approved funding for the repair and upgrading of the defective gate valves at the intersection of the Sunset Way main and the distribution main from the lower tank. Due to higher priority items, the plans and specifications for these repairs have not been completed and bid proposals requested. The plans will be completed and bids requested in time for consideration during the November Board meeting. There is inadequate time for the bid process to be completed for the October meeting.
  - 2 Well site survey: The well site survey is in process, and may be completed in time for a verbal presentation during the meeting. However, due to the difficulty of the survey and lack of existing control points, the final survey documents and drawing may require more time.
  - 3 Special assessment tax: The county assessor's office has notified me that the initial tax bills will not include the new tax and that no District special assessment tax will listed on the initial tax bill. The legal opinion is that the tax cannot be added prior to the vote in November. However, providing the tax measure is approved, all work to issue a revised tax bill has been completed and the special assessment tax will be sent to property owners in a revised tax billing. As an additional factor, the authority for existing monthly consumption surcharge expires at the end of October, unless the tax measure is approved in the November election.
- G Recreation: There has been a request that the Board consider retaining a part time recreational director to develop recreational programs and coordinate the recreational activities. The G. M. suggested this possibility to the Board some time ago, and concurs with this request. I feel that properly handled, a recreational director could improve the income and use of the center to a point of self sufficiency, though it will require some time to reach this point of use and income.

THIS CONCLUDES THE GENERAL MANAGER'S REPORT

Page 4 of 15

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

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
		ITAL IMPROVEMENT EXPENSES		
Office Max	2049	TAC Meeting reports	P	38.2
		WATER CAPITAL IMPROVEMENT EXI	'ENSES #	\$38.2
		ON EXPENSES, DIVISION CODE 9236	•	
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
USPO	2130	Stamps	P	20.4
Staples		Colored paper, binders, etc.	P	77.0
Office Depot		Printer toner cartridge	P	69.6
ABC Consultants, Inc.	2479	Travel allowance paid for last month	8	273.2
AT&T		707-643-1143 toli calls	B	120
AT&T	2534	415-388-7804 toli calis	B	15.3
Cingular	2534	Cell phone paid this month	8	93.3
Pacific Bell	2534	415-388-7804 paid this month TOTAL GAA EXI	8	<u>i 26.4</u> : \$1.117.4
	FIRE DIVISIO	NEXPENSES, DIVISION CODE 9240		• • • • • • • •
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	225.0
Pacific Bell	_4827	Fire station phone paid this month	B	38.7
		TOTAL FIRE EXI	PENSES =	: \$263.7
	DECREATION	EXPENSES, DIVISION CODE 9239		
Harvey Pearlman		Maint, manager wages paid this month	С	84.7
Salvador Gonzales	1073	Extra Hire wages paid this month	t č	12.9
Juana Gonzales	1077	Janitorial wages paid this month	t č	145.3
Home Depot		Paint, and supplies	B	72.9
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.0
Pacific Bell	2534	Pay phone paid this month	В	53.8
Pacific Gas & Electric	2535	Community Center electric paid this month	<u>в</u>	56.4
Econoloc	4048	Building improvements, computer lock	T B	833.1
Lonna Richmond		Bistro wages paid this month	Č	96.6
Nancy Knox		Bistro pastries purchased this month	ΪŘ	20.0
Whole Foods		Misc. Bistro supplies purchased this month	Ρ	29
Whole Foods	1 204101	TOTAL RECREATION EX	1	
RO	ADS & EASEN	IENT EXPENSES, DIVISION CODE \$237		•1,0102
Harvey Pearlman		Maint. manager wages paid this month	C	
Salvador Gonzales		Extra Hire wages paid this month	C	71.0
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	500.0
		TOTAL R&E EX	PENSES =	= \$71.0
		ON EXPENSES, DIVISION CODE 9238	_	
Harvey Pearlman	1028	Maint. manager wages paid this month	C	1,1114
Salvador Gonzales	1073	Extra Hire wages paid this month	C	109.8
Harvey Pearlman	1506	Mediacal allowance paid this month	В	203.2
California Rural Water Association		Annual membership	B	195.0
Home Depot	2077	Pressure station repair parts	B	109.1
J. L. Wingert	2077	Repair reseerve chlorine pump	В	139.
Herb's pool Service	2115	Chlorine supplies	В	38.
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	.006
ABC Consultants, Inc.	2117	Clerical fees paid this month	В	850.0
American Water Works Associatio		Pipe maintenance manual	В	47.
Public Storage	2121	File storage	В	48.
Mail Boyon Cin	2121	Materia micros of line	I D	104

Pacific Bell 2534 Upper tank phone relay paid this month Pacific Gas & Electric 2535 Well & lower tank electric paid this month B = Paid thru Salomon depository

2121

2130

2133

2479

C = Paid thru County depositories P = Paid thru Petty Cash Funds

7,804.74 TOTAL GENERAL FUND EXPENSES = WATER CAPITAL IMPROVEMENT EXPENSES = 38.25 TOTAL OF ALL CHECKS ISSUED = \$7,842.99

TOTAL WATER EXPENSES =

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

\_ 2001.

the\_ \_day of \_

MUR BEACH COMMUNITY SERVICES DISTRICT

Notorize release of lien

Travel allowance paid this month

Misc. office supples

Postage

President

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Mail Boxes, Etc.

Harvey Pearlman

USPO Office Max

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Donovan Macfarlane, Secretary

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108.80

36.39

96.75

64.52

504.04

\$4,473.28

#### 10:37 AM

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09/22/01

Accrual Basis

## Muir Beach Community Services District 2001-2002 Balance Sheet As of August 31, 2001

	Aug 31, 01
ASSETS	
Current Assets	
Checking/Savings Fund 428, County General Fund	33,887.31
Fund 429, County Investment Fun	22,007-21
Capital Improvements	136,233.67
General Investments	57,953. <b>69</b>
Total Fund 429, County Investment Fun	194,187.36
Petty Cash Fund	-70.49
Salomon Smith Barney	
Fire Station Reserve General Funds	12,258.04
Rental deposit trust	64,016. <b>84</b> 2,1 <b>50.00</b>
Shaffer CalPers Trust	709.73
Water Security Deposit Trust	5,200.00
Total Salomon Smith Barney	84,334.61
Total Checking/Savings	312,338.79
Accounts Receivable Receivables	18,581.85
Total Accounts Receivable	18,581.85
Other Current Assets	-
Undeposited Funds	-3,211.37
Total Other Current Assets	-3,211.37
Total Current Assets	327,709.27
TOTAL ASSETS	327,709.27
LIABILITIES & EQUITY	
Current Liabilities Other Current Liabilities	
R9255R, Refundable deposits	900.00
W9025RD, Security deposits	5,200.00
Total Other Current Liabilities	6,100.00
Total Current Liabilities	6,100.00
Total Liabilities	6,100.00
Equity	
Retained Earnings	318,940.08
Net Income	2,669.19
Totai Equity	321,609.27
TOTAL LIABILITIES & EQUITY	327,709.27

# Muir Beach Community Services District 2001-2002 Year to Date Income and Expense Summary

10:39 AM 09/22/01 Accrual Basis

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August 2001

	Aug 01
Income	
Administrative Income	24.00
<b>Recreational Activities Income</b>	151.65
Roads & Easements Income	2,887.00
Water Capital Improvements Inco	1,371.55
Water Operations Income	5,664.41
Total Income	10,098.61
Expense	
Administrative Expenses	1,117.44
Fire Operational Expenses	263.71
Recreational Expenses	1,542.97
Roads & Easements Expenses	788.70
Water Capital Improve'ts Exp.	38.25
Water Operating Expenses	3,467.02
Total Expense	7,218.09
Net Income	2,880.52

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09/22/01

Accrual Basis

# Muir Beach Community Services District 2001-2002 INCOME VERSUS EXPENSES

August 2001

	Aug 01
Administrative Income	
A9772, Copier Income	24.00
Total Administrative Income	24.00
Recreational Activities Income R9811, Rec. Programs Income. R9811BI, Bistro Income R9811TC, Tai Chi Income	133.65 18.00
•	151.65
Total R9811, Rec. Programs income.	
Total Recreational Activities income	151.65
Roads & Easements Income E9772, Road & Esm't Income E9772F. FEMA Grant Income	2,887.00
Total E9772, Road & Esm't income	2,887.00
Total Roads & Easements Income	2,887.00
Water Capital Improvements inco H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,341.55 30.00
H9031, Water Surcharge Income - Other	
Total H9031, Water Surcharge income	1,371.55
Total Water Capital Improvements Inco	1,371.55
Water Operations Income W9025, Water Service Income W9025Int., Overdue bili interst W9025LP, Late pay penalty	3.51 133.58
W9025, Water Service Income - Other	5,363.67
Total W9025, Water Service Income	5,500.76
W9772, Miscellaneous income Water Operations Income - Other	15.00 148.65
Total Water Operations income	5,664.41
Total Income	10,098.61
Expense	
Administrative Expenses A2117, Consulting Admin. Fees	500.00
A2130, Mailing & Shipping Exp.	20.40
A2133, Office Supplies	146.62
A2479, Travel Expenses	273.24
A2534, Telephone/Communications	177.18
Total Administrative Expenses Fire Operational Expenses	1,117.44
File Operational Expenses F2117, Administrative Fees F4827, W. Marin Fund Expenses	225.00 38.71
Total Fire Operational Expenses	263.71
Recreational Expenses R2041, Rec. Program Expenses	26.55
R2041BI, Bistro Expenses	<u>26.55</u> 26.55
Total R2041, Rec. Program Expenses	
R2077, Routine Repairs R2117, Administrative Expenses	72.93 500. <b>00</b>
R2534, Pay Telephone Expense	53.88
R2535, Energy Expenses	56.46
R4048, Building Improvements	833.15
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09/22/01 Accrual Basis

# Muir Beach Community Services District 2001-2002 INCOME VERSUS EXPENSES

August 2001

	Aug 01
Total Recreational Expenses	1,542.97
Roads & Easements Expenses E2077, Road & Easement Repairs E2117, Administrative Fees	288. <b>70</b> 500.00
Total Roads & Easements Expenses	788.70
Water Capital improve'ts Exp. H2049 Meeting & Hearing expense	38.25
Totai Water Capital Improve'ts Exp.	38.25
Water Operating Expenses W1506, Medical benefits W2049, Conferences & Training W2077, Routine Repairs W2115, Chemicals I Testing W2117, Administrative Fees W2121, Miscellaneous Expenses W2130, Postage & Shipping W2133, Office Supplies W2479, Travel allowance W2534, Telephone Relay Expense W2535, Electrical Service	418.29 195.00 246.27 38.53 1,650.00 98.43 118.80 36.39 96.75 64.52 504.04
Total Water Operating Expenses	3,467.02
Total Expense	7,218.09
Net income	2,880.52

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## 09/22/01

Accruai Basis

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## Muir Beach Community Services District 2001-2002 Profit & Loss Budget vs. Actual July through August 2001

	Jul - Aug 01	Budget	\$ Over Budget	% of Budget
Income Administrative income A9001, Generai Tax income A9203, interest earned A9772, Copier income	181.18 0.00 48.00	41,592.00 2,500.00 100.00	-41,410.82 -2,500.00 -52.00	0.4% 0.0% 48.0%
Total Administrative Income	229.18	44,192.00	-43,962.82	0.5%
Fire Operations income F9377, West Marin Funds F9763, Fire Assoc. Donations	0.00	8,300.00 4,400.00	-8,300.00 -4,400.00	0.0% 0.0%
Total Fire Operations Income	0.00	12,700.00	-12,700.00	0.0%
Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs income. R9811BI, Bistro Income R9811CP, Child's Prog. Income R9811TC, Tal Chi Incoms	1,240.00 248.99 0.00 40.50	8,000.00 1,800.00 230.00 180.00	-6,760.00 -1,551.01 -230.00 -139.50	15.5% 13.8% 0.0% 22.5%
Total R9811, Rec. Programs Income.	289.49	2,210.00	-1,920.51	13.1%
Total Recreational Activities Income	1,529.49	10,210.00	-6,680.51	15.0%
Roads & Easements income E9772, Road & Esm't Income E9772F. FEMA Grant income	2,887.00			
Totai E9772, Road & Esm't Income	2,887.00			
Total Roads & Easements income	2,887.00			
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	47.43 2,823.50 60.00	30,260.00	-30,212. <del>5</del> 7 -13,440.00	0.2%
Total H9031, Water Surcharge income	2,883.50	13,500.00	-10,616.50	21.4%
H9377, interest Earnings H9377C, Cap. Imp. interest H9377G, Gen. Inv. Interest	1,784.05 487.84	2,000.00 750.00	-215.95 -262,16	89.2% 85.0%
Total H9377, Interest Earnings	2,271.89	2,750.00	-478.11	82.8%
Total Water Capital Improvemente Inco	5,202.82	46,510.00	-41,307.18	11.2%
Water Operations income W9025, Water Service income W9025int., Overdue bill interat W9025LP, Late pay penalty	8.19 217.22	100.00 1,200.00	-91.81 - <del>9</del> 82.78	8.2% 18.1%

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#### 09/22/01

Accrual Basis

## Muir Beach Community Services District 2001-2002 Profit & Loss Budget vs. Actual July through August 2001

Jul - Aug 01	Budget	\$ Over Budget	% of Budget	
11,353.02	62,000.00	-50,646.98	18.3%	
11,578.43	63,300.00	-51,721.57	18.3%	
3,699.00 148.65				
15,426.08	63,300.00	-47,873.92		24.4%
25,274.57	176, <del>9</del> 12.00	-151,637.43		14.3%
<b>04 54</b>	100.00			
		•		
	•			
			0.070	11.9%
	• • • • •			
1 659 00	1 700 00	41.00	07 69/	
	•	-		
2,224.71	12,700.00	-10,475.29		17.5%
70.00	1 851 00	1 791 00	3.9%	
	•			
	• • • •			
100.01	020.00	-210.00	02.170	
194 70	2 800 00	-2 605 30	7 0%	
0.00	200.00			
194.70	3,000.00	-2,805.30	8.5%	
500.00	500.00	0.00		
	•	-		
	11,353.02 11,578.43 3,699.00 148.65 25,274.57 34.51 459.00 1,000.00 0.00 20.40 213.53 69.63 0.00 529.99 353.69 0.00 2,680.75 1,659.00 450.00 115.71 2,224.71 70.00 231.00 33.37 103.67	11,353.02         62,000.00           11,578.43         63,300.00           3,699.00         148.65           15,426.08         63,300.00           25,274.57         176,912.00           34.51         400.00           459.00         460.00           1,000.00         6,500.00           0.00         200.00           1,000.00         6,500.00           0.00         300.00           213.53         300.00           0.00         300.00           213.53         300.00           0.00         300.00           0.00         1,762.00           213.53         300.00           0.00         1,500.00           0.00         1,500.00           0.00         1,500.00           1,659.00         1,700.00           115.71         8,300.00           2,224.71         12,700.00           70.00         1,851.00           2,31.00         1,945.00           33.37         673.00           33.37         673.00           323.00         194.70           3,000.00         500.00           0.00         500.00     <	11,353.02         62,000.00         -50,646,96           11,578.43         63,300.00         -51,721.57           3,699.00	11,353.02         62,000.00         -50,646,96         16.3%           11,578.43         63,300.00         -51,721.57         16.3%           3,699.00         148.65

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#### 09/22/01

**Accrual Basis** 

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## Muir Beach Community Services District 2001-2002 Profit & Loss Budget vs. Actual July through August 2001

Jut - Aug 01 % of Budget Budget \$ Over Budget R2259, Refuss Remeval 113.70 450.00 -336.30 25.3% R2366, Building Supplies 0.00 500.00 -500.00 0.0% R2534, Pay Telephene Expense 107.68 700.00 -592.34 15.4% R2535, Energy Expenses 119.71 1.846.00 -1.726.296.5% R4048, Building Improvements 833.15 7.000.00 -6,166.85 11.9% **Total Recreational Expenses** 3,413.89 30.851.00 -27.437.11 11.1% Roads & Eassments Expenses E1028, Maint. Mgr. wages 0.00 2,100.00 -2,100.00 0.0% E1073, Extra Hire Wages 0.00 4,000.00 -4.000.00 0.0% E1404, FICA 0.00 161.00 ~161.00 0.0% E1701, Work's, Comp. Insurance 0.00 165.00 -165.00 0.0% E2059, P & L insurance 217.00 217.00 0.00 100.0% E2077, Road & Easement Repairs 288.70 20,000.00 -19.711.30 1.4% E2117, Administrative Fees 1,000.00 6,500.00 -5.500.00 15.4% Total Roads & Essements Expenses 1,505.70 33,143.00 -31,637.30 4.5% Water Capital Improve'ts Exp. H2049 Meeting & Hearing expense 153.25 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 0.00 565.00 -565.00 0.0% H2713, Project Improvements H2713CP, System Improvements 0.00 165,00 -165.00 0.0% H2713, Project Improvements - Other 0.00 45,000.00 -45.000.00 0.0% Total H2713, Project Improvements 0.00 45.165.00 -45.165.00 0.0% H4169UT, Priority Improvements 0.00 51.000.00 -51,000.00 0.0% 318.25 Total Water Capital improve'ts Exp. 98,895.00 -98.576.75 0.3% Water Operating Expenses W1028, Maint. Mgr. Wages 901.25 16,250.00 -15,348.75 5.5% W1073, Extra Hire Wages 0.00 3.000.00 -3,000.00 0.0% W1404, FICA 422.59 1,473.00 -1.050.4128.7% W1506, Medical benefite W1508CPHvy 203.25 W1506CP8h 215.04 W1506, Medical benefits - Other 418.29 2,480.00 -2.041.71 17.0% Tetal W1906, Medical benefits 110.00 2,460.00 -1,625.42 54.0% W1701, Work, Comp.Insurance 454.87 1,600.00 -1,145.13 28.4% W2049, Conferences & Training 195.00 800.00 -605.00 24.4% W2056, Annual Permit Fee 1.575.00 1.800.00 -25.00 96.4% W2059, P & L Insurance 750.00 750.00 0.00 100.0% W2077, Routine Repairs 2,212.17 2,000.00 212.17 110.6% W2115, Chemicals I Testing 68.53 4,500.00 -4,431.47 1.5% W2117, Adminsitrative Fees 3,300.00 20,250.00 -16,950.00 16.3%

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#### 09/22/01

Accrual Basis

Same

# Mulr Beach Community Services District 2001-2002 Profit & Loss Budget vs. Actual July through August 2001

	Jul - Aug 01	Budget	\$ Over Budget	% of Budget
W2121, Miscellaneous Expenses	215.81	1,000.00	-784.19	21.6%
W2130, Postage & Shipping	208.22	1,500.00	-1,291.78	13.9%
W2133, Office Supplies	60.46	1,000.00	-939.54	6.0%
W2325, Contract Services	0.00	5,000.00	-5,000.00	0.0%
W2479, Travel allowance	193.50	1,000.00	-806.50	19.4%
W2534, Telephone Relay Expense	122.71	450.00	-327.29	27.3%
W2535, Electrical Service	945.39	6,534.00	-5,588.61	14.5%
Total Water Operating Expenses	12,462.08	71,187.00	-58,704.92	17.5%
Tetal Expense	22,605.38	269,198.00	-246,592.62	8.4%
Net income	2,669.19	-92,286.00	94,955.19	-2.9%

## OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGULAR MEETING HELD ON WEDNESDAY, AUGUST 29 2001

**Directors present:** President Pinto, Directors: Kamradt, Rudnick, Schiffries and Shaffer. Directors Rudnick and Shaffer had previously informed the G. M. that they would be late in arriving for the meeting. Director Rudnick arrived at 8:27 and Direct Shaffer arrived at 9:10.

- I. Call to order: President Pinto called the meeting to order at 7:24 p. m.
- II. Review and consideration of the August 29, 2001 Agenda. There was a brief discussion of the Agenda and Director Kamradt *moved* to approve the Agenda as submitted, seconded by Director Schiffries, ayes Kamradt, Pinto, and Schiffries.
- III. National Park Service: Park Ranger Pat Reischl reported that the dairy house had received the heat treatment for termite abatement and that it seems to have been successful. The roof is scheduled for replacement in the fall. She also reported on the following:
  - A. The peak season transportation surveys were conducted during the past two weeks.
  - B. Point Reyes is monitoring the migratory songbirds in the Redwood Creek area.
  - C. Muir Woods will be getting new restrooms and boardwalks this year.
  - D. The County is considering the addition of a culvert beneath Pacific Way to the west of the Pelican Inn to relieve the drainage. This was followed by a lengthy discussion and the need of a topographic survey to determine the location and possible effectiveness of a culvert.
- IV. 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 \$14,810.83 in general fund expenditures, \$200 in Capital Improvement expenditures and \$615 in security deposit refunds for a total of \$16,320.83 in warrants issued; seconded by Director Kamradt; ayes Kamradt, Pinto and Schiffries. all.
- V. Fire Department, emergency disaster committee: Chief Sward reported that he believes the request for grant funds to purchase a large chipper has been approved. There was a brief discussion of the West Marin Funds, with the G. M. reporting that the funds have not been transferred to the District. The documentation for the transfer has been submitted to the County, but the County has not received the funds and cannot make the transfer until they are received.
- VI. Redwood Creek Watershed Committee: Director Schiffries reported that there was no meeting.
- VII. Maintenance manager assistant: There was a lengthy discussion of Harvey's request for an assistant to relieve him of maintenance activities not involving water operations. Director Schiffries noted that he has had discussions with Michael Moore, in regards to developing a survey of the repairs needed for the community center and the possibility that Michael would consider doing them as a temporary District employee, or alternatively as suggested by the G. M. submit open competitive proposals for doing the work. The G. M. noted that the difficulty of having open bids is the need for plans and specifications, so that all conditions are equally considered.
- VIII. The following items for discussion were requested to be a part of the Agenda by Director Schiffries, and he presented the Board members with several printed report suggestions. During these discussions, Directors Rudnick and Shaffer arrived at the times above and began to participate in the meeting.

- A. Strategic planning: There was a lengthy discussion on the need for more long term planning, such as the improvement of the District roadways and pedestrian easements. It was suggested that a long term plan for the overall District needs, similar to the Water Capital Improvements Twenty Year Plan be considered. In particular, is the need to develop funding methods for improvements.
- **B.** Definition of the General Manager's Responsibilities and renewal of the contract with Associated Business and Community Services, Inc. for those services. Due to the late time, this was tabled for discussion in a later meeting; however, Director Schiffries noted that with the additional work being placed on the G. M. there should be adequate compensation.
- C. Funding of services of additional employees, consultants, and studies: There was a general discussion of this subject, including the need to seek all possible grants, possible special assessments for specific projects approved by residents, etc. No final decisions were reached and further discussion was indicated.
- **D.** Electronic transfer of the Agenda and Board Packet to interested residents: This was briefly discussed and the G. M. indicated that a possible solution might be full development of a District Web page. No decision was made and further discussion was indicated.
- E. More timely priority for Agenda Item IX, "General Discussion of Board Matters and Concerns". Following a brief discussion, a general consensus developed that this item should be considered prior to Public Open Time.
- IX. General Manager's Report: There was brief discussion of the overall report. However, due to the late time and a need to discuss several water right issues discussed during the recent TAC meeting, there was no other detailed consideration.

President Pinto reported that the water flow in Redwood Creek has declined to 0.1 cubic feet per second (cfs) and that there is considerable concern about the District efforts to enforce the water conservation requirements of the permit.

The TAC discussed the variable factors of water use by residents, with consideration that the majority of residents use less than the statewide average, and many use very minimal amounts. Further, there was some discussion of possible conservative use effective methods of irrigation by parties using less than minimal water consumption. This was followed by a lengthy Board discussion, with the difficulty of control and lack of enforcement methods. No decision was made and further discussion was indicated.

- X. Review of the draft minutes for the July 25, 2001 Following a brief review. Director Schiffries noted that the dollar value in Item X-A-2-a should be changed to \$8,500 and that Item X-A-2-b should read "Reads and Easements-Special Projects (2077) be increased to \$20,000." Director Shaffer *moved* to approve the minutes with the suggested corrections, seconded by Director Rudnick; ayes all.
- XI. Next meeting date: Following a brief discussion the next meeting date was confirmed for Wednesday, September 26, 2000.

The meeting was adjourned at 11:30 P.M.

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

Erin Pinto, Board President

Donovan Macfarlane, Secretary

Minutes\2001-09-29

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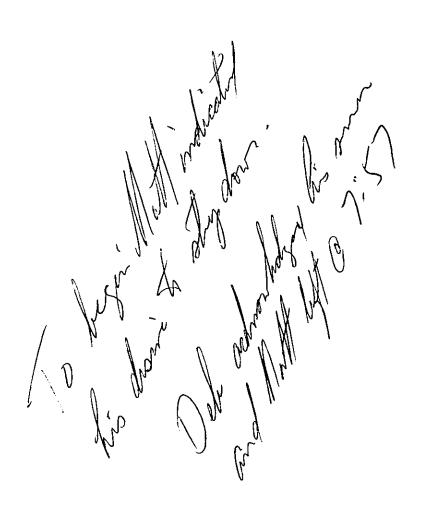
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# TABLE OF CONTENTS FOR THE BOARD OF DIRECTOR'S INFORMATION PACKET FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING ON WEDNESDAY, OCTOBER 24, 2001 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE. THE MEETING WILL BEGIN AT 7:00 P.M.

## DESCRIPTION

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### AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' REGULAR MEETING ON WEDNESDAY, OCTOBER 24, 2001 TO BEGIN AT 7:00 P. M. IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

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

Open the public meeting: President Kamradt will call the public meeting to order. 7:11

Director's appointment: The Board will appoint a new Director to fill the remaining term of resigned Director Pinto. Upon the appointment, the G. M. will administer the oath of office and the new Director will join the Board to participate in the meeting. Stove from Maury from the director will remain the meeting. The meeting for the director of the director of the director will Review and consideration of the October 24, 2001 Agenda. Agenda items may be deleted, postponed,

Review and consideration of the October 24, 2001 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".

the Board make a decision, except as defined below under "Public Open Time". Aff # 30 for # X Milling Star all 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

Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the September 1, 2001 through September 30, 2001 fiscal period.

**Emergency water conditions:** The Board will consider developing a guideline policy to activate emergency pumping conditions in the event of a system failure that results in endangering the health, safety and welfare of the Muir Beach residents.

Fire Department, Emergency Disaster Committee: It is anticipated that Chief Sward will report on the status of the Department's grant award and implementation. Chief and a splittle arrive of tother and to Solution and containing. Mile Dure The I Brow The Redwood Creek Watershed Committee report: A brief report on the committee's most recent meeting will be presented. Schulut for bit 312 Wig @ 10:30 Splittle

- IX. General Manager's Report: The General Manager's written report follows, and the G. M. will be present to answer questions concerning the various elements in the report. This report is an integral part of the Agenda and the Board may take action on any or all items within the report.
  - A. Administration There have been several events during the past month that have shown a need for some communication changes to improve the District's response and service to the community. In addition, a few comments on the district's fiscal status follow:
    - 1. Communication improvements: On more than one occasion, there has been a need to transmit FAX communications to Harvey, and in the past this has not been a problem as there has always been someone available to receive the FAX for Harvey to pick up. However, recently, for various reasons this has not worked. The following recommendation is made to alleviate this problem

Directors:

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VIII.

a. Purchase an inexpensive FAX machine for Harvey's use. Aa good, useable second hand plain paper machine can be purchased for less than \$50. Install a dedicated telephone line in Harvey's house (paid for by the District) for the FAX, or alternatively connect the FAX to the community center office phone with a FAX/phone control box. This could be placed i the locked cabinet, or the Board might consider having the FAX available for community use with payment for use based on the honor method. b.

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E-mail has become a vital method of communication, and while the dangers of the national situation may not severely affect Muir Beach, it does require renewed diligence and improved communication for potential emergency and disaster conditions. It is suggested that Harvey be furnished with an inexpensive computer and internet service for improved communication. With today's computer prices, the initial cost should be less than \$600 and monthly costs with AT&T internet service is approximately \$10 per month.

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

**Budget:** The District is operating within the budget parameters and there are no substantial deviations. The decline in equity for the fiscal year to date of \$18,807 conforms to the budget.

**Roads and Easements:** The well site survey has been completed and the Surveyor's work is excellent. The Board has delayed awarding the Sunset Way Plan and Profile survey to the firm of Meridian Surveying and Engineering, while waiting to see if their well site performance was satisfactory. Meridian's proposal for the Sunset Way Plan and Profile is \$11,000, substantivally less than the next lowest bidder. Based on the satisfactory work on the well site, I recommend awarding the Sunset Way contract to Meridian Surveying and Engineering, in the amount of \$11,000. This will enable us to begin a long term improvement plan for Sunset Way.

**WATER OPERATIONS:** This has been a difficult month for water operations, with two key events resulting in well operations failure, as follows:

1. The first event involved the loss of almost 70,000 gallons of water due to what seems to be a State Park employee's turning off the wrong valve when attempting to repair a leak in the water line serving the State Park horse corral area. We have notified the State Park Service supervisors and will be having discussions for corrective actions, including payment for the lost water. However, this brings attention to the fact that the agreement between the Volunteer Fire Association and the State Park Service for billing responsibility has never been resolved. It is time for this to be resolved.

The second event involved a mechanical failure of the well pump control system resulting in the failure of the pump to turn on for a full operation period. Water reserves declined approximately 30,000 gallons as a result. The phone company line has been inspected and does not seem to be at fault. Inspection of the electrical controls should be completed in time for me to make a verbal report during the Board meeting. During the interim time, I have instructed Harvey to manually activate and shut the pump off, requiring a minimum of two trips daily to the pump house. This is not the ideal situation, for Harvey must also estimate the pumping volume needed versus the pump capacity to assure that the pump does not cause a tank overflow (the purpose of the electronics).

These system failures are recurring problems, and highlight the need for substantial improvements, modernization and upgrading of the well house system. I recommend that the District retain a qualified engineering firm to inspect the facilities and design improved facilities.

Coliform tests taken during September were free of bacteria.

Gross water billing for the 8/23 through 9/23/2001 billing period was \$5,577.41 including \$107.49 in late payment penalties and \$7.17 in interest charges. The monthly consumption surcharge for this period totaled \$1,268.41.

M. B. C. S. D. 2001-2002\Agendas\10-24-2001

The table below tabulates the water production for the period August 2	23 to September 23, 2001.
Total volume of water measured through the master meter =	979,582 gallons
Average daily pumping rate	31,599 gallons
Highest pumping day was on 08/28/01 and volume pumped =	40,449 gallons
Lowest pumping day was on 08/29/01 and volume pumped =	16,930 gallons
Total volume billed through service meters =	931,442 gallons
Gross unaccounted for water loss =	48,140 gallons
Estimated un-metered maintenance use = Water leak repaired	gallons
Net unaccounted for water loss (4.91%)	48,140 gallons
Average daily customer consumption per meter =	200 gallons
Average service billing =	\$33.49

- F. Water Rights: The Technical Advisory Committee (TAC) previously requested the District to adopt a more stringent policy for water conservation. During the previous Board meeting, the Board instructed the G. M. to write a letter to the top 20 consumers and to personally contact the top 5 consumers. Prior to doing this, I consulted with the County Counsel, due to the threat of a lawsuit for discrimination relating to the District's water rates and water policies. Under the circumstances, the counsel advised that the Board should develop a formal policy for determining excessive water consumption (above the normal needs for the property's use and number of occupants) that considers the number of occupants and specific property use. The following is offered for the board's consideration for developing a policy:
  - 1. Send a mandatory questionnaire to each water meter recipient, to specify the use of the property and the number of regular occupants. The information furnished is subject to perjury if false information is given.
  - 2. From the following data or other data that the Board may wish to consider, develop a per capita daily consumption rate, applicable during a noticed conservation period, that will serve as a base for determining excessive water consumption.
    - a. D. W. R. uses a daily average of 75 gallons per day (gpd) on an annual basis to establish water diversion limitations for water right permits, under normal circumstances. As of this date, they do not have a standard for conservation.
    - b. During the 1999 calendar year (a moderate rainfall year), the District's median (50% of meters below and 50% of meters above) consumption was as follows:
      - (1) Median annual consumption/meter: . 43.172 gallons = 7,419 cubic feet
      - (2) Median monthly consumption/meter: .... 3.598 gallons = 418 cubic feet
      - (3) Median daily consumption/meter: ..... 118 gallons = 16 cubic feet
      - (4) Median per capita consumption/day: ..... 39 gallons = 5 cubic feet
      - I suggest that during the noticed water conservation periods, that each residence be allocated 50 gallons per day per capita, based upon the data furnished under penalty of perjury. The 50 gallons per day quantity is 2/3rds of the D. W. R. allocation and is slightly more than the medium annual medium which includes the unregulated summer months and is substantially less than the typical consumption during the drought months of a normal rainfall year. For example, during the month of June 1999 the peak consummation month) the per capita consumption was, based on a



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population of 500 residents (3.4 per meter), District daily per capita consumption was 77 gallons. The 50 gallon allowance is a 34% reduction in consumption.

The Board's policy should provide for penalty's for violations of the consumption allowance, and conversely a reward for those having reduced consumption to less than the allowance. Rewards and penalties are not required to be equal and it is suggested that the penalties should be at least twice what the rewards are. Also, there should be a tolerance range, e.g. If the consumption is less than 5% above the allocation, in a given month, there no penalty, and if the conservation is no more than 5% less than the allowance, no reward is given. However, if the consumer exceeds the allowance two months in a row, the penalty should be applied for all months in excess, including a retroactive penalty. A suggested penalty is that the excessive use should be billed at twice the maximum water rate, or a fine of \$25, whichever is greater. A suggested reward is a 25% reduction in the water service bill. These are suggestions used as an example for the Board and the Board will develop its own standards.

A separate standard is necessary for the Pelican Inn, which should consider the number of rental rooms and the normal water requirements for the for the restaurant. This can be established by analysis of similar operations.

- f. Whatever policy the Board adopts, a review by the County Counsel is required and while not required by law, a duly processed public hearing for resident review should be conducted prior to the next drought season.
- G. Capital Improvements: While the well site survey has been completed, it is recommended that no capital improvements be considered until more confirmed information is available for possible alternative well sites. However, the upgrading of the valve and hydrants at Sunset Way and the community center easement has previously been approved and will be done. Further, prior to well site improvements, the retention and recommendation of a qualified engineering firm, as suggested above, should be received.

**Recreation:** The roof has been inspected by Mike Moore. It seems the flashing around the skylights has corroded and is need of repair. It is recommended Mike Moore be authorized to repair the flashing with approved sealants, along with the roof tiles around the skylights. Estimated costs should not exceed \$2,000.

A report from the Quilters is anticipated to offer additional foughts on the retention of a part time recreational director.

This concludes the General Manager's report in the Agenda.

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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.

XI. 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 supporting information.

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### PUBLIC INPUT

Old business: The public may request further consideration, clarification, or modification of business items previously considered and acted upon by the Board. The public must reference the 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. Comments are subject to the time and content limitations outlined above. Ster 14 blues

- Review of the draft minutes for the September 26, 2001 Board meeting. XII.
- XIII. Next meeting date: The fourth Wednesday is the day before Thanksgiving. It is the Board's general policy to schedule this meeting for the first Wednesday in December (Dec. 5) and not have a December meeting.

ADJOURNMENT OR CONTINUATION

# MUIR BEACH CSD, BILLS TO BE PAID **RECEIVED 09/01/01 THROUGH 9/30/01**

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VENDER NAME	USE CODE WATE	DESCRIPTION R CAPITAL IMPROVEMENTS	FUND	AMOUNT
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	400.00
Meridian Surveying and Engineering	2713	Partial payment for well site & N. parcel survey	В	4,050.00
		TOTAL CAPITAL IMPROVEMENT EXP	ENSES =	\$4,450.00

#### **ADMINISTRATION EXPENSES, DIVISION CODE 9236**

ABC Consultants, Inc.	2117	Administrative fees paid this month	B	\$600.00
Office Depot	2133	Misc. storage supplies	P	20.30
Office Max	2133	Board meeting packets	P	24.31
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	146.63
AT&T	2534	707-643-1143 paid this month	B	52.86
AT&T	2534	415-388-7804 paid this month	B	17.32
Cingular	2534	Cell phone paid this month	B	59.70
Pacific Bell	2534	707-643-1143 paid this month	В	60.94
Pacific Bell	2534	415-388-7804 paid this month	В	53.67
		TOTAL G&A E	EXPENSES =	\$1,035.73

#### FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants, Inc.	2117	Administrative fees paid this month	_	В	225.00

TOTAL FIRE EXPENSES = \$225.00

#### **RECREATION EXPENSES, DIVISION CODE 9239**

Harvey Pearlman	1028	Maint. manager wages paid this month		\$433.29
Salvador Gonzales	1073	Extra Hire wages paid this month	C	394.55
Juana Gonzales	1077	Janitorial wages paid this month	C	148.56
Goodman Building Supply	2077	Repair items, retaining wall	B	39.41
Home Depot	2077	Repair items, retaining wall	В	27.76
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	500.00
Pacific Bell	2534		в	53.88
McPhail	2535	Butane gas paid	в	190.84
Pacific Gas & Electric	2535	Community Center electric paid this month	В	193.71
Linen & Things	2041 Bi	Food timer	P	8.55
Costco	2041BI	Coffee for Bistro	P	29.50
Lonna Richmond	2041 BI	Bistro wages paid this month	C	193.78
Nancy Knox	2041BI	Bistro pastries purchased this month	P	22.50
Whole Foods	2041BI	Bistro supplies	Р	4.99
Whole Foods	2041BI	Misc. Bistro supplies purchased this month	P	
		TOTAL RECREATION EXF	PENSES =	\$2,241.32

### **ROADS & EASEMENT EXPENSES, DIVISION CODE 9237**

Harvey Pearlman	1028	Maint. manager wages paid this month	C	\$472.31
Pimentel Paving	2077	Sunset Way repairs	В	4.680.00
Tight Access Excavation		Pacific Way repairs	B	7,500.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	600.00
			E EVDENCEC	610 650 01

TOTAL R&E EXPENSES = \$12,652.31

# MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 09/01/01 THROUGH 9/30/01

#### WATER DIVISION EXPENSES, DIVISION CODE 9238

				_
Harvey Pearlman	1028	Maint. manager wages paid this month		\$1,107.45
CalPers	1506	Medical insurance paid	В	418.29
Harvey Pearlman	1506	Mediacla allowance paid this month	В	203.25
Home Depot	2077	Small parts for repairs	B	12.78
Martin Bros.	2077	Small repair items	В	9.49
Marin Health Laboratory	2115	Bacterial tests paid	В	60.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	900.00
ABC Consultants, Inc.	2117	Clerical fees paid this month B		850.00
American Water Works	2121	Annual membership	В	99.00
Public Storage	2121	Storage rental	В	48.00
USPO	2130	Postage	P	84.00
Harvey Pearlman	2479	Travel allowance paid this month	В	96.75
Pacific Bell	2534	Upper tank phone relay paid this month	В	32.40
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	B	897.22
		TOTAL WATER EX	PENSES =	\$4,818.63

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Compass Community Services	R9255R	Refund rental security deposit	В	\$250.00
Fischer, Norman	R9255R	Refund rental security deposit	B	250.00
Kirigsbury, Charles	R9255R	Refund rental security deposit	B	250.00
Nomad Dance Company	R9255R	Refund rental security deposit	В	250.00
Powers. Gene	R9255R	Refund rental security deposit	B	250.00
RFK Youth Leadership	R9255R	Refurid rental security deposit	В	150.00
Shaver, Judy	R9255R	Refund rental security deposit	В	250.00
St. John's Educational	R9255R	Refund rental security deposit	B	250.00
Erickson, Jon	W9025R	Refund water security deposit	В	100.00
Goldsmith-Jones, G.	W9025R	Refund water security deposit	В	100.00
		TOTAL CHECKS ISSUED FROM TR	UST FUNDS =	\$2,100.00

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

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TOTAL CAPITAL IMPROVEMENT EXPENSES = TOTAL GENERAL FUND EXPENSES =	\$2,100.00 20,972.99
TOTAL CHECKS ISSUED FROM TRUST FUNDS =	2,100.00
TOTAL OF ALL CHECKS ISSUED =	\$25,172.99

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

the \_\_\_\_\_ day of \_\_\_\_\_ 2001.

### MUIR BEACH COMMUNITY SERVICES DISTRICT

Deborah Kamradt, President

Donovan Macfarlane, Secretary

# 12:13 PM 10/21/01 Accrual Basis

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# Muir Beach Community Services District 2001-2002 Year to Date Income and Expense Summary

July through September 2001

	Jul - Sep 01
Income	
Administrative Income	229.18
<b>Recreational Activities Income</b>	2,387.54
Roads & Easements Income	2,887.00
Water Capital Improvements Inco	6,479.65
Water Operations Income	21,039.16
Total Income	33,022.53
Expense	
Administrative Expenses	4,679.23
Fire Operational Expenses	2,490.41
<b>Recreational Expenses</b>	5,999.46
Roads & Easements Expenses	15,347.22
Water Capital Improve'ts Exp.	4,867.25
Water Operating Expenses	19,193.62
Total Expense	52,577.19
Net Income	-19,554.66

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10/21/01 Accrual Basis

# Muir Beach Community Services District 2001-2002 Balance Sheet

As of September 30, 2001

	Sep 30, 01
ASSETS Current Assets	
Checking/Savings Fund 428, County General Fund Fund 429, County Investment Fun	27,548.50
Capital Improvements	136,233.67
General Investments	57,953.69
Total Fund 429, County Investment Fun	194,187.36
Petty Cash Fund Salomon Smith Barney	-181.84
Fire Station Reserve	12,258.04
General Funds	46,685.28
Rental deposit trust	2,250.00
Shaffer CalPers Trust	709.73
Water Security Deposit Trust	4,999.40
Total Salomon Smith Barney	66,902.45
Total Checking/Savings	288,456.47
Accounts Receivable Receivables	17,437.97
Total Accounts Receivable	17,437.97
Total Current Assets	305,894.44
TOTAL ASSETS	305,894.44
LIABILITIES & EQUITY Llabilities Current Liabilities Other Current Liabilities	
R9255R, Refundable deposits	1,270.00
W9025RD, Security deposits	4,989.02
Totai Other Current Liabilities	6,259.02
Total Current Liabilities	6,259.02
Total Liabilities	6,259.02
Equity Retained Earnings	319,190.08
Net Income	-19,554.66
Total Equity	299,635.42
TOTAL LIABILITIES & EQUITY	305,894.44

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10/21/01 Accrual Basis

# Muir Beach Community Services District 2001-2002 INCOME VERSUS EXPENSES

September 2001

	Sep 01
Income Recreational Activities Income R9255, CC Rental Income	650.00
R9811, Rec. Programs Income. R9811BI, Bistro Income	172.05 36.00
R9811TC, Tai Chi Income	
Total R9811, Rec. Programs income.	208.05
Total Recreational Activities Income	858.05
Water Capital Improvements Inco H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	1,246.83 
Total H9031, Water Surcharge Income	1,276.83
Total Water Capital Improvements Inco	1,276.83
Water Operations income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty W9025, Water Service Income - Other	7.17 107.49 5,096.66
Total W9025, Water Service Income	5,211.32
W9772, Misceilaneous Income	401.76
Total Water Operations Income	5,613.08
Total Income	7,747.96
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees A2130, Mailing & Shipping Exp. A2133, Office Supplies A2479, Travel Expenses A2534, Telephone/Communications	24.31 600.00 84.00 20.30 146.63 244.49
Total Administrative Expenses	1,119.73
Fire Operational Expenses F2117, Administrative Fees F4827, W. Marin Fund Expenses	225.00 40.70
Total Fire Operational Expenses	265.70
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FICA R2041, Rec. Program Expenses R2041BI, Bistro Expenses	402.50 138.00 83.18 248.04
Total R2041, Rec. Program Expenses	248.04
R2077, Routine Repairs R2117, Administrative Expenses R2534, Pay Telephone Expense R2535, Energy Expenses R2535G, Butane Gas Expenses R2535, Energy Expenses - Other	433.67 500.00 53.88 190.84 193.71
Total R2535, Energy Expenses	384.55
Total Recreational Expenses	2,243.82
Roads & Easements Expenses	
E1028, Maint. Mgr. wages E1404, FICA	438.75 33.56

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10/21/01 Accruai Basis

# Muir Beach Community Services District 2001-2002 INCOME VERSUS EXPENSES

September 2001

	Sep 01
E2077, Road & Easement Repairs E2117, Administrative Fees	12, <b>70</b> 0.00 600.00
Totai Roads & Easements Expenses	13,772.31
Water Capital Improve'ts Exp. H2049 Meeting & Hearing expense H2117, Administrative Fees H2713, Project Improvements	99.00 400.00 4,050.00
Total Water Capital Improve'ts Exp.	4,549.00
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W2077, Routine Repairs W2115, Chemicals I Testing W2117, Adminsitrative Fees W2121, Miscellaneous Expenses W2479, Travel allowance W2534, Telephone Relay Expense W2535, Electrical Service	1,593.50 520.00 71.81 418.29 22.27 60.00 1,750.00 48.00 96.75 32.40 897.22
Total Water Operating Expenses	5,510.24
Total Expense	27,460.80
Net Income	-19,712.84

## 10/21/01

Accrual Basis

## Muir Beach Community Services District 2001-2002 Profit & Loss Budget vs. Actual July through September 2001

	Jul - Sep 01	Budget	\$ Over Budget	% of Budget	
Income Administrative Income A9001, General Tax Income A9203, Interest earned A9772, Copier Income	181.18 0.00 48.00	<b>41,592.00</b> 2,500.00 100.00	-41,410.82 -2,500.00 -52.00	0.4% 0.0% 48.0%	
Total Administrative Income	229.18	44,192.00	-43,962.82		0.5%
Fire Operations Income F9377, West Marin Funds F9763, Fire Assoc. Donations	0.00 0.00	8,300.00 4,400.00	-8,300.00 -4,400.00	0.0% 0.0%	
Total Fire Operations Income	0.00	12,700.00	-12,700.00		0.0%
Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income. R9811BI, Bistro Income R9811CP, Child's Prog. Income R9811TC, Tai Chi Income	1,890.00 421.04 0.00 76.50	8,000.00 1,800.00 230.00 180.00	-6,110.00 -1,378.96 -230.00 -103.50	23.6% 23.4% 0.0% 42.5%	
Total R9811, Rec. Programs Income.	497.54	2,210.00	-1,712.46	22.5%	
Total Recreational Activities Income	2,387.54	10,210.00	-7,822.46	2	23.4%
Roads & Easements Income E9772, Road & Esm't Income E9772F. FEMA Grant Income	2,887.00				
Total E9772, Road & Esm't Income	2,887.00				
Total Roads & Easements Income	2,887.00				
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	47.43 4,070.33 90.00	30,260.00 13,500.00	-30,212.57 -13,410.00	0.2%	
Total H9031, Water Surcharge Income	4,160.33	13,500.00	-9,339.67	30.8%	
H9377, Interest Earnings H9377C, Cap. Imp. Interest H9377G, Gen. inv. Interest	1,784.05 487.84	2,000.00 750.00	-215.95 -262.16	89.2% 65.0%	
Total H9377, Interest Earnings	2,271.89	2,750.00	-478.11	82.6%	
Total Water Capital Improvements Inco	6,479.65	46,510.00	-40,030.35	1	13.9%
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty	15.36 324.71	100.00 1,200.00	-84.64 -875.29	15.4% 27.1%	

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### 10/21/01

Accrual Basis

## Muir Beach Community Services District 2001-2002 Profit & Loss Budget vs. Actual July through September 2001

	Jul - Sep 01	Budget	\$ Over Budget	% of Budget	
W9025, Water Service Income · Other	16,449.68	62,000.00	-45,550.32	26.5%	
Totai W9025, Water Service Income	16,789.75	63,300.00	-46,510.25	26.5%	
W9772, Miscellaneous Income Water Operations Income - Other	4,100.76 148.65				
Total Water Operations Income	21,039.16	63,300.00	-42,260.84		33.2%
Total Income	33,022.53	176,912.00	-143,889.47		18.7%
Expense					
Administrative Expenses					
A2049, Conf., Mtgs. & Dues	58.82	400.00	-341.18	14.7%	
A2059, P & L Insurance	459.00	460.00	-1.00	99.8%	
A2117, Consulting Admin. Fees	1,600.00	6,500.00	-4,900.00	24.6%	
A2121, Miscellaneous Expenses	0.00	200.00	-200.00	0.0%	
A2129. Gen. Election expenses	0.00	300.00	-300.00	0.0%	
A2130, Mailing & Shipping Exp.	104.40	100.00	4,40	104.4%	
A2133, Office Supplies	233.83	300.00	-66.17	77.9%	
A2137, Copier Maint. Expenses	69.63	300.00	-230.37	23.2%	
A2352, County Fees	0.00	8.000.00	-8.000.00	0.0%	
A2479, Travei Expenses	676.62	1,782.00	-1,105.38	38.0%	
A2534, Telephone/Communications	598.18	2,600.00	-2,001.82	23.0%	
A2713, Legal fees	878.75	1,500.00	-621.25	58.6%	
Total Administrative Expenses	4,679.23	22,442.00	-17,762.77		20.9%
Fire Operational Expenses					
F2059, P & L Insurance	1,659.00	1,700.00	-41.00	97.6%	
F2117, Administrative Fees	675.00	2,700.00	-2,025.00	25.0%	
F4827, W. Marin Fund Expenses	156.41	8,300.00	-8,143.59	1.9%	
Total Fire Operational Expenses	2,490.41	12,700.00	-10,209.59		19.6%
Recreational Expenses					
R1028, Maint. Mgr. Wages	551.25	1.851.00	-1,299.75	29. <b>8%</b>	
R1073, Janitorial wages	504.00	1,945.00	-1,441.00	25.9%	
R1404, FICA	142.55	673.00	-530.45	21.2%	
R1701, Work Comp Insurance	103.67	323.00	-219.33	32.1%	
R2041, Rec. Program Expenses					
R2041BI, Bistro Expenses	532.74	2,800.00	-2,267.26	19.0%	
R2041CP, Child's Program Exp.	0.00	200.00	-200.00	0.0%	
Total R2041, Rec. Program Expenses	532.74	3,000.00	-2,467.26	17.8%	
R2059. P & L Insurance	500.00	500.00	0.00	100.0%	
R2077, Routine Repairs	506.60	5,000.00	-4,493,40	10.1%	
R2097, CC Ground Maintenance	12.00	863.00	-851.00	1.4%	
R2117, Administrative Expenses	1.500.00	6,000.00	-4,500.00	25.0%	
R2121, Misceilaneous Expenses	0.00	100.00	-100.00	0.0%	
R2133, Office Supplies & Stamps	34.00	100.00	-66.00	34.0%	
Tatel and asking a growke	000		20.00		

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### 10/21/01

Accrual Basis

## Muir Beach Community Services District 2001-2002 Profit & Loss Budget vs. Actual July through September 2001

_	Jul - Sep 01	Budget	\$ Over Budget	% of Budget	
R2259, Refuse Removal R2366, Building Supplies R2534, Pay Telephone Expense	113.70 0.00 161.54	450.00 500.00 700.00	-336.30 -500.00 -538.46	25.3% 0.0% 23.1%	
R2535, Energy Expenses R2535G, Butane Gas Expenses R2535, Energy Expenses - Other	190.84 313.42	1,846.00	-1,532.58	17.0%	
Total R2535, Energy Expenses	504.26	1,846.00	-1,341.74	27.3%	
R4048, Building Improvements	833.15	7,000.00	-6,166.85	11.9%	
Total Recreational Expenses	5,999.46	30,851.00	-24,851.54		19.4%
Roads & Easements Expenses E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FICA E1701, Work's. Comp. Insurance E2059, P & L Insurance E2077, Road & Easement Repairs E2117, Administrative Fees	438.75 66.00 36.77 0.00 217.00 12,988.70 1,600.00	2,100.00 4,000.00 161.00 165.00 217.00 20,000.00 6,500.00	-1,661.25 -3,934.00 -124.23 -165.00 0.00 -7,011.30 -4,900.00	20.9% 1.7% 22.8% 0.0% 100.0% 64.9% 24.6%	
Total Roads & Easements Expenses		33,143.00	-17,795.78		46.3%
Water Capital Improve'ts Exp. H2049 Meeting & Hearing expense H2059, P & L Insurance H2117, Administrative Fees H2352, County fees H2713, Project Improvements H2713CP, System Improvements H2713, Project Improvements - Other	252.25 165.00 400.00 0.00 4,050.00	165.00 2,000.00 565.00 4,665.00 45,000.00	0.00 -1,600.00 -565.00 -4,665.00 -40,950.00	100.0% 20.0% 0.0% 9.0%	
Total H2713, Project Improvements	4,050.00	49,665.00	-45,615.00	8.2%	
H4169UT, Priority Improvements	0.00	51,000.00	-51,000.00	0.0%	
Total Water Capital Improve'ts Exp.	4,867.25	103,395.00	<b>-98,527.75</b>		4.7%
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W1506CPHvy W1506CPSh W1506, Medical benefits - Other	3,527.25 622.00 581.20 203.25 215.04 836.58	16,250.00 3,000.00 1,473.00 2,460.00	-12,722.75 -2,378.00 -891.80	21.7% 20.7% 39.5% 34.0%	
Total W1506, Medical benefits	1,254.87	2,460.00	-1,205.13	51.0%	
W1701, Work. Comp.insurance W2049, Conferences & Training W2058, Annual Permit Fee	454.87 195.00 1,575.00	1,600.00 800.00 1,600.00	-1,145.13 -605.00 -25.00	28.4% 24.4% 98.4%	

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### 10/21/01

Accrual Basis

## Muir Beach Community Services District 2001-2002 Profit & Loss Budget vs. Actual July through September 2001

	Jul - Sep 01	Budget	\$ Over Budget	% of Budget
W2059, P & L Insurance	750.00	750.00	0.00	100.0%
W2077, Routine Repairs	2,234.44	2,000.00	234.44	111.7%
W2115, Chemicals i Testing	128.53	4,500.00	-4,371.47	2.9%
W2117, Adminsitrative Fees	5,0 <b>5</b> 0.00	20,250.00	-15,200.00	24.9%
W2121, Miscellaneous Expenses	263.81	1,000.00	-736.19	26.4%
W2130, Postage & Shipping	208.22	1,500.00	-1,291.78	13.9%
W2133, Office Supplies	60.46	1,000.00	-939.54	6.0%
W2325, Contract Services	0.00	5,000.00	-5,000.00	0.0%
W2479, Travel allowance	290.25	1,000.00	-709.75	29.0%
W2534, Telephone Relay Expense	155.11	450.00	-294.89	34.5%
W2535, Electrical Service	1,842.61	6,534.00	-4,691.39	28.2%
Total Water Operating Expenses	19,193.62	71,167.00	-51,973.38	27.0%
Total Expense	52,577.19	273,698.00	-221,120.81	19.2%
Net Income	-19,554.66	-96,786.00	77,231.34	20.2%

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## OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGULAR MEETING HELD ON WEDNESDAY, SEPTEMBER 26, 2001

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

- I. Call to order: President Pinto called the meeting to order at 7:10 p. m. and turned the chair over to incoming President Kamradt. Ms Pinto then left the Director's table to join the audience, as her resignation from the Board became effective.
- II. Review and consideration of the September 26, 2001 Agenda. There was a brief discussion of the Agenda, and consideration of moving the National Park Service (N. P. S.) to a later time; however, ranger Reischl walked in the door at this time and Director Shaffer *moved* to approve the Agenda as submitted; seconded by Director Schiffries, ayes all.
- III. National Park Service: Ranger Reischl reported on the many maintenance activities of the N. P. S. and then reported that the topographic work on Pacific Way from the Pelican Inn to the bridge has been completed. The County will install the bypass culverts to connect the property on north side of the roadway to the south side, and N. P. S. will create a drainage swale to connect with the creek.

Ranger Reischl also mentioned that the Institute for Fisheries Research Sedimentation Study and that Marin County is trying to put together a feasible policy to mitigate erosion and sedimentation.

- IV. 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 \$7,804.74 in general fund expenditures and \$38.25 in capital fund expenditures for a combined total of \$7,842.99; seconded by Director Shaffer: ayes all.
- V. Fire Department, emergency disaster committee: Chief Sward reported that the department's grant request has been approved in the amount of \$20,000 for labor and equipment rentals. He has also been informed that an additional \$20,000 may be approved to purchase the chipper. The Marin County Fire Department will receive 5% of the funds for administration. It is hoped that the department can purchase a large chipper and begin a program for removing fire hazardous materials, trees, etc. The Board congratulated Chief Sward and the Department for their efforts.

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**Redwood Creek Watershed Committee:** Director Schiffries reported that the scheduled meeting had been canceled. However, he has learned that there is an effort to have all watershed committees in Marin County join together in an effort to coordinate the overall County needs. He also mentioned the ongoing efforts to update the Marin County Master Plan, particularly in sustaining, community environment.

General Manager's Report: There was brief discussion of the fiscal report and other items in his report.

- A. The Budget: The G. M. noted that the District is operating within the budget parameters and there were no other questions on the budget.
- **B.** Long term planning: Director Schiffries informed the Board that he has discussed the declining condition of the community center with Mike Moore, and that Mike has expressed some interest in doing many of the repairs. Some of this might be done as a District employee or as a contractor. In particular, the condition of the roof and need for repairs had been discussed. The G. M. mentioned that it may be necessary to have a formal bidding process, depending on the total cost of items being considered. The G. M. and Harvey will check with roofing contractors to see if they have an interest in submitting proposals.

- **C**. Water operations: The G. M. reported that water operations in general were normal. A leak on the District side of the meter toward the end of Starbuck Drive extension had been repaired, though it had caused some minor erosion.
- D. Water Rights: Director Rudnick reported that the TAC is very concerned about the District's enforcement of water conservation, mentioning that the Pelican Inn's grass is still green to indicate that they are irrigating. It was mentioned that D. W. R. requested a summation of the District's conservation efforts to date, and the board instructed the G. M. to prepare and forward a report DWR requested information as to bow the District is complying

Ms Pinto distributed her minutes of the previous TAC meeting and mentioned that some members of the TAC wanted more extensive information in the Reports for Increased Water Storage and Alternative Water Sources, particularly mentioning that the report should give more consideration to possible outside funding, as the N. P. S. is very interested in assisting in obtaining outside funding. Further, the N. P. S. has expressed a willingness to consider possible land exchanges or transfers for an alternative well site. The G. M. noted that this is the first time that N. P. S. has expressed strong interest in this and that he will modify the reports to accommodate these ideas. Also, he will meet with Ranger Tamara Williams and State park representatives to make a physical inspection of possible alternative well sites.

This was followed by a lengthy discussion on the need for the District to adopt a more stringent policy toward conservation. Finally, the Board instructed the G. M. to write a letter to the top 20 consumers and make a personal contact with the top 5 consumers.

- E. **Capital Improvements:** The G. M. reported that the well site survey is in progress and he should have completed drawings of the survey for the next Board meeting.
- F. **Recreation:** There was a brief discussion of the Quilters' request for a part time paid recreational director. Director Shaffer asked if the Quilters' would submit their ideas on this in more detail.

This was followed by some discussion of the problems and overload of the District manager. Director Schiffries suggested that a separate fund be established for the handling of rental security deposits, with Ann Browning being the person to handle the account. The G. M. said that it would relieve him of some of the problems; however, it would be necessary to have the County Attorney's opinion due to the numerous restrictions on how public funds must be handled. He will seek an opinion prior to the next meeting.

G. General discussion of Board Matters and Concerns: As many of these items had already been discussed and the time was getting late, there was no further discussion of this.

#### VIII. **Public Open Time:**

- Α. **Old business:** Kathy Sward reported on the following old business:
  - 1. The fire volunteers have completed building the cabinets in the children's playroom, to store the department shirts for sale. She suggests that if the Directors have not seen the cabinets, they should take the time to look them over as they are very nice.
  - 2. The Fire Volunteers will replace the deadbolt on the community center rear door.
  - 3. Eleanor Borden passed away on August 30 and now Spindrift Point continuance is under consideration. The "Friends of Spindrift Point", including Leighton Hills and Ms Steinbach are looking into the various possibilities for preserving the property's status in the community.

W/ To S consum

- **B.** New Business: Director Shaffer informed the Board that he has discussed the open Directorship with various residents and nominated Maury Ostroff to fill the vacancy. This was followed by a brief discussion and the G. M. noted that this action needs to be a formal Agenda item. It was decided to place the nomination on the next Board meeting Agenda.
- IX. Review of the draft minutes for the August 29, 2001 Board meeting: Following a brief review, Director Schiffries requested to strike the "Roads and Easements" in Section X, as it should read just "Special Projects." With this correction, Director Shaffer *moved* to approve the minutes as submitted; seconded by Director Rudnick, ayes all.
- X. Next meeting date: Following a brief discussion the next meeting date was confirmed for Wednesday, October 24, 2000.

The meeting was adjourned at 11:03 P.M.

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

Erin Pinto, Board President

Donovan Macfarlane, Secretary

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## TABLE OF CONTENTS FOR THE BOARD OF DIRECTOR'S INFORMATION PACKET FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS' MEETING ON WEDNESDAY, DECEMBER 5, 2001 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE. THE MEETING WILL BEGIN AT 7:00 P.M.

#### DESCRIPTION

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#### AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' REGULAR MEETING ON WEDNESDAY, OCTOBER 24, 2001 TO BEGIN AT 7:00 P. M. IN THE COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.

Directors: President Deborah Kamradt; Directors:, Maury Ostroff, Peter Rudnick, and Steve Shaffer.

- I. Open the public meeting: President Kamradt will call the public meeting to order. 2:13
- II. Oath of office: The Oath of Office will be administered to the Directors elected as a result of the November general election. The elected Directors include Leighton Hills, Deborah Kamradt and Peter Rudnick.
- III. Review and consideration of the December 5, 2001 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". Stove, Poter.

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.

Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the October 1, 2001 through October 31, 2001 fiscal period.

Fire Department, Emergency Disaster Committee: It is anticipated that Chief Sward will report on the departments plans for initiating the use of the chipper and log splitter equipment. Is Report and grant find por - Chipper proton Redwood Creek Watershed Committee report: A report on the October 31 committee meeting will be given by Director Shaffer. A. Assignment of Director to attend the next meeting.

Dec 12 - L with the continued actions of this committee and its actions which seem to have a motive that is not in keeping with the interests of the community. We have received a request to give this more attention and to discuss the committee's policies and actions.

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

- VIII. General Manager's Report: The General Manager's written report follows, and the G. M. will be present to answer questions concerning the various elements in the report. This report is an integral part of the Agenda and the Board may take action on any or all items within the report.
  - **A.** Administration: The general operations of the District have been calm, with income and expenses being within the adopted budgets parameters.

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- **B.** Communications: The used plain paper FAX equipment has been purchased as authorized and will be installed prior to the Board meeting, following the Quilter's Art Faire.
- C. Roads and Easements: The plan and profile survey of Sunset Way is in progress. The weather has caused some delays, and the project manager's wife delivered a new baby resulting in a brief personal leave. It is anticipated that the project will be competed prior to the end of the year.
- **D.** WATER OPERATIONS: Operations have been without major problems during the past 30 days, with no major problems to report.
- E. Coliform tests taken during October were free of bacteria.

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Gross water billing for the 9/23 through 10/23/2001 billing period was \$4,531.32 including \$97.39 in late payment penalties and \$2.67 in interest charges. This is an 8% reduction from the same period for 2000, which was not as dry as this year, indicating that our conservation efforts have been effective. The monthly consumption surcharge for this period totaled \$1,138.10.

Total volume of water measured through the master meter =	934,523 gallons
Average daily pumping rate	31,151 gallons
Highest pumping day was on $(f)/(28/01)$ and volume pumped =	45,253 gallons
Lowest pumping day was on $(9/29/01)$ and volume pumped =	0 gallons
Total volume billed through service meters =	839,838 gallons
Gross unaccounted for water loss =	94,965 gallons
Estimated un-metered maintenance use = Water leak repaired	30,500 gallons
Net unaccounted for water loss (6.87%)	64,465 gallons
Average daily customer consumption per meter =	185 gallons
Average service billing =	\$32.64

The table below tabulates the water production for the period September 23 to October 23, 2001.

F. Water Rights: During the October Board meeting, the Board adopted a policy for stronger enforcement of water conservation measures. Discussions with County Counsel indicate that the policy may require further consideration to avoid inequitable conditions. The rain season gives seasonal relief and additional time to consider possible alternatives. I have done additional research and suggest the following for Board consideration:

I have tabulated the past 34 months of water meter consumption readings and determined the average and median uses for each meter over that time frame. Normally, the median use is less than the average use as it tends to negate the extremes; however, there is some frequency in the average use being less than the median use. This seems to occur when there is very consistent monthly use versus use that reflects a wide difference in seasonal use. As both the average and median use, over a reasonable time period, tends to reflect the normal household use for all consumptive needs, I suggest that either is a more reasonable basis for determining a basic volume for each individual meter during noticed conservation times. Consider the following:

- 1. The time period used for evaluation includes both dry and moderate rainfall years.
- 2. This is a historical basis for determining normal individual meter consumption, that discards or minimizes the extreme minimum and maximum uses resulting from extended vacations, water leaks, and occasional abnormal uses such as construction.
- 3. Either the average, median or a combination of the two (using the lessor of the two values) can be used as a sound basis for maximum consumption during noticed conservation periods.
- 4. As a further guideline, the policy should include no restrictions or penalties for consumers using less than the District minimum use of 300 cubic feet per month.

I suggest that the Board consider this as an alternative for establishing a policy for enforcing water conservation.

- G. Capital Improvements: The following capital improvement factors need Board consideration: Stove, the for the for code working A. Electrical-Mechanical repairs of well house: During the previous Board meeting,
  - A. Electrical Mechanical repairs of well house: During the previous Board meeting, the Board instructed me to seek proposals from qualified electrical and mechanical engineering firms to inspect the well house systems for serious problems, to make recommendations for improvements and to implement the improvements if they were considered critical. After calling several potential firms, I received a resume of qualifications from DCV Consultants an Electrical and Mechanical Engineering firm. They seem to be well suited for water systems of our size and I requested a proposal to do the work authorized by the Board. Regrettably, their proposal for the inspection and report of recommendations exceeded the amount authorized and no work has been done. Their proposal totaled \$4,710 for the inspection and report versus the \$1,500 authorized. Subsequently, I have talked with other firms and found their comments to indicate that they would charge a similar amount and possibly more.



Services of a hydrologist: In addition to the above, I have also interviewed a firm specializing in ground water hydrology. The Firm Hydrofocus, was suggested by D. W. R., and their Statement of Qualifications indicates that they have successfully completed several significant projects involving work that the District may require in the event the TAC meetings cannot reach a reasonable agreement. I have not attempted to retain them, as this requires Board consideration. However, I would estimate that their services will have a minimum cost range of \$10,000 based on the fees for services of Bill Bazlin. I suggest the Board consider this matter.

**H. Recreation:** The roof has been repaired by Mike Moore and there is some future work that he may be able to do. I have not received a billing for the roof repairs but it is my understanding that the cost is somewhat less than the original estimate.

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A report from the Quilters is anticipated to offer additional toughts on the retention of a part time recreational director Storage ? will much

2. Harvey is requesting monetary support to hold a New Year's eve party, in the event that income does not cover expenses. This requires Board approval.

This concludes the General Manager's report in the Agenda.

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 Dub MA/0 9:30 Agenda.

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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 twothirds 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. Fred wilcomed 2 me directors, ford advice PUBLIC INPUT

Old business: The public may request further consideration, clarification, or modification of business items previously considered and acted upon by the Board. The public must reference the minute item and date of the approved minutes New Years in prot

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. Comments are subject to the time and content limitations outlined above.

- Review of the draft minutes for the September 26, 2001 Board meeting, deferred from the previous meeting. Put Ma all hh all XI.
- Review of the draft minutes for the October 24, 2001 Board meeting.. XII.
- Put lis all XIII. Next meeting date: The fourth Wednesday in January is the 23<sup>rd</sup> day of 2002.

ADJOURNMENT OR CONTINUATION 10:14

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

VENDER NAME		DESCRIPTION	FUND	AMOUNT
	WATE	R CAPITAL IMPROVEMENTS	-	
ABC Consultants, Inc.	2117	Administratvie fees this month	B	\$150.00
Meridian Surveying, Inc.		Final payment for well site survey	В	4,050.00
	Ŵ	ATER TOTAL CAPITAL IMPROVEMENT EX	(PENSES =	\$4,200.00
Costco	DMINISTRATI	ON EXPENSES, DIVISION CODE 9236	P	19.98
Office Max	2049	Board meeting packets	P	17.99
Pemintel Paving	2077	Release 10% retainer for contract work	B	520.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	600.00
Office Max	2133	Printer toner	P	69.60
Marin County	2352	LAFCO annual fee	С	110.00
ABC Consultants, Inc.	2479	Travel allowance paid for last month	В	136.62
Cingular	2534	Cell phone paid this month	B	59.99
Pacific Bell	2534	707-643-1143 paid this month	B	
				1

#### FIRE DIVISION EXPENSES, DIVISION CODE 9240

415-388-7804 paid this month

2534

Pacific Bell

ABC Consultants, Inc.	2117	Administrative fees paid this month	В	225.00
Pacific Bell	4827	Fire station phone paid this month	B	40.00
-		TOTAL FIRE EX	PENSES =	\$265.00

#### **RECREATION EXPENSES, DIVISION CODE 9239**

Salvador Gonzales	1073	Extra Hire wages paid this month	C	127.84
Juana Gonzales	1077	Janitorial wages paid this month	С	151.78
Home Depot	2077	Misc. repair items	В	174.09
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	600.00
Waste Management	2259	Refuse removal through 12/01/01	В	113.70
Harvey Pearlman/Costco	2366	Refund cash expense for building supplies	В	41.36
Pacific Bell	2534	Community Center phone paid this month	B	54.48
Lonna Richmond	2041BI	Bistro wages paid this month	C	193.78
Nancy Knox	2041BI	Bistro pastries purchased this month	P	22.50
Whole Foods	2041BI	Misc. Bistro supplies purchased this month	P	4.00
Lona richmond	2071BI	Bistro wages paid in October	С	193.78
		TOTAL DEODEATION EVI		64 677 04

TOTAL RECREATION EXPENSES = \$1,677.31

В

TOTAL G&A EXPENSES =

35.10

\$1,569.28

#### ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Harvey Pearlman	1028	Maint. manager wages paid this month	C	129,18
Salvador Gonzales	1073	Extra Hire wages paid this month	Ĉ	26.91
Meridian Surveying, Inc.	2077	Sunset Profile ssurvey retainer	В	5,500.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	500.00
-		TOTAL R&E E	XPENSES =	\$5,656.09

Page 5 of 21

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

#### USE VENDER NAME CODE DESCRIPTION FUND AMOUNT WATER CAPITAL IMPROVEMENTS

#### WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. manager wages paid this month	C	870.00
Salvador Gonzales	1073	Extra Hire wages paid this month	C	289.32
CalPers	1506	Medical insurance	В	215.04
Harvey Pearlman	1506	Mediacal allowance paid this month	В	203.25
Forster Pump & Engineering	2077	Repair services	В	170.00
Goodman Building Supply	2077	Duct tape, measuring rods, etc.	В	17.10
Pace supply company	2077	Valves and meter	В	178.16
Herb's Pool Service	2115	Chlorine supplies	В	28.52
ABC Consultants, Inc.	2117	Administrative fees paid this month	В	900.00
ABC Consultants, inc.	2117	Clerical fees paid this month	В	850.00
Public Storage	2121	File storage for November	В	48.00
USPO	2130	Postage	P	54.40
Costco	2133	Printer Ink	P	51.41
Office Max	2133	Misc. office supplies & duplication	P	86.20
Harvey Pearlman	2479	Travel allowance paid this month	В	96.75
Pacific Bell	2534	Upper tank phone relay paid this month	В	32.34
		TOTAL WATER EX	DENSES -	<u>01 000 19</u>

TOTAL WATER EXPENSES = \$4,090.49

#### SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Jonathon Rauh	9255R	Refund rental deposit	В	250.00
Stephanie Chrisenson	9255R	Refund rental deposit	В	500.00
		TOTAL CHECKS ISSUED FROM TRUST	FUNDS =	\$750.00
C = Paid thru County depositories B = Paid thru Salomon depository	v	VATER TOTAL CAPITAL IMPROVEMENT EXP	ENSES =	\$4,200.00
P = Paid thru Petty Cash funds		TOTAL GENERAL FUND EXP	ENSES =	13,258.17
		TOTAL CHECKS ISSUED FROM TRUST	FUNDS =	750.00
		TOTAL OF ALL CHECKS	SSUED =	\$18,208.17

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

the \_\_\_\_\_ day of \_\_\_\_\_ 2001.

#### MUIR BEACH COMMUNITY SERVICES DISTRICT

Deborah Kamradt, President

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Donovan Macfarlane, Secretary

## 11:46 AM 12/01/01 Accrual Basis

## Muir Beach Community Services District 2001-2002 Year to Date Income and Expense Summary

July through October 2001

	Jul - Oct 01
Income	
Administrative Income	229.18
<b>Recreational Activities Income</b>	3,094.88
Roads & Easements Income	2,887.00
Water Capital Improvements Inco	10,016.73
Water Operations Income	25,374.78
Total Income	41,602.57
Expense	
Administrative Expenses	5,814.65
Fire Operational Expenses	2,755.41
<b>Recreational Expenses</b>	7,388.82
Roads & Easements Expenses	21,681.34
Water Capital Improve'ts Exp.	9,067.25
Water Operating Expenses	24,346.34
Total Expense	71,053.81
Net Income	-29,451.24

8:08 PM

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11/30/01 Accrual Basis

# Muir Beach Community Services District 2001-2002 Balance Sheet As of October 31, 2001

	Oct 31, 01
ASSETS	
Current Assets	
Checking/Savings Fund 428, County General Fund Fund 429, County Investment Fun	24,485.10
Capital Improvements General Investments	144,028.83 52,568.16
Total Fund 429, County Investment Fun	196,596.99
Petty Cash Fund Salomon Smith Barney	-494.55
Fire Station Reserve	12,343.38
General Funds	38,956.46
Rental deposit trust	2,500.00
Shaffer CalPers Trust	66.75
Water Security Deposit Trust	5,000.00
Total Salomon Smith Barney	58,866.59
Total Checking/Savings	279,454.13
Accounts Receivable Receivables	14,902.99
Total Accounts Receivable	14,902.99
Other Current Assets	
Undeposited Funds	1,306.75
Total Other Current Assets	1,306.75
Totai Current Assets	295,663.87
TOTAL ASSETS	295,663.87
LIABILITIES & EQUITY Liabilities Current Liabilities Other Current Liabilities	
R9255R, Refundable deposits	2,500.00
Shaffer CalPers Trust	66.71
W9025RD, Security deposits	5,000.00
Total Other Current Liabilities	7,566.71
Total Current Liabilities	7,566.71
Total Liabilities	7,566.71
Equity Retained Earnings Net Income	317,548.40 -29,451.24
Total Equity	288,097.16
TOTAL LIABILITIES & EQUITY	295,663.87

#### 11:37 AM

12/01/01 Accrual Basis

## Muir Beach Community Services District 2001-2002 INCOME VERSUS EXPENSES

October 2001

	Oct 01
Income Recreational Activities income R9255, CC Rental Income R9811, Rec. Programs income. R9811BI, Bistro Income R9811TC, Tai Chi Income	575.00 114.34 18.00
Totai R9811, Rec. Programs Income.	132.34
Total Recreational Activities Income	707.34
Water Capital Improvements Inco H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	1,108.10 
Totai H9031, Water Surcharge Income	1,138.10
H9377, Interest Earnings H9377C, Cap. Imp. Interest H9377G, Gen. Inv. Interest	1,735.97 673.66
Total H9377, Interest Earnings	2,409.63
Total Water Capital Improvements Inco Water Operations Income	3,547.73
W9025, Water Service Income W9025Int., Overdue bili interst W9025LP, Late pay penaity W9025, Water Service Income - Other	2.67 93.51 4,431.26
Total W9025, Water Service Income	4,527.44
Total Water Operations Income	4,527.44
Totai Income	8,782.51
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2117, Consulting Admin. Fees A2130, Mailing & Shipping Exp. A2133, Office Supplies A2352, County Fees A2479, Travel Expenses A2534, Telephone/Communications	37.97 600.00 54.40 69.60 110.00 136.62 126.83
Total Administrative Expenses	1,135.42
Fire Operational Expenses F2117, Administrative Fees F4827, W. Marin Fund Expenses	225.00 40.00
Total Fire Operational Expenses	265.0 <b>0</b>
Recreational Expenses R1073, Janitorial wages R1404, FICA R2041, Rec. Program Expenses R2041BI, Bistro Expenses	241.00 32.23 206.50
Total R2041, Rec. Program Expenses	206.50
R2077, Routine Repairs R2117, Administrative Expenses R2133, Office Supplies & Stamps R2259, Refuse Removal R2366, Building Supplies R2534, Pay Telephone Expense	174.09 500.00 26.00 113.70 41.36 54.48
Totai Recreational Expenses	1,389.36

**Roads & Easements Expenses** 

#### 11:37 AM

12/01/01 Accruai Basis

## Muir Beach Community Services District 2001-2002 INCOME VERSUS EXPENSES

October 2001

	Oct 01
E1028, Maint. Mgr. wages E1073, Extra Hire Wages	120.00 25.00
E1404, FICA	89.12
E2077, Road & Easement Repairs	6,020.00
E2117, Administrative Fees	600.00
Total Roads & Easements Expenses	6,854.12
Water Capital Improve'ts Exp. H2117, Administrative Fees	150.00
H2713, Project Improvements	4,050.00
Totai Water Capital Improve'ts Exp.	4,200.00
Water Operating Expenses	
W1028, Maint. Mgr. Wages	1,890.00
W1073, Extra Hire Wages	287.50
W1404, FICA	88.55
W1506, Medical benefits	418.29
W2077, Routine Repairs	365.26
W2115, Chemicals i Testing	38.52
W2117, Adminsitrative Fees	1,750.00
W2121, Misceilaneous Expenses	48.00
W2133, Office Supplies	137.61
W2479, Travel allowance	96.75
W2534, Teiephone Reiay Expense	32.24
Totai Water Operating Expenses	5,152.72
Totai Expense	18,996.62
Net income	-10,214.11

#### 12/01/01

Accrual Basis

## Muir Beach Community Services District 2001-2002 Profit & Loss Budget vs. Actual July through October 2001

	Jul - Oct 01	Budget	\$ Over Budget	% of Budget	
Income Administrative Income A9001, General Tax Income A9203, Interest earned A9772, Copier Income	181.18 0.00 48.00	41,592.00 2,500.00 100.00	-41,410.82 -2,500.00 -52.00	0.4% 0.0% 48.0%	
Total Administrative Income	229.18	44,192.00	-43,962.82		0.5%
Fire Operations Income F9377, West Marin Funds F9763, Fire Assoc. Donations	0.00	8,300.00 4,400.00	-8,300.00 -4,400.00	0.0% <b>0.0</b> %	
Total Fire Operations Income	0.00	12,700.00	-12,700.00		0.0%
Recreational Activities Income R9255, CC Rental Income R9811, Rec. Programs Income. R9811BI, Bistro Income R9811CP, Child's Prog. Income R9811TC, Tai Chi Income	2,465.00 535.38 0.00 94.50	8,000.00 1,800.00 230.00 180.00	-5,535.00 -1,264.62 -230.00 -85.50	30.8% 29.7% 0.0% 52.5%	
Total R9811, Rec. Programs Income.	629.88	2,210.00	-1,580.12	28.5%	
Total Recreational Activities Income	3,094.88	10,210.00	-7,115.12		30.3%
Roads & Easements Income E9772, Road & Esm't Income E9772F. FEMA Grant Income Total E9772, Road & Esm't Income	2,887.00				
Total Roads & Easements Income	2.887.00				
Water Capital Improvements Inco H9001, special Assessment Tax H9031, Water Surcharge Income H9031, Consumption Surcharge H9031, Water Surcharge Income - Other	47.43 5,167.78 120.00	30,260.00 13,500.00	-30,212.57 -13,380.00	0.2%	
	5,287.78	13,500.00	-8,212.22	39.2%	
H9377, Interest Earnings H9377C, Cap. Imp. Interest H9377G, Gen. Inv. Interest	3,520.02 1,161.50	2,000.00 750.00	1,520.02	176.0% 154.9%	
Total H9377, Interest Earnings	4,681.52	2,750.00	1,931.52	170.2%	
Total Water Capital Improvements Inco	10,016.73	46,510.00	-36,493.27		21.5%
Water Operations Income W9025, Water Service Income W9025Int., Overdue bill interst W9025LP, Late pay penalty	18.03 418.22	100.00 1,200.00	-81.97 -781.78	18.0% 34.9%	

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#### 12/01/01 Accrual Basis

### Muir Beach Community Services District 2001-2002 Profit & Loss Budget vs. Actual July through October 2001

	Jul - Oct 01	Budget	\$ Over Budget	% of Budget	
W9025, Water Service Income - Other	20,689.12	62,000.00	-41,310.88	33.4%	
Total W9025, Water Service Income	21,125.37	63,300.00	-42,174.63	33.4%	
W9772, Miscellaneous Income Water Operations Income - Other	4,100.76 148.65				
Total Water Operations Income	25,374.78	63,300.00	-37,925.22		40.1%
Total income	41,602.57	176,912.00	-135,309.43		23.5%
Expense Administrative Expenses A2049, Conf., Mtgs. & Dues A2059, P & L Insurance	96.79 459.00	400.00 460.00	-303.21 -1.00	24.2% 99.8%	
A2117, Consulting Admin. Fees A2121, Miscellaneous Expenses A2129. Gen. Election expenses A2130, Mailing & Shipping Exp.	2,200.00 0.00 0.00 158.80	6,500.00 200.00 300.00 100.00	-4,300.00 -200.00 -300.00 58.80	33.8% 0.0% 0.0% 158.8%	
A2133, Office Supplies A2137, Copier Maint. Expenses A2352, County Fees A2479, Travel Expenses A2534, Telephone/Communications	303.43 69.63 110.00 813.24 725.01	300.00 300.00 8,000.00 1,782.00 2,600.00	3.43 -230.37 -7,890.00 -968.76 -1,874.99	101.1% 23.2% 1.4% 45.6% 27.9%	
A2713, Legal fees Total Administrative Expenses	<u>878.75</u> 5,814.65	<u>1,500.00</u> 22,442.00	<u>-621.25</u> -16,627.35	58.6%	25.9%
Fire Operational Expenses F2059, P & L Insurance F2117, Administrative Fees F4827, W. Marin Fund Expenses	1,659.00 900.00 196.41	1,700.00 2,700.00 8,300.00	-41.00 -1,800.00 -8,103.59	97.6% 33.3% 2.4%	
Total Fire Operational Expenses	2,755.41	12,700.00	-9,944.59		21.7%
Recreational Expenses R1028, Maint. Mgr. Wages R1073, Janitorial wages R1404, FICA R1701, Work Comp Insurance R2041, Rec. Program Expenses R2041BI, Bistro Expenses	551.25 745.00 174.78 103.67 739.24	1,851.00 1,945.00 673.00 323.00 2,800.00	-1,299.75 -1,200.00 -498.22 -219.33 -2,060.76	29.8% 38.3% 26.0% 32.1% 26.4%	
R2041CP, Child's Program Exp.	0.00		-200.00	0.0%	
Total R2041, Rec. Program Expenses R2059, P & L Insurance R2077, Routine Repairs R2097, CC Ground Maintenance R2117, Administrative Expenses R2121, Miscellaneous Expenses R2133, Office Supplies & Stamps	500.00 680.69 12.00 2,000.00 0.00 60.00	500.00 5,000.00 863.00 6,000.00 100.00 100.00	-2,200.73 0.00 -4,319.31 -851.00 -4,000.00 -100.00 -40.00	24.0% 100.0% 13.6% 1.4% 33.3% 0.0% 60.0%	

#### 12/01/01

Accrual Basis

### Muir Beach Community Services District 2001-2002 Profit & Loss Budget vs. Actual July through October 2001

	Jui - Oct 01	Budget	\$ Over Budget	% of Budget	
R2259, Refuse Removal R2366, Building Supplies R2534, Pay Telephone Expense	227.40 41.36 216.02	450.00 500.00 700.00	-222.60 -458.64 -483.98	50.5% 8.3% <b>3</b> 0.9%	
R2535, Energy Expenses R2535G, Butane Gas Expenses R2535, Energy Expenses - Other	190.84 313.42	1,846.00	-1,532.58	17.0%	
Total R2535, Energy Expenses	504.26	1.846.00	-1,341.74	27.3%	
R4048, Building Improvements	833.15	7,000.00	-6,166.85	11.9%	
		30,851.00			24.0%
Total Recreational Expenses	7,388.82	30,851.00	-23,402.10	2	24.076
Roads & Easements Expenses E1028, Maint. Mgr. wages E1073, Extra Hire Wages E1404, FICA E1701, Work's. Comp. Insurance E2059, P & L Insurance E2077, Road & Easement Repairs E2117, Administrative Fees	558.75 91.00 125.89 0.00 217.00 18,488.70 2,200.00	2,100.00 4,000.00 161.00 165.00 217.00 20,000.00 6,500.00	-1,541.25 -3,909.00 -35.11 -165.00 0.00 -1,511.30 -4,300.00	26.6% 2.3% 78.2% 0.0% 100.0% 92.4% 33.8%	
Total Roads & Easements Expenses	21,681.34	33,143.00	-11,461.66	6	65.4%
Water Capital Improve'ts Exp. H2049 Meeting & Hearing expense H2059, P & L Insurance H2117, Administrative Fees H2352, County fees H2713, Project Improvements H2713CP, System Improvements H2713, Project Improvements - Other	252.25 165.00 550.00 0.00 8,100.00	165.00 2,000.00 565.00 9,165.00 45,000.00	0.00 -1,450.00 -565.00 -9,165.00 -36,900.00	100.0% 27.5% 0.0% 18.0%	
Total H2713, Project Improvements	8,100.00	54,165.00	-46,065.00	15.0%	
H4169UT, Priority Improvements	0.00	51,000.00	-51,000.00	0.0%	
Total Water Capital Improve'ts Exp.	9,067.25	107,895.00	-98,827.75		8.4%
Water Operating Expenses W1028, Maint. Mgr. Wages W1073, Extra Hire Wages W1404, FICA W1506, Medical benefits W1506CPHvy W1506CPSh W1506, Medical benefits - Other	5,417.25 909.50 669.75 203.25 215.04 1,254.87	16,250.00 3,000.00 1,473.00 2,460.00	-10,832.75 -2,090.50 -803.25 -1,205.13	33.3% 30.3% 45.5% 51.0%	
Total W1506, Medical benefits	1,673.16		-786.84	68.0%	
W1701, Work. Comp.insurance W2049, Conferences & Training W2058, Annual Permit Fee	454.87 195.00 1,575.00	1,600.00 800.00 1,600.00	-1,145.13 -605.00 -25.00	28.4% 24.4% 98.4%	

#### 12/01/01

Accrual Basis

#### Muir Beach Community Services District 2001-2002 Profit & Loss Budget vs. Actual July through October 2001

	Jul - Oct 01	Budget	\$ Over Budget	% of Budget
W2059, P & L Insurance	750.00	750.00	0.00	100.0%
W2077, Routine Repairs	2,599.70	2,000.00	599.70	130.0%
W2115, Chemicals   Testing	167.05	4,500.00	-4,332.95	3.7%
W2117, Adminsitrative Fees	6,800.00	20,250.00	-13,450.00	33.6%
W2121, Miscellaneous Expenses	311.81	1,000.00	-688.19	31.2%
W2130, Postage & Shipping	208.22	1,500.00	-1,291.78	13.9%
W2133, Office Supplies	198.07	1,000.00	-801.93	19.8%
W2325, Contract Services	0.00	5,000.00	-5,000.00	0.0%
W2479, Travel allowance	387.00	1,000.00	-613.00	38.7%
W2534, Telephone Relay Expense	187.35	450.00	-262.65	41.6%
W2535, Electrical Service	1,842.61	6,534.00	-4,691.39	28.2%
Total Water Operating Expenses	24,346.34	71,167.00	-46,820.66	34.2%
Total Expense	71,053.81	278,198.00	-207,144.19	25.5%
Net Income	-29,451.24	-101,286.00	71,834.76	29.1%

#### OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGULAR MEETING HELD ON WEDNESDAY, SEPTEMBER 26, 2001

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

- I. **Call to order:** President Pinto called the meeting to order at 7:10 p. m. and turned the chair over to incoming President Kamradt. Ms Pinto then left the Director's table to join the audience, as her resignation from the Board became effective.
- II. Review and consideration of the September 26, 2001 Agenda. There was a brief discussion of the Agenda, and consideration of moving the National Park Service (N. P. S.) to a later time; however, ranger Reischl walked in the door at this time and Director Shaffer *moved* to approve the Agenda as submitted; seconded by Director Schiffries, ayes all.
- **III.** National Park Service: Ranger Reischl reported on the many maintenance activities of the N. P. S. and then reported that the topographic work on Pacific Way from the Pelican Inn to the bridge has been completed. The County will install the bypass culverts to connect the property on north side of the roadway to the south side, and N. P. S. will create a drainage swale to connect with the creek.

Ranger Reischl also mentioned that the Institute for Fisheries Research Sedimentation Study and that Marin County is trying to put together a feasible policy to mitigate erosion and sedimentation.

- **IV. 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 \$7,804.74 in general fund expenditures and \$38.25 in capital fund expenditures for a combined total of \$7,842.99; seconded by Director Shaffer; ayes all.
- V. Fire Department, emergency disaster committee: Chief Sward reported that the department's grant request has been approved in the amount of \$20,000 for labor and equipment rentals. He has also been informed that an additional \$20,000 may be approved to purchase the chipper. The Marin County Fire Department will receive 5% of the funds for administration. It is hoped that the department can purchase a large chipper and begin a program for removing fire hazardous materials, trees, etc. The Board congratulated Chief Sward and the Department for their efforts.
- VI. Redwood Creek Watershed Committee: Director Schiffries reported that the scheduled meeting had been canceled. However, he has learned that there is an effort to have all watershed committees in Marin County join together in an effort to coordinate the overall County needs. He also mentioned the ongoing efforts to update the Marin County Master Plan, particularly in sustaining, community environment.
- VII. General Manager's Report: There was brief discussion of the fiscal report and other items in his report.
  - **A. The Budget:** The G. M. noted that the District is operating within the budget parameters and there were no other questions on the budget.
  - **B.** Long term planning: Director Schiffries informed the Board that he has discussed the declining condition of the community center with Mike Moore, and that Mike has expressed some interest in doing many of the repairs. Some of this might be done as a District employee or as a contractor. In particular, the condition of the roof and need for repairs had been discussed. The G. M. mentioned that it may be necessary to have a formal bidding process, depending on the total cost of items being considered. The G. M. and Harvey will check with roofing contractors to see if they have an interest in submitting proposals.

- Water operations: The G. M. reported that water operations in general were normal. A leak on the С. District side of the meter toward the end of Starbuck Drive extension had been repaired, though it had caused some minor erosion.
- Water Rights: Director Rudnick reported that the TAC is very concerned about the District's D. enforcement of water conservation, mentioning that the Pelican Inn's grass is still green to indicate that they are irrigating. It was mentioned that D. W. R. requested a summation of the District's conservation efforts to date, and the board instructed the G. M. to prepare and forward a report.

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Ms Pinto distributed her minutes of the previous TAC meeting and mentioned that some To comply when and Alternative Water Sources, particularly mentioning that the report should give more consideration to possible outside funding, as the N. P. S. is very interested in assisting in obtaining outside funding. Further, the N. P. S. has expressed a willingness to consider possible in the exchanges or transfers for an alternative well it. P. S. has expressed strong interest in this and that he will modify the reports to accommodate these ideas. Also, he will meet with Ranger Tamara Williams and State park representatives to make a physical inspection of possible alternative well sites.

> This was followed by a lengthy discussion on the need for the District to adopt a more stringent policy toward conservation. Finally, the Board instructed the G. M. to write a letter to the top 20 consumers and make a personal contact with the top 5 consumers.

- **Capital Improvements:** The G. M. reported that the well site survey is in progress and he should Е. have completed drawings of the survey for the next Board meeting.
- F. Recreation: There was a brief discussion of the Quilters' request for a part time paid recreational director. Director Shaffer asked if the Quilters' would submit their ideas on this in more detail.

This was followed by some discussion of the problems and overload of the District manager. Director Schiffries suggested that a separate fund be established for the handling of rental security deposits, with Ann Browning being the person to handle the account. The G. M. said that it would relieve him of some of the problems; however, it would be necessary to have the County Attorney's opinion due to the numerous restrictions on how public funds must be handled. He will seek an opinion prior to the next meeting.

G. General discussion of Board Matters and Concerns: As many of these items had already been discussed and the time was getting late, there was no further discussion of this.

#### **Public Open Time:** VIII.

- Α. Old business: Kathy Sward reported on the following old business:
  - 1. The fire volunteers have completed building the cabinets in the children's playroom, to store the department shirts for sale. She suggests that if the Directors have not seen the cabinets, they should take the time to look them over as they are very nice.
  - they should take the time to look them over as they are very nice. The Fire Volunteers will replace the deadbolt on the community center text door. 2.
  - Eleanor Borden passed away on August 30 and now Spindrift Point continuance is under 3. consideration. The "Friends of Spindrift Point", including Leighton Hills and the Steinbach are looking into the various possibilities for preserving the property's status in the community.

- **B.** New Business: Director Shaffer informed the Board that he has discussed the open Directorship with various residents and nominated Maury Ostroff to fill the vacancy. This was followed by a brief discussion and the G. M. noted that this action needs to be a formal Agenda item. It was decided to place the nomination on the next Board meeting Agenda.
- IX. Review of the draft minutes for the August 29, 2001 Board meeting: Following a brief review, Director Schiffries requested to strike the "Roads and Easements" in Section X, as it should read just "Special Projects." With this correction, Director Shaffer *moved* to approve the minutes as submitted; seconded by Director Rudnick, ayes all.
- X. Next meeting date: Following a brief discussion the next meeting date was confirmed for Wednesday, October 24, 2000.

The meeting was adjourned at 11:03 P.M.

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

Deborah Kamradt, Board President

Donovan Macfarlane, Secretary

#### OFFICIAL MINUTES OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGULAR MEETING HELD ON WEDNESDAY, OCTOBER 24, 2001

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

- I. Call to order: President Kamradt called the meeting to order at 7:11 p. m.
- II. Directors appointment: During the previous Board meeting the Board considered appointing a director to fill the vacancy resulting from Director Pinto's resignation. As this had not been a formal item on the Agenda, the matter was discussed and action deferred to tonight's meeting. Director Shaffer informed the Board that he had contacted various individuals suggested as possibly being interested in the appointment and as a result of his discussions was nominating Maury Ostroff to become a Director. The nomination was seconded by Director Rudnick. This was followed by a brief discussion, with Director Schiffries indicating that he did not feel the community had been properly notified prior to the nomination. President Kamradt called for a vote, with President Kamradt and Directors Shaffer and Rudnick voting aye; Director Schiffries voted nay, repeating that he disagreed with the nominating process. The 3 votes carried the motion.

Newly appointed Director Ostroff was administered the Oath Of Office by the G. M. and joined the Director's table for the remainder of the evening.

- III. Review and consideration of the October 24, 2001 Agenda. There was a brief discussion of the Agenda, and it was suggested that following consideration of Item V that Item X be considered. With this revision, Director Schiffries *moved* to approve the Agenda as revised; seconded by Director Shaffer, ayes all.
- IV. National Park Service: Ranger Pat Reischl reported on the following items:
  - A. Ranger Jennifer Vick will join N. P. S. as their planner for the Redwood Creek Watershed.
  - B. Funding for Phase 1 of the Big Lagoon planning has been approved. However, Pat cautioned that little would be done during the next three years.
  - C. Ranger Mia Monroe is working with the Park's Association to improve the information kiosks. The community and posting bulletin boards will remain near the Muir Beach bridge.
  - D. Visitors to Muir Woods will experience some detours due to the new boardwalk construction.
  - E. The roofs on the Old Inn at Muir Woods and the Dairy Ranch House will begin renewal next week.
  - F. The Pacific Way culvert project is waiting for Fish and Wildlife approval.
  - G. The Beach levee road will be considered for changes during the Park's November project reviews.

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- V. Bills to be paid: There was a brief discussion of the Bills to be Paid Report and Director Shaffer *moved* to approve the report as submitted including a total of \$2,100 in Capital Improvement expenses, \$20,972.99 in general fund expenditures; and \$2,100 in security deposit refunds; seconded by Director Schiffries ; ayes all
- VI. General discussion of Board matters and concerns: This Item was originally scheduled as Item X and rescheduled to this position in approving the Agenda.

Director Schiffries opened this discussion indicating that he wishes to make things more comfortable, but frequently finds himself in a controversial position as he doesn't feel comfortable with the brief consideration given to the various Agenda items. He is particularly concerned with matters concerning the District's water rights.

This was followed by a fairly lengthy discussion with input from President Kamradt, Directors Shaffer and Rudnick, with newly appointed Director Ostroff abstaining due to his lack knowledge concerning the matter and previous meetings.

After the discussion, Director Schiffries informed the Board that he preferred to step down from the Directors position. Following a brief discussion President Kamradt accepted Director Schiffries resignation, with the concurrence of the remaining Directors and thanked Director Schiffries for his participation since his election. Director Schiffries then left the meeting at 7:57 pm.

- VII. Emergency Water Conditions: As a result of recent losses of water due to mechanical and improper human actions, the District experienced some severe losses of water storage reserves, necessitating a community alert of emergency water conditions requests for conservation. The G. M. noted that there have been some differences of opinions as to what should activate these measures, particularly during the fire season. Following a general discussion of the needed storage levels for various conditions, Director Shaffer *moved* to have the emergency water conditions activated whenever the upper storage tank level declines to less than 1/3rd of its capacity (less than 50,000 gallons); seconded by Director Rudnick; ayes Kamradt, Ostroff, Rudnick and Shaffer.
- VIII. Fire Department, emergency disaster committee: Chief Sward reported that he Department has been approved for the Grant Funds to purchase the Chipper and additional funds to support the manpower for its operation this year. The Chipper and log splitter arrived today. To begin, the only approved operators will be the volunteer fire members. The G. M. advised Chief Sward that the chipper qualified for an E license, recommending that the Department contact the previous DMV inspector for information in obtaining the license. Chief Sward indicated that the Department will develop a plan for the chipper for the community's benefit.

Chief Sward then mentioned that Supervisor Kinsey has a meeting scheduled With N. P. S. Superintendent Brian O Neill, and that the Department's use of the Dairy barn as a fire house will be discussed during the meeting.

- IX. Redwood Creek Watershed Committee: The next meeting for this committee is October 31, 2001 at 10:30 am and Director Shaffer will attend.
- X. General Manager's Report: There was brief discussion of the fiscal report, followed by the following:

- A. Communication improvements: The G. M. noted that recently he has had some difficulty in getting FAX transmittals to Harvey Pearlman. Harvey does not have a FAX and the usual alternative receivers have been either off line or down for various reason. The G. M. suggested that he can purchase a used plain paper FAX for approximately \$50 and recommended such a purchase with the installation either in Harvey's home with the District paying for a phone line or in the copier room locked cabinet using the existing phone line. The G. M. has a surplus phone/FAX transfer box and will donate it if the second location is preferred. It was suggested that the copy room location would provide a FAX for community use. Following some discussion, the Board concurred with installing a used plain paper FAX in the locked cabinet of the copy room, with use by the community on an honor system of payment, with a minimum of \$1 per page of FAX, plus long distance charges.
- **B.** Computer for e-mail. The G. M. noted that e-mail has become an important method of instant communication and suggested that the District provide Harvey Pearlman with a computer for this purpose. Following a brief discussion, this matter was tabled for future consideration.
- C. Roads and Easements: The G. M. noted that the well site survey has been satisfactorily completed, as indicated by the survey plans given to the Directors, and that he now recommends that the Board approve the awarding of the plan and profile survey of Sunset Way to Meridian Surveying and Engineering in the amount of \$11,000. A brief discussion followed and Director Shaffer *moved* to authorize the G. M. to initiate the contract with Meridian Surveying and Engineering in the amount of \$11,000 for the Plan and Profile Survey of Sunset Way, seconded by Director Rudnick, ayes all.
- **D.** Water operations: There was a lengthy discussion of water operations and the need to retain an engineering firm to inspect the well house, well, and piping facilities to make recommendations for modernization, upgrading of facilities and correction of possible code violations. Resident Fred Thal, an electrical contractor with considerable experience, has inspected the facilities and has found several violations of the electrical code that he feels may be hazardous. Following further discussion the Board instructed the G. M. to request proposals from qualified electrical and mechanical engineers to inspect the well house facilities to make recommendations for upgrading. The Board authorized expenditures not to exceed \$1,500 for the inspections and \$2,000 for critical improvements if the consultants indicate there are severe problems.
- E. Water rights: The G. M. noted that the results of the last Technical Advisory Committee meeting indicated a strong desire for the District to approve a more stringent policy for water conservation. This was verified by Director Rudnick who had attended the meeting. The Board reviewed the suggestions offered in the Board Information Packet by the G. M. and following considerable discussion approved the following policy:
  - 1. During times of noticed water conservation periods the District median consumption for calendar 1999 was 418 cubic feet per meter. This will be established as the water conservation level for all District households during noticed water conservation periods. The Pelican Inn's commercial use will be established by its median use during calendar 1999.

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- 2. Penalties for excessive water consumption and rewards for meritorious conservation will be as follows:
  - a. **Penalties:** In the event a water service exceeds the allocated allowance of 418 cubic feet by less than 5% during a noticed conservation period, the household will be notified of the excessive consumption and warned that if the conservation level is not reached during the following billing period, they will be subject to the applicable current and retroactive penalties

In the event a water service exceeds the allocated allowance of 418 cubic feet by **more** than 5% during a noticed conservation period, the household will be notified of the excessive consumption and penalized by a fine of \$25 or a doubling of their water billing, whichever is the greater amount.

- **b. Rewards:** In the event a water service is less than the allocated allowance of 418 cubic feet and is **more** than a 5% reduction in their previous month's consumption, the consumer's water will be rewarded by a reduction of 25% of the billing for water service.
- F. Water Capital Improvements: With the completion of the well site survey, the District is now able to consider the well site improvements and system upgrades. The G. M. recommenced that he be authorized to seek out a consulting firm to prepare the plans and specifications for the various capital improvement projects. The Board suggested he get the necessary information and report back when it is available.
- **G. Recreation:** The community center roof needs approximately \$2,000 in repairs and Mike Moore is available to do them. Following a brief discussion, Director Shaffer *moved* to approve the repairs, not to exceed \$2,000; seconded by Director Rudnick, ayes all.
- XI. Review of the draft minutes for the September 26, 2001 Due to the late time, discussion of these minutes was deferred to the next Board meeting.
- XII. Next meeting date: Following a brief discussion the next meeting date was confirmed for Wednesday, December 5, 2001.

The meeting was adjourned at 10:00 P.M.

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

Deborah Kamradt, Board President

Donovan Macfarlane, Secretary