

Donovan

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FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, JANUARY 23, 2002.
IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE.
THE MEETING WILL BEGIN AT 7:00 P.M.**

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Dumping trailer
Brush Cutter
Chipper Funds

To use: Refer, Maury all.

$$\begin{array}{r} 145 \\ 103 \overline{) 1,500,000} \\ \underline{103} \\ 470 \\ \underline{412} \\ 580 \\ \underline{515} \\ 5 \end{array}$$

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING ON WEDNESDAY,
JANUARY 23, 2002 TO BEGIN AT 7:00 P. M. IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

Directors: President Deborah Kamradt; Directors: ^{Sick} Leighton Maury Ostroff, Peter Rudnick, and Steve Shaffer.

- I. Open the public meeting:** President Kamradt will call the public meeting to order. *7:12*
- II. Review and consideration of the January 23, 2002 Agenda.** Agenda items may be deleted, postponed, continued, or changed in scheduled sequence from the posted agenda so as to accommodate the needs of the Board and the public in attendance. However, no item can be added to the Agenda, for the purpose of having the Board make a decision, except as defined below under "Public Open Time". *Peter/Lu 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. *1st Pub -*
- IV. Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the November 1, 2001 through November 3, 2001 and the December 1, 2001 through December 31, 2001 fiscal periods. *L/P Dec, all -*

- V. Fire Department, Emergency Disaster Committee:** Chief Sward will offer a report on the department's activities since the last Board meeting. *J.J. 1st resp. coverse full house w/ 7-8 res. + vol. April - May get truck from County Store 680*
- VI. Redwood Creek Watershed Committee report:** Director Hills will give a brief report on the meetings he has attended and the Board will determine if a Director should attend the next scheduled meeting. *2 mtgs Dec 12 & 16 - Defining what they want - pro Euro or Pro Indian.*

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

- VII. 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. We received our 1st increment of tax revenues for the general funds, in the amount of \$23,082.60 which is in line with the budget's estimate of tax revenue. No tax revenue for water capital improvements has been received, as the approval of the tax measure required the issue of a revised tax bill and its issue was delayed waiting confirmation of the vote by the electoral department.
- B. Contract with Associated Business and Community Consultants, Inc. for management services.** ABC has been functioning on a month to month basis until the Board has had time to consider the contract's renewal for the fiscal year 2001 - 2002.

Early meeting on 27th

- C. **Communications:** This matter was deferred to tonight's meeting for a decision to install a dedicated line. The installation will cost approximately \$35 and the monthly fees should be less than \$25. 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.
- Laugh for a year - all. Honor system.*
- D. **Roads and Easements:** The plan and profile survey of Sunset Way is in progress, but completion has been delayed due to weather and the surveyor's family leave. I have requested an estimate for the drainage easement topographic survey and expect to have the details in time for the meeting. *See if the CAD program is available.*
- E. **WATER OPERATIONS:** Operations have been without major problems during the past 60 days, with no major problems to report.
- F. Coliform tests taken during November and December were free of bacteria.

Gross water billing for the 10/23 through 11/23/2001 billing period was \$3,599.78 including \$65.84 in late payment penalties and \$4.04 in interest charges. The monthly consumption surcharge for this period totaled \$912.81.

Rate of the breaks.

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

Total volume of water measured through the master meter =	774,057 gallons
Average daily pumping rate	24,970 gallons
Highest pumping day was on and volume pumped =	not reported
Lowest pumping day was on and volume pumped =	not reported
Total volume billed through service meters =	723,302 gallons
Gross unaccounted for water loss =	50,755 gallons
Estimated un-metered maintenance use	30,500 gallons
Net unaccounted for water loss (6.56%)	000 gallons
Average daily customer consumption per meter =	160 gallons
Average service billing =	\$28.67

Gross water billing for the 11/23 through 12/23/2001 billing period was \$4,482.31 including \$102.72 in late payment penalties and \$5.12 in interest charges. The monthly consumption surcharge for this period totaled \$1,123.96.

The table below tabulates the water production for the period November 23 to December 23, 2001.

Total volume of water measured through the master meter =	835,219 gallons
Average daily pumping rate	27,841 gallons
Highest pumping day was on 11/25/01 and volume pumped =	60,540 gallons
Lowest pumping day was on 11/30/01 and volume pumped =	15,478 gallons
Total volume billed through service meters =	766,395 gallons

Gross unaccounted for water loss =	68,824 gallons
Estimated un-metered maintenance use, leak repairs	15,000 gallons
Net unaccounted for water loss (6.44%)	53,824 gallons
Average daily customer consumption per meter =	164 gallons
Average service billing =	\$29.29

E. run asked about hydrologist.
G. **Water Rights:** The next T. A. C. meeting is scheduled for Friday, January 25, 2002 and no activity in this area has been completed since the last Board meeting. *Perfor & Deborah*

H. **Capital Improvements:** The following capital improvement factors need Board consideration:

1. **Electrical - Mechanical repairs of well house:** In accord with the Board's actions during the last Board meeting, Fred Thal has been authorized to inspect the electrical facilities of the well site and submit a report to the Board. In addition, some critical problems were determined and Fred was authorized to repair these critical areas on an emergency basis. I have not received his report on the repairs and his findings. *Fred Thal & Maury Dec 24th -*
fly to clean area - dumpster authorized.
2. **Services of a hydrologist:** Consideration of this matter was deferred from the last meeting, and I suggest that it be deferred to the next meeting.

3. **New Well and well site improvements:** Subject to the report by Fred Thal, planning for the new well and other improvements has been delayed until the report is completed and reviewed.

I. **Recreation:**

1. The New Year's party was a success and after paying all expenses, including reimbursing the District \$1,500 for the music advance, the party resulted in a net profit of \$80.

2. **Improved storage facilities:** This matter was deferred from the previous meeting for further discussion. There are three possible locations for an additional storage shed to be constructed, (1) between the existing steps to Sunset Way and the community center deck. The steps need to be repaired as they are in poor condition and it would be wise to move the steps so as to permit more room for the storage facility. (2) The area at the northeast corner of the building will accommodate a storage shed of approximately 100 square feet of floor area. (3) The area along the east side of the building will accommodate a storage shed of approximate 4 feet in depth and 20+ feet in length. (4) A 4th area has been suggested, but it would require excavation of soil and offer potential moisture problems. It is recommended that this area not be considered for further action.

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

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.

- IX. **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.

Peter thanked Fire Dept for saving his house.

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.

- X. Review of the draft minutes for the September 26, 2001 Board meeting, deferred from the previous meeting. *Manny no corrects, Peter all.*
- XI. Review of the draft minutes for the October 24, 2001 Board meeting. *Peter, Loughlin.*
- XII. Review of the draft minutes for the December 5, 2001 Board meeting. *Loughlin / Peter all*
- XIII. Next meeting date: The fourth Wednesday in February is the 27rd day of February 2002.

ADJOURNMENT OR CONTINUATION

- 6:15 -

9:28

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

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
ABC Consultants, Inc.	2117	Revise T. A. C. reports	B	\$400.00
Meridian Surveying	2713	County fees for survey map	B	230.00
TOTAL WATER CAPITAL IMPROVEMENT EXPENSES =				\$630.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236				
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	\$600.00
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	136.62
AT&T	2534	Toll calls 707-643-7015	B	8.20
AT&T	2534	Toll calls 415-388-7804	B	33.36
Cingular	2534	Cell phone paid this month	B	0.00
Pacific Bell	2534	415-388-7804 paid this month	B	28.95
Pacific Bell	2534	707-643-1143 paid this month	B	32.59
TOTAL G&A EXPENSES =				\$839.72

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	B	0.00
TOTAL FIRE EXPENSES =				\$225.00

RECREATION EXPENSES, DIVISION CODE 9239				
Harvey Pearlman	1028	Maint. manager wages paid this month	C	\$269.13
Salvador Gonzales	1073	Extra Hire wages paid this month	C	107.65
Juana Gonzales	1077	Janitorial wages paid this month	C	227.67
State Fund	1404	Worker's Compensation Ins. 3rd quarter	B	109.14
Harvey Pearlman	2077	Reimburse for door lock repairs, keys, etc.	B	45.61
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
Pacific Bell	2534	Community Center pay phone	B	55.14
Pacific Gas & Electric	2535	Community Center electric paid this month	B	71.79
Lonna Richmond	2041BI	Bistro wages paid this month	C	290.67
Nancy Knox	2041BI	Bistro pastries purchased this month	P	17.50
Whole Foods	2041BI	Misc. Bistro supplies purchased this month	P	8.08
Nina Vincent	2041CP	Reimburse for Children's hallween party	B	132.95
TOTAL RECREATION EXPENSES =				\$1,835.33

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
Harvey Pearlman	1028	Maint. manager wages paid this month	C	\$66.12
Salvador Gonzales	1073	Extra Hire wages paid this month	C	174.94
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	600.00
TOTAL R&E EXPENSES =				\$841.06

WATER DIVISION EXPENSES, DIVISION CODE 9238				
Harvey Pearlman	1028	Maint. manager wages paid this month	C	\$2,013.05
Salvador Gonzales	1073	Extra Hire wages paid this month	C	53.83
State Fund	1404	Worker's Compensation Ins. 3rd quarter	B	668.86
P. E. R. S.	1506	Medical insurance paid	B	418.29
ForsterPump & Engineering	2077	Folat repair parts	B	86.14
Goodman Building Supply	2077	Misc. pipe fittings	B	34.87
Pace Supply	2077	Valves and fittings for meter repairs	B	178.16
Western Water Products	2077	Cartridge filters	B	203.62
Marin County Department of Health	2115	Monthly coliform tests	B	30.00
ABC Consultants, Inc.	2117	Clerical fees paid this month	B	850.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	800.00
USPO	2130	Postage	P	69.90
Office Depot	2133	Print toner, paper, etc.	P	71.47
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	B	430.96
TOTAL WATER EXPENSES =				\$5,909.15

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

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Paul Brousseau	9255R	Refund rental security deposit	B	\$150.00
Wendy Weir	9255R	Refund rental security deposit	B	250.00

TOTAL CHECKS ISSUED FROM TRUST FUNDS = \$400.00

B = Paid thru Salomon depository

TOTAL WATER CAPITAL IMPROVEMENT EXPENSES = \$630.00

P = Paid thru Petty Cash Funds

TOTAL GENERAL FUND EXPENDITURES = 9,650.26

P = Paid thru Petty Cash Funds

TOTAL TRUST FUND REFUNDS = 400.00

TOTAL OF ALL WARRANTS ISSUED = \$10,680.26

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

the _____ day of _____ 2002.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Deborah Kamradt, President

Donovan Macfarlane, Secretary

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

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
ABC Consultants, Inc.	2117	T. A. C. Minutes, reports, etc.	B	\$150.00
TOTAL WATER CAPITAL IMPROVEMENT EXPENSES =				\$150.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Kino's	2049	Board packets & engr. reports	P	\$55.36
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	600.00
Calif. Special Districts Association	2121	Annual membership fee	B	262.00
USPO	2130	Postage and stamps	P	27.20
Office Depot	2133	Misc. office supplies	P	39.18
Marin County	2352	Tax clooction fees	C	257.00
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	142.83
AT&T	2534	Toll calls 707-643-1143 paid this month	B	43.36
AT&T	2534	Toll calls 415-388-7804 paid this month	B	12.27
Cingular	2534	Cell phone paid this month, Nov. & Dec.	B	137.87
Pacific Bell	2534	415-388-7804 paid this month	B	55.26
Pacific Bell	2534	707-643-1143 paid this month	B	28.48
Marin County	2713	Legal fees 4/01 through 9/01	C	950.00
TOTAL G&A EXPENSES =				\$2,610.81

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	B	80.86
TOTAL FIRE EXPENSES =				\$305.86

RECREATION EXPENSES, DIVISION CODE 9239

Harvey Pearlman	1028	Maint. manager wages paid this month	C	\$366.00
Salvador Gonzales	1073	Extra Hire wages paid this month	C	80.74
Juana Gonzales	1077	Janitorial wages paid this month	C	151.78
Goodman Building Supply	2077	Misc. small repair items	B	10.69
Home Depot	2077	Paint, hinges, electrical parts, etc. for repairs	B	271.71
Herb's Pool Service	2115	Chlorine supplies	B	23.89
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
Harvey Pearlman	2366	Table for community center reimbursement	B	124.32
Pacific Bell	2534	Community Centerpay phone paid this month	B	53.95
Pacific Gas & Electric	2535	Community Center electric paid this month	B	74.29
Lonna Richmond	2041BI	Bistro wages paid this month	C	193.78
Nancy Knox	2041BI	Bistro pastries purchased this month	P	17.50
Whole Foods	2041BI	Misc. Bistro supplies purchased this month	P	1.90
Karen Drucker	2041CD	Music for New Year's party	B	1,500.00
TOTAL RECREATION EXPENSES =				\$3,370.55

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Harvey Pearlman	1028	Maint. manager wages paid this month	C	\$322.95
Salvador Gonzales	1073	Extra Hire wages paid this month	C	121.11
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
TOTAL R&E EXPENSES =				\$944.06

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. manager wages paid this month	C	\$1,399.46
Salvador Gonzales	1073	Extra Hire wages paid this month	C	121.11
P. E. R. S.	1506	Medical insurance paid	B	418.29
ABC Consultants, Inc.	2117	Clerical fees paid this month	B	950.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	800.00
Calif. Rural Farm Water Association	2121	Annual membership	B	20.00
Public Storage	2121	File storage Dec. and January	B	96.00
USPO	2130	Postage	P	47.60
Harvey Pearlman	2133	Reimbursement for annual log expenses	B	11.79
Harvey Pearlman	2479	Travel allowance paid this month, Nov & Dec.	B	193.50
Pacific Bell	2534	Upper tank phone relay paid this month	B	32.32
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	B	401.6
TOTAL WATER EXPENSES =				\$4,491.67

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

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Myron Bradman	9255R	Refund rental security deposit	B	\$500.00
Erica Kisch	9255R	Refund rental security deposit	B	250.00
TOTAL CHECKS ISSUED FROM TRUST FUNDS =				\$750.00

B = Paid thru Salomon depository		TOTAL WATER CAPITAL IMPROVEMENT EXPENSES =	\$150.00
C = Paid thru County depositories		TOTAL GENERAL FUND EXPENSES =	11,722.95
P = Paid thru Petty Cash Funds		TOTAL CHECKS ISSUED FROM TRUST FUNDS =	750.00
TOTAL OF ALL CHECKS ISSUED =			\$12,622.95

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on
the _____ day of _____ 2002.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Deborah Kamradt, President

Donovan Macfarlane, Secretary

7:49 PM
01/19/02
Accrual Basis

Muir Beach Community Services District 2001-2002
Year to Date Income and Expense Summary
July through December 2001

	<u>Jul - Dec 01</u>
Income	
Administrative Income	23,311.78
Fire Operations Income	233.48
Recreational Activities Income	5,387.18
Roads & Easements Income	2,887.00
Water Capital Improvements Inco	10,929.54
Water Operations Income	<u>29,024.10</u>
Total Income	71,773.08
Expense	
Administrative Expenses	9,388.55
Fire Operational Expenses	3,286.27
Recreational Expenses	12,498.69
Roads & Easements Expenses	23,558.58
Water Capital Improve'ts Exp.	9,847.25
Water Operating Expenses	<u>32,059.18</u>
Total Expense	<u>90,638.52</u>
Net Income	<u><u>-18,865.44</u></u>

7:47 PM

01/19/02

Accrual Basis

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

As of December 31, 2001

	Dec 31, 01
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	40,380.71
Fund 429, County Investment Fun	
Capital Improvements	147,203.70
General Investments	49,393.29
Total Fund 429, County Investment Fun	196,596.99
Petty Cash Fund	-143.94
Salomon Smith Barney	
Fire Station Reserve	12,343.38
General Funds	38,105.01
Rental deposit trust	1,600.00
Shaffer CalPers Trust	2,228.67
Water Security Deposit Trust	5,300.00
Salomon Smith Barney - Other	-500.00
Total Salomon Smith Barney	59,077.06
Total Checking/Savings	295,910.82
Accounts Receivable	
Receivables	8,638.85
Total Accounts Receivable	8,638.85
Other Current Assets	
Undeposited Funds	1,100.00
Total Other Current Assets	1,100.00
Total Current Assets	305,649.67
TOTAL ASSETS	305,649.67
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	1,600.00
Shaffer CalPers Trust	66.71
W9025RD, Security deposits	5,300.00
Total Other Current Liabilities	6,966.71
Total Current Liabilities	6,966.71
Total Liabilities	6,966.71
Equity	
Retained Earnings	317,548.40
Net Income	-18,865.44
Total Equity	298,682.96
TOTAL LIABILITIES & EQUITY	305,649.67

7:48 PM

01/19/02

Accrual Basis

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

	Nov 01
Income	
Recreational Activities Income	
R9255, CC Rental Income	730.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	115.80
Total R9811, Rec. Programs Income.	115.80
Total Recreational Activities income	845.80
Total Income	845.80
Expense	
Administrative Expenses	
A2117, Consulting Admin. Fees	600.00
A2130, Mailing & Shipping Exp.	48.40
A2133, Office Supplies	74.97
A2479, Travel Expenses	136.62
A2534, Telephone/Communications	103.10
Total Administrative Expenses	963.09
Fire Operational Expenses	
F2117, Administrative Fees	225.00
Total Fire Operational Expenses	225.00
Recreational Expenses	
R1028, Maint. Mgr. Wages	250.00
R1073, Janitorial wages	311.50
R1404, FICA	63.62
R1701, Work Comp Insurance	37.02
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	295.58
R2041CP, Child's Program Exp.	132.95
Total R2041, Rec. Program Expenses	428.53
R2117, Administrative Expenses	500.00
R2366, Building Supplies	45.61
R2534, Pay Telephone Expense	55.14
R2535, Energy Expenses	71.79
Total Recreational Expenses	1,763.21
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	80.00
E1073, Extra Hire Wages	162.50
E1404, FICA	18.56
E1701, Work's. Comp. insurance	72.12
E2117, Administrative Fees	600.00
Total Roads & Easements Expenses	933.18
Water Capital Improve'ts Exp.	
H2117, Administrative Fees	400.00
H2713, Project improvements	
H2713WR, Water Right Resolution	230.00
Total H2713, Project Improvements	230.00
Total Water Capital Improve'ts Exp.	630.00
Water Operating Expenses	
W1028, Maint. Mgr. Wages	1,870.00
W1073, Extra Hire Wages	50.00
W1404, FICA	815.74
W1506, Medical benefits	418.29
W2077, Routine Repairs	299.17
W2115, Chemicals I Testing	233.62
W2117, Adminisitrative Fees	1,650.00
W2130, Postage & Shipping	21.50
W2535, Electrical Service	430.96

7:48 PM

01/19/02

Accrual Basis

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

	Nov 01
Total Water Operating Expenses	5,789.28
Total Expense	10,303.76
Net Income	-9,457.96

7:48 PM

01/19/02

Accrual Basis

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

	Dec 01
Income	
Administrative Income	
A9001, General Tax Income	23,082.60
Total Administrative Income	23,082.60
Fire Operations Income	
F9763, Fire Assoc. Donations	233.48
Total Fire Operations Income	233.48
Recreational Activities Income	
R9255, CC Rental Income	230.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	94.00
R9811CD, Com. Din. Income	1,100.00
R9811TC, Tai Chi Income	22.50
Total R9811, Rec. Programs Income.	1,216.50
Total Recreational Activities Income	1,446.50
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	882.81
H9031, Water Surcharge Income - Other	30.00
Total H9031, Water Surcharge Income	912.81
Total Water Capital Improvements Inco	912.81
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill interst	4.04
W9025LP, Late pay penalty	65.84
W9025, Water Service Income - Other	3,529.90
Total W9025, Water Service Income	3,599.78
W9772, Miscellaneous Income	50.00
Total Water Operations Income	3,649.78
Total Income	29,325.17
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	55.36
A2117, Consulting Admin. Fees	600.00
A2121, Miscellaneous Expenses	262.00
A2130, Mailing & Shipping Exp.	27.20
A2133, Office Supplies	39.18
A2352, County Fees	257.00
A2479, Travel Expenses	142.83
A2534, Telephone/Communications	233.88
A2713, Legal fees	950.00
Administrative Expenses - Other	43.36
Total Administrative Expenses	2,610.81
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	80.86
Total Fire Operational Expenses	305.86
Recreational Expenses	
R1028, Maint. Mgr. Wages	340.00
R1073, Janitorial wages	216.00
R1404, FICA	56.30
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	199.40
R2041, Rec. Program Expenses - Other	1,500.00

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Accrual Basis

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

	Dec 01
Total R2041, Rec. Program Expenses	1,699.40
R2077, Routine Repairs	282.40
R2117, Administrative Expenses	500.00
R2366, Building Supplies	124.32
R2534, Pay Telephone Expense	53.95
R2535, Energy Expenses	74.29
Total Recreational Expenses	3,346.66
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	300.00
E1073, Extra Hire Wages	112.50
E1404, FICA	31.56
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	944.06
Water Capital Improve'ts Exp.	
H2117, Administrative Fees	150.00
Total Water Capital Improve'ts Exp.	150.00
Water Operating Expenses	
W1028, Maint. Mgr. Wages	1,300.00
W1073, Extra Hire Wages	112.50
W1404, FICA	108.07
W1506, Medical benefits	
W1506CPSH	-2,592.00
W1506, Medical benefits - Other	418.29
Total W1506, Medical benefits	-2,173.71
W2115, Chemicals & Testing	23.89
W2117, Administrative Fees	1,750.00
W2121, Miscellaneous Expenses	116.00
W2130, Postage & Shipping	47.60
W2133, Office Supplies	11.79
W2479, Travel allowance	193.50
W2534, Telephone Relay Expense	32.32
W2535, Electrical Service	401.60
Total Water Operating Expenses	1,923.56
Total Expense	9,280.95
Net Income	20,044.22

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Accrual Basis

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

	Jul - Dec 01	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income				
A9001, General Tax Income	23,263.78	41,592.00	-18,328.22	55.9%
A9203, Interest earned	0.00	2,500.00	-2,500.00	0.0%
A9772, Copier Income	48.00	100.00	-52.00	48.0%
Total Administrative Income	23,311.78	44,192.00	-20,880.22	52.8%
Fire Operations Income				
F9377, West Marin Funds	0.00	8,300.00	-8,300.00	0.0%
F9763, Fire Assoc. Donations	233.48	4,400.00	-4,166.52	5.3%
Total Fire Operations Income	233.48	12,700.00	-12,466.52	1.8%
Recreational Activities Income				
R9255, CC Rental Income	3,425.00	8,000.00	-4,575.00	42.8%
R9811, Rec. Programs Income.				
R9811BI, Bistro Income	745.18	1,800.00	-1,054.82	41.4%
R9811CD, Com. Din. Income	1,100.00			
R9811CP, Child's Prog. Income	0.00	230.00	-230.00	0.0%
R9811TC, Tai Chi Income	117.00	180.00	-63.00	65.0%
Total R9811, Rec. Programs Income.	1,962.18	2,210.00	-247.82	88.8%
Total Recreational Activities Income	5,387.18	10,210.00	-4,822.82	52.8%
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	47.43	30,260.00	-30,212.57	0.2%
H9031, Water Surcharge Income				
H9031, Consumption Surcharge	6,050.59			
H9031, Water Surcharge Income - Other	150.00	13,500.00	-13,350.00	1.1%
Total H9031, Water Surcharge Income	6,200.59	13,500.00	-7,299.41	45.9%
H9377, Interest Earnings				
H9377C, Cap. Imp. Interest	3,520.02	2,000.00	1,520.02	176.0%
H9377G, Gen. Inv. Interest	1,161.50	750.00	411.50	154.9%
Total H9377, Interest Earnings	4,681.52	2,750.00	1,931.52	170.2%
Total Water Capital Improvements Inco	10,929.54	46,510.00	-35,580.46	23.5%
Water Operations Income				
W9025, Water Service Income				
W9025Int., Overdue bill interst	21.61	100.00	-78.39	21.6%

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Accrual Basis

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

	Jul - Dec 01	Budget	\$ Over Budget	% of Budget
W9025LP, Late pay penalty	484.06	1,200.00	-715.94	40.3%
W9025, Water Service Income - Other	24,219.02	62,000.00	-37,780.98	39.1%
Total W9025, Water Service Income	24,724.69	63,300.00	-38,575.31	39.1%
W9772, Miscellaneous Income	4,150.76			
Water Operations Income - Other	148.65			
Total Water Operations Income	29,024.10	63,300.00	-34,275.90	45.9%
Total Income	71,773.08	176,912.00	-105,138.92	40.6%
Expense				
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	152.15	400.00	-247.85	38.0%
A2059, P & L Insurance	459.00	460.00	-1.00	99.8%
A2117, Consulting Admin. Fees	3,400.00	6,500.00	-3,100.00	52.3%
A2121, Miscellaneous Expenses	262.00	200.00	62.00	131.0%
A2129, Gen. Election expenses	0.00	300.00	-300.00	0.0%
A2130, Mailing & Shipping Exp.	234.40	100.00	134.40	234.4%
A2133, Office Supplies	417.58	300.00	117.58	139.2%
A2137, Copier Maint. Expenses	69.63	300.00	-230.37	23.2%
A2352, County Fees	367.00	8,000.00	-7,633.00	4.6%
A2479, Travel Expenses	1,092.69	1,782.00	-689.31	61.3%
A2534, Telephone/Communications	1,061.99	2,600.00	-1,538.01	40.8%
A2713, Legal fees	1,828.75	1,500.00	328.75	121.9%
Administrative Expenses - Other	43.36			
Total Administrative Expenses	9,388.55	22,442.00	-13,053.45	41.8%
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%
F4827, W. Marlin Fund Expenses	277.27	8,300.00	-8,022.73	3.3%
Total Fire Operational Expenses	3,286.27	12,700.00	-9,413.73	25.9%
Recreational Expenses				
R1028, Maint. Mgr. Wages	1,141.25	1,851.00	-709.75	61.7%
R1073, Janitorial wages	1,272.50	1,945.00	-672.50	65.4%
R1404, FICA	294.70	673.00	-378.30	43.8%
R1701, Work Comp Insurance	140.69	323.00	-182.31	43.6%
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	1,234.22	2,800.00	-1,565.78	44.1%
R2041CP, Child's Program Exp.	132.95	200.00	-67.05	66.5%
R2041, Rec. Program Expenses - Other	1,500.00			
Total R2041, Rec. Program Expenses	2,867.17	3,000.00	-132.83	95.6%
R2059, P & L Insurance	500.00	500.00	0.00	100.0%
R2077, Routine Repairs	963.09	5,000.00	-4,036.91	19.3%
R2097, CC Ground Maintenance	12.00	863.00	-851.00	1.4%

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Accrual Basis

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

	Jul - Dec 01	Budget	\$ Over Budget	% of Budget
R2117, Administrative Expenses	3,000.00	6,000.00	-3,000.00	50.0%
R2121, Miscellaneous Expenses	0.00	100.00	-100.00	0.0%
R2133, Office Supplies & Stamps	60.00	100.00	-40.00	60.0%
R2259, Refuse Removal	227.40	450.00	-222.60	50.5%
R2366, Building Supplies	211.29	500.00	-288.71	42.3%
R2534, Pay Telephone Expense	325.11	700.00	-374.89	46.4%
R2535, Energy Expenses				
R2535G, Butane Gas Expenses	190.84			
R2535, Energy Expenses - Other	459.50	1,846.00	-1,386.50	24.9%
Total R2535, Energy Expenses	650.34	1,846.00	-1,195.66	35.2%
R4048, Building Improvements	833.15	7,000.00	-6,166.85	11.9%
Total Recreational Expenses	12,498.69	30,851.00	-18,352.31	40.5%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	938.75	2,100.00	-1,161.25	44.7%
E1073, Extra Hire Wages	366.00	4,000.00	-3,634.00	9.2%
E1404, FICA	176.01	161.00	15.01	109.3%
E1701, Work's. Comp. Insurance	72.12	165.00	-92.88	43.7%
E2059, P & L Insurance	217.00	217.00	0.00	100.0%
E2077, Road & Easement Repairs	18,488.70	20,000.00	-1,511.30	92.4%
E2117, Administrative Fees	3,300.00	6,500.00	-3,200.00	50.8%
Total Roads & Easements Expenses	23,558.58	33,143.00	-9,584.42	71.1%
Water Capital Improve'ts Exp.				
H2049 Meeting & Hearing expense	252.25			
H2059, P & L Insurance	165.00	165.00	0.00	100.0%
H2117, Administrative Fees	1,100.00	2,000.00	-900.00	55.0%
H2352, County fees	0.00	565.00	-565.00	0.0%
H2713, Project Improvements				
H2713CP, System Improvements	0.00	25,730.00	-25,730.00	0.0%
H2713WR, Water Right Resolution	230.00			
H2713, Project Improvements - Other	8,100.00	45,000.00	-36,900.00	18.0%
Total H2713, Project Improvements	8,330.00	70,730.00	-62,400.00	11.8%
H4169UT, Priority Improvements	0.00	51,000.00	-51,000.00	0.0%
Total Water Capital Improve'ts Exp.	9,847.25	124,460.00	-114,612.75	7.9%
Water Operating Expenses				
W1028, Maint. Mgr. Wages	8,587.25	16,250.00	-7,662.75	52.8%
W1073, Extra Hire Wages	1,072.00	3,000.00	-1,928.00	35.7%
W1404, FICA	1,593.56	1,473.00	120.56	108.2%
W1506, Medical benefits				
W1506CPHvy	203.25			
W1506CPSH	-2,376.96			
W1506, Medical benefits - Other	2,091.45	2,460.00	-368.55	85.0%

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Accrual Basis

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

	Jul - Dec 01	Budget	\$ Over Budget	% of Budget
Total W1506, Medical benefits	-82.26	2,460.00	-2,542.26	-3.3%
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%
W2058, Annual Permit Fee	1,575.00	1,600.00	-25.00	98.4%
W2059, P & L Insurance	750.00	750.00	0.00	100.0%
W2077, Routine Repairs	2,898.87	2,000.00	898.87	144.9%
W2115, Chemicals I Testing	424.56	4,500.00	-4,075.44	9.4%
W2117, Administrative Fees	10,200.00	20,250.00	-10,050.00	50.4%
W2121, Miscellaneous Expenses	427.81	1,000.00	-572.19	42.8%
W2130, Postage & Shipping	277.32	1,500.00	-1,222.68	18.5%
W2133, Office Supplies	209.86	1,000.00	-790.14	21.0%
W2325, Contract Services	0.00	5,000.00	-5,000.00	0.0%
W2479, Travel allowance	580.50	1,000.00	-419.50	58.1%
W2534, Telephone Relay Expense	219.67	450.00	-230.33	48.8%
W2535, Electrical Service	2,675.17	6,534.00	-3,858.83	40.9%
Total Water Operating Expenses	32,059.18	71,167.00	-39,107.82	45.0%
Total Expense	90,638.52	294,763.00	-204,124.48	30.7%
Net Income	-18,865.44	-117,851.00	98,985.56	16.0%

**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.

- 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.~~

Ms Pinto distributed her minutes of the previous TAC meeting and mentioned that some members of the TAC wanted a written summary of how the District intends to comply with the permit conditions and 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:

- A. **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 children's 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 Alan 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.

- 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.

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

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, DECEMBER 5, 2001**

Directors present: President Kamradt, Directors: Ostroff, Rudnick, and Shaffer. Newly elected Director Hills will join the table after taking the Oath of Office.

- I. **Call to order:** President Kamradt called the meeting to order at 7:13 p. m.
- II. **Oath of office:** The General Manager administered the Oath of Office to the reelected President Kamradt and Director Rudnick, along with newly elected Director Leighton Hills. Following the Oath all Directors joined the Director's table to continue the meeting.
- III. **Review and consideration of the 2001 Agenda.** There was a brief discussion of the Agenda, and as representatives from the National Park Service had not arrived, Item VI. Fire Department was moved to follow approval of the Agenda. With this change, Director Shaffer *moved* to approve the Agenda as modified; seconded by Director Rudnick, ayes all.
- IV. **Fire Department, emergency disaster committee:** Chief Sward reported that the volunteers would be attending 1st response courses in January and that the courses would be open to the public. President Kamradt complimented the volunteer members that assisted the water department when mechanical problems occurred during Harvey's vacation. Chief Sward indicated that there is a strong possibility that the District will receive additional grant funds for several of the grant applications previously submitted. He then reviewed the Department's program for implementing the "Chipper Program" using the existing grant funds. The Board sincerely complimented the Department for its efforts and community spirit.
- 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 \$13,258.17 in general fund expenditures; \$4,200 in water capital improvement expenditures and \$750 in Trust Fund refunds of deposits for a total of \$18,208.17 in warrants issued, seconded by Director Rudnick; ayes all.
- VI. **National Park Service:** Ranger Pat Reischl introduce Ranger Jennifer Vick to be the N. P. S. planner for the Redwood Creek Watershed, and Ranger Daphne Hatch to be the N. P. S. Chief of Natural Resources. At this point, ~~for subject~~ Matthew Schiffries noted that the volunteers are working to get some relief actions on the Pacific Way flooding, noting that the recent floods had been so severe that emergency vehicle access was not possible. Ranger Reischl acknowledged the problems and said that efforts will be made to achieve some relief. N. P. S. has scheduled equipment and personnel to remove the debris from under the Pacific Way bridge on December 11th and 12th. This was followed by a lengthy discussion with members of the audience and the Board participating. Following this discussion, Ranger Reischl reported the following:
 - A. The Golden Gate Dairy roof has been repaired and is water tight.
 - B. A hazardous tree at the dairy has been topped to minimize the hazard.
 - C. The Muir Beach bridge boardwalk is under repair to reinstall it.
 - D. Ground crews from Muir Woods removed some 20 cubic yards of debris from the upstream side of the creek.
 - E. Superintendent Brian O'Neill, N. P. S. staff, and County Public Works will be meeting with Supervisor Kinsey and District representatives to discuss appropriate temporary possibilities for mitigating the flooding between the Pelican Inn and the Pacific Way bridge.

This was followed by a general discussion with Director Shaffer emphasizing that the District has consistently tried to have N. P. S. and the County resolve these problems. However, he noted that so far none of the N. P. S. activities have been followed through on in solving the Pacific Way flooding.

VII. Redwood Creek Watershed Committee: Director Shaffer reported on the various projects in the watershed and noted that this is essentially being done by the N. P. S. He noted that while the meeting was interesting and had some relevance to the Muir Beach residents, the subjects in general were not related to the District's activities and authority. He suggested that a volunteer from the community having interest in the committee would be more appropriate to attend the meetings. However, he requested that the committee's agenda be sent to the G. M. so a determination could be made if a District matter was to be considered. The next committee meeting is to be on December 12, 2001 and Director Hills volunteered to attend.

VIII. General Manager's Report: There was brief discussion of the fiscal report, followed by the following:

- A. FAX machine:** There was a discussion of the need to have a new phone line installed and dedicated to the fax equipment and that could be used during various community center activities requiring credit card approval. It was decided to place this matter on the next meeting Agenda, for action.
- B. Sunset Way:** The G. M. noted that the Sunset Way plan and profile survey has been delayed due to the rains and the temporary family leave of the project surveyor. Director Hills noted that there had been a drainage problem above Sunset Way where the drainage easement carries storm waters from the Seacape Subdivision to the Cove Lane drainage ditch. This was followed by a discussion with the G. M. noting that this right of way area had not been surveyed or topo'd. It was suggested that the surveyors performing the Sunset Way survey might be retained to do this additional survey, at a cost savings if the work is done in conjunction with the Sunset Survey. The G. M. was instructed to see if this could be done for a fee not to exceed \$2,000.
- C. Water operations and water rights:** There was a brief discussion of these activities and no major problems were indicated that required immediate action. The G. M. reported that he has compiled the individual service meter averages for the past 36 months and recommends that the previously adopted water conservation refutations be revised to include use of the 36 month averages as a basis for determining conservation levels. He recommends that no penalties or restrictions be placed upon consumers using less than the minimum normal monthly billing quantity of 300 cubic feet. This was followed by a general discussion and the consensus was that prior to the next dry season, the G. M. should do additional research and submit his findings to the Board for final consideration. The research should include the necessary legal opinions.
- D. Water Capital Improvements:** The G. M. submitted a proposal by DVC Consultants to inspect and make recommendations for upgrading the well site facilities, and correcting existing problems. This was followed by a lengthy discussion with the consensus being that the proposal's cost of \$4,710 was more than necessary at this time. Resident Fred Thal spoke up to note that he had found several areas with possible code violations. This was followed by additional discussion, with Director Shaffer making a motion to have Mr. Thal inspect the well site facility electrical installations to prepare a report of his findings and if needed to complete emergency repairs of critical problems. The motion included compensation for these services not to exceed \$2,000, to which Mr. Thal felt was adequate. The motion was

L

seconded by Director Ostroff, ayes all.

This was followed by a general discussion of the possible need to retain a well qualified firm experienced in ground water hydrology, in the event negotiations with the T. A. C. committee cannot be adequately resolved. The G. M. has recommended the firm of Hydrofocus, which has a good reputation with D. W. R.. After some discussion, the matter was tabled for additional consideration during the next Board meeting.

- E. **Recreation:** The Quilters reported that from general observations the Art Faire was not quite as successful as last years, but was still successful considering the inclement weather. There was a discussion of the need for additional storage provision in the community center, with a suggestion to construct a storage shed at the southeasterly corner of the building and adjacent to the walkway. This was tabled for further discussion during the next Board meeting.

Harvey Pearlman requested support from the Board concerning the planned New Year's eve party. He noted that the music entertainment cost is \$1,500 and that he is not certain that this amount of income will be realized. Following a brief discussion Director Hills *moved* to approve the advance of \$1,500 from general funds, to cover this expense, which is to be reimbursed from the party income, including the District covering a possible deficit, seconded by Director Shaffer, ayes all.

- IX. **Review of the draft minutes** for the September 26, 2001 and October 24, 2001 meetings. Due to the late hour approval of these minutes was deferred to the next Board meeting.
- X. **Next meeting date:** Following a brief discussion the next meeting date was confirmed for Wednesday, January 23, 2002.

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

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

Deborah Kamradt, Board President

Donovan Macfarlane, Secretary

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FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, FEBRUARY 27, 2002
IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE.
THE REGULAR MEETING WILL BEGIN AT 7:00 P.M.
A CLOSED MEETING WILL BEGIN AT 6:15 P.M.**

DESCRIPTION	PAGES
There is no Agenda for the closed meeting, which is to discuss the contract with Associated Business and Community Consultants, Inc. for providing administrative services. The results of the closed meeting will be announced following the opening of the Regular meeting.	
Agenda for the Regular Meeting	1 - 4
Bills to be Paid Report for 01/01/02 through 01/31/02	5 - 6
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District Fiscal Consolidated Balance Sheet as of January 31, 2002	8
Monthly Income versus Expenses report for January 2002	9 - 10
Profit & Loss Budget Versus Actual, year to date	11 - 13
Draft Minutes of the January 23, 2002 Board Meeting	14 - 16

Pete arrived @ approx 8:30

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING ON WEDNESDAY,
FEBRUARY 27, 2002 TO BEGIN AT 7:00 P. M. IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

Directors: President Deborah Kamradt; Directors: Leighton Maury Ostroff, Peter Rudnick, and Steve Shaffer. *Deborah called to say she has the flu*

- I. Open the public meeting:** President Kamradt will call the public meeting to order. *7:10 Steve announced that —*
- II. Review and consideration of the February 27, 2002 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". *L., M., 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.
- IV. 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. *L., M., all -*
- V. Fire Department, Emergency Disaster Committee:** Chief Sward will offer a report on the department's activities since the last Board meeting. *J.J. Muehling held to coordinate, 18 people in 8 Fire volunteers. Chopper program working well.*

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

- VI. 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 District is generally within the budget parameters for this time of year. Some expenses have exceeded budget allocations for a given department, but are under budget for the same expenses in other departments, i.e. Administration is over budget on miscellaneous (\$262 spent versus \$200 budgeted), mailing (\$244.6 spent versus \$100 budgeted) and Office supplies (\$417.58 spent versus \$300 budgeted). Most of the overages are due to unanticipated expenses for the election and possibly mis allocation of expenses to administration that may have been more applicable to other departments. Interest earnings on the investment account are well above the budget projection which anticipated lower interest earnings while the investment fund retained higher rates. FICA in Roads and Easement operations is above the budget; however, the budget allocation of \$161 is less than it should have been for the payroll allocation. Water Operations routine repairs is above budget; however, this is primarily due to our use of available labor for repairs versus contract repairs. We have not used contract repairs so far. Overall, the District is in sound fiscal condition with cash reserves of more than \$300,000 versus Trust fund obligations of less than \$8,000.

- B. Communications:** The second telephone line for a dedicated FAX has been ordered but is not scheduled for installation until after the Board meeting.
- C. Roads and Easements:** The plan and profile survey of Sunset Way has been completed and copies will be shown to the Board during the meeting.

If you have not seen the new stairs at the back entrance to the community center, I suggest you take the time to inspect them. We are making good progress on easement repairs, with quality installations. New lighting is scheduled along with the completion of the remaining stairs leading down to Sunset Way.

- D. WATER OPERATIONS:** Operations have been without major problems during the past 60 days, with no major problems to report. There were two main line breaks; however, these were discussed during the January Board meeting.
- E.** Coliform tests taken during January were free of bacteria.

Gross water billing for the 12/23/01 through 1/23/2002 billing period was \$3,708.81 including \$88.61 in late payment penalties and \$3.94 in interest charges. The monthly consumption surcharge for this period totaled \$932.25.

The table below tabulates the water production for the period December 23, 2001 to January 23, 2002.

Total volume of water measured through the master meter =	815,379 gallons
Average daily pumping rate	26,303 gallons
Highest pumping day was on 1/07/02 and volume pumped =	39,840 gallons
Lowest pumping day was on 1/02/02 and volume pumped =	17,241 gallons
Total volume billed through service meters =	652,676 gallons
Gross unaccounted for water loss =	162,703 gallons
Estimated un-metered maintenance use (hydrant flushing)	60,000 gallons
Estimated leak repair losses	40,000 gallons
Net unaccounted for water loss (7.69%)	62,703 gallons
Average daily customer consumption per meter =	160 gallons
Average service billing =	\$24.39

- F.** Harvey's leave of absence has been solved. Sutton Freebairn-Smith will take over Harvey's position during Harvey's absence. *End of June - Harvey -*

Regulating

*Harvey's
Job Description
Operations*

Contaminant Tank

- G. **Water Rights:** The next T. A. C. meeting is scheduled for Friday, January 25, 2002 and no activity in this area has been completed since the last Board meeting. *I will attend TAC meeting*
- H. **Capital Improvements:** The following capital improvement factors need Board consideration:

1. **Electrical - Mechanical repairs of well house:** It is anticipated that Fred Thal will report on his work to date. It should be noted that Fred's work was delayed due to the late removal of the desk and files in the well house. It was necessary for Harvey to rearrange the storage facilities to make temporary room for the essential files in a convenient location. *Not 3 phase motor current fuse is repaired.*

2. **New Well and well site improvements:** Well drillers have been contacted; however, the soil conditions are too wet to permit the safe movement of heavy equipment into the area. The drilling will not commence until late March or April.

- I. **Recreation:** Due to my extended bout with the flu, I was unable to have time to prepare sketches of the proposed storage areas. I will try to have these ready for the next Board meeting. *Brochure for open night meeting*

The large screen TV failed and was carted to the dump. I do think it might have continued to operate if we had satellite TV service. This can be obtained for a free installation and monthly fee of less than \$50. I recommend that this service be provided to the community center and that a fund raising dinner be held on Friday, April 12, 2002 to begin raising funds for new large screen TV. We could then have Super Bowl parties, Times Square bringing in the New Year, and other comparative parties - perhaps Monday night football, etc.

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

- VII. **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.

- 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.

Kathy - Engineer glass Refractor & Tong.

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. Review of the draft minutes for the January 23, 2002 Board meeting, deferred from the previous meeting. *P, M at*

X. Next meeting date: The fourth Wednesday in March is the 27rd day of March 2002. *9:09*

ADJOURNMENT OR CONTINUATION

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 01/01/02 THROUGH 01/31/02**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
ABC Consultants, Inc.	2117	T. A. C. meeting, minutes & correspondence	B	\$150.00
TOTAL WATER CAPITAL IMPROVMENT EXPENSES =				\$150.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Kinko's	2049	Board meeting packets	P	\$39.86
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	600.00
USPO	2130	Postage	P	10.20
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	135.24
At&T	2534	707-643-1143 toll calls	B	8.74
Cingular	2534	Cell phone paid this month	B	65.51
Pacific Bell	2534	707-643-1143 paid this month	B	30.84
TOTAL G&A EXPENSES =				\$890.39

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	B	39.88
TOTAL FIRE EXPENSES =				\$264.88

RECREATION EXPENSES, DIVISION CODE 9239

Harvey Pearlman	1028	Maint. manager wages paid this month	C	\$566.83
Salvador Gonzales	1073	Extra Hire wages paid this month	C	201.85
Juana Gonzales	1077	Janitorial wages paid this month	C	151.78
Home Depot	2077	Locks, keys, etc. for community center	B	44.42
Tom Streb	2077	Gutter repairs, child room door, etc.	B	500.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
Waste Management	2259	Refuse collection through March '02	B	119.49
Pacific Bell	2534	Community Centerpay phone paid this month	B	53.95
Pacific Gas & Electric	2535	Community Center electric paid this month	B	141.00
Lonna Richmond	2041BI	Bistro wages paid this month	C	145.33
Nancy Knox	2041BI	Bistro pastries purchased this month	P	22.50
Whole Foods	2041BI	Misc. Bistro supplies purchased this month	P	7.69
McPhail	2535G	Butane for community center	B	110.32
TOTAL RECREATION EXPENSES =				\$2,565.16

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Harvey Pearlman	1028	Maint. manager wages paid this month	C	\$495.19
Salvador Gonzales	1073	Extra Hire wages paid this month	C	67.28
Sutton freebaim-Smith	1073	Extra Hire wages paid this month	C	775.08
Goodmans Building Supply	2077	Sunset stair items	P	12.60
Martin Bros. Supply	2077	Gravel for easements	B	127.41
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
TOTAL R&E EXPENSES =				\$1,977.56

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 01/01/02 THROUGH 01/31/02

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. manager wages paid this month	C	\$1,324.10
Jose Alcala	1073	Extra Hire wages paid this month	C	64.59
Salvador Gonzales	1073	Extra Hire wages paid this month	C	107.66
Goodmans Building Supply	2077	small repair fittings	P	5.00
Pace Supply	2077	Glues, solvents, concrete lids, etc.for repairs	B	79.25
Marin County Health Laboratory	2115	Coliform tests	B	30.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	950.00
ABC Consultants, Inc.	2117	Clerical fees paid this month	B	800.00
Public Storage	2121	File storage	B	48.00
USPO	2130	Postage	P	68.00
Office Max	2133	Invoice forms	P	42.31
Harvey Pearlman	2479	Travel allowance paid this month	B	96.75
Pacific Bell	2534	Upper tank phone relay paid this month	B	31.92
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	B	417.19
P.E.R.S.	1506H	Harvey Pearlman medical coverage	B	211.32
P.E.R.S.	1506S	Shaffer medical coverage (from Shaffer Trust)	B	250.15
TOTAL WATER EXPENSES =				\$4,526.24

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Ellen Callaway	9025R	Partial water security deposit refund	B	51.12
Robert Craig	9025R	Partial water security deposit refund	B	75.62
Dane Faber	9025R	Partial water security deposit refund	B	55.38
TOTAL CHECKS ISSUED FROM TRUST FUNDS =				\$182.12

		TOTAL WATER CAPITAL IMPROVMENT EXPENSES =	\$150.00
		TOTAL GENERAL FUND EXPENSES =	10,224.23
		TOTAL CHECKS ISSUED FROM TRUST FUNDS =	182.12
		TOTAL OF ALL CHECKS ISSUED =	\$10,556.35

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

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on
the _____ day of _____ 2002.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Deborah Kamradt, President

Donovan Macfarlane, Secretary

9:11 PM
02/22/02
Accrual Basis

Muir Beach Community Services District 2001-2002
Year to Date Income and Expense Summary
July 2001 through January 2002

	<u>Jul '01 - Jan 02</u>
Income	
Administrative Income	23,734.90
Fire Operations Income	233.48
Recreational Activities Income	5,976.44
Roads & Easements Income	2,887.00
Water Capital Improvements Inco	14,755.67
Water Operations Income	<u>37,228.22</u>
Total Income	<u>84,815.71</u>
Expense	
Administrative Expenses	10,278.94
Fire Operational Expenses	3,551.15
Recreational Expenses	14,737.04
Roads & Easements Expenses	25,536.14
Water Capital Improve'ts Exp.	9,997.25
Water Operating Expenses	<u>36,407.26</u>
Total Expense	<u>100,507.78</u>
Net Income	<u><u>-15,692.07</u></u>

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

	Jan 31, 02
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	17,234.14
Fund 429, County Investment Fun	
Capital Improvements	148,498.75
General Investments	69,864.91
Total Fund 429, County Investment Fun	218,363.66
Petty Cash Fund	153.97
Salomon Smith Barney	
Fire Station Reserve	12,343.38
General Funds	38,453.97
Rental deposit trust	2,600.00
Shaffer CalPers Trust	1,978.79
Water Security Deposit Trust	5,100.00
Total Salomon Smith Barney	60,476.14
Total Checking/Savings	296,227.91
Accounts Receivable	
Receivables	12,180.73
Total Accounts Receivable	12,180.73
Other Current Assets	
Undeposited Funds	1,214.40
Total Other Current Assets	1,214.40
Total Current Assets	309,623.04
TOTAL ASSETS	309,623.04
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1506CPSH Shaffer CalPers Trust	66.71
R9255R, Refundable deposits	2,600.00
W9025RD, Security deposits	5,100.00
Total Dther Current Liabilities	7,766.71
Total Current Liabilities	7,766.71
Total Liabilities	7,766.71
Equity	
Retained Earnings	317,548.40
Net Income	-15,692.07
Total Equity	301,856.33
TOTAL LIABILITIES & EQUITY	309,623.04

Muir Beach Community Services District 2001-2002

INCOME VERSUS EXPENSES

January 2002

	Jan 02
Income	
Administrative Income	
A9001, General Tax Income	423.12
Total Administrative Income	423.12
Recreational Activities Income	
R9255, CC Rental Income	70.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	139.26
R9811CD, Com. Din. Income	380.00
Total R9811, Rec. Programs income.	519.26
Total Recreational Activities Income	589.26
Water Capital Improvements Inco	
H9031, Water Surcharge income	
H9031, Consumption Surcharge	1,999.46
H9031, Water Surcharge income - Other	60.00
Total H9031, Water Surcharge income	2,059.46
H9377, Interest Earnings	
H9377C, Cap. imp. interest	1,295.05
H9377G, Gen. inv. interest	471.62
Total H9377, interest Earnings	1,766.67
Total Water Capital improvements inco	3,826.13
Water Operations income	
W9025, Water Service Income	
W9025int., Overdue bill interst	9.06
W9025LP, Late pay penalty	191.33
W9025, Water Service Income - Other	8,003.73
Total W9025, Water Service Income	8,204.12
Total Water Operations Income	8,204.12
Total Income	13,042.63
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	39.86
A2117, Consulting Admin. Fees	600.00
A2130, Mailing & Shipping Exp.	10.20
A2479, Travel Expenses	135.24
A2534, Telephone/Communications	105.09
Total Administrative Expenses	890.39
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	39.88
Total Fire Operational Expenses	264.88
Recreational Expenses	
R1028, Maint. Mgr. Wages	220.00
R1073, Janitorial wages	328.50
R1404, FICA	52.29
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	168.38
Total R2041, Rec. Program Expenses	168.38
R2077, Routine Repairs	544.42
R2117, Administrative Expenses	500.00
R2259, Refuse Removal	119.49
R2534, Pay Telephone Expense	53.95
R2535, Energy Expenses	
R2535G, Butane Gas Expenses	110.32

9:11 PM

02/22/02

Accrual Basis

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

	Jan 02
R2535, Energy Expenses - Other	141.00
Total R2535, Energy Expenses	251.32
Total Recreational Expenses	2,238.35
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	460.00
E1073, Extra Hire Wages	782.50
E1404, FICA	95.05
E2077, Road & Easement Repairs	140.01
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	1,977.56
Water Capital Improve'ts Exp.	
H2117, Administrative Fees	150.00
Total Water Capital Improve'ts Exp.	150.00
Water Operating Expenses	
W1028, Maint. Mgr. Wages	1,230.00
W1073, Extra Hire Wages	160.00
W1404, FICA	106.35
W1506, Medical benefits	461.47
W2077, Routine Repairs	-93.91
W2115, Chemicals I Testing	30.00
W2117, Adminisitrative Fees	1,750.00
W2121, Miscellaneous Expenses	48.00
W2130, Postage & Shipping	68.00
W2133, Office Supplies	42.31
W2479, Travel allowance	96.75
W2534, Telephone Relay Expense	31.92
W2535, Electrical Service	417.19
Total Water Operating Expenses	4,348.08
Total Expense	9,869.26
Net Income	3,173.37

9:13 PM

02/22/02

Accrual Basis

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

	Jul '01 - Jan 02	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income				
A9001, General Tax Income	23,686.90	41,592.00	-17,905.10	57.0%
A9203, Interest earned	0.00	2,500.00	-2,500.00	0.0%
A9772, Copier Income	48.00	100.00	-52.00	48.0%
Total Administrative Income	23,734.90	44,192.00	-20,457.10	53.7%
Fire Operations Income				
F9377, West Marin Funds	0.00	8,300.00	-8,300.00	0.0%
F9763, Fire Assoc. Donations	233.48	4,400.00	-4,166.52	5.3%
Total Fire Operations Income	233.48	12,700.00	-12,466.52	1.8%
Recreational Activities Income				
R9255, CC Rental Income	3,495.00	8,000.00	-4,505.00	43.7%
R9811, Rec. Programs Income.				
R9811BI, Bistro Income	884.44	1,800.00	-915.56	49.1%
R9811CD, Com. Din. Income	1,480.00			
R9811CP, Child's Prog. Income	0.00	230.00	-230.00	0.0%
R9811TC, Tai Chi Income	117.00	180.00	-63.00	65.0%
Total R9811, Rec. Programs Income.	2,481.44	2,210.00	271.44	112.3%
Total Recreational Activities Income	5,976.44	10,210.00	-4,233.56	58.5%
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	47.43	30,260.00	-30,212.57	0.2%
H9031, Water Surcharge Income				
H9031, Consumption Surcharge	8,050.05			
H9031, Water Surcharge Income - Other	210.00	13,500.00	-13,290.00	1.6%
Total H9031, Water Surcharge Income	8,260.05	13,500.00	-5,239.95	61.2%
H9377, Interest Earnings				
H9377C, Cap. imp. interest	4,815.07	2,000.00	2,815.07	240.8%
H9377G, Gen. inv. interest	1,633.12	750.00	883.12	217.7%
Total H9377, Interest Earnings	6,448.19	2,750.00	3,698.19	234.5%
Total Water Capital Improvements Inco	14,755.67	46,510.00	-31,754.33	31.7%
Water Operations Income				
W9025, Water Service Income				
W9025Int., Overdue bill Interst	30.67	100.00	-69.33	30.7%
W9025LP, Late pay penalty	675.39	1,200.00	-524.61	56.3%
W9025, Water Service Income - Other	32,222.75	62,000.00	-29,777.25	52.0%
Total W9025, Water Service income	32,928.81	63,300.00	-30,371.19	52.0%
W9772, Miscellaneous income	4,150.76			
Water Operations income - Other	148.65			
Total Water Operations income	37,228.22	63,300.00	-26,071.78	56.8%

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02/22/02

Accrual Basis

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

	Jul '01 - Jan 02	Budget	\$ Over Budget	% of Budget
Total Income	84,815.71	176,912.00	-92,096.29	47.9%
Expense				
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	192.01	400.00	-207.99	48.0%
A2059, P & L Insurance	459.00	460.00	-1.00	99.8%
A2117, Consulting Admin. Fees	4,000.00	6,500.00	-2,500.00	61.5%
A2121, Miscellaneous Expenses	262.00	200.00	62.00	131.0%
A2129, Gen. Election expenses	0.00	300.00	-300.00	0.0%
A2130, Mailing & Shipping Exp.	244.60	100.00	144.60	244.6%
A2133, Office Supplies	417.58	300.00	117.58	139.2%
A2137, Copier Maint. Expenses	69.63	300.00	-230.37	23.2%
A2352, County Fees	367.00	8,000.00	-7,633.00	4.6%
A2479, Travel Expenses	1,227.93	1,782.00	-554.07	68.9%
A2534, Telephone/Communications	1,167.08	2,600.00	-1,432.92	44.9%
A2713, Legal fees	1,828.75	1,500.00	328.75	121.9%
Administrative Expenses - Other	43.36			
Total Administrative Expenses	10,278.94	22,442.00	-12,163.06	45.8%
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%
F4827, W. Marlin Fund Expenses	317.15	8,300.00	-7,982.85	3.8%
Total Fire Operational Expenses	3,551.15	12,700.00	-9,148.85	28.0%
Recreational Expenses				
R1028, Maint. Mgr. Wages	1,361.25	1,851.00	-489.75	73.5%
R1073, Janitorial wages	1,601.00	1,945.00	-344.00	82.3%
R1404, FICA	346.99	673.00	-326.01	51.6%
R1701, Work Comp Insurance	140.69	323.00	-182.31	43.6%
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	1,402.60	2,800.00	-1,397.40	50.1%
R2041CP, Child's Program Exp.	132.95	200.00	-67.05	66.5%
R2041, Rec. Program Expenses - Other	1,500.00			
Total R2041, Rec. Program Expenses	3,035.55	3,000.00	35.55	101.2%
R2059, P & L Insurance	500.00	500.00	0.00	100.0%
R2077, Routine Repairs	1,507.51	5,000.00	-3,492.49	30.2%
R2097, CC Ground Maintenance	12.00	863.00	-851.00	1.4%
R2117, Administrative Expenses	3,500.00	6,000.00	-2,500.00	58.3%
R2121, Miscellaneous Expenses	0.00	100.00	-100.00	0.0%
R2133, Office Supplies & Stamps	60.00	100.00	-40.00	60.0%
R2259, Refuse Removal	346.89	450.00	-103.11	77.1%
R2366, Building Supplies	211.29	500.00	-266.71	42.3%
R2534, Pay Telephone Expense	379.06	700.00	-320.94	54.2%
R2535, Energy Expenses				
R2535G, Butane Gas Expenses	301.16			
R2535, Energy Expenses - Other	600.50	1,846.00	-1,245.50	32.5%
Total R2535, Energy Expenses	901.66	1,846.00	-944.34	48.8%
R4048, Building Improvements	833.15	7,000.00	-6,166.85	11.9%
Total Recreational Expenses	14,737.04	30,851.00	-16,113.96	47.8%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	1,398.75	2,100.00	-701.25	66.6%

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

	Jul '01 - Jan 02	Budget	\$ Over Budget	% of Budget
E1073, Extra Hire Wages	1,148.50	4,000.00	-2,851.50	28.7%
E1404, FICA	271.06	161.00	110.06	168.4%
E1701, Work's. Comp. insurance	72.12	165.00	-92.88	43.7%
E2059, P & L Insurance	217.00	217.00	0.00	100.0%
E2077, Road & Easement Repairs	18,628.71	20,000.00	-1,371.29	93.1%
E2117, Administrative Fees	3,800.00	6,500.00	-2,700.00	58.5%
Total Roads & Easements Expenses	25,536.14	33,143.00	-7,606.86	77.0%
Water Capital improve'ts Exp.				
H2049 Meeting & Hearing expense	252.25			
H2059, P & L Insurance	165.00	165.00	0.00	100.0%
H2117, Administrative Fees	1,250.00	2,000.00	-750.00	62.5%
H2352, County fees	0.00	565.00	-565.00	0.0%
H2713, Project Improvements				
H2713CP, System Improvements	0.00	70,730.00	-70,730.00	0.0%
H2713WR, Water Right Resolution	230.00			
H2713, Project Improvements - Other	8,100.00	45,000.00	-36,900.00	18.0%
Total H2713, Project Improvements	8,330.00	115,730.00	-107,400.00	7.2%
H4169UT, Priority Improvements	0.00	51,000.00	-51,000.00	0.0%
Total Water Capital Improve'ts Exp.	9,997.25	169,460.00	-159,462.75	5.9%
Water Operating Expenses				
W1028, Maint. Mgr. Wages	9,817.25	16,250.00	-6,432.75	60.4%
W1073, Extra Hire Wages	1,232.00	3,000.00	-1,768.00	41.1%
W1404, FICA	1,699.91	1,473.00	226.91	115.4%
W1506, Medical benefits				
W1506CPHvy	203.25			
W1506CPSH	-2,376.96			
W1506, Medical benefits - Other	2,552.92	2,460.00	92.92	103.8%
Total W1506, Medical benefits	379.21	2,460.00	-2,080.79	15.4%
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%
W2058, Annual Permit Fee	1,575.00	1,600.00	-25.00	98.4%
W2059, P & L Insurance	750.00	750.00	0.00	100.0%
W2077, Routine Repairs	2,604.96	2,000.00	804.96	140.2%
W2115, Chemicals & Testing	454.56	4,500.00	-4,045.44	10.1%
W2117, Administrative Fees	11,950.00	20,250.00	-8,300.00	59.0%
W2121, Miscellaneous Expenses	475.81	1,000.00	-524.19	47.6%
W2130, Postage & Shipping	345.32	1,500.00	-1,154.68	23.0%
W2133, Office Supplies	252.17	1,000.00	-747.83	25.2%
W2325, Contract Services	0.00	5,000.00	-5,000.00	0.0%
W2479, Travel allowance	677.25	1,000.00	-322.75	67.7%
W2534, Telephone Relay Expense	251.59	450.00	-198.41	55.9%
W2535, Electrical Service	3,092.36	6,534.00	-3,441.64	47.3%
Total Water Operating Expenses	36,407.26	71,167.00	-34,759.74	51.2%
Total Expense	100,507.78	339,763.00	-239,255.22	29.6%
Net income	-15,692.07	-182,851.00	147,158.93	9.6%

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, JANUARY 23, 2002**

Directors present: Directors: Ostroff, Rudnick, and Shaffer. ~~Newly elected Director Hills will join the table after taking the Oath of Office.~~ President Kamradt had called earlier to say she is too ill to attend.

- I. **Call to order:** Vice President Shaffer called the meeting to order at 7:12 p. m.
- II. **Review and consideration of the January 23, 2002 Agenda.** There was a brief discussion of the Agenda, and Director Rudnick *moved* to approve the Agenda as submitted; seconded by Director Hills, ayes all.
- III. **National Park Service:** Ranger Pat Reischl reported on several items of interest to Muir Beach, including:
- A. Earth Day is Saturday, January 26, 2002. Volunteers will work from 9 to 12 am and there will be a barbecue afterwards.
 - B. The accessible pathway and restroom is nearing completion in Muir Woods.
 - C. A team of researchers is coming to Muir Woods to investigate the possibility of Redwood tree infection by the Sudden Oak Death disease.
 - D. Visiting hours for Muir Beach will run from 6 am to one hour after sunset. Camp fires are permitted, providing a Special Uses Group permit is obtained. Fires will be limited to maximum of 3 at any one time and a fires must be within a fire ring.
 - E. Advanced Notice of proposed rule making will give the public a sixty day comment period. Walter Postle asked why this had not been used concerning leash regulations.
 - F. Pacific Way update:
 - 1. N. P. S. is currently consulting with the Fish and Wildlife Service to cut channels in the berm on the downstream side of the bridge.
 - 2. County DPW removed woody debris from under the bridge and cleaned the drainage ditch on the North side of Pacific Way near the parking lot entrance.

Following Ranger Reischl's presentation, brief but strong comments were given concerning the flooding on Pacific Way and the failure of N. P. S. to take proper action. The recent flooding that prevented even emergency vehicle access was emphasized, along with the ancillary problems of people being unable to get to work, etc.

- IV. **Bills to be paid:** There was a brief discussion of the Bills to be Paid Report and Director Hills *moved* to approve the report as submitted including a total of \$9,650.26 in general fund expenditures; \$630 in water capital improvement expenditures and \$400 in Trust Fund refunds of deposits for a total of \$10,680.26 in warrants issued, seconded by Director Rudnick; ayes all.
- V. **Fire Department, emergency disaster committee:** Chief Sward reported that the 1st response course had a full house, with several residents attending as well as the fire volunteers. He then noted that we may finally receive the fire truck from Marin County and that this will require new storage for Truck 680. This was followed by a brief discussion of the "Chipper Program" with appreciation given by the Board for the volunteer efforts.
- VI. **Redwood Creek Watershed Committee:** *January* Director Hills reported that he had attended two meetings, one on December 12 and the second on ~~December~~ 16. The prime target of the meetings was defining what the committee feels is appropriate as a basis for planning, i.e. should the goal be pre European or pre Indian times. During the second meeting, Pt. Reyes reported the return of song birds. A count of 103 Salomon was recorded at the old Inn site. The problems of Cape Ivy and its producing toxins in the water was also discussed. The next meeting is scheduled for March 17th or 20th. Director hills noted that while the meetings were interesting, ~~he does not feel attendance is essential unless~~ the specific subjects to be discussed concern Muir Beach residents and CSD operations.
- VII. **General Manager's Report:** There was brief discussion of the fiscal report. Director Hills requested a computer file disk of the Quick Books data to assist him in understanding the District's fiscal reports. The G. M. confirmed that he will forward the requested data.

- A. **Administrative services:** There was a brief discussion of the District's contract with ABC Consultants, Inc. for administrative services and the delay in considering a new contract. It was decided to have a closed session to discuss this, prior to the next Board meeting. The closed session will begin a 45 minutes prior to the next regular meeting.
- B. **FAX machine:** The G. M. recommended a 2nd phone line to provide for the FAX as during certain community functions there is a need for open phone communication as well as receiving and sending Faxes. He noted the installation cost will be approximately \$25 and the monthly charges will be somewhat less. Following a brief discussion Director Hills moved to have the 2nd line installed, seconded by Director Rudnick, ayes all. Following the motion, it was agreed that resident use of the FAX would be on the honor system as a trial basis.
- C. **Roads and Easements:** The G. M. reported that the field work on the Sunset Way plan and profile has been completed, but that the drawings have not been completed for presentation. This will be done for the next Board meeting. It was suggested that the District receive a disk copy of the drawings as well as printed copies. The G. M. indicated that this will be done, if possible.
- D. **Water operations and water rights:** The G. M. reported that he had neglected to include the two water breaks in the distribution system in his report. The major break resulted from the N. P. S. attempts to clear the debris from beneath the Pacific Way bridge. The break resulted from a failure of the equipment operator to adequately provide support for the heavy equipment when crossing the water line. The break caused a substantial loss of water, severe discoloration of water in effected areas, and the breakdown of the Shoreline Highway pressure regulating system. N. P. S. will be billed for the costs, when final costs are determined.

The second break occurred when a contractor accidentally drove over the meter box of a Starbuck Drive residence. The contractor will be billed for the repairs and water loss when final costs are determined.

Harvey Pearlman asked about the status of his request for a leave of absence beginning in June. There was a brief discussion, and a consensus was reached that this would be approved providing a suitable temporary replacement can be found.

- E. **Water rights:** President Kamradt, Director Rudnick and the G. M. attended the most recent T. A. C. meeting. Director Rudnick reported that the meeting went smoothly and that progress toward a reasonable agreement is anticipated. Resident Erin Pinto asked if the District was in need of a qualified hydrologist to defend the District. The G. M. reported that he has contacted a qualified hydrologist suggested by D. W. R. and that their services are available if needed. However, at this time the G. M. does not feel it is necessary. This opinion was reconfirmed by Director Rudnick.
- F. **Water Capital Improvements:** Electrical contractor Fred Thal reported that he has completed his survey of the District's well house and presented several pictures of conditions he feels are in need of repair and changes to comply with current electrical codes. He noted that the desk and files located in the well house are a violation of code and that they interfere with some of the needed repairs. This was discussed and the Board directed the G. M. to have Harvey remove these fixtures. To facilitate the removal, the rental of a debris dumpster was authorized.
- G. **New Well:** Following the electrical corrections, the G. M. was instructed to schedule the drilling of the new well. The G. M. noted that this cannot occur until the ground has sufficiently dried to permit heavy equipment on to the well site. Most likely this will not be until late march or early April.
- H. **Recreation:** Harvey reported that recent sandbagging to protect flood areas had removed a good deal of the sand from the volley ball court and suggested that this needed to be replaced. The Board concurred and authorized the purchase of two loads of sand for the volley ball court.

A discussion of the need for additional storage space for the community center followed. The G. M. suggested three possible locations. It was then suggested that basic sketches be prepared for the Board's consideration, including assurance that the existing aesthetics would be continued.

Kathy Sward reported that the temporary porch roof needs to be replaced. An engineer is required to design the new roof in compliance with current County building codes. She then reported that the preliminary results of the Art Faire indicate that in spite of the poor weather, there was a net income of approximately \$4,000.

The G. M. reported that the New Year's eve party income was adequate to repay the \$1,500 band fee, plus a net profit of \$80. Everyone agreed that the party was a success and the consensus of the Board was that next year's budget should provide funds for this event.

It was then noted that Director Ostroff has donated an electric piano to the Community Center. Harvey has scheduled a pot luck dinner to celebrate this, with local musicians providing entertainment.

- VIII. **Discussion of general Board matters:** There were no specific items desired for discussion and this matter was referred to the next meeting.
- IX. **Public open time:** Director Rudnick complemented the fire department for saving his home during the recent floods.
- X. **Review of the draft minutes** for the September 26, 2001 Board meeting. The G. M. noted that these minutes had been revised as requested and Director Ostroff *moved* to approve the minutes as revised, seconded by Director Rudnick, ayes all.
- XI. **Review of the draft minutes** for the October 24, 2001 Board meeting. Following a brief discussion Director Rudnick *moved* to approve these minutes as submitted, seconded by Director Hills, ayes all.
- XII. **Review of the draft minutes** for the December 5, 2001 Board meeting. Following a brief discussion Director Hills *moved* to approve these minutes as submitted, seconded by Director Rudnick, ayes all.
- XIII. **Next meeting date:** Following a brief discussion the next meeting date was confirmed for Wednesday, February 27, 2002, with a closed meeting to begin at 6:15 pm to discuss the District contract with ABC Consultants, Inc.

The meeting was adjourned at 9:28 P.M.

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

Deborah Kamradt, Board President

Donovan Macfarlane, Secretary

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BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, MARCH 27, 2002
IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE.
THE REGULAR MEETING WILL BEGIN AT 7:00 P.M.
A CLOSED MEETING WILL BEGIN AT 6:15 P.M.**

DESCRIPTION	PAGES
There is no Agenda for the closed meeting, which is to discuss the contract with Associated Business and Community Consultants, Inc. for providing administrative services. The results of the closed meeting will be announced following the opening of the Regular meeting.	
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**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING ON WEDNESDAY,
MARCH 27, 2002 TO BEGIN AT 7:00 P. M. IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

*Deb 9:15
left.*

Directors: President Deborah Kamradt; Directors: Leighton Hills, Maury Ostroff, Peter Rudnick, and Steve Shaffer. *Peter late. Arrive @ 7:12*

- I. Open the public meeting:** President Kamradt will call the public meeting to order. After opening the meeting, President Kamradt will turn the chair over to incoming President Rudnick. Following the opening of the general meeting, President Rudnick will announce the results of the closed meeting proceedings. *7:28*
- II. Review and consideration of the March 27, 2002 Agenda.** Agenda items may be deleted, postponed, continued, or changed in scheduled sequence from the posted agenda so as to accommodate the needs of the Board and the public in attendance. However, no item can be added to the Agenda, for the purpose of having the Board make a decision, except as defined below under "Public Open Time". *Steve, let. 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 Community. *7:28 chair turned over.*
- IV. Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the February 1, 2002 through February 28, 2002. *Steve, Leighton, all*
- V. Fire Department, Emergency Disaster Committee:** Chief Sward will offer a report on the department's activities since the last Board meeting. *Chassis gone
Anthony - Mike talked to Smith and it's okay.*

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

- VI. 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: *phone call the* The following items require Board consideration:

- Steve, Deb.*
1. A representative from the Zen Center will be present to question the District's special assessment of certain parcels of their land, for capital improvements. *credit for me for if done.*
 2. In compliance with the Board's request, I have visited various discount stores to inspect desktop copy machines. There is a wide variety of machines available offering lazer type copies of various copy speed. All copiers inspected have enlargement/reduction capability and will copy both legal and letter size documents. Costs vary from week to week, depending on promotional sales; however, I feel confident that a suitable copier can be purchased for less than \$500, plus sales tax. For ease of purchase, I request authority to purchase a suitable copier for a total price, including sales tax, of not more than \$600.

Leighton - less than 600 - Steve 2nd

Once the copier is purchased, a flyer announcing the copier availability should be circulated, advising existing copy card holders to check the number of available copies remaining on their card, prior to the end of the 1st month of copier availability. They should enter the number of copies remaining on their card in the copier log, and may continue to use the copier without charge for that number of copies. The charge for the copier is currently 10 cents per copy, without a card, and all future copies should be at that price on an honor system.

3. We have received a proposal from Centration, management advisors and consultants to handle the preparation of SB 90/Mandated Cost. This is a process wherein the State reimburses for the cost of Brown Act requirements for publication of public meetings (Director's meetings). The District has not filed for reimbursement, as research of the law indicated that the District's expense was less than the minimum fees that would not be reimbursed. Centration has indicated that they have been successful in gaining a minimum of \$100 per regular meeting reimbursement. As this can be back dated to the 97-98 fiscal year, there is a minimum possible reimbursement of \$4,800. Centration does this on a contingency fee basis, receiving 20% of the fees reimbursed. The District's obligation is to furnish to Centration the meeting documentation required for the submission. I recommend that the District enter into the contract with Centration for this service. *Dick, Steve -*

- B. Roads and Easements:** The Plan and Profile prints will be shown to the Directors during the meeting, and it is recommended that a committee be formed to begin long term planning for the improvement of Sunset Way.

The new stairs connecting the Community Center to Sunset Way should be completed by the time of the meeting. The new lighting is scheduled for completion during the next month, with the installation of low wattage energy efficient halogen lights.

The next area scheduled for trail improvements is the Seacape Park trail, where stairs are required in certain areas to improve safety. In addition, the trail will be more definitely marked and located to follow the center line of the Park area.

Other priority pedestrian path projects are as follows:

1. Reconstruction of the stairs leading from the Community Center to the playground.
2. Reconstruction of the stairs leading from Seacape Drive to the Community Center and from the landing at the children's room to the Community Center entrance. We have had some close calls, with people slipping on the existing stairs.
3. The survey of the drainage easement connecting the Ahab Drive drainage to the open drainage ditch eventually reaching the Cove Lane outfall has been ordered, but the plans will not be ready until the next Board meeting. At that time, we can consider necessary improvements.

- C. WATER OPERATIONS:** Operations have been without major problems during the month of February with no major problems to report.

Coliform tests taken during February were free of bacteria.

Gross water billing for the 01/23/01 through 02/23/2002 billing period was \$3,850.06 including \$70.75 in late payment penalties and \$4.37 in interest charges. The monthly consumption surcharge for this period totaled \$971.23.

The table below tabulates the water production for the period January 23, 2001 to February 23, 2002.

Total volume of water measured through the master meter =	846,925 gallons
Average daily pumping rate	27,320 gallons
Highest pumping day was on 2/02/02 and volume pumped =	35,049 gallons
Lowest pumping day was on 1/31/02 and volume pumped =	19,397 gallons
Total volume billed through service meters =	637,750 gallons
Gross unaccounted for water loss =	209,000 gallons
Estimated un-metered maintenance use (hydrant flushing)	9,000 gallons
Estimated leak repair losses	not determined
Net unaccounted for water loss (23.6%) LEAK INDICATED*	200,175 gallons
Average daily customer consumption per meter =	136 gallons
Average service billing =	\$24.39

* Following the analysis of the meter readings, and based upon indications of a main line water leak, excavation was done in suspect locations on Pacific Way and Sunset Way. Two leaks were repaired, that seem to have resulted from joint failures due to vibration and shallow line depth. It is anticipated that the readings next month will indicate a substantial reduction in the unaccounted for water losses. It should be noted that we begin looking for evidence of a distribution line break whenever the unaccounted for water losses exceed 10% and/or the daily pumping volumes increase abnormally.

D. Water Rights: The next T. A. C. meeting has been scheduled for scheduled for Friday, April 5, 2002. During this meeting it is anticipated that N. P. S. will have information on the viability of land exchanges and their comments on the pertinent section of the adaptive management plan in regard to conservation and water alerts.

E. Capital Improvements: The following capital improvement factors need Board consideration:

- 1. Electrical - Mechanical repairs of well house:** It is my understanding that Fred Thal has completed the work originally authorized by the Board. He has requested that additional work be done. As the cost of the work requested exceeds my authority, I requested Fred to make a presentation to the Board. However, I again caution the Board against doing substantial work without having a qualified engineer prepare the plans and specifications for upgrading and modernizing the entire well house facility, the planned new well connections and modification of the chlorine systems. It is my understanding that the critical electrical repairs have been done and that the new recommendations are for improvements versus critical repairs. A qualified engineering study should be completed prior to substantial improvements.

2nd, 3rd
Wed

Not to fund
\$2,000
to have an improvement

2. **New Well and well site improvements:** The dry weather had just about opened the well site for the new well. However, recent rains and projected rains during the next week have saturated the land area and the new well drilling is not scheduled until next month, at the earliest. Again, in this endeavor, I recommend the retention of a qualified engineering firm to design the new well piping connections, chlorine system and electrical controls, versus having a general contractor's and well driller's design.

3. **Shoreline Highway pressure regulating station:** As indicated last month, the pressure regulating station on Shoreline highway failed and has been out of operation since January. We have received the following proposals to place the station back in operation:

a. Forster Pump and Engineering: Install a 1" diameter, 24" deep sump pump in the valve box, running the discharge line through the valve pit and direct flow to the road (note; this will eventually return to the swale area and private property). Install a solar powered battery charger.

Price \$1,482.00

This does not include repairing the regulating valves, Permit fees, bonds, and/or required security deposits

b. Forster Pump and Engineering: Excavate one end of the valve pit and remove one end. Lengthen valve pit by 4 feet, rebuild pit and re-plumb regulator to raise 2 feet to prevent ground water build up over the valve system.

Price \$11,542.00

Permit fees, bonds, and/or required security deposits not included.

c. Linscott Engineering Contractors, Inc. Rebuild piping components within the existing valve box, including labor and equipment (\$4,862) and materials (\$4,1866). Price \$9,028.00

Permit fees, bonds, and/or required security deposits not included.

While the least expensive cost is the installation of a sump pump, I do not think it is a satisfactory solution for reasons previously explained to the Board. I recommend the proposal submitted by Linscott Engineering. Our experience with them has always been good quality work.

F. **Recreation:** There have been no significant recreational activities during the past month and I have not completed the suggested plans for improved storage facilities. At this time, I suggest that the Board consider forming a temporary recreational committee to review various problems with the community center, possible expansion of adult recreational programs including an evening Bistro, and scheduling of a minimum of four (4) community dinners (one each quarter including the annual New Year's Eve party) possibly subsidized by the District for entertainment, etc. and a part time recreational director.

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

VII. 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.

- 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. Review of the draft minutes** for the February 27, 2002 Board meeting, deferred from the previous meeting. *Stare, Conf.*
- X. Next meeting date:** The fourth Wednesday in April is the 24th day of April 2002.

ADJOURNMENT OR CONTINUATION

9:35

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

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
ABC Consultants, Inc.	2117	T. A. C. meeting, reports, etc.	B	\$150.00
TOTAL WATER CAPITAL IMPROVMENT EXPENSES =				\$150.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236				
Costco	2049	Meeting refreshments	C	5.99
Kinko's	2049	Meeting packets	C	23.36
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	600.00
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	145.59
AT&T	2534	Charger for cell phone	C	32.31
AT&T	2534	Toll calls 707-643-1143	B	26.55
Pacific Bell	2534	415-388-7804 paid this month	B	24.29
Pacific Bell	2534	707-643-1143 paid this month	B	21.67
TOTAL G&A EXPENSES =				\$879.76

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	B	39.86
TOTAL FIRE EXPENSES =				\$264.86

RECREATION EXPENSES, DIVISION CODE 9239				
Harvey Pearlman	1028	Maint. manager wages paid this month	C	182.99
Salvador Gonzales	1073	Extra Hire wages paid this month	C	154.74
Juana Gonzales	1077	Janitorial wages paid this month	C	151.78
Harvey Pearlman	2041	Reimburse for community dinner expenses	B	47.65
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
Pacific Bell	2534	Community Centerpay phone paid this month	B	54.00
Pacific Gas & Electric	2535	Community Center electric paid this month	B	76.49
Lonna Richmond	2041BI	Bistro wages paid this month	C	193.78
Nancy Knox	2041BI	Bistro pastries purchased this month	P	15.00
Whole Foods	2041BI	Misc. Bistro supplies purchased this month	P	1.60
TOTAL RECREATION EXPENSES =				\$1,378.03

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
Golden State Lumber	477.53	Materials for stair repairs	B	477.53
Harvey Pearlman	1028	Maint. manager wages paid this month	C	645.91
Salvador Gonzales	1073	Extra Hire wages paid this month	C	60.55
Sutton Freebairn-Smith	1073	Extra Hire wages paid this month	C	473.66
Goodnan Building Supply	2077	Stair gage for easements	B	7.20
Home Depot	2077	Easement repairs materials	B	111.19
Meridian Surveying	2077	Final plans of Sunset topographic survey	B	5,500.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
TOTAL R&E EXPENSES =				\$7,776.04

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

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. manager wages paid this month	C	1,270.28
Salvador Gonzales	1073	Extra Hire wages paid this month	C	121.12
PERS	1506	Medical insurance for Shaffer, Shaffer Trust	B	285.26
PERS	1506	Medical insurance for Harvey	B	219.39
Fred Thal	2077	Electrical repairs	B	1,053.00
Home Depot	2077	Small repairs items	B	32.58
Herb's Pool Service	2115	Chlorine supplies	B	28.96
ABC Consultants, Inc.	2117	Clerical fees paid this month	B	950.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	800.00
ACWA	2121	Water certification for harvey	B	20.00
Costco	2121	Annual membership for Harvey	B	35.00
Public Storage	2121	File storage	B	48.00
USPD	2130	Postage	C	122.40
Costco	2133	Security envelopes	C	9.44
Harvey Pearlman	2479	Travel allowance paid this month	B	96.75
Marin Cell U Phone	2534	Harey's pager	B	62.07
Pacific Bell	2534	Upper tank phone relay paid this month	B	31.91
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	B	457.26

TOTAL WATER EXPENSES = \$5,643.42

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

TOTAL CHECKS ISSUED FROM TRUST FUNDS = \$0.00

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

TOTAL WATER CAPITAL IMPROVMENT EXPENSES = \$150.00
TOTAL GENERAL FUND EXPENSES = 15,942.11
TOTAL CHECKS ISSUED FROM TRUST FUNDS = 0.00
TOTAL OF ALL CHECKS ISSUED = \$16,092.11

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on
the _____ day of _____ 2002.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Deboarh Kamradt, President

Donovan Macfarlane, Secretary

12:33 PM
03/23/02
Accrual Basis

Muir Beach Community Services District 2001-2002
Year to Date Income and Expense Summary
July 2001 through February 2002

	<u>Jul '01 - Feb 02</u>
Income	
Administrative Income	24,753.64
Fire Income	2,540.53
Fire Operations Income	8,566.48
Recreational Activities Income	6,488.42
Roads & Easements Income	2,887.00
Water Capital Improvements Inco	15,723.65
Water Operations Income	41,065.28
Total Income	<u>102,025.00</u>
Expense	
Administrative Expenses	11,126.39
Fire Operational Expenses	3,816.01
Recreational Expenses	16,115.07
Roads & Easements Expenses	33,296.37
Water Capital Improve'ts Exp.	10,147.25
Water Operating Expenses	42,082.99
Total Expense	<u>116,584.08</u>
Net Income	<u><u>-14,559.08</u></u>

12:31 PM
03/23/02
Accrual Basis

Muir Beach Community Services District 2001-2002
Balance Sheet
As of February 28, 2002

	<u>Feb 28, 02</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	14,998.07
Fund 429, County Investment Fun	
Capital Improvements	148,498.75
General Investments	69,864.91
Fund 429, County Investment Fun - Other	<u>8,333.00</u>
Total Fund 429, County Investment Fun	226,696.66
Petty Cash Fund	25.35
Salomon Smith Barney	
Fire Station Reserve	12,343.38
General Funds	31,975.37
Rental deposit trust	3,100.00
Shaffer CalPers Trust	1,696.55
Water Security Deposit Trust	<u>5,100.00</u>
Total Salomon Smith Barney	<u>54,215.30</u>
Total Checking/Savings	295,935.38
Accounts Receivable	
Receivables	<u>11,980.49</u>
Total Accounts Receivable	11,980.49
Other Current Assets	
Undeposited Funds	<u>3,690.16</u>
Total Other Current Assets	<u>3,690.16</u>
Total Current Assets	<u>311,606.03</u>
TOTAL ASSETS	<u>311,606.03</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1506CPSH Shaffer CalPers Trust	66.71
R9255R, Refundable deposits	3,350.00
W9025RD, Security deposits	<u>5,200.00</u>
Total Other Current Liabilities	<u>8,616.71</u>
Total Current Liabilities	<u>8,616.71</u>
Total Liabilities	8,616.71
Equity	
Retained Earnings	317,548.40
Net Income	<u>-14,559.08</u>
Total Equity	<u>302,989.32</u>
TOTAL LIABILITIES & EQUITY	<u>311,606.03</u>

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

	Feb 02
Income	
Administrative Income	
A9001, General Tax Income	1,018.74
Total Administrative Income	1,018.74
Fire Income	2,540.53
Fire Operations Income	
F9377, West Marin Funds	8,333.00
Total Fire Operations Income	8,333.00
Recreational Activities Income	
R9255, CC Rental Income	315.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	81.48
R9811TC, Tai Chi Income	115.50
Total R9811, Rec. Programs Income.	196.98
Total Recreational Activities Income	511.98
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	937.98
H9031, Water Surcharge Income - Other	30.00
Total H9031, Water Surcharge Income	967.98
Total Water Capital Improvements Inco	967.98
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill interst	4.37
W9025LP, Late pay penalty	70.75
W9025, Water Service Income - Other	3,761.94
Total W9025, Water Service Income	3,837.06
Total Water Operations Income	3,837.06
Total Income	17,209.29
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	29.35
A2117, Consulting Admin. Fees	600.00
A2479, Travel Expenses	145.59
A2534, Telephone/Communications	72.51
Total Administrative Expenses	847.45
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	39.86
Total Fire Operational Expenses	264.86
Recreational Expenses	
R1028, Maint. Mgr. Wages	170.00
R1073, Janitorial wages	284.75
R1404, FICA	48.54
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	196.60
R2041CD, Com. Dinner Expenses	37.65
Total R2041, Rec. Program Expenses	234.25
R2117, Administrative Expenses	500.00
R2259, Refuse Removal	10.00
R2534, Pay Telephone Expense	54.00
R2535, Energy Expenses	76.49
Total Recreational Expenses	1,378.03

12:32 PM

03/23/02

Accrual Basis

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

	<u>Feb 02</u>
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	600.00
E1073, Extra Hire Wages	496.25
E1404, FICA	83.87
E2077, Road & Easement Repairs	6,080.11
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	<u>7,760.23</u>
Water Capital Improve'ts Exp.	
H2117, Administrative Fees	150.00
Total Water Capital Improve'ts Exp.	<u>150.00</u>
Water Operating Expenses	
W1028, Maint. Mgr. Wages	1,180.00
W1073, Extra Hire Wages	112.50
W1404, FICA	98.90
W1506, Medical benefits	504.65
W2077, Routine Repairs	1,085.58
W2115, Chemicals I Testing	28.96
W2117, Adminisitrative Fees	1,750.00
W2121, Miscellaneous Expenses	103.00
W2130, Postage & Shipping	122.40
W2133, Office Suppiies	9.44
W2479, Travel allowance	96.75
W2534, Telephone Relay Expense	126.29
W2535, Electrical Service	457.26
Total Water Operating Expenses	<u>5,675.73</u>
Total Expense	<u>16,076.30</u>
Net Income	<u><u>1,132.99</u></u>

12:34 PM

03/23/02

Accrual Basis

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

	Jul '01 - Feb 02	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income				
A9001, General Tax Income	24,705.64	41,592.00	-16,886.36	59.4%
A9203, Interest earned	0.00	2,500.00	-2,500.00	0.0%
A9772, Copier Income	48.00	100.00	-52.00	48.0%
Total Administrative Income	24,753.64	44,192.00	-19,438.36	56.0%
Fire Income	2,540.53			
Fire Operations Income				
F9377, West Marin Funds	8,333.00	8,300.00	33.00	100.4%
F9763, Fire Assoc. Donations	233.48	4,400.00	-4,166.52	5.3%
Total Fire Operations Income	8,566.48	12,700.00	-4,133.52	67.5%
Recreational Activities Income				
R9255, CC Rental Income	3,810.00	8,000.00	-4,190.00	47.6%
R9811, Rec. Programs Income.				
R9811BI, Bistro Income	965.92	1,800.00	-834.08	53.7%
R9811CD, Com. Din. Income	1,480.00			
R9811CP, Child's Prog. Income	0.00	230.00	-230.00	0.0%
R9811TC, Tai Chi Income	232.50	180.00	52.50	129.2%
Total R9811, Rec. Programs Income.	2,678.42	2,210.00	468.42	121.2%
Total Recreational Activities Income	6,488.42	10,210.00	-3,721.58	63.5%
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	47.43	30,260.00	-30,212.57	0.2%
H9031, Water Surcharge Income				
H9031, Consumption Surcharge	8,988.03			
H9031, Water Surcharge Income - Other	240.00	13,500.00	-13,260.00	1.8%
Total H9031, Water Surcharge Income	9,228.03	13,500.00	-4,271.97	68.4%
H9377, Interest Earnings				
H9377C, Cap. Imp. Interest	4,815.07	2,000.00	2,815.07	240.8%
H9377G, Gen. Inv. Interest	1,633.12	750.00	883.12	217.7%
Total H9377, Interest Earnings	6,448.19	2,750.00	3,698.19	234.5%
Total Water Capital Improvements Inco	15,723.65	46,510.00	-30,786.35	33.8%
Water Operations Income				
W9025, Water Service Income				
W9025Int, Overdue bili Interst	35.04	100.00	-64.96	35.0%
W9025LP, Late pay penalty	746.14	1,200.00	-453.86	62.2%
W9025, Water Service Income - Other	35,984.69	62,000.00	-26,015.31	58.0%
Total W9025, Water Service Income	36,765.87	63,300.00	-26,534.13	58.1%
W9772, Miscellaneous Income	4,150.76			
Water Operations Income - Dther	148.65			

12:34 PM

03/23/02

Accrual Basis

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

	Jul '01 - Feb 02	Budget	\$ Over Budget	% of Budget
Total Water Operations Income	41,065.28	63,300.00	-22,234.72	64.9%
Total income	102,025.00	176,912.00	-74,887.00	57.7%
Expense				
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	221.36	400.00	-178.64	55.3%
A2059, P & L Insurance	459.00	460.00	-1.00	99.8%
A2117, Consulting Admin. Fees	4,600.00	6,500.00	-1,900.00	70.8%
A2121, Miscellaneous Expenses	262.00	200.00	62.00	131.0%
A2129, Gen. Election expenses	0.00	300.00	-300.00	0.0%
A2130, Mailing & Shipping Exp.	244.60	100.00	144.60	244.6%
A2133, Office Supplies	417.58	300.00	117.58	139.2%
A2137, Copier Maint. Expenses	69.63	300.00	-230.37	23.2%
A2352, County Fees	367.00	8,000.00	-7,633.00	4.6%
A2479, Travel Expenses	1,373.52	1,782.00	-408.48	77.1%
A2534, Telephone/Communications	1,239.59	2,600.00	-1,360.41	47.7%
A2713, Legal fees	1,828.75	1,500.00	328.75	121.9%
Administrative Expenses - Other	43.36			
Total Administrative Expenses	11,126.39	22,442.00	-11,315.61	49.6%
Fire Operational Expenses				
F2059, P & L Insurance	1,659.00	1,700.00	-41.00	97.6%
F2117, Administrative Fees	1,800.00	2,700.00	-900.00	66.7%
F4827, W. Marin Fund Expenses	357.01	8,300.00	-7,942.99	4.3%
Total Fire Operational Expenses	3,816.01	12,700.00	-8,883.99	30.0%
Recreational Expenses				
R1028, Maint. Mgr. Wages	1,531.25	1,851.00	-319.75	82.7%
R1073, Janitorial wages	1,885.75	1,945.00	-59.25	97.0%
R1404, FICA	395.53	673.00	-277.47	58.8%
R1701, Work Comp Insurance	140.69	323.00	-182.31	43.6%
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	1,599.20	2,800.00	-1,200.80	57.1%
R2041CD, Com. Dinner Expenses	37.65			
R2041CP, Child's Program Exp.	132.95	200.00	-67.05	66.5%
R2041, Rec. Program Expenses - Other	1,500.00			
Total R2041, Rec. Program Expenses	3,269.80	3,000.00	269.80	109.0%
R2059, P & L Insurance	500.00	500.00	0.00	100.0%
R2077, Routine Repairs	1,507.51	5,000.00	-3,492.49	30.2%
R2097, CC Ground Maintenance	12.00	863.00	-851.00	1.4%
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	60.00	100.00	-40.00	60.0%
R2259, Refuse Removal	358.89	450.00	-93.11	79.3%
R2366, Building Supplies	211.29	500.00	-288.71	42.3%
R2534, Pay Telephone Expense	433.06	700.00	-266.94	61.9%
R2535, Energy Expenses				
R2535G, Butane Gas Expenses	301.16			
R2535, Energy Expenses - Other	676.99	1,846.00	-1,169.01	36.7%
Total R2535, Energy Expenses	978.15	1,846.00	-867.85	53.0%
R4048, Building Improvements	833.15	7,000.00	-6,166.85	11.9%

12:34 PM

03/23/02

Accrual Basis

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

	Jul '01 - Feb 02	Budget	\$ Over Budget	% of Budget
Total Recreational Expenses	16,115.07	30,851.00	-14,735.93	52.2%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	1,998.75	2,100.00	-101.25	95.2%
E1073, Extra Hire Wages	1,644.75	4,000.00	-2,355.25	41.1%
E1404, FICA	354.93	161.00	193.93	220.5%
E1701, Work's. Comp. Insurance	72.12	165.00	-92.88	43.7%
E2059, P & L Insurance	217.00	217.00	0.00	100.0%
E2077, Road & Easement Repairs	24,708.82	20,000.00	4,708.82	123.5%
E2117, Administrative Fees	4,300.00	6,500.00	-2,200.00	66.2%
Total Roads & Easements Expenses	33,296.37	33,143.00	153.37	100.5%
Water Capital improve'ts Exp.				
H2049 Meeting & Hearing expense	252.25			
H2059, P & L Insurance	165.00	165.00	0.00	100.0%
H2117, Administrative Fees	1,400.00	2,000.00	-600.00	70.0%
H2352, County fees	0.00	565.00	-565.00	0.0%
H2713, Project Improvements				
H2713CP, System Improvements	0.00	70,730.00	-70,730.00	0.0%
H2713WR, Water Right Resolution	230.00			
H2713, Project Improvements - Other	8,100.00	45,000.00	-36,900.00	18.0%
Total H2713, Project Improvements	8,330.00	115,730.00	-107,400.00	7.2%
H4169UT, Priority Improvements	0.00	51,000.00	-51,000.00	0.0%
Total Water Capital improve'ts Exp.	10,147.25	169,460.00	-159,312.75	6.0%
Water Operating Expenses				
W1026, Maint. Mgr. Wages	10,997.25	16,250.00	-5,252.75	67.7%
W1073, Extra Hire Wages	1,344.50	3,000.00	-1,655.50	44.8%
W1404, FICA	1,798.81	1,473.00	325.81	122.1%
W1506, Medical benefits				
W1506CPHvy	203.25			
W1506CPSH	-2,376.96			
W1506, Medical benefits - Other	3,057.57	2,460.00	597.57	124.3%
Total W1506, Medical benefits	883.86	2,460.00	-1,576.14	35.9%
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%
W2058, Annual Permit Fee	1,575.00	1,600.00	-25.00	98.4%
W2059, P & L Insurance	750.00	750.00	0.00	100.0%
W2077, Routine Repairs	3,890.54	2,000.00	1,890.54	194.5%
W2115, Chemicals & Testing	483.52	4,500.00	-4,016.48	10.7%
W2117, Administrative Fees	13,700.00	20,250.00	-6,550.00	67.7%
W2121, Miscellaneous Expenses	578.81	1,000.00	-421.19	57.9%
W2130, Postage & Shipping	467.72	1,500.00	-1,032.28	31.2%
W2133, Office Supplies	261.61	1,000.00	-738.39	26.2%
W2325, Contract Services	0.00	5,000.00	-5,000.00	0.0%
W2479, Travel allowance	774.00	1,000.00	-226.00	77.4%
W2534, Telephone Relay Expense	377.88	450.00	-72.12	84.0%
W2535, Electrical Service	3,549.62	6,534.00	-2,984.38	54.3%
Total Water Operating Expenses	42,082.99	71,167.00	-29,084.01	59.1%
Total Expense	116,584.08	339,763.00	-223,178.92	34.3%

12:34 PM

03/23/02

Accrual Basis

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

	<u>Jul '01 - Feb 02</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Income	<u>-14,559.08</u>	<u>-162,851.00</u>	<u>148,291.92</u>	<u>8.9%</u>

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, FEBRUARY 27, 2002**

Directors present: Directors: Hills, Ostroff, Rudnick, and Shaffer. President Kamradt had called earlier to say she too ill to attend.

- I. Call to order:** Vice President Shaffer called the meeting to order at 7:10 p. m., and announced that the Board had not completed their deliberations during the closed meeting; therefore, no decision had been made to report to the audience.
- II. Review and consideration of the 2002 Agenda.** There was a brief discussion of the Agenda, and Director Hill *moved* to approve the Agenda as written; seconded by Director Ostroff, ayes all.
- III. National Park Service:** Ranger Pat Reischl offered a sincere thanks to the community volunteers assisting in the restoration efforts in and around Muir Woods during the past month. She then reported that the new boardwalk and restroom will be opened on Tuesday, March 5th. Also, she pointed out that weed wrenches are available, for use by those wishing to remove French Broom.

She then reported that an N. P. S. hydrologist and geo-morphologist will be investigating the Redwood Creek flooding issues with Park Staff. Specifically, it is hoped to implement some of the flood relief recommendations during the summer months, to abate more flooding of Pacific Way during the next rain season. This was followed by considerable discussion with the Board expressing their earnest feelings that something should be done prior to the next rain season.

- IV. Fire Department, emergency disaster committee:** Chief Sward reported that the initiation of the "Chipper Program" has been successful and that considerable work has been completed. He then noted that the 1st response training sessions have been fully attended with 8 fire volunteers and 10 additional residents.
- V. Bills to be paid:** There was a brief discussion of the Bills to be Paid Report and Director Hills *moved* to approve the report as submitted including a total of \$10,224.23 in general fund expenditures; \$150.00 in water capital improvement expenditures and \$182.12 in Trust Fund refunds of deposits for a total of \$10,556.35 in warrants issued, seconded by Director Ostroff; ayes all.
- VI. General Manager's Report:** There was brief discussion of the general operations as follows:
 - A. Financial considerations:** There was a brief discussion of the District's financial condition and the G. M. explained the income and expenses to date versus the budget projections, noting that these are within the budget norms for this time of year.
 - B. Water operations:** There was a brief discussion of operations followed by the G. M. informing the Board that Sutton Freebairn-Smith has agreed to fill in for Harvey during Harvey's one year sabbatical leave. This was followed by a brief discussion and the Board concurred that Sutton is a good alternative.
 - C. Water Capital Improvements:** There was a brief report by Director Rudnick as to the most recent T. A. C. committee meeting, with a general concurrence that these meetings are cordial and worthwhile. The next meeting is tentatively scheduled for either April 5 or April 12, with a preference for April 5. In the event President Kamradt is unable to attend the next meeting, Director Hills will attend. Along with Director Rudnick. The G. M. noted that most of the discussion had been concerning the possibility of a land exchange to enable the construction of a storage tank in a convenient location to the well site. N. P. S. should have an answer as to the feasibility of this in time for the next meeting.

The G. M. noted that Fred Thal was in the audience and requested Mr Thal to give a verbal report to the Board on the progress of his efforts to complete the critical electrical repairs. Mr. Thal reported that while he has not completed all of his intended work, he has completed the most critical items. His work was delayed due to the difficulty in clearing the well house, as Harvey had to create storage for many of the items moved from the well house.

Mr. Thal noted that there was no safety provision to absorb errant chlorine fluid in the event the solution tank overflows or ruptures. He feels this is a serious problem and recommends that a safety provision be implemented. The G. M. noted that in his request to have qualified engineers inspect and recommend modernization of the facilities, an upgrading of the chlorine system is to be considered. He noted that the direct liquid chlorine system currently in use should be replaced with a more modern cartridge system, combined with the suggested on site storage tank.

Mr. Thal then reported that there is a 6.5% ~~or greater imbalance~~ in the 3 phase electrical power coming from PG&E. He indicated that this can damage the electrical equipment using this electrical source and suggested that PG&E be contacted to have this corrected.

The G. M. then noted that the pressure regulating station on Shoreline Highway is out of operation and needs extensive repairs and modifications to lift the regulator out of the water resulting from storms. The least expensive method would be to install a sump pump, as proposed by Forster Engineering; However, this is a marginal solution. Alternative solutions, to rebuild the station include quotes as high as \$14,000. The G. M. will have a formal submission for the Board's consideration during the next meeting.

D. Recreation: There was a brief discussion of the copier and the G. M. noted that we can purchase a desktop copier through Costco, Office Depot or Office max for less than \$500 plus tax. Kathy Sward asked if this would yield useable copies and the G. M. confirmed that the copies would be lazer quality, but that the size would be limited to no more than letter or legal size paper. The Board requested the G. M. to get more detailed information and submit it to the Board for the next meeting.

VII. Public Open Time: Kathy Sward reported that they are seeking an engineer to do the design of the proposed glass roof for the Community Center deck. She will keep the Board posted.

VIII. Review of the draft minutes for the January 23, 2002 meetings. Director Hills noted that the listing of Directors present should be corrected to include him and delete the reference to his taking the oath of office, as this had been done in December. He then noted that item VI should change the December 16 date to January 16, and that the final sentence of that paragraph should delete "he does not feel attendance in essential - - - CSD operations." With these corrections, Director Rudnick *moved* to approve the minutes as corrected, seconded by Director Ostroff, ayes all.

IX. Next meeting date: Following a brief discussion the next meeting date was confirmed for Wednesday, March 27, 2002.

The meeting was adjourned at 9:09 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

as modified

Donora

**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 24, 2002
IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE.
THE REGULAR MEETING WILL BEGIN AT 7:00 P.M.
A CLOSED MEETING WILL BEGIN AT 6:00 P.M.**

DESCRIPTION

PAGES

There is no Agenda for the closed meeting, which is to discuss employee personnel matters. Decisions and/or results of the closed meeting will be announced following the opening of the Regular meeting.

Agenda for the Regular Meeting	1 - 4
Bills to be Paid Report for 02/01/02 through 02/28/02	5 - 6
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District Fiscal Consolidated Balance Sheet as of February 28, 2002	8
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Draft Minutes of the February 27, 2002 Board Meeting	15 - 17

Eagle Scouts will cordon off the riparian corridor

Det - Turry - Fish are trapped.

Jim Vick - Public Workshops - Gordon Burnett requested updates in local papers.

Big Lagoon - working internally re getting it going.

Flooding issue - different actions that can be taken - in process of filing report talked w/agencies. May need permit from NMF's may have to go through regional quality control board. Trying to get action this year. Prevent jumping the bank - Banducci's ranch flood plain - too small - may go forward. Should know by next meeting -

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING ON WEDNESDAY,
APRIL 24, 2002 TO BEGIN AT 7:00 P. M. IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

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

I. Open the public meeting: President Rudnick will call the public meeting to order and announce any decisions that were reached during the closed meeting. *1910 - Another closed session want to have another w/mc -*

II. Review and consideration of the April 24, 2002 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". *Yellow trim up Orange trim down (some) or all Yellow all. Deb as modified R.E. delete due 4.*

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. *Don Monte Chief of maint. Apr is organizing bird watch.*

IV. Consultants: If arrangements for the attendance of Electrical and Mechanical engineering consultants are confirmed, their presentations should now be considered. *PG, E will be trimming on flagged trees*

V. Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the March 1, 2001 through March 31, 2001. *Steve, Deb all.*

VI. Fire Department, Emergency Disaster Committee: Chief Sward will offer a report on the department's activities since the last Board meeting. *Lockers are in. 1st reg test is Sunday - chance of getting 2-4 new fire people.*

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

VII. 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. *Formed a W. Main Association of fire dept w/ county & Woodmark Training, etc.*

A. Administration: Review of the District's budget reports show that income is slightly more than the budget's projection and with the fiscal year being 75% completed expenses are generally below budget provisions for this time of year. The two expense exceptions are recreation 116% and Roads and Easements 108%. This will be discussed later by department.

1. Mandated costs: The contract with Centration has been executed and a meeting is set in early May to deliver the necessary information requested for their completion of the refund submission.

2. Copy machine: The new copy machine should be in place by the time of the meeting. Regrettably, I missed the best possible deal by less than an hour. The local

Ardo

Home Depot store in Vallejo is closing and their closeout sale offered discounts of as much as 50%. However, their last suitable copy machine was purchased prior to my arrival. I was able to purchase some needed office supplies at a substantial discount.

B. Roads and Easements: The plan and profile of the drainage easement from the Ahab - Sunset pedestrian path to the upper area of the drainage swale to Cove lane has been completed and copies will be shown to the Board during the meeting.

1. **Pacific Way:** I attended a meeting with local N. P. S. personnel, Rick Carlson of Marin County Public Works, and phone conference with the Colorado hydrologist and other N. P. S. personnel. The Board has been furnished with my notes of the meeting, which in summary is cautiously optimistic that some positive flood relieve will be accomplished prior to the next rain season. A further telephone conference communication with N. P. S. range Jennifer Vick and Rick Carlson indicate additional optimism. However, it should be noted that whatever is actually accomplished, the relief will not completely eliminate the potential for the flooding of the Pacific Way roadway. At best, during severe rains, the duration of the flooding should be substantially reduced, and the currently existing long standing water should be relieved completely from the roadway surface.

2. **Easement repairs:** As noted above, the expenses for Roads and Easements is exceeding the budget provisions, currently by 8%. As May and June remain, and further repairs are needed, I project that the expenses will total approximately \$50,000 versus the budget provision of \$33,000 and strongly recommend that the Board approve the anticipated overage so repairs can continue. For the first time in years, we have available labor resources at a reasonable cost, to complete many of the long needed repairs, including:

Lighting 2002

a. Completion of the pedestrian way from Sunset Way to the community Center with improved lighting and the necessary railings for safety. This is a high priority project. Samples of the lights for the improved pathway lights will be shown to the Board. These are high efficiency halogen lights, yielding the illumination of a 60 watt incandescent bulb while using just 13 watts of power. These lights cost \$15± including tax.

b. Renewing the lighting system for the entry pathway to the community center. Currently this system is rapidly deteriorating, with light stanchions ready to fall, many of the post lights being inoperable, and the lights in use are low efficiency incandescent fixtures.

*Contracted by
Kent Andrews
wants if deferred
& not mkt*

3. **Encroachment:** Director Hills has been contacted by the property owner of the home where Sutton Freebairn-Smith once lived. He has had the property recently surveyed and is now concerned of his potential liability in the event of an accident on the area of the pathway that encroaches on to his property. Our survey showed this encroachment, which is primarily due to the steep grade and existence of large trees obstructing the following of the District's right of way. Eliminating this encroachment will require the removal of several large trees and the installation of 15 to 20 or more stairs. No cost estimates have been made, due to the lack of time

since being noticed of the owner's objection; however, a rough guess indicates an expense of at least several thousand dollars. I will contact our insurance agent to see if it is possible to have the owner named as an additional cover under our policy. If so, perhaps that will at least temporarily resolve the concerns.

WATER OPERATIONS: Operations have been without major problems during the past 30 days. We did locate a system leak on a service connection along Ahab way and it has been repaired. We are continuing to check for leaks, and will have more information following the next reading of the consumer meters. Repair of the leak was accomplished after the reading of meters for the table below data.

1. Coliform tests taken during January were free of bacteria.

Gross water billing for the 2/23/02 through 3/23/2002 billing period was \$3,683.24 including \$89.66 in late payment penalties and \$3.79 in interest charges. The monthly consumption surcharge for this period totaled \$928.14.

3. We are continuing in efforts to clean up the well site area, with the cooperation of the fire department volunteers.

The table below tabulates the water production for the period February 23, 2002 to March 23, 2002.

Total volume of water measured through the master meter =	855,057 gallons
Average daily pumping rate	30,538 gallons
Highest pumping day was on 3/13/02 and volume pumped =	51,094 gallons
Lowest pumping day was on 3/06/02 and volume pumped =	18,720 gallons
Total volume billed through service meters =	632,576 gallons
Gross unaccounted for water loss =	222,481 gallons
Estimated un-metered maintenance use (hydrant flushing)	9,000 gallons
Estimated leak repair losses	unknown gallons
Net unaccounted for water loss (25%)	213,481 gallons
Average daily customer consumption per meter =	150 gallons
Average service billing =	\$23.94

D. Water Rights: The next T. A. C. meeting is scheduled for Friday, April 27, 2002. The meeting held on April 5, 2002 was attended by Directors Kamradt and Rudnick, who will give a brief report. However, it must be mentioned that the meeting was not attended by D. W. R. representative Terry Snyder and the actions of N. P. S. were somewhat more contentious than in the past, with their reverting back to their earlier desires of adequate storage to permit the full cessation of pumping during severe drought and insistence that the District seek an alternative well site.

Special Mts w/ Norfolk

Scan plans

E. **Capital Improvements:** As of this date it is believed that a representative from DVC will attend the meeting to explain their engineering services. In addition, there may be a representative from the electrical engineering-contracting firm that does work for the Stinson Beach Water Company.

Fred Thal

F. **Recreation:** There are no major items for consideration. - *Barth Tony Moor*

Edna Roasinas - May 3rd
This concludes the General Manager's report in the Agenda.

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.

IX. **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.

X. **Review of the draft minutes** for the March 27, 2002 Board meeting, deferred from the previous meeting.

XI. **Next meeting date:** The fourth Wednesday in May is the 22nd day of May 2002.

ADJOURNMENT OR CONTINUATION

8:41

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 03/01/02 THROUGH 03/31/02**

Page 1 of 2

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
ABC Consultants, Inc.	2117	T. A. C. meeting, minutes and correspondence	B	\$150.00
TOTAL WATER CAPITAL IMPROVMENT EXPENSES =				\$150.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Kinko's	2049	Meeting packets	C	24.72
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	600.00
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	150.42
AT&T	2534	Toll calls 415-388-7804	B	13.43
AT&T	2534	Toll calls 707-643-1143	B	34.50
Cingular	2534	Cell phone paid this month (2 months)	B	152.65
Pacific Bell	2534	415-388-7804 paid this month	B	44.19
Pacific Bell	2534	707-643-1143 paid this month	B	16.43
TOTAL G&A EXPENSES =				\$1,036.34

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	B	36.61
TOTAL FIRE EXPENSES =				\$261.61

RECREATION EXPENSES, DIVISION CODE 9239

Harvey Pearlman	1028	Maint. manager wages paid this month	C	258.36
Salvador Gonzales	1073	Extra Hire wages paid this month	C	107.65
Juana Gonzales	1077	Janitorial wages paid this month	C	151.78
State Compensation Fund	1701	Work comp insurance	B	121.31
Judith Yamamoto	2041	Reimburse for cash expense for rec. programs	B	15.14
Kathy Sward	2077	Reimburse for cash purchase of rat chasers	B	25.72
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
Harvey Pearlman	2366	Reimburse for Costco, paper towels, etc.	B	42.01
Pacific Bell	2534	Community Centerpay phone paid this month	B	54.00
Pacific Gas & Electric	2535	Community Center electric paid this month	B	52.90
Lonna Richmond	2041BI	Bistro wages paid this month	C	193.78
Nancy Knox	2041BI	Bistro pastries purchased this month	P	17.50
Whole Foods	2041BI	Misc. Bistro supplies purchased this month	P	2.00
TOTAL RECREATION EXPENSES =				\$1,542.15

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Harvey Pearlman	1028	Maint. manager wages paid this month	C	656.66
Salvador Gonzales	1073	Extra Hire wages paid this month	C	94.19
Sutton Freebairn-Smith	1073	Extra Hire wages paid this month	C	473.66
Goodman Building Supply	2077	Misc. materials for stairs	B	53.77
Harvey Pearlman	2077	Reimburse for cash purchase of materials	B	103.86
Home Depot	2077	Misc. materials for stairs	B	144.57
Martin Bros. Supply	2077	Misc. materials for stairs	B	46.94
Sutton Freebaim Smith	2077	Reimburse for cash expense for repairs	B	181.90
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
TOTAL R&E EXPENSES =				\$2,255.55

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 03/01/02 THROUGH 03/31/02

Page 1 of 2
Page 2 of 2

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. manager wages paid this month	C	2,163.78
CAIPers	1506	Medical insurance paid this month	B	469.54
State Compensation Fund	1701	Work comp insurance	B	411.76
American Water Works Association	2049	Annual membership	B	114.00
Forester Pump & engineering	2077	Consultation on well controls and pressure sta	B	85.00
Harvey Peralman	2077	Reimburse for cash expense for repairs	B	127.27
Marin Health Laboratory	2115	Coliform tests	B	30.00
ABC Consultants, Inc.	2117	Clerical fees paid this month	B	800.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	950.00
Public Storage	2121	File storage, April	B	48.00
Harvey Pearlman	2479	Travel allowance paid this month	B	96.75
Marin Cell u phone	2534	Harvey's pager	B	29.90
Pacific Bell	2534	Upper tank phone relay paid this month	B	77.03
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	B	454.75

TOTAL WATER EXPENSES = \$5,857.78

TOTAL WATER CAPITAL IMPROVMENT EXPENSES = \$150.00

TOTAL GENERAL FUND EXPENSES = 10,953.43

B = Paid thru Salomon depository

C = Paid thru County depositories

P = Paid thru Petty Cash Funds

TOTAL OF ALL CHECKS ISSUED = \$11,103.43

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on
the _____ day of _____ 2002.

MUIR BEACH COMMUNITY SERVICES DISTRICT

, President

Donovan Macfarlane, Secretary

8:19 PM

04/20/02

~~Accrual~~ Basis

Muir Beach Community Services District 2001-2002

Year to Date Income and Expense Summary

July 2001 through March 2002

	<u>Jul '01 - Mar 02</u>
Income	
Administrative Income	24,885.67
Fire Income	2,540.53
Fire Operations Income	8,566.48
Recreational Activities Income	7,935.77
Roads & Easements Income	2,887.00
Water Capital Improvements Inco	15,723.65
Water Operations Income	41,065.28
Total Income	<u>103,604.38</u>
Expense	
Administrative Expenses	12,168.60
Fire Operational Expenses	4,077.62
Recreational Expenses	17,657.22
Roads & Easements Expenses	35,874.87
Water Capital Improve'ts Exp.	10,411.25
Water Operating Expenses	47,826.77
Total Expense	<u>128,016.33</u>
Net Income	<u><u>-24,411.95</u></u>

6:59 PM

04/20/02

Accrual Basis

Muir Beach Community Services District 2001-2002

Balance Sheet

As of March 31, 2002

	Mar 31, 02
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	10,707
Fund 429, County Investment Fun	
Capital Improvements	150,402
General Investments	76,294
Total Fund 429, County Investment Fun	226,697
Petty Cash Fund	77
Salomon Smith Barney	
Fire Station Reserve	12,419
General Funds	33,052
Rental deposit trust	5,350
Shaffer CalPers Trust	1,450
Water Security Deposit Trust	5,500
Total Salomon Smith Barney	57,771
Total Checking/Savings	295,252
Accounts Receivable	
Receivables	9,025
Total Accounts Receivable	9,025
Total Current Assets	304,277
TOTAL ASSETS	304,277
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1506CPSH Shaffer CalPers Trust	1,450
R9255R, Refundable deposits	5,350
W9025RD, Security deposits	5,500
Total Other Current Liabilities	12,300
Total Current Liabilities	12,300
Total Liabilities	12,300
Equity	
Retained Earnings	316,596
Net Income	-24,619
Total Equity	291,977
TOTAL LIABILITIES & EQUITY	304,277

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

	Mar 02
Income	
Administrative Income	
A9001, General Tax Income	132.03
Total Administrative Income	132.03
Recreational Activities Income	
R9255, CC Rental Income	1,345.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	102.35
Total R9811, Rec. Programs Income.	102.35
Total Recreational Activities Income	1,447.35
Total Income	1,579.38
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	30.71
A2117, Consulting Admin. Fees	600.00
A2479, Travel Expenses	150.42
A2534, Telephone/Communications	261.08
Total Administrative Expenses	1,042.21
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	36.61
Total Fire Operational Expenses	261.61
Recreational Expenses	
R1028, Maint. Mgr. Wages	240.00
R1073, Janitorial wages	241.00
R1404, FICA	50.57
R1701, Work Comp Insurance	121.31
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	199.50
R2041TC, Tai Chi Expenses	15.14
Total R2041, Rec. Program Expenses	214.64
R2077, Routine Repairs	25.72
R2117, Administrative Expenses	500.00
R2366, Building Supplies	42.01
R2534, Pay Telephone Expense	54.00
R2535, Energy Expenses	52.90
Total Recreational Expenses	1,542.15
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	610.00
E1073, Extra Hire Wages	527.50
E1404, FICA	143.62
E2077, Road & Easement Repairs	1,271.04
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	3,052.16
Water Capital Improve'ts Exp.	
H2049 Meeting & Hearing expense	114.00
H2117, Administrative Fees	150.00
Total Water Capital Improve'ts Exp.	264.00
Water Operating Expenses	
W1028, Maint. Mgr. Wages	2,010.00
W1404, FICA	153.78
W1506, Medical benefits	469.54
W1701, Work. Comp. Insurance	411.76
W2077, Routine Repairs	212.27
W2115, Chemicals I Testing	30.00
W2117, Adminislrative Fees	1,750.00

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04/20/02

Accrual Basis

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

	Mar 02
W2121, Miscellaneous Expenses	48.00
W2479, Travel allowance	96.75
W2534, Telephone Relay Expense	106.93
W2535, Electrical Service	454.75
Total Water Operating Expenses	5,743.78
Total Expense	11,905.91
Net Income	-10,326.53

8:20 PM

04/20/02

Accrual Basis

Muir Beach Community Services District 2001-2002

Profit & Loss Budget vs. Actual

July 2001 through March 2002

	Jul '01 - Mar 02	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income				
A9001, General Tax Income	24,837.67	41,592.00	-16,754.33	59.7%
A9203, Interest earned	0.00	2,500.00	-2,500.00	0.0%
A9772, Copier Income	48.00	100.00	-52.00	48.0%
Total Administrative Income	24,885.67	44,192.00	-19,306.33	56.3%
Fire Income	2,540.53			
Fire Operations Income				
F9377, West Marin Funds	8,333.00	6,300.00	33.00	100.4%
F9763, Fire Assoc. Donations	233.48	4,400.00	-4,166.52	5.3%
Total Fire Operations Income	8,566.48	12,700.00	-4,133.52	67.5%
Recreational Activities Income				
R9255, CC Rental Income	5,155.00	8,000.00	-2,845.00	64.4%
R9811, Rec. Programs Income.				
R9811Bi, Bistro Income	1,068.27	1,800.00	-731.73	59.3%
R9811CD, Com. Din. Income	1,480.00			
R9811CP, Child's Prog. Income	0.00	230.00	-230.00	0.0%
R9811TC, Tai Chi Income	232.50	180.00	52.50	129.2%
Total R9811, Rec. Programs Income.	2,780.77	2,210.00	570.77	125.8%
Total Recreational Activities Income	7,935.77	10,210.00	-2,274.23	77.7%
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	47.43	30,260.00	-30,212.57	0.2%
H9031, Water Surcharge Income				
H9031, Consumption Surcharge	8,988.03			
H9031, Water Surcharge Income - Other	240.00	13,500.00	-13,260.00	1.8%
Total H9031, Water Surcharge Income	9,228.03	13,500.00	-4,271.97	68.4%
H9377, Interest Earnings				
H9377C, Cap. Imp. Interest	4,815.07	2,000.00	2,815.07	240.8%
H9377G, Gen. Inv. Interest	1,633.12	750.00	883.12	217.7%
Total H9377, Interest Earnings	6,448.19	2,750.00	3,698.19	234.5%
Total Water Capital Improvements Inco	15,723.65	46,510.00	-30,786.35	33.8%
Water Operations Income				
W9025, Water Service Income				
W9025Int., Overdue bill interst	35.04	100.00	-64.96	35.0%
W9025LP, Late pay penalty	746.14	1,200.00	-453.86	62.2%
W9025, Water Service Income - Other	35,984.69	62,000.00	-26,015.31	58.0%
Total W9025, Water Service Income	36,765.87	63,300.00	-26,534.13	58.1%
W9772, Miscellaneous Income	4,150.78			
Water Operations Income - Other	148.65			

8:20 PM

04/20/02

Accrual Basis

Muir Beach Community Services District 2001-2002

Profit & Loss Budget vs. Actual

July 2001 through March 2002

	Jul '01 - Mar 02	Budget	\$ Over Budget	% of Budget
Total Water Operations income	41,065.28	63,300.00	-22,234.72	64.9%
Total Income	103,604.38	176,912.00	-73,307.62	56.6%
Expense				
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	252.07	400.00	-147.93	63.0%
A2059, P & L Insurance	459.00	460.00	-1.00	99.8%
A2117, Consulting Admin. Fees	5,200.00	6,500.00	-1,300.00	80.0%
A2121, Miscellaneous Expenses	262.00	200.00	62.00	131.0%
A2129, Gen. Election expenses	0.00	300.00	-300.00	0.0%
A2130, Mailing & Shipping Exp.	244.60	100.00	144.60	244.6%
A2133, Office Supplies	417.58	300.00	117.58	139.2%
A2137, Copier Maint. Expenses	69.63	300.00	-230.37	23.2%
A2352, County Fees	367.00	8,000.00	-7,633.00	4.6%
A2479, Travel Expenses	1,523.94	1,782.00	-258.06	85.5%
A2534, Telephone/Communications	1,500.67	2,600.00	-1,099.33	57.7%
A2713, Legal fees	1,828.75	1,500.00	328.75	121.9%
Administrative Expenses - Other	43.36			
Total Administrative Expenses	12,168.60	22,442.00	-10,273.40	54.2%
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%
F4827, W. Marin Fund Expenses	393.62	8,300.00	-7,906.38	4.7%
Total Fire Operational Expenses	4,077.62	12,700.00	-8,622.38	32.1%
Recreational Expenses				
R1028, Maint. Mgr. Wages	1,771.25	1,851.00	-79.75	95.7%
R1073, Janitorial wages	2,126.75	1,945.00	181.75	109.3%
R1404, FICA	446.10	673.00	-226.90	66.3%
R1701, Work Comp Insurance	262.00	323.00	-61.00	81.1%
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	1,798.70	2,800.00	-1,001.30	64.2%
R2041CD, Com. Dinner Expenses	37.65			
R2041CP, Child's Program Exp.	132.95	200.00	-67.05	66.5%
R2041TC, Tai Chi Expenses	15.14			
R2041, Rec. Program Expenses - Other	1,500.00			
Total R2041, Rec. Program Expenses	3,484.44	3,000.00	484.44	116.1%
R2059, P & L Insurance	500.00	500.00	0.00	100.0%
R2077, Routine Repairs	1,533.23	5,000.00	-3,466.77	30.7%
R2097, CC Ground Maintenance	12.00	863.00	-851.00	1.4%
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 & Stamps	60.00	100.00	-40.00	60.0%
R2259, Refuse Removal	356.89	450.00	-93.11	79.3%
R2366, Building Supplies	253.30	500.00	-246.70	50.7%
R2534, Pay Telephone Expense	487.06	700.00	-212.94	69.6%
R2535, Energy Expenses				
R2535G, Butane Gas Expenses	301.16			
R2535, Energy Expenses - Other	729.89	1,846.00	-1,116.11	39.5%
Total R2535, Energy Expenses	1,031.05	1,846.00	-814.95	55.9%
R4048, Building Improvements	833.15	7,000.00	-6,166.85	11.9%

8:20 PM

04/20/02

Accrual Basis

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

	Jul '01 - Mar 02	Budget	\$ Over Budget	% of Budget
Total Recreational Expenses	17,857.22	30,851.00	-13,193.78	57.2%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	2,808.75	2,100.00	508.75	124.2%
E1073, Extra Hire Wages	1,732.25	4,000.00	-2,267.75	43.3%
E1404, FICA	464.89	161.00	303.89	288.8%
E1701, Work's. Comp. Insurance	72.12	165.00	-92.88	43.7%
E2059, P & L Insurance	217.00	217.00	0.00	100.0%
E2077, Road & Easement Repairs	25,979.86	20,000.00	5,979.86	129.9%
E2117, Administrative Fees	4,800.00	6,500.00	-1,700.00	73.8%
Total Roads & Easements Expenses	35,874.87	33,143.00	2,731.87	108.2%
Water Capital Improve'ts Exp.				
H2049 Meeting & Hearing expense	368.25			
H2059, P & L Insurance	185.00	165.00	0.00	100.0%
H2117, Administrative Fees	1,550.00	2,000.00	-450.00	77.5%
H2352, County fees	0.00	565.00	-565.00	0.0%
H2713, Project Improvements				
H2713CP, System Improvements	0.00	98,730.00	-98,730.00	0.0%
H2713WR, Water Right Resolution	230.00			
H2713, Project Improvements - Other	8,100.00	45,000.00	-36,900.00	18.0%
Total H2713, Project Improvements	8,330.00	143,730.00	-135,400.00	5.8%
H4169UT, Priority Improvements	0.00	51,000.00	-51,000.00	0.0%
Total Water Capital Improve'ts Exp.	10,411.25	197,460.00	-187,048.75	5.3%
Water Operating Expenses				
W1028, Maint. Mgr. Wages	13,007.25	16,250.00	-3,242.75	80.0%
W1073, Extra Hire Wages	1,344.50	3,000.00	-1,855.50	44.8%
W1404, FICA	1,952.59	1,473.00	479.59	132.6%
W1506, Medical benefits				
W1506CPHvy	203.25			
W1506CPSh	-2,376.96			
W1506, Medical benefits - Other	3,527.11	2,460.00	1,067.11	143.4%
Total W1506, Medical benefits	1,353.40	2,460.00	-1,106.60	55.0%
W1701, Work. Comp. Insurance	866.63	1,600.00	-733.37	54.2%
W2049, Conferences & Training	195.00	800.00	-605.00	24.4%
W2058, Annual Permit Fee	1,575.00	1,600.00	-25.00	98.4%
W2059, P & L Insurance	750.00	750.00	0.00	100.0%
W2077, Routine Repairs	4,102.81	2,000.00	2,102.81	205.1%
W2115, Chemicals & Testing	513.52	4,500.00	-3,986.48	11.4%
W2117, Administrative Fees	15,450.00	20,250.00	-4,800.00	76.3%
W2121, Miscellaneous Expenses	626.81	1,000.00	-373.19	62.7%
W2130, Postage & Shipping	467.72	1,500.00	-1,032.28	31.2%
W2133, Office Supplies	261.61	1,000.00	-738.39	26.2%
W2325, Contract Services	0.00	5,000.00	-5,000.00	0.0%
W2479, Travel allowance	870.75	1,000.00	-129.25	87.1%
W2534, Telephone Relay Expense	484.81	450.00	34.81	107.7%
W2535, Electrical Service	4,004.37	6,534.00	-2,529.63	61.3%
Total Water Operating Expenses	47,826.77	71,167.00	-23,340.23	67.2%
Total Expense	128,016.33	367,763.00	-239,746.67	34.8%

8:20 PM

04/20/02

Accrual Basis

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

	Jul '01 - Mar 02	Budget	\$ Over Budget	% of Budget
Net Income	-24,411.95	-190,851.00	166,439.05	12.8%

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, MARCH 27, 2002**

Directors present: President Kamradt; Directors: Hills, Ostroff, Rudnick, and Shaffer.

- I. Call to order:** President Kamradt opened the meeting at 7:08 pm and announced that the closed session for employee review had not been concluded and no decisions were made at this time. Director Rudnick then arrived at 7:12 and outgoing President Kamradt turned the chair over to incoming President Rudnick.
- II. Review and consideration of the March 27, 2002 Agenda.** There was a brief discussion of the Agenda, and Director Shaffer *moved* to approve the Agenda as submitted; seconded by Director Hills, ayes all.
- III. National Park Service:** Ranger Pat Reischl offered an update on the ongoing activities of the Park Service and then reported that the specialists from Colorado had completed their study of the Pacific Way flooding issue and would have a draft report published prior to the next Board meeting. Resident Onorato then began to question Ranger Reischl at some length, emphasizing his frustration with the lack of progress. Resident Carniglia asked the Board to avoid the ongoing intense inquiry, as he felt it to be improper. The G. M. noted that in an earlier discussion Mr. Onorato had indicated that he desires specific mention in the minutes of his concerns and frustrations with the lack of N. P. S. progress in resolving the problem which has gotten progressively worse each year for the past decade. The G. M. indicated that this would be included in the minutes of this meeting. With this, President Rudnick requested a return to proper decorum and thanked Ranger Reischl for her efforts.
- 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 \$15,942.11 in general fund expenditures and \$150 in water capital improvement expenditures for a total of \$16,092.11 in warrants issued, seconded by Director Hills; ayes all.
- V. Fire Department, emergency disaster committee:** The G. M. explained that the County Fire Department is changing their communications system and the change will render the current system used by our volunteers as ineffective. He then asked volunteer Carniglia to review the need for a radio antenna to be placed on the District's upper water storage tank. Mr. Carniglia explained that the West Marin fire departments were all going to be somewhat adversely effected by the communications change and that an alternative for the West Marin area requires the installation of radio antenna's in strategic locations so the use of the existing radio systems can be continued. Installation of a non obtrusive antenna, on the back side of the upper storage tank will meet the District's needs. Essentially, the antenna will not be readily visible from the street side, and local residents have been contacted indicating they have no objections. The Board indicated their concurrence with the installation of the antenna. Following this item, Chief Sward reported that the continued training classes are well attended.
- VI. General Manager's Report:** There was brief discussion of the fiscal report, followed by the following:
 - A. Green Gulch Farms:** The G. M. reported that the special assessment tax roll includes two parcels of land owned by Green Gulch Farms, that are not applicable to the District's service area. These parcels are the cottage on the hillside and the main dwelling/meditation areas of the center. Two other parcels front on Pacific Way, and actually have service lines to them, but the meters were removed many years ago. The G. M. recommended that the first two

parcels be deleted from the tax roll and that an appropriate refund be given for the assessments collected. At this point, representatives from the farms offered appreciation for the refund but said it would not be necessary. They did desire the deletion of the two non District parcels from further assessments and agreed that the two Pacific Way parcels continue to be assessed. The Board thanked the farm representatives for their understanding and instructed the G. M. to contact the tax authorities to delete the subject parcels from the assessment rolls.

- B. **Copy machine:** The G. M. reported that he has investigated the various copy machines offered by the discount houses. He noted that prices seem to vary from week to week, depending on advertisements, but he feels certain that a laser copy machine, for letter and legal size copies adequate to meet the minimal needs of the District can be purchased for less than \$600 including tax. Director Hills *moved* to approve the purchase of a copier, as outlined by the G. M., for a cost not to exceed \$600; seconded by Director Shaffer, ayes all.
- C. **Mandated Costs:** The G. M. reported that he has been in communication with the firm of Centration, concerning the recovery of Brown Act mandated costs. He explained that the required positing of the Agenda is a mandated cost and that if these costs exceed a given minimum figure, the excess can be recovered from the State. In general, his evaluation has been that the cost does not exceed the required minimum; however, Centration has been successful in assisting agencies in recovering at least \$1,000 per year for these costs. They offer their services on a contingency fee basis of 20% of the recovered costs (not to exceed \$5,000), providing the District supplies them with the necessary documentation that they request. The G. M. recommends that the District enter into the contingency contract with Centration. Following a brief discussion, Director Kamradt *moved* to have the G. M. execute the contract with Centration, seconded by Director Shaffer, ayes all.
- D. **Roads and easements:** The general consensus was that this subject had been adequately discussed during the National Park Service discussion and no further consideration was needed at this time.
- E. **Water operations:** The G. M. reported that water operations were normal. However, following the meter readings and the comparison of gross well production versus consumer consumption there is a strong indication of a distribution system leak. Harvey is in the process of systematic pressure testing in an effort to determine the location of the leak.

The G. M. requested Board review of the proposal for revising the Shoreline Highway pressure regulating station. Following a general discussion, the G. M. was instructed to contact the manufacturers of the regulating valve to see if an upgrade is available and to seek repairs of the failed valve versus rebuilding and elevating the piping.

- F. **Water rights.** The next T. A. C. meeting is scheduled for Friday, April 5, 2002. The G. M. reported that during the last meeting he had requested consideration of a land exchange to enlarge the District's well site so a storage tank of at least 50,000 gallons could be placed on the site. He noted that this would enable the District to modify the direct in the well chlorination system, provide area for more detailed filtration of the water prior to being pumped into the distribution system, improve the efficiency of the well pumps and provide additional storage that could be pumped with a high volume pump to replace storage losses in the event of a malfunction of the high tanks storage loss.

This was responded to by resident Fred Thal as being contrary to accepted standards of elevated storage for a gravity feed distribution and other standard engineering practices. He noted that the upper storage tank should be replaced with a larger storage facility as soon

He has completed 1 year and

6.5% or greater

Rudnick
as possible due to the declining condition of the existing redwood tank. The G. M. attempted to explain that this did not change the District's gravity system, but ~~Mr. Thal objected to the G. M.'s interruption of his comments.~~ Following continued dissertation by Mr. Thal, Director Shaffer interrupted and offered a more detailed explanation that the suggested well site storage was not intended to change the District's gravity distribution, but was to augment the system.

A lengthy further discussion continued, concerning the long dedicated raw water line that would enable the treatment system to be installed at the upper tank site versus the well site. The G. M. reported that there is little hope that the N. P. S. will give the District the easement needed to accomplish this, as none of the several requests to the N. P. S. have been responded to with affirmative indications. Hence, from a timely consideration for improved water treatment and well operation the expansion of the existing well site is a reasonable and less costly alternative.

Fred Thal
G. Water Capital Improvements: Mr Thal reported that he has not completed the electrical repairs that are needed and that he feels there is considerable need for the District to do extensive work to correct the dire conditions existing at the well site. ~~The G. M. again recommended that a competent electrical mechanical engineering firm be retained to inspect the system and design the needed corrections and upgrades.~~ This was followed by a lengthy discussion and the Board agreed to have a special session to interview DVC Consultants and instructed the G. M. to arrange for a meeting.

H. Recreation: There were no essential items to discuss concerning recreation.

VII. Review of the draft minutes for the February 27, 2002 meetings. There were no changes suggested for these minutes and Director Shaffer *moved* to approve the minutes as written; seconded by Director Hills, ayes all, except Director Kamradt who had to leave the meeting prior to this action, at 9:15 pm. *Change w/ Fred's remark.*

VIII. Next meeting date: Following a brief discussion the next meeting date was confirmed for Wednesday, April 24, 2002.

The meeting was adjourned at 9:35 P.M.

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

Peter Rudnick, Board President

Donovan Macfarlane, Secretary

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' SPECIAL MEETING ON THURSDAY,
MAY 9, 2002 TO BEGIN AT 6:30 P. M. IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA. FOLLOWING THE
PUBLIC MEETING, THE BOARD WILL HOLD A SHORT CLOSED MEETING TO
CONTINUE THEIR REVIEW OF PERSONNEL MATTERS.**

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

- I. Open the public meeting:** President Rudnick will open the public meeting to order.
- II. One purpose meeting:** The purpose of this meeting is to consider the need retaining an electrical contractor and engineer for the updating of the District well site electrical needs. All meetings of the Board of Directors, except those qualifying as a "closed meeting" are open to the general public, with the following guidelines.
- III. PUBLIC OPEN TIME:** California State Law prohibits Board action on any item, within its jurisdiction, that has not been listed on the lawfully posted Agenda unless: *1) upon a determination by a majority of the Board that an emergency situation exists; 2) upon a determination by a two-thirds majority of the Board (or by no less than three members, if less than the entire Board is present) that the need to take action arose subsequent to the Agenda being posted; or 3) the item was posted for a prior Board meeting, occurring not more than five (5) days prior to the date action is taken on the item, and at the subject prior meeting, the item was continued to the meeting at which action is being taken. Other items will generally be received as information, or referred to staff for further consideration prior to the next scheduled meeting of the Board. As a matter of procedure, the Board may limit individual presentations to no more than five minutes. Individual presentations should involve non-repetitive items, and non-repetitive supporting information.*

PUBLIC INPUT

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

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ADJOURNMENT OR CONTINUATION

1. V.P. Shaffer 6:38 Pub arrived @ 5:43

2. BBQ, concern with the electric for safety
Recommend electrical contractor to
come out. He is not licensed & to
some of the work that needs to be done.
He can do everything that is connected to
pump.

PG, E should come out. 2 wires
supplying power are rubbing branches.
Signal/ alarm, etc.

Dick
5:43

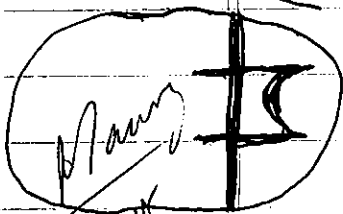
The underwater electric crossing is an emergency
issue.

Huber Stroe & Associates - Elec Engineers

General Electrical Contractors

Strom
Ford measured at the well head — for power variation.
PG, E Rule 2 - meet Standards.

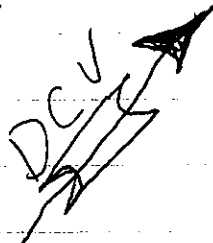
BBQ - Coffin makes to.

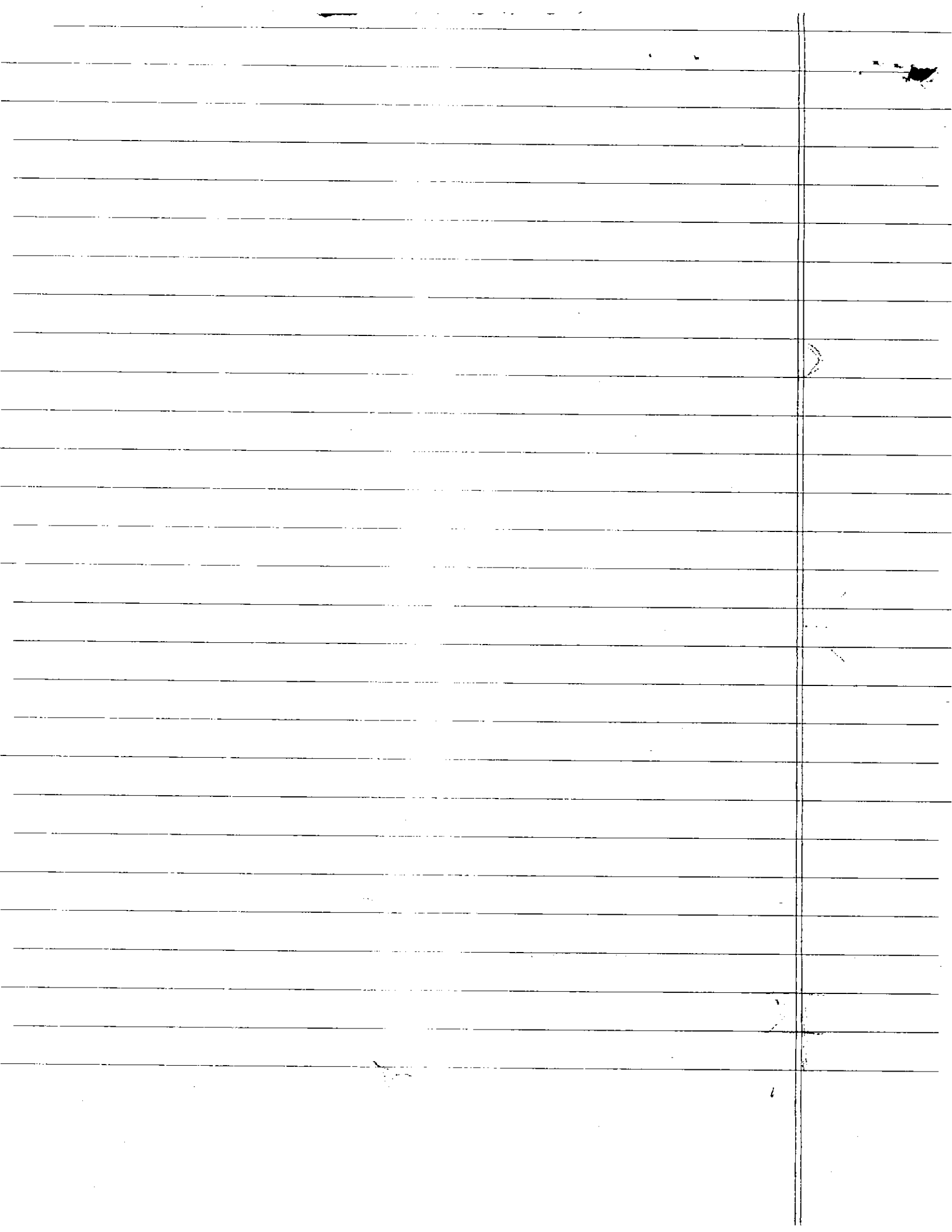


Plug well

Dedication Line - Portion do the
planning;

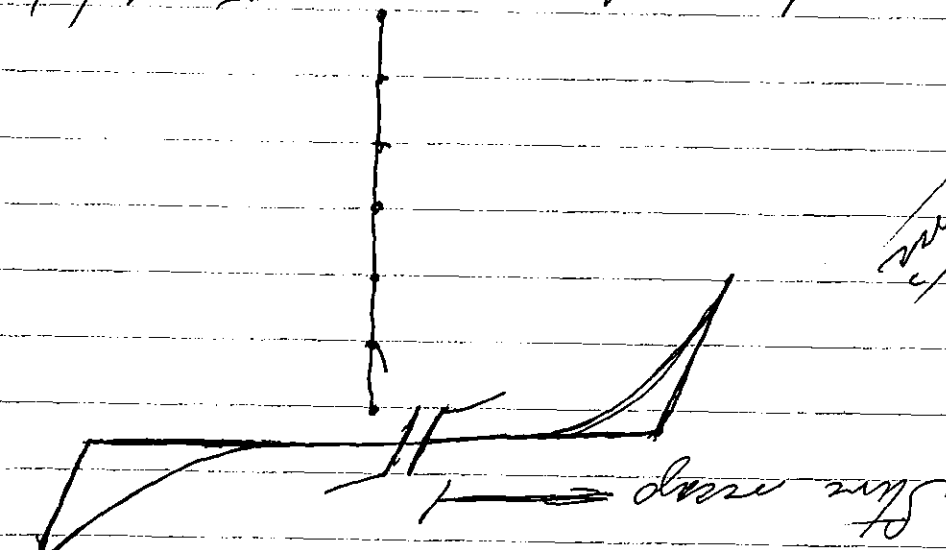
Quanta
larger.





Dt can't make May 29 - Deceased - her

Call Lupa here making date 29th



Long showrooms or Ford / Lin / DCV

Current Method

Moving - contact on electrical contractor &

existing emergency, 2nd Dt, all -

Give a guest on the emergency electrical power to the work BGP. made - that may be hazardous. Dt the work BGP.

Dt - One piece of the Board is the

gallon information - getting a lot of

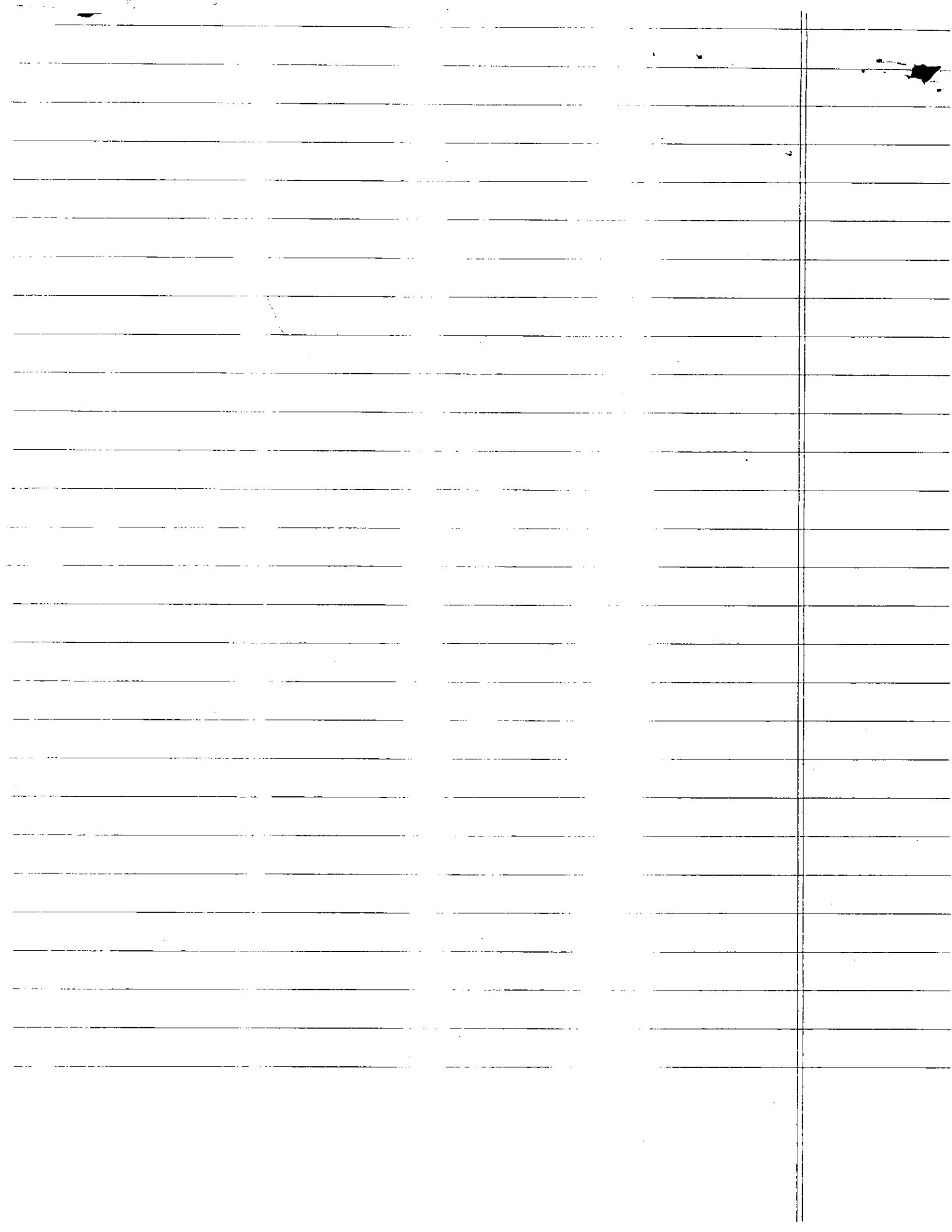
people that are qualified to do work.

Ford called his wife -

Call opened meeting over guests

Along, important information

1 year 6 months



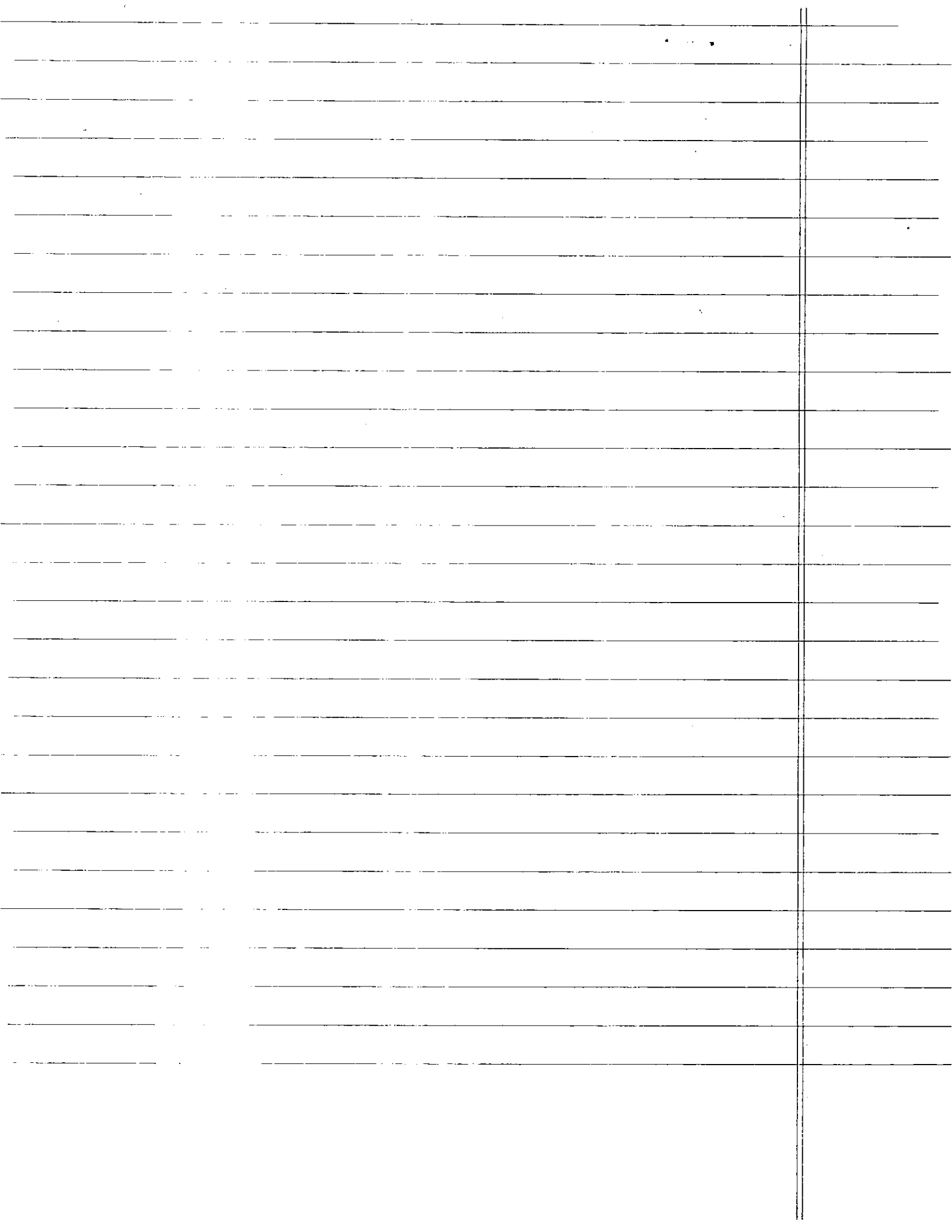
Knight Electric - SR

Blue Rock Elec MV

Jimm Bockhurst -

Canal ~~area~~ closed meeting

Adgins 8:25 -



**TABLE OF CONTENTS
FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, MAY 29, 2002
IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE.
THE REGULAR MEETING WILL BEGIN AT 7:00 P.M.
A CLOSED MEETING WILL BEGIN AT 6:00 P.M.**

DESCRIPTION	PAGES
There is no Agenda for the closed meeting, which is to discuss employee personnel matters. Decisions and/or results of the closed meeting will be announced following the opening of the Regular meeting.	
Agenda for the Regular Meeting	1 - 3
Bills to be Paid Report for 04/01/02 through 04/30/02	4 - 5
Year to Date Income and Expense Summary	6
District Fiscal Consolidated Balance Sheet as of February 28, 2002	7
Monthly Income versus Expenses report for February 2002	8 - 9
Profit & Loss Budget Versus Actual, year to date	10 - 13

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING ON WEDNESDAY,
MAY 29, 2002 TO BEGIN AT 7:00 P. M. IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

Directors: President Peter Rudnick; Directors:, Leighton Hills, Deborah Kamradt, Maury Ostroff, and Steve Shaffer. *DH not here, Maury not here.*

- I. Open the public meeting:** President Rudnick will call the public meeting to order and announce any decisions that were reached during the closed meeting. *7:18*
- II. Review and consideration of the May 29, 2002 Agenda.** Agenda items may be deleted, postponed, continued, or changed in scheduled sequence from the posted agenda so as to accommodate the needs of the Board and the public in attendance. However, no item can be added to the Agenda, for the purpose of having the Board make a decision, except as defined below under "Public Open Time". *Steve, L 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. *RT*
- IV. 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. *Steve, L all.*

- V. Fire Department, Emergency Disaster Committee:** Chief Sward will offer a report on the department's activities since the last Board meeting. *-BBQ successful 36k+ disbursements*

all Ad electrical - 1576 - going back - cancel insurance - 46k Chipping 2nd year

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

- VI. 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. **Note:** Due to a computer failure (CPU) it will be necessary for portions of this report to be delivered verbally versus written.

- A. Administration:** We have received the 1st increment of the tax revenues due in the close of the fiscal year, and it seems that the District's tax revenues may experience a shortfall of two to three thousand dollars. In addition, tax collection fees and elections costs have increased
- 1. Copy machine:** The new copy machine is in service, and notices will be included in the water bills.
 - 2. Budget review:** The District continues to be within or below the the budget parameters for expenses and slightly below income projections. Interest income is somewhat more than projected, assisting in offsetting the shortages.

- B. Roads and Easements:** Repair and replacement of the lighting for the community center pathway to Sunset Way and from Seacape Drive have been estimated by an electrical company, with the estimated cost for the lights to Sunset Way being more than \$10,000. We are researching alternative methods and lighting to reduce the costs. No Estimate was given for the entrance path lighting and this is being further researched.

- Call PG: E*
- C. WATER OPERATIONS:** We have repaired a major main line leak, in the piping from the well to the well house. This is the second failure of this line within the past three years and exposure of the line indicates a need for its complete replacement. This should be considered by the Capital Improvement Committee, along with the new well piping and electrical repairs and improvements. Strom Electrical inspected the well house, on a preliminary basis and recommended some temporary changes specifically for the Bar B Que (relayed to the Fire Association). Strom will return to do a detailed inspection and estimate of overall costs to correct code deficiencies and other needed upgrades; however, their report will not be ready for the Board meeting.

- Henry Pressure*
1. Coliform tests taken during April were free of bacteria.
 2. Gross water billing for the 3/23/02 through 4/23/2002 billing period was \$4,704.36 including \$112.55 in late payment penalties and \$4.82 in interest charges. The monthly consumption surcharge for this period totaled \$1,177.40.
 3. If you have visited the well house area, you will find that the site has been substantially cleaned of debris..

The table below tabulates the water production for the period February 23, 2002 to March 23, 2002.

Total volume of water measured through the master meter =	1,030,852 gallons
Average daily pumping rate	33,253 gallons
Highest pumping day was on 4/22/02 and volume pumped =	54,664 gallons
Lowest pumping day was on 4/18/02 and volume pumped =	000 gallons
Total volume billed through service meters =	803,306 gallons
Gross unaccounted for water loss =	227,546 gallons
Estimated un-metered maintenance use (hydrant flushing)	22,000 gallons
Estimated leak repair losses	21,900 gallons
Net unaccounted for water loss (17.8%) ¹	183,646 gallons
Average daily customer consumption per meter =	178 gallons
Average service billing =	\$30.89

- D. Water Rights:** The T. A. C. meeting on Friday, April 27, 2002 was a satisfactory meeting, with a better understanding of various problems indicated during the previous meeting. Particularly, in regard to a comment that the District would cease pumping during a critical

¹ Repair of the main line leak should reduce this factor, as this type of leak generally requires considerable time to become evident. It generally begins with a small hole that gradually enlarges until it surfaces.

drought. This was clarified to mean that if the District eventually develops an adequate water storage volume to permit this, the District would substantially reduce pumping and if possible stop pumping and rely on the storage reserves. Further, it is understood that the additional storage necessary to permit this would require outside funding, versus District funding. This District's permit does require the District to increase its storage to a 300,000 gallons which also conforms to the fire needs.

E. **Capital Improvements:** There is no report for this meeting and it is recommended that the Capital Improvements Committee be reformed to begin deliberations.

F. **Recreation:** There are no major items for consideration.

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

VII. **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.

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.*

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~~IX.~~ **Review of the draft minutes** for the March 27, 2002 Board meeting, deferred from the previous meeting.

X. **Next meeting date:** The fourth Wednesday in ~~May~~ is the 22nd day of ~~May~~ 2002.

ADJOURNMENT OR CONTINUATION

8:46

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MUIR BEACH CSD, BILLS TO BE PAID

RECEIVED 04/01/02 THROUGH 04/30/02

Page 1 of 2

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
Novato Deli	2049	T. A. C. meeting refreshments	P	-0.68
ABC Consultants, Inc.	2115	Administrative fees paid this month	B	150.00
Marin County	2352	Tax collection fee	C	322.00
TOTAL WATER CAPITAL IMPROVMENT EXPENSES =				\$322.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236				
Costco	2049	Meeting refreshments	P	12.98
Kinkos	2049	Meeting packet copies	P	26.44
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	600.00
Marin County	2129	General Election Fees	C	454.73
Marin County	2352	Tax collection fee	C	257.00
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	159.39
AT&T	2534	toll charges 415-388-7804	B	30.35
Cingular	2534	Cell phone paid this month	B	60.23
Pacific Bell	2534	707-643-1143 paid this month	B	14.61
Pacific Bell	2534	415-388-7804 paid this month	B	39.91
TOTAL G&A EXPENSES =				\$1,655.64

FIRE DIVISION EXPENSES, DIVISION CODE 9240				
Michael Moore	2077	Refund chipper program expenses	B	222.29
Ted Marshall	2077	Refund chipper program expenses	B	101.20
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	225.00
C. L. Norton	4827	West Marin Fund purchase	B	3,842.98
TOTAL FIRE EXPENSES =				\$4,391.47

RECREATION EXPENSES, DIVISION CODE 9239				
Harvey Pearlman	1028	Maint. manager wages paid this month	C	21.53
Salvador Gonzales	1073	Extra Hire wages paid this month	C	336.38
Juana Gonzales	1077	Janitorial wages paid this month	C	151.78
State Fund	1701	Work Comp 1st Quarter	B	119.78
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
Waste Management	2259	Waste collection fees through June 2002	B	119.49
Pacific Gas & Electric	2535	Community Center electric paid this month	B	64.62
Lonna Richmond	2041BI	Bistro wages paid this month	C	96.89
Nancy Knox	2041BI	Bistro pastries purchased this month	P	35.75
Safeway	2041BI	Bistro cream, etc.	P	7.61
Emiko Wang	2041TC	Tai Chi Instruction	B	90.00
McPhail	2535G	Gas for community center	B	119.44
TOTAL RECREATION EXPENSES =				\$1,663.27

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
Harvey Pearlman	1028	Maint. manager wages paid this month	C	1,894.64
Salvador Gonzales	1073	Extra Hire wages paid this month	C	161.48
Golden Gate Bridge	2049	Toll fee for meeting with N. P. S., Pacific Way	P	3.00
Goodman Building Supply	2077	Easement repair materials	B	241.94
Home Depot	2077	Easement repair materials	B	78.65
Home Depot	2077	Lights for community center easement	P	31.92
Martin Bros. Supply	2077	Easement repair materials	B	260.19
Meridian Surveying	2077	Survey of drainage easement below Starbuck	B	2,100.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
TOTAL R&E EXPENSES =				\$5,271.82

MUIR BEACH CSD, BILLS TO BE PAID

RECEIVED 04/01/02 THROUGH 04/30/02

Page 1 of 2
Page 2 of 2

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. manager wages paid this month	C	2,343.14
Jose Alcala	1073	Extra Hire wages paid this month	C	25.84
Salvador Gonzales	1073	Extra Hire wages paid this month	C	40.37
State Fund	1701	Work Comp 1st Quarter	B	1,471.69
Water Components & Supply	2077	4" universal fittings	B	105.62
Herb's Pool Service	2115	Chlorine supplies	B	28.96
Marin Health Laboratory	2115	Coliform tests in March	B	30.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	950.00
ABC Consultants, Inc.	2117	Clerical fees paid this month	B	800.00
Office Depot	2121	Copies of Distribution System Plans	P	14.99
Public Storage	2121	File storage facility	B	48.00
USPO	2130	Postage	P	111.20
Costco	2133	Printer ink cartridges	P	105.21
Office Depot	2133	Misc. office supplies on closing sale	P	40.83
Office Max	2133	Invoice forms, paper, etc.	P	53.13
Harvey Pearlman	2479	Travel allowance paid this month	B	96.75
Marin Cell-U-Phone	2534	Harvey's Pager	B	9.95
Pacific Bell	2534	Upper tank phone relay paid this month	B	45.10
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	B	472.54
Edna Rossenas	9025	Refund water account balance	B	32.70
PERS	1506H	Mediacal insurance payments	B	461.47

TOTAL WATER EXPENSES = \$7,287.49

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Edna Rossenas	9025R	Refund water security deposit	B	100.00
Matthew Schiffries	9255R	Rental deposit refund	B	250.00
Michael J. Nestor	9255R	Rental deposit refund	B	500.00
Raquella Thalman	9255R	Rental deposit refund	B	500.00

TOTAL CHECKS ISSUED FROM TRUST FUNDS = \$1,350.00

TOTAL WATER CAPITAL IMPROVMENT EXPENSES = \$322.00

TOTAL GENERAL FUND EXPENSES = 20,269.69

TOTAL CHECKS ISSUED FROM TRUST FUNDS = 1,350.00

TOTAL OF ALL CHECKS ISSUED = \$21,941.69

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

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

the _____ day of _____ 2002.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Peter Rudrick, President

Donovan Macfarlane, Secretary

11:30 AM
05/26/02
Accrual Basis

Muir Beach Community Services District 2001-2002
Year to Date Income and Expense Summary
July 2001 through April 2002

	<u>Jul '01 - Apr 02</u>
Income	
Administrative Income	40,909.02
Fire Income	2,540.53
Fire Operations Income	8,566.48
Recreational Activities Income	9,716.97
Roads & Easements Income	2,887.00
Water Capital Improvements Inco	69,458.31
Water Operations Income	<u>49,421.32</u>
Total Income	183,499.63
Expense	
Administrative Expenses	13,830.92
Fire Operational Expenses	8,469.09
Recreational Expenses	19,320.49
Roads & Easements Expenses	41,792.59
Water Capital Improve'ts Exp.	10,883.25
Water Operating Expenses	<u>55,081.56</u>
Total Expense	<u>149,377.90</u>
Net Income	<u><u>34,121.73</u></u>

Muir Beach Community Services District 2001-2002
Balance Sheet
As of April 30, 2002

	<u>Apr 30, 02</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	20,300.96
Fund 429, County Investment Fun	
Capital improvements	202,070.93
General Investments	75,940.74
Total Fund 429, County Investment Fun	<u>278,011.67</u>
Petty Cash Fund	-197.05
Salomon Smith Barney	
Fire Station Reserve	12,418.73
General Funds	25,707.15
Rental deposit trust	5,600.00
Shaffer CalPers Trust	1,450.31
Water Security Deposit Trust	5,400.00
Total Salomon Smith Barney	<u>50,576.19</u>
Total Checking/Savings	348,691.77
Accounts Receivable	
Receivables	<u>14,472.50</u>
Total Accounts Receivable	14,472.50
Other Current Assets	
Undeposited Funds	<u>3.50</u>
Total Other Current Assets	<u>3.50</u>
Total Current Assets	<u>363,167.77</u>
TOTAL ASSETS	<u>363,167.77</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1506CPSh Shaffer CalPers Trust	1,450.31
R9255R, Refundable deposits	5,600.00
W9025RD, Security deposits	5,400.00
Total Other Current Liabilities	<u>12,450.31</u>
Total Current Liabilities	<u>12,450.31</u>
Total Liabilities	12,450.31
Equity	
Retained Earnings	316,595.73
Net Income	34,121.73
Total Equity	<u>350,717.46</u>
TOTAL LIABILITIES & EQUITY	<u>363,167.77</u>

11:29 AM

05/26/02

Accrual Basis

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

	Apr 02
Income	
Administrative Income	
A9001, General Tax Income	16,023.35
Total Administrative Income	16,023.35
Recreational Activities Income	
R9255, CC Rental Income	1,490.00
R9811, Rec. Programs income.	
R9811BI, Bistro Income	178.70
R9811TC, Tai Chi Income	112.50
Total R9811, Rec. Programs Income.	291.20
Total Recreational Activities Income	1,781.20
Water Capital Improvements Inco	
H9001, special Assessment Tax	49,827.50
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	2,037.65
H9031, Water Surcharge Income - Other	60.00
Total H9031, Water Surcharge Income	2,097.65
H9377, Interest Earnings	
H9377C, Cap. Imp. Interest	1,235.06
H9377G, Gen. Inv. Interest	574.45
Total H9377, Interest Earnings	1,809.51
Total Water Capital Improvements Inco	53,734.66
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill interst	8.61
W9025LP, Late pay penalty	202.21
W9025, Water Service Income - Other	8,145.22
Total W9025, Water Service Income	8,356.04
Total Water Operations Income	8,356.04
Total Income	79,895.25
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	46.10
A2117, Consulting Admin. Fees	600.00
A2129, Gen. Election expenses	454.73
A2352, County Fees	257.00
A2479, Travel Expenses	159.39
A2534, Telephone/Communications	145.10
Total Administrative Expenses	1,662.32
Fire Operational Expenses	
F2077-Chipper grant program	
F2077 expenses	323.49
Total F2077-Chipper grant program	323.49
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	3,842.98
Total Fire Operational Expenses	4,391.47
Recreational Expenses	
R1028, Maint. Mgr. Wages	20.00
R1073, Janitorial wages	453.50
R1404, FICA	43.08
R1701, Work Comp Insurance	119.78
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	133.36
R2041TC, Tai Chi Expenses	90.00

11:29 AM

05/26/02

Accrual Basis

Muir Beach Community Services District 2001-2002 INCOME VERSUS EXPENSES

April 2002

	Apr 02
Total R2041, Rec. Program Expenses	223.36
R2117, Administrative Expenses	500.00
R2259, Refuse Removal	119.49
R2535, Energy Expenses	
R2535G, Butane Gas Expenses	119.44
R2535, Energy Expenses - Other	64.62
Total R2535, Energy Expenses	184.06
Total Recreational Expenses	1,663.27
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	2,360.00
E1073, Extra Hire Wages	150.00
E1404, FICA	192.02
E2077, Road & Easement Repairs	2,715.70
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	5,917.72
Water Capital Improve'ts Exp.	
H2117, Administrative Fees	150.00
H2352, County fees	322.00
Total Water Capital Improve'ts Exp.	472.00
Water Operating Expenses	
W1028, Maint. Mgr. Wages	2,176.63
W1073, Extra Hire Wages	61.50
W1404, FICA	171.22
W1506, Medical benefits	461.47
W1701, Work. Comp. Insurance	1,471.69
W2077, Routine Repairs	105.62
W2115, Chemicals & Testing	58.96
W2117, Administrative Fees	1,750.00
W2121, Miscellaneous Expenses	48.00
W2130, Postage & Shipping	111.20
W2133, Office Supplies	214.16
W2479, Travel allowance	96.75
W2534, Telephone Relay Expense	55.05
W2535, Electrical Service	472.54
Total Water Operating Expenses	7,254.79
Total Expense	21,361.57
Net Income	58,533.68

11:31 AM

05/26/02

Accrual Basis

Muir Beach Community Services District 2001-2002

Profit & Loss Budget vs. Actual

July 2001 through April 2002

	Jul '01 - Apr 02	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income				
A9001, General Tax Income	40,861.02	41,592.00	-730.98	98.2%
A9203, Interest earned	0.00	2,500.00	-2,500.00	0.0%
A9772, Copier Income	48.00	100.00	-52.00	48.0%
Total Administrative Income	40,909.02	44,192.00	-3,282.98	92.6%
Fire Income	2,540.53			
Fire Operations Income				
F9377, West Marin Funds	8,333.00	8,300.00	33.00	100.4%
F9763, Fire Assoc. Donations	233.48	4,400.00	-4,166.52	5.3%
Total Fire Operations Income	8,566.48	12,700.00	-4,133.52	67.5%
Recreational Activities Income				
R9255, CC Rental income	6,645.00	8,000.00	-1,355.00	83.1%
R9811, Rec. Programs income.				
R9811Bi, Bistro Income	1,246.97	1,800.00	-553.03	69.3%
R9811CD, Com. Din. Income	1,480.00			
R9811CP, Child's Prog. income	0.00	230.00	-230.00	0.0%
R9811TC, Tai Chi Income	345.00	180.00	165.00	191.7%
Total R9811, Rec. Programs income.	3,071.97	2,210.00	861.97	139.0%
Total Recreational Activities Income	9,716.97	10,210.00	-493.03	95.2%
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	49,874.93	30,260.00	19,614.93	164.8%
H9031, Water Surcharge income				
H9031, Consumption Surcharge	11,025.68			
H9031, Water Surcharge Income - Other	300.00	13,500.00	-13,200.00	2.2%
Total H9031, Water Surcharge income	11,325.68	13,500.00	-2,174.32	83.9%
H9377, Interest Earnings				
H9377C, Cap. imp. Interest	6,050.13	2,000.00	4,050.13	302.5%
H9377G, Gen. Inv. Interest	2,207.57	750.00	1,457.57	294.3%
Total H9377, Interest Earnings	8,257.70	2,750.00	5,507.70	300.3%
Total Water Capital Improvements inco	69,458.31	46,510.00	22,948.31	149.3%
Water Operations Income				
W9025, Water Service income				
W9025Int, Overdue bill Interst	43.65	100.00	-56.35	43.7%
W9025LP, Late pay penalty	948.35	1,200.00	-251.65	79.0%
W9025, Water Service Income - Other	44,129.91	62,000.00	-17,870.09	71.2%
Total W9025, Water Service income	45,121.91	63,300.00	-18,178.09	71.3%
W9772, Miscellaneous income	4,150.76			
Water Operations income - Other	148.65			

11:31 AM

05/28/02

Accrual Basis

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

	Jul '01 - Apr 02	Budget	\$ Over Budget	% of Budget
Total Water Operations Income	49,421.32	63,300.00	-13,878.68	78.1%
Total Income	183,499.63	176,912.00	6,587.63	103.7%
Expense				
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	298.17	400.00	-101.83	74.5%
A2059, P & L Insurance	459.00	460.00	-1.00	99.8%
A2117, Consulting Admin. Fees	5,800.00	6,500.00	-700.00	89.2%
A2121, Miscellaneous Expenses	262.00	200.00	62.00	131.0%
A2129, Gen. Election expenses	454.73	300.00	154.73	151.6%
A2130, Mailing & Shipping Exp.	244.60	100.00	144.60	244.6%
A2133, Office Supplies	417.58	300.00	117.58	139.2%
A2137, Copier Maint. Expenses	69.63	300.00	-230.37	23.2%
A2352, County Fees	624.00	8,000.00	-7,376.00	7.8%
A2479, Travel Expenses	1,683.33	1,782.00	-98.67	94.5%
A2534, Telephone/Communications	1,645.77	2,600.00	-954.23	63.3%
A2713, Legal fees	1,828.75	1,500.00	328.75	121.9%
Administrative Expenses - Other	43.36			
Total Administrative Expenses	13,830.92	22,442.00	-8,611.06	61.6%
Fire Operational Expenses				
F2059, P & L Insurance	1,659.00	1,700.00	-41.00	97.6%
F2077-Chipper grant program				
F2077 expenses	323.49			
Total F2077-Chipper grant program	323.49			
F2117, Administrative Fees	2,250.00	2,700.00	-450.00	83.3%
F4827, W. Marin Fund Expenses	4,236.60	8,300.00	-4,063.40	51.0%
Total Fire Operational Expenses	8,469.09	12,700.00	-4,230.91	66.7%
Recreational Expenses				
R1028, Maint. Mgr. Wages	1,791.25	1,851.00	-59.75	96.8%
R1073, Janitorial wages	2,580.25	1,945.00	635.25	132.7%
R1404, FICA	489.18	673.00	-183.82	72.7%
R1701, Work Comp Insurance	381.78	323.00	58.78	118.2%
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	1,932.06	2,800.00	-867.94	69.0%
R2041CD, Com. Dinner Expenses	37.85			
R2041CP, Child's Program Exp.	132.95	200.00	-67.05	66.5%
R2041TC, Tai Chi Expenses	105.14			
R2041, Rec. Program Expenses - Other	1,500.00			
Total R2041, Rec. Program Expenses	3,707.80	3,000.00	707.80	123.6%
R2059, P & L Insurance	500.00	500.00	0.00	100.0%
R2067, Routine Repairs	1,533.23	5,000.00	-3,466.77	30.7%
R2067, CC Ground Maintenance	12.00	863.00	-851.00	1.4%
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	60.00	100.00	-40.00	60.0%
R2259, Refuse Removal	476.38	450.00	26.38	105.9%
R2306, Building Supplies	253.30	500.00	-246.70	50.7%
R2534, Pay Telephone Expense	487.06	700.00	-212.94	69.6%
R2535, Energy Expenses				
R2535G, Butane Gas Expenses	420.60			

11:31 AM

05/26/02

Accrual Basis

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

	Jul '01 - Apr 02	Budget	\$ Over Budget	% of Budget
R2535, Energy Expenses - Other	794.51	1,846.00	-1,051.49	43.0%
Total R2535, Energy Expenses	1,215.11	1,846.00	-630.89	65.8%
R4048, Building Improvements	833.15	7,000.00	-6,166.85	11.9%
Total Recreational Expenses	19,320.49	30,851.00	-11,530.51	62.6%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	4,968.75	2,100.00	2,868.75	236.6%
E1073, Extra Hire Wages	1,882.25	4,000.00	-2,117.75	47.1%
E1404, FICA	656.91	161.00	495.91	408.0%
E1701, Work's. Comp. Insurance	72.12	165.00	-92.88	43.7%
E2059, P & L Insurance	217.00	217.00	0.00	100.0%
E2077, Road & Easement Repairs	28,695.56	20,000.00	8,695.56	143.5%
E2117, Administrative Fees	5,300.00	6,500.00	-1,200.00	81.5%
Total Roads & Easements Expenses	41,792.59	33,143.00	8,649.59	126.1%
Water Capital Improve'ts Exp.				
H2049 Meeting & Hearing expense	366.25			
H2059, P & L Insurance	165.00	165.00	0.00	100.0%
H2117, Administrative Fees	1,700.00	2,000.00	-300.00	85.0%
H2352, County fees	322.00	565.00	-243.00	57.0%
H2713, Project Improvements				
H2713CP, System Improvements	0.00	98,730.00	-98,730.00	0.0%
H2713WR, Water Right Resolution	230.00			
H2713, Project Improvements - Other	8,100.00	45,000.00	-36,900.00	18.0%
Total H2713, Project Improvements	8,330.00	143,730.00	-135,400.00	5.8%
H4169UT, Priority Improvements	0.00	51,000.00	-51,000.00	0.0%
Total Water Capital Improve'ts Exp.	10,883.25	197,460.00	-186,576.75	5.5%
Water Operating Expenses				
W1028, Maint. Mgr. Wages	15,183.88	16,250.00	-1,066.12	93.4%
W1073, Extra Hire Wages	1,406.00	3,000.00	-1,594.00	46.9%
W1404, FICA	2,123.81	1,473.00	650.81	144.2%
W1506, Medical benefits				
W1506CPHvy	203.25			
W1508CPSH	-2,376.96			
W1508, Medical benefits - Other	3,988.58	2,460.00	1,528.58	162.1%
Total W1506, Medical benefits	1,814.87	2,460.00	-645.13	73.8%
W1701, Work. Comp. Insurance	2,338.32	1,600.00	738.32	146.1%
W2049, Conferences & Training	195.00	800.00	-605.00	24.4%
W2058, Annual Permit Fee	1,575.00	1,600.00	-25.00	98.4%
W2059, P & L Insurance	750.00	750.00	0.00	100.0%
W2077, Routine Repairs	4,208.43	2,000.00	2,208.43	210.4%
W2115, Chemicals & Testing	572.48	4,500.00	-3,927.52	12.7%
W2117, Administrative Fees	17,200.00	20,250.00	-3,050.00	84.9%
W2121, Miscellaneous Expenses	674.61	1,000.00	-325.19	67.5%
W2130, Postage & Shipping	578.92	1,500.00	-921.08	38.6%
W2133, Office Supplies	475.77	1,000.00	-524.23	47.6%
W2325, Contract Services	0.00	5,000.00	-5,000.00	0.0%
W2479, Travel allowance	967.50	1,000.00	-32.50	96.8%
W2534, Telephone Relay Expense	539.86	450.00	69.86	120.0%
W2535, Electrical Service	4,476.91	6,534.00	-2,057.09	68.5%

11:31 AM

05/26/02

Accrual Basis

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

	Jul '01 - Apr 02	Budget	\$ Over Budget	% of Budget
Total Water Operating Expenses	55,081.56	71,167.00	-16,085.44	77.4%
Total Expense	149,377.90	367,763.00	-218,385.10	40.6%
Net Income	34,121.73	-190,851.00	224,972.73	-17.9%

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BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, JUNE 12, 2002
IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE.
A CLOSED MEETING WILL BEGIN AT 7:00 P.M.
THE REGULAR MEETING WILL BEGIN AT 8:00 P.M.**

DESCRIPTION	PAGES
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There is no Agenda for the closed meeting, which is to discuss employee personnel matters. Decisions and/or results of the closed meeting will be announced following the opening of the Regular meeting.	
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Agenda for the Regular Meeting	1 - 3
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Note: Due to the date of tonight's meeting, the County Fiscal report is not yet available and the following fiscal reports could not be completed in time for the posting of the Agenda. However, it is anticipated that the reports will be forwarded to the Board in time for the meeting.

Bills to be Paid Report for 05/01/02 through 05/31/02
Year to Date Income and Expense Summary
District Fiscal Consolidated Balance Sheet as of February 28, 2002
Monthly Income versus Expenses report for February 2002
Profit & Loss Budget Versus Actual, year to date

Minutes: Copies of the Draft Minutes are individually included in the Board packet, but are not posted with the Agenda (not required). The Agenda calls for Board review of these minutes. The approved minutes will be posted with the next Board packet posting.

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING ON WEDNESDAY,
JUNE 12, 2002 TO BEGIN AT 8:00 P. M. IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA. A CLOSED MEETING
TO DISCUSS PERSONNEL MATTERS WILL BEGIN AT 7:00 P.M.**

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

more accountable to Board.
I. Open the public meeting: President Rudnick will call the public meeting to order and announce any decisions that were reached during the closed meeting. *8:13 Start, # of issues*

long term issues, renew contract \$45000, starting from 30 - 60th performance
II. Review and consideration of the June 12, 2002 Agenda. Agenda items may be deleted, postponed, continued, or changed in scheduled sequence from the posted agenda so as to accommodate the needs of the Board and the public in attendance. However, no item can be added to the Agenda, for the purpose of having the Board make a decision, except as defined below under "Public Open Time". *Move item VI-D to Start, Deb. all*

Different Board Members will be a point person
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. *Not here*

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. *Not done*

Sunset all
V. Fire Department, Emergency Disaster Committee: Chief Sward will offer a report on the department's activities since the last Board meeting. *No report on BBQ - Safety and Dist. roadways*

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

Leighton - discussion's parent 500 / Deb. all.
VI. 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: A Brief review of the budget followed by submission of the suggested budget for Fiscal 2002-2003..

Steve's office time
B. Roads and Easements: We have received a request to consider posting signs to indicate the location of the District's pedestrian easements. A copy of the Marin Journal's article referencing Mill Valley's efforts in this regard. It seems that during the peak weather season many bikers trespass on private property looking for the easements to the upper beach area. *Steve no more in, Deb all.*

C. WATER OPERATIONS: The repair of the main line break has substantially reduced our unaccounted for water loss and we are back to single figure percentage losses.

1. Coliform tests taken during May were free of bacteria.

2. Gross water billing for the 4/23/02 through 5/23/2002 billing period was \$4,806.71 including \$93.51 in late payment penalties and \$5.58 in interest charges. The monthly consumption surcharge for this period totaled \$1,207.49. As a comparison, the gross water billing for this period in 2000 was \$5,455.82 and in 2001 was \$5,848.34.

The table below tabulates the water production for the period April 23, 2002 to May 23, 2002.

Total volume of water measured through the master meter =	970,658 gallons
Average daily pumping rate	32,355 gallons
Highest pumping day was on 5/21/02 and volume pumped =	55,214 gallons
Lowest pumping day was on 4/24/02 and volume pumped =	000 gallons
Total volume billed through service meters =	836,618 gallons
Gross unaccounted for water loss =	134,040 gallons
Estimated un-metered maintenance use	000 gallons
Estimated leak repair losses	25,000 gallons
Net unaccounted for water loss (11.2%) ¹	109,040 gallons
Average daily customer consumption per meter =	178 gallons
Average service billing =	\$31.57

Mary will draft

D. **Water Conservation enforcement:** I am currently waiting for replies from M. M. W. D. and N. M. W. D. to my requests for additional information on their conservation enforcement methods. In addition, I have not completed my review of several reports and reviews of water conservation methodology that I have received from D. W. R. If I receive the replies from M. M. W. D. and N. M. W. D., in time, I will deliver a written report to the Board as soon as possible. So far my research from existing publications and the internet indicate somewhat of a mixed picture including seasonal pricing, area pricing, tiered (block) pricing, etc. At least one method of enforcement has been upheld by the lower courts, but that ruling is being appealed and the appeal is still pending.

E. **Water Rights:** The next T. A. C. meeting is not scheduled until Friday, June 14, so there is nothing new to report.

Public -

F. **Capital Improvements:** Director Ostroff has prepared a report for the Board's consideration of needed water capital improvements.

Mary, Steve

G. **Recreation:** Do I have any volunteers to assist in a 4th of July (the weekend prior to or following) bar b que or dinner? This has been a suggested annual event for some time.

Labor day

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

- VII. **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. *Strike in future*

- 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

Erin -

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

Harry has wanted his house / leave July 1 -
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. **Review of the draft minutes for:**

- A. The regular Board meeting held on March 27, 2002.
B. The regular Board meeting held on April 24, 2002.
C. Special meeting held on May 9, 2002. *NMFS*
D. The regular Board meeting held on May 29, 2002.
E. Revisions of the February 27, 2002 minutes requested by Fred Thal.

- X. **Next meeting date:** The fourth Wednesday in June is the 26th, and the forth Wednesday in July is the 24th. *No change Prior to Monday week before only.*

ADJOURNMENT OR CONTINUATION *9:53*

No closed session

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FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, JULY 24, 2002
IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE.
THE REGULAR MEETING WILL BEGIN AT 7:00 P.M.

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**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING ON WEDNESDAY,
JULY 24, 2002 TO BEGIN AT 7:00 P. M. IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

Directors: President Peter Rudnick; Directors:, Leighton Hills, Deborah Kamradt, Maury Oströff, and Steve Shaffer. *7:10*

I. Open the public meeting: President Rudnick will call the public meeting to order. *7:10*

*David passed agenda
single send
Sept 14*
II. Review and consideration of the July 24, 2002 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". *David C. make an announcement. Steve, Deb*

IV **Supervisor Kinsey:** County Supervisor Kinsey (West Marin) will offer an update on County activities that are relevant to the Muir Beach community.

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

II **Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the May 1, 2002 through May 31, 2002 and June 1, 2002 through June 30, 2002.

III **Fire Department, Emergency Disaster Committee:** Chief Sward will offer a report on the department's activities since the last Board meeting. *Steve, Deb all items? Pacific Watershed. Written funds going in - Emergency in vacation ???*

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

Budget - Deb live all
VII. 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 District is required to adopt a budget for Fiscal Year 2002-03 prior to August 15, 2002. A suggested budget was previously submitted to the Directors and budget committee. The G. M. will offer some minor revisions to the suggested budget, to incorporate recently received County fee increases and year end closing adjustments.

*Leighton Hill
no fine
Deb - 5 months*
B. Roads and Easements: There has been a noticeable increase in vehicular parking along the roadways within the community and during the summer months this seems to be exacerbated by non residents seeking parking for beach access. The increased parking occurs on both the District's private roadways and the County roadways in the Seacape subdivision area. The increased parking is a safety concern of the Fire Department, in so far as emergency vehicle access. It is strongly suggested that the Board consider the formation of at least one and possibly two ad-hoc committees to review the problems and make recommendations for mitigation. Due to the complexities of alleviating the problems on Sunset Way, it is suggested that a committee be formed for this consideration alone. In addition, a second committee might be formed to develop recommendations for revisions to the District's

Kathy Sward - Lady
informal policies governing the roads and pedestrian ways in general.

Date
Duty
and
Stur
all
20%
C.

WATER OPERATIONS: The repair of the main line break has substantially reduced our unaccounted for water loss and we are back to single figure percentage losses.

1. Coliform tests taken during June were free of bacteria.

2. Gross water billing for the 5/23/02 through 6/23/02 billing period was \$6,044.75 including \$108.12 in late payment penalties and \$1.29 in interest charges. The monthly consumption surcharge for this period totaled \$1,514.38. As a comparison, the gross water billing for this period in 2000 was \$5,455.82 and in 2001 was \$5,848.34. Metered customer consumption totaled 1,020,589 gallons versus 981,107 gallons for the same period last year, equal to a 4% increase in consumption and a 21.9% increase from the 04/23/02 - 05/23/02 consumption of 836,618 gallons.

The table below tabulates the water production for the period May 23, 2002 to June 23, 2002.

Total volume of water measured through the master meter =	1,170,113 gallons
Average daily pumping rate	37,746 gallons
Highest pumping day was on 6/09/02 and volume pumped =	40,848 gallons
Lowest pumping day was on 5/2/02 and volume pumped =	31,620 gallons
Total volume billed through service meters =	1,020,568 gallons
Gross unaccounted for water loss =	149,545 gallons
Estimated un-metered maintenance use	1,000 gallons
Estimated leak repair losses	5,000 gallons
Net unaccounted for water loss (12.27%) ¹	143,545 gallons
Average daily customer consumption per meter =	121 gallons
Average service billing =	\$39.34

¹ This is a slight increase indicating a possible distribution system minor leak. The maintenance staff is on a constant watch for signs of a system leak.

Memo
Bully
Light
biggest
Antonia
meeting
B. **Water Conservation enforcement:** The average daily gross water production is very close (94.4%) to the 40,000 gallon per day water permit limit initiated by the reduced water flows in Redwood Creek that normally occurs in the dry season. In addition, our well is currently producing at less than 2,400 gallons per hour, which is inadequate to maintain the storage levels when limited to a 12 hour pumping period. We have received conditional permission to increase the pumping hours; however, this also requires pumping in the higher electrical rate periods. e. g. Our June electric cost for the well was 18.4% more than the May cost. There will most likely be an extended discussion on this subject.

E. **Water Rights:** The next T. A. C. meeting is not scheduled until Friday, August 9, 2002. During the June 14, 2002 T. A. C. meeting the discussions concentrated on developing the

final recommendations for establishing the initiating factors for enforced water conservation, water storage alternatives, alternative well considerations and funding methods. The next meeting will concentrate on these same subjects, with emphasis on water conservation until significant water storage increases can be accomplished.

- Loughlin*
- F. Capital Improvements:** Director Hills and I meet with the Strom electric estimator at the District well site. He indicated that he will have his report of needs and cost estimate for correcting electrical deficiencies and upgrading system controls in time for the Board meeting. I have not received the report as of this date.

Mauzy
One or another
Why not let CSW
be the big picture

Syst. Mts. An appointment has been set for a meeting with qualified engineers from Struber-Sroeh Engineering Group; however, the meeting date is Tuesday, July 23 prior to the Board meeting. Contact has also been made with DVC Consultants, but due to their scheduling conflicts, a meeting date has not been set. A meeting with DVC has not been scheduled as one of the partners is out of town..

- G. Recreation:** During the last Board meeting, there was a general thought that we might have a Labor Day event, in the form of a community dinner or Bar B Que. These events require time for notice and preparation. Labor Day is Monday, September 2, 2002 and just 40 days after this Board meeting. If the event is to be held, we need coordination volunteers tonight.

The condition of the Community Center is declining and with Harvey's departure, we have lost a strong force in coordinating community events such as the New Year's Eve party, pot luck dinners, etc. We need to form an ad hoc committee to develop recreational programs and as with all committees, a Director should chair the committee.

Strom
As for the declining condition of the Community Center, I suggest we retain the services of a qualified building inspector, such as those used in making inspections for the sale of real estate properties. These people are professionals in determining significant problems in structures, etc. and in writing the reports needed for the Board's consideration.

Loughlin
Strom
electric
Strom
before DVC

Volunteer Labor - Work Comp.

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

- 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. Review of the draft minutes for:

- A. The regular Board meeting held on June 12, 2002
- B. The regular Board meeting held on March 27, 2002.
- C. The regular Board meeting held on April 24, 2002.
- D. The Special Board meeting held on May 9, 2002.
- E. The regular Board meeting held on May 29, 2002.
- F. Revisions of the February 27, 2002 minutes requested by Fred Thal.

X. Next meeting date: The fourth Wednesday in ^{Sept 4}~~August~~ is the 28th.

ADJOURNMENT OR CONTINUATION

11:40

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 05/01/02 THROUGH 05/31/02

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
ABC Consultants, Inc.	2117	T. A. C. meeting and minutes	B	150.00
Novato Deli	2049	T. A. C. meeting refreshments	P	3.01
S. N. Potter Insurance Agency, Inc.	2059	Liability insurance	B	165.00
TOTAL WATER CAPITAL IMPROVMENT EXPENSES =				\$318.01

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Kinko's	2049	Board meeting packets	P	19.24
S. N. Potter Insurance Agency, Inc.	2059	Liability insurance	B	459.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	600.00
Discovery Odffice Systems	2137	Copier inspection	B	110.00
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	159.39
AT&T	2534	Toll calls 707-643-1143	B	21.63
AT&T	2534	Toll calls 415-388-7804		0.00
Cingular	2534	Cell phone paid this month	B	59.69
Pacific Bell	2534	415-388-7804 paid this month	B	19.95
Pacific Bell	2534	707-643-1143 paid this month	B	0.00
Costco	4048	New copy machine for community center	P	536.86
ABC Consultants, Inc.	FG9001	Grant administration, Redwood Creek Study	B	625.00
Pacific Watershed Associates	FG9001	Completion of Redwood Creek Study	B	24,500.00
TOTAL G&A EXPENSES =				\$27,110.76

FIRE DIVISION EXPENSES, DIVISION CODE 9240

S. N. Potter Insurance Agency, Inc.	2049	Vehicle & General liabilaty insurance	B	1,659.00
Harvey Pearlman	1073	Chipper Program	C	129.18
Jose Alcala	1073	Chipper Program	C	344.53
ABC Consultants, Inc.	April 24, 2	28 - 32	B	225.00
L. N. Curtiss & sons	4827	Hose and Ox. Racks	B	1,915.52
Pacific Bell	4827	Fire station phone paid this month	B	6.40
TOTAL FIRE EXPENSES =				\$4,279.63

RECREATION EXPENSES, DIVISION CODE 9239

Harvey Pearlman	1028	Maint. manager wages paid this month	C	172.24
Jose Alcala	1073	Extra Hire wages paid this month	C	387.54
Salvador Gonzales	1073	Extra Hire wages paid this month	C	67.28
Juana Gonzales	1077	Janitorial wages paid this month	C	227.67
S. N. Potter Insurance Agency, Inc.	2049	Property and Liability Insurance	B	500.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
Pacific Bell	2534	Community Centerpay phone paid this month	B	216.00
Pacific Gas & Electric	2535	Community Center electric paid this month	B	68.80
Employment Development Dept.	3275	Unemployment insurance	C	85.00
Lonna Richmond	2041BI	Bistro wages paid this month	C	242.21
Narcy Knox	2041BI	Bistro pastries purchased this month	P	37.50
Safeway	2041BI	Cream for Bistro	P	6.09
Emiko Wang	2041TC	Tai Chi instruction April & May	B	144.00
TOTAL RECREATION EXPENSES =				\$2,654.33

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Harvey Pearlman	1028	Maint. manager wages paid this month	C	715.87
Salvador Gonzales	1073	Extra Hire wages paid this month	C	444.06
Sutton Freebairn-Smith	1073	Extra Hire wages paid this month	C	538.25
S. N. Potter Insurance Agency, Inc.	2049	Liability insurance	b	217.00
Home Depot	2077	Easement repair materials	B	449.57
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
TOTAL R&E EXPENSES =				\$2,864.75

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 05/01/02 THROUGH 05/31/02

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. manager wages paid this month	C	2,533.99
Jose Alcala	1073	Extra Hire wages paid this month	C	133.44
Salvador Gonzales	1073	Extra Hire wages paid this month	C	168.24
Sutton freebairn-Smith	1073	Extra Hire wages paid this month	C	457.51
P. E. R. S.	1506	Medical Harvey and Shaffer	B	496.58
S. N. Potter Insurance Agency, Inc,	2049	Property and Liability Insurance	B	800.00
Costco	2077	Misc. supplies	B	40.01
Waste management	2077	Well site cleanup waste bin rental	B	578.41
Marin Helath Laboratory	2115	Coliform tests in March	B	30.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	950.00
ABC Consultants, Inc.	2117	Clerical fees paid this month	B	800.00
Public Storage	2121	file storage	B	53.00
USPO	2130	Postage	P	81.60
Harvey Pearlman	2479	Travel allowance paid this month	B	71.15
Marin Cell-U-Phone	2479	Harvey's pager	B	9.95
Pacific Bell	2534	Upper tank phone relay paid this month	B	
Pacific Gas & Electric	2535	Well & lower tank electric paid 3/21-5/21/02	B	1,005.12

TOTAL WATER EXPENSES = \$8,209.00

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Judy Shaver	9255R	Rental deposit refund	B	500.00
Wesley Vaught	9255R	Rental deposit refund	B	250.00

TOTAL CHECKS ISSUED FROM TRUST FUNDS = \$750.00

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

TOTAL WATER CAPITAL IMPROVMENT EXPENSES = \$318.01
TOTAL GENERAL FUND EXPENSES = 45,118.47
TOTAL CHECKS ISSUED FROM TRUST FUNDS = 750.00
TOTAL OF ALL CHECKS ISSUED = \$46,186.48

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on
the _____ day of _____ 2002.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Peter Rudnick, President

Donovan Macfarlane, Secretary

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 06/01/02 THROUGH 06/30/02**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
ABC Consultants, Inc.	2117	T. A. C. meeting and minutes	B	150
TOTAL CAPITAL IMPROVMENT EXPENSES =				\$150.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Kinko's	2049	Board meeting packets	P	14.77
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	600.00
AT&T	2435	Toll calls 707-643-1143	B	18.03
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	145.25
Cingular	2534	Cell phone paid this month	B	59.69
Pacific Bell	2534	707-643-1143 paid this month	B	19.70
Pacific Bell	2534	415-388-7804 paid this month	B	52.24
TOTAL G&A EXPENSES =				\$909.68

FIRE DIVISION EXPENSES, DIVISION CODE 9240

Michael Moore	1073	Chipper supervision	C	430.61
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	225.00
Pacific Bell	4827	Fire station phone paid this month	B	44.53
TOTAL FIRE EXPENSES =				\$700.14

RECREATION EXPENSES, DIVISION CODE 9239

Harvey Pearlman	1028	Maint. manager wages paid this month	C	86.12
Salvador Gonzales	1073	Extra Hire wages paid this month	C	174.92
Juana Gonzales	1077	Janitorial wages paid this month	C	151.78
Goodman Building supply	2077	Exterior light unit	B	18.22
Home Depot	2077	Misc. building repair items	B	86.84
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
Goodman Building supply	2366	Duplicate keys for copy room and child	P	11.07
Lonna Richmond	2041BI	Bistro wages paid this month	C	193.78
Nancy Knox	2041BI	Bistro pastries purchased this month	P	25.00
Whole Foods	2041BI	Misc. Bistro supplies purchased this m	P	2.00
TOTAL RECREATION EXPENSES =				\$1,249.73

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Martin Bros. Supply	2077	Sand for repairs	B	107.95
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
TOTAL R&E EXPENSES =				\$607.95

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 06/01/02 THROUGH 06/30/02**

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. manager wages paid this month	C	904.26
Sutton Freebairn-Smith	1073	Extra Hire wages paid this month	C	484.43
Arolo Company, Inc.	2077	Well pump inspection and cleaning	B	381.00
Jackson's	2077	Misc. small repair items	B	71.55
Leighton Hills	2077	Reimburse for purchase of water alarm	B	219.00
Pace Supply Company	2077	Misc. ball valves, and fittings	B	270.58
Herb's Pool Service	2115	Chlorine supplies	B	28.96
Marin County Laboratory	2115	Coliform tests, June	B	30.00
ABC Consultants, Inc.	2117	Clerical fees paid this month	B	800.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	950.00
Public Storage	2121	File storage	B	53.00
USPO	2130	Postage	P	59.00
Kinko's	2133	Blank Invoice forms, notices, board inf	P	67.18
NEBS	2133	Water envelops	B	368.47
Office Max	2133	Printer toner & paper	P	139.57
Harvey Pearlman	2479	Travel allowance paid this month	B	96.75
Marin Cell U Phone	2534	Harvey's Pager	B	9.95
Pacific Bell	2534	Upper tank phone relay paid this month	B	20.24
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	B	

TOTAL WATER EXPENSES = \$4,953.94

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Amigos de las Americas	R9255R	Partial refund of rental security deposit	B	120.00
Carrie Dahlberg	R9255R	Refund rental security deposit	B	500.00
Brian Jennings	R9255R	Reund rental security deposit	B	500.00
Beverly Biondi	W9025R	Partial water security deposit refund	B	78.12

AL CHECKS ISSUED FROM TRUST FUNDS = \$1,198.12

TOTAL WATER CAPITAL IMPROVMENT EXPENSES = \$150.00

B = Paid thru Salomon depository

TOTAL GENERAL FUND EXPENSES = 8,421.44

C = Paid thru County depositories

AL CHECKS ISSUED FROM TRUST FUNDS = 1,198.12

P = Paid thru Petty Cash Funds

TOTAL OF ALL CHECKS ISSUED = \$9,769.56

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

the _____ day of _____ 2002.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Peter Rudnick, President

Donovan Macfarlane, Secretary

7:40 PM
07/20/02
Accrual Basis

Muir Beach Community Services District 2001-2002
Year to Date Income and Expense Summary
July 2001 through June 2002

	<u>Jul '01 - Jun 02</u>
Income	
Administrative Income	83,042.43
Fire Operations Income	8,566.48
Firesafe Marin Grant Income	2,540.53
Recreational Activities Income	11,189.40
Roads & Easements Income	2,887.00
Water Capital Improvements Inco	78,189.43
Water Operations Income	60,370.38
Total Income	<u>246,785.65</u>
Expense	
Administrative Expenses	41,352.66
Fire Operational Expenses	12,221.05
Firesafe Marin Grant Expenses	1,227.81
Recreational Expenses	22,913.45
Roads & Easements Expenses	45,265.29
Water Capital Improve'ts Exp.	11,348.25
Water Operating Expenses	69,355.38
Total Expense	<u>203,683.89</u>
Net Income	<u><u>43,101.76</u></u>

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

	<u>May 31, 02</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	14,612.82
Fund 429, County Investment Fun	
Capital Improvements	202,070.93
General Investments	75,940.74
Total Fund 429, County Investment Fun	278,011.67
Petty Cash Fund	-114.41
Salomon Smith Barney	
Fire Station Reserve	12,418.73
General Funds	17,764.29
Rental deposit trust	5,350.00
Shaffer CalPers Trust	950.01
Water Security Deposit Trust	5,400.00
Total Salomon Smith Barney	41,883.03
Total Checking/Savings	334,393.11
Accounts Receivable	
Receivables	8,875.58
Total Accounts Receivable	8,875.58
Other Current Assets	
Undeposited Funds	13.13
Total Other Current Assets	13.13
Total Current Assets	343,281.82
Fixed Assets	
A4048, Office Equipment	536.86
Total Fixed Assets	536.86
TOTAL ASSETS	343,818.68
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1506CPSH Shaffer CalPers Trust	950.01
R9255R, Refundable deposits	5,350.00
W9025RD, Security deposits	5,400.00
Total Other Current Liabilities	11,700.01
Total Current Liabilities	11,700.01
Total Liabilities	11,700.01
Equity	
Retained Earnings	316,595.73
Net Income	15,522.94
Total Equity	332,118.67
TOTAL LIABILITIES & EQUITY	343,818.68

7:43 PM

07/20/02

Accrual Basis

Muir Beach Community Services District 2001-2002

INCOME VERSUS EXPENSES

May 2002

	May 02
Income	
Administrative Income	
A9001, General Tax Income	687.94
FG9001, Redwood Creek Grant Inc	25,125.00
Total Administrative Income	25,812.94
Recreational Activities Income	
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	169.35
R9811TC, Tai Chi Income	180.00
Total R9811, Rec. Programs Income.	349.35
Total Recreational Activities Income	349.35
Water Operations Income	
W9772, Miscellaneous Income	61.54
Total Water Operations Income	61.54
Total Income	26,223.83
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	22.25
A2059, P & L Insurance	459.00
A2117, Consulting Admin. Fees	600.00
A2137, Copier Maint. Expenses	110.00
A2479, Travel Expenses	159.39
A2534, Telephone/Communications	126.73
FG4000, Redwood Creek Study	25,125.00
Total Administrative Expenses	26,602.37
Fire Operational Expenses	
F2059, P & L Insurance	1,659.00
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	1,921.92
Total Fire Operational Expenses	3,805.92
Firesafe Marin Grant Expenses	
F2077-Chipper grant program	
F1073 chipper payroll	344.53
F2077-Chipper grant program - Other	129.18
Total F2077-Chipper grant program	473.71
Total Firesafe Marin Grant Expenses	473.71
Recreational Expenses	
R1028, Maint. Mgr. Wages	160.00
R1073, Janitorial wages	274.00
R1404, FICA	50.40
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	268.59
R2041TC, Tai Chi Expenses	144.00
Total R2041, Rec. Program Expenses	412.59
R2059, P & L Insurance	500.00
R2117, Administrative Expenses	500.00
R2534, Pay Telephone Expense	216.00
R2535, Energy Expenses	145.23
R3275, Unemployment Insurance	85.00
Total Recreational Expenses	2,343.22
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	390.00
E1073, Extra Hire Wages	1,187.50
E1404, FICA	120.68
E2059, P & L Insurance	217.00

7:43 PM

07/20/02

Accrual Basis

Muir Beach Community Services District 2001-2002

INCOME VERSUS EXPENSES

May 2002

	May 02
E2077, Road & Easement Repairs	449.57
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	2,864.75
Water Capital Improve'ts Exp.	
H2059, P & L Insurance	165.00
H2117, Administrative Fees	150.00
Total Water Capital Improve'ts Exp.	315.00
Water Operating Expenses	
W1028, Maint. Mgr. Wages	2,420.00
W1073, Extra Hire Wages	747.46
W1404, FICA	242.33
W1506, Medical benefits	496.58
W2059, P & L Insurance	800.00
W2077, Routine Repairs	578.41
W2115, Chemicals i Testing	30.00
W2117, Adminisitrative Fees	1,750.00
W2121, Miscellaneous Expenses	53.00
W2130, Postage & Shipping	81.60
W2479, Travel allowance	136.76
W2534, Telephone Relay Expense	9.95
W2535, Electrical Service	1,006.12
Total Water Operating Expenses	8,352.21
Total Expense	44,757.18
Net Income	-18,533.35

Muir Beach Community Services District 2001-2002
Balance Sheet
As of June 30, 2002

	Jun 30, 02
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	27,581.59
Fund 429, County Investment Fun	
Capital Improvements	202,070.93
General Investments	75,940.74
Total Fund 429, County Investment Fun	278,011.67
Petty Cash Fund	-324.67
Salomon Smith Barney	
Fire Station Reserve	12,418.73
General Funds	21,412.46
Rental deposit trust	4,230.00
Shaffer CalPers Trust	950.01
Water Security Deposit Trust	5,500.00
Total Salomon Smith Barney	44,511.20
Total Checking/Savings	349,779.79
Accounts Receivable	
Receivables	21,501.28
Total Accounts Receivable	21,501.28
Other Current Assets	
Undeposited Funds	-1,440.43
Total Other Current Assets	-1,440.43
Total Current Assets	369,840.64
Fixed Assets	
A4048, Office Equipment	536.86
Total Fixed Assets	536.86
TOTAL ASSETS	370,377.50
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1506CPSH Shaffer CalPers Trust	950.01
R9255R, Refundable deposits	4,230.00
W9025RD, Security deposits	5,500.00
Total Other Current Liabilities	10,680.01
Total Current Liabilities	10,680.01
Total Liabilities	10,680.01
Equity	
Retained Earnings	316,595.73
Net Income	43,101.76
Total Equity	359,697.49
TOTAL LIABILITIES & EQUITY	370,377.50

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

	Jun 02
Income	
Administrative Income	
A9001, General Tax Income	16,320.47
Total Administrative Income	16,320.47
Recreational Activities Income	
R9255, CC Rental Income	920.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	113.08
R9811TC, Tai Chi Income	90.00
Total R9811, Rec. Programs Income.	203.08
Total Recreational Activities Income	1,123.08
Water Capital Improvements Inco	
H9001, special Assessment Tax	6,000.00
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	2,671.12
H9031, Water Surcharge Income - Other	60.00
Total H9031, Water Surcharge Income	2,731.12
Total Water Capital Improvements Inco	8,731.12
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill Interst	7.92
W9025LP, Late pay penalty	202.26
W9025, Water Service Income - Other	10,679.96
Total W9025, Water Service Income	10,890.14
Total Water Operations Income	10,890.14
Total Income	37,064.81
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	14.77
A2117, Consulting Admin. Fees	600.00
A2479, Travel Expenses	145.25
A2534, Telephone/Communications	149.66
Total Administrative Expenses	909.68
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	44.53
Total Fire Operational Expenses	269.53
Firesafe Marin Grant Expenses	
F2077-Chipper grant program	
F1073 chipper payroll	430.61
Total F2077-Chipper grant program	430.61
Total Firesafe Marin Grant Expenses	430.61
Recreational Expenses	
R1028, Maint. Mgr. Wages	80.00
R1073, Janitorial wages	303.50
R1404, FICA	43.11
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	207.00
Total R2041, Rec. Program Expenses	207.00
R2077, Routine Repairs	18.22
R2117, Administrative Expenses	500.00
R2366, Building Supplies	97.91

7:43 PM

07/20/02

Accrual Basis

Muir Beach Community Services District 2001-2002 INCOME VERSUS EXPENSES

June 2002

	Jun 02
Total Recreational Expenses	1,249.74
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	0.00
E1073, Extra Hire Wages	0.00
E1404, FICA	0.00
E2077, Road & Easement Repairs	107.95
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	607.95
Water Capital Improve'ts Exp.	
H2117, Administrative Fees	150.00
Total Water Capital Improve'ts Exp.	150.00
Water Operating Expenses	
W1028, Maint. Mgr. Wages	1,700.00
W1073, Extra Hire Wages	450.00
W1404, FICA	164.48
W2077, Routine Repairs	930.88
W2115, Chemicals & Testing	58.96
W2117, Administrative Fees	1,750.00
W2121, Miscellaneous Expenses	53.00
W2130, Postage & Shipping	59.00
W2133, Office Supplies	575.22
W2479, Travel allowance	96.75
W2534, Telephone Relay Expense	30.19
Total Water Operating Expenses	5,868.48
Total Expense	9,485.99
Net Income	27,578.82

7:45 PM

07/20/02

Accrual Basis

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

	Jul '01 - Jun 02	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income				
A9001, General Tax Income	57,869.43	41,592.00	16,277.43	139.1%
A9203, Interest earned	0.00	2,500.00	-2,500.00	0.0%
A9772, Copier Income	48.00	100.00	-52.00	48.0%
FG9001, Redwood Creek Grant Inc	25,125.00			
Total Administrative Income	83,042.43	44,192.00	38,850.43	187.9%
Fire Operations Income				
F9377, West Marin Funds	8,333.00	8,300.00	33.00	100.4%
F9763, Fire Assoc. Donations	233.48	4,400.00	-4,166.52	5.3%
Total Fire Operations Income	8,566.48	12,700.00	-4,133.52	67.5%
Firesafe Marin Grant Income	2,540.53			
Recreational Activities Income				
R9255, CC Rental Income	7,565.00	8,000.00	-435.00	94.6%
R9811, Rec. Programs Income.				
R9811BI, Bistro Income	1,529.40	1,800.00	-270.60	85.0%
R9811CD, Com. Din. Income	1,480.00			
R9811CP, Child's Prog. Income	0.00	230.00	-230.00	0.0%
R9811TC, Tai Chi Income	615.00	180.00	435.00	341.7%
Total R9811, Rec. Programs income.	3,624.40	2,210.00	1,414.40	164.0%
Total Recreational Activities Income	11,189.40	10,210.00	979.40	109.6%
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	55,874.93	30,260.00	25,614.93	184.6%
H9031, Water Surcharge Income				
H9031, Consumption Surcharge	13,696.80			
H9031, Water Surcharge Income - Other	360.00	13,500.00	-13,140.00	2.7%
Total H9031, Water Surcharge Income	14,056.80	13,500.00	556.80	104.1%
H9377, Interest Earnings				
H9377C, Cap. Imp. Interest	6,050.13	2,000.00	4,050.13	302.5%
H9377G, Gen. Inv. Interest	2,207.57	750.00	1,457.57	294.3%
Total H9377, Interest Earnings	8,257.70	2,750.00	5,507.70	300.3%
Total Water Capital Improvements Inco	78,189.43	46,510.00	31,679.43	168.1%
Water Operations Income				

7:45 PM

07/20/02

Accrual Basis

Muir Beach Community Services District 2001-2002

Profit & Loss Budget vs. Actual

July 2001 through June 2002

	Jul '01 - Jun 02	Budget	\$ Over Budget	% of Budget
W9025, Water Service Income				
W9025Int., Overdue bill interst	51.57	100.00	-48.43	51.6%
W9025LP, Late pay penalty	1,147.99	1,200.00	-52.01	95.7%
W9025, Water Service Income - Other	54,809.87	62,000.00	-7,190.13	88.4%
Total W9025, Water Service Income	56,009.43	63,300.00	-7,290.57	88.5%
W9772, Miscellaneous Income	4,212.30			
Water Operations income - Other	148.65			
Total Water Operations Income	60,370.38	63,300.00	-2,929.62	95.4%
Total Income	246,785.65	176,912.00	69,873.65	139.5%
Expense				
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	344.88	400.00	-55.12	86.2%
A2059, P & L Insurance	918.00	460.00	458.00	199.6%
A2117, Consulting Admin. Fees	7,000.00	6,500.00	500.00	107.7%
A2121, Miscellaneous Expenses	262.00	200.00	62.00	131.0%
A2129, Gen. Election expenses	454.73	300.00	154.73	151.6%
A2130, Mailing & Shipping Exp.	244.60	100.00	144.60	244.6%
A2133, Office Supplies	417.58	300.00	117.58	139.2%
A2137, Copier Maint. Expenses	179.63	300.00	-120.37	59.9%
A2352, County Fees	624.00	8,000.00	-7,376.00	7.8%
A2479, Travel Expenses	1,987.97	1,782.00	205.97	111.6%
A2534, Telephone/Communications	1,922.16	2,600.00	-677.84	73.9%
A2713, Legal fees	1,828.75	1,500.00	328.75	121.9%
FG4000, Redwood Creek Study	25,125.00			
Administrative Expenses - Other	43.36			
Total Administrative Expenses	41,352.66	22,442.00	18,910.66	184.3%
Fire Operational Expenses				
F2059, P & L Insurance	3,318.00	1,700.00	1,618.00	195.2%
F2117, Administrative Fees	2,700.00	2,700.00	0.00	100.0%
F4827, W. Marin Fund Expenses	6,203.05	8,300.00	-2,096.95	74.7%
Total Fire Operational Expenses	12,221.05	12,700.00	-478.95	96.2%
Firesafe Marin Grant Expenses				
F2077-Chipper grant program				
F1073 chipper payroll	775.14			
F2077 expenses	323.49			
F2077-Chipper grant program - Other	129.18			
Total F2077-Chipper grant program	1,227.81			
Total Firesafe Marin Grant Expenses	1,227.81			
Recreational Expenses				
R1028, Maint. Mgr. Wages	2,031.25	1,851.00	180.25	109.7%

7:45 PM

07/20/02

Accrual Basis

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

	Jul '01 - Jun 02	Budget	\$ Over Budget	% of Budget
R1073, Janitorial wages	3,157.75	1,945.00	1,212.75	162.4%
R1404, FICA	582.69	673.00	-90.31	86.6%
R1701, Work Comp insurance	381.78	323.00	58.78	118.2%
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	2,407.65	2,800.00	-392.35	86.0%
R2041CD, Com. Dinner Expenses	37.65			
R2041CP, Child's Program Exp.	132.95	200.00	-67.05	66.5%
R2041TC, Tai Chi Expenses	249.14			
R2041, Rec. Program Expenses - Other	1,500.00			
Total R2041, Rec. Program Expenses	4,327.39	3,000.00	1,327.39	144.2%
R2059, P & L Insurance	1,000.00	500.00	500.00	200.0%
R2077, Routine Repairs	1,551.45	5,000.00	-3,448.55	31.0%
R2097, CC Ground Maintenance	12.00	863.00	-851.00	1.4%
R2117, Administrative Expenses	6,000.00	6,000.00	0.00	100.0%
R2121, Miscellaneous Expenses	0.00	100.00	-100.00	0.0%
R2133, Office Supplies & Stamps	60.00	100.00	-40.00	60.0%
R2259, Refuse Removal	476.38	450.00	26.38	105.9%
R2366, Building Supplies	351.21	500.00	-148.79	70.2%
R2534, Pay Telephone Expense	703.06	700.00	3.06	100.4%
R2535, Energy Expenses				
R2535G, Butane Gas Expenses	420.60			
R2535, Energy Expenses - Other	939.74	1,846.00	-906.26	50.9%
Total R2535, Energy Expenses	1,360.34	1,846.00	-485.66	73.7%
R3275, Unemployment Insurance	85.00			
R4048, Building Improvements	833.15	7,000.00	-6,166.85	11.9%
Total Recreational Expenses	22,913.45	30,851.00	-7,937.55	74.3%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	5,358.75	2,100.00	3,258.75	255.2%
E1073, Extra Hire Wages	3,069.75	4,000.00	-930.25	76.7%
E1404, FICA	777.59	161.00	616.59	483.0%
E1701, Work's. Comp. Insurance	72.12	165.00	-92.88	43.7%
E2059, P & L Insurance	434.00	217.00	217.00	200.0%
E2077, Road & Easement Repairs	29,253.08	20,000.00	9,253.08	146.3%
E2117, Administrative Fees	6,300.00	6,500.00	-200.00	96.9%
Total Roads & Easements Expenses	45,265.29	33,143.00	12,122.29	136.6%
Water Capital Improve'ts Exp.				
H2049 Meeting & Hearing expense	366.25			
H2059, P & L Insurance	330.00	165.00	165.00	200.0%
H2117, Administrative Fees	2,000.00	2,000.00	0.00	100.0%
H2352, County fees	322.00	565.00	-243.00	57.0%
H2713, Project Improvements				
H2713CP, System Improvements	0.00	98,730.00	-98,730.00	0.0%
H2713WR, Water Right Resolution	230.00			

7:45 PM

07/20/02

Accrual Basis

Muir Beach Community Services District 2001-2002

Profit & Loss Budget vs. Actual

July 2001 through June 2002

	Jul '01 - Jun 02	Budget	\$ Over Budget	% of Budget
H2713, Project Improvements - Other	8,100.00	45,000.00	-36,900.00	18.0%
Total H2713, Project Improvements	8,330.00	143,730.00	-135,400.00	5.8%
H4169UT, Priority Improvements	0.00	51,000.00	-51,000.00	0.0%
Total Water Capital Improve'ts Exp.	11,348.25	197,460.00	-186,111.75	5.7%
Water Operating Expenses				
W1028, Maint. Mgr. Wages	19,303.88	16,250.00	3,053.88	118.8%
W1073, Extra Hire Wages	2,603.46	3,000.00	-396.54	86.8%
W1404, FICA	2,530.62	1,473.00	1,057.62	171.8%
W1506, Medical benefits				
W1506CPHvy	203.25			
W1506CPSH	-2,376.96			
W1506, Medical benefits - Other	4,485.16	2,460.00	2,025.16	182.3%
Total W1506, Medical benefits	2,311.45	2,460.00	-148.55	94.0%
W1701, Work. Comp. Insurance	2,338.32	1,600.00	738.32	146.1%
W2049, Conferences & Training	195.00	800.00	-605.00	24.4%
W2058, Annual Permit Fee	1,575.00	1,600.00	-25.00	98.4%
W2059, P & L Insurance	1,550.00	750.00	800.00	206.7%
W2077, Routine Repairs	5,717.72	2,000.00	3,717.72	285.9%
W2115, Chemicals & Testing	661.44	4,500.00	-3,838.56	14.7%
W2117, Administrative Fees	20,700.00	20,250.00	450.00	102.2%
W2121, Miscellaneous Expenses	780.81	1,000.00	-219.19	78.1%
W2130, Postage & Shipping	719.52	1,500.00	-780.48	48.0%
W2133, Office Supplies	1,104.12	1,000.00	104.12	110.4%
W2325, Contract Services	0.00	5,000.00	-5,000.00	0.0%
W2479, Travel allowance	1,201.01	1,000.00	201.01	120.1%
W2534, Telephone Relay Expense	580.00	450.00	130.00	128.9%
W2535, Electrical Service	5,483.03	6,534.00	-1,050.97	83.9%
Total Water Operating Expenses	69,355.38	71,167.00	-1,811.62	97.5%
Total Expense	203,683.89	367,763.00	-164,079.11	55.4%
Net Income	43,101.76	-190,851.00	233,952.76	-22.6%

In the draft minutes of the March 27th meeting, under item VII, titled: "Review of the draft minutes for the February 27th meeting", the recording secretary's comment that there were no changes suggested for these minutes is incorrect.

In fact, I advised here on March 27th that the draft minutes of the February 27th meeting contained errors, specifically under item VI, the General Manager's Report, part C, Water Capital Improvements.

And I requested that corrections be made to those draft minutes of the February 27th meeting, to correct comments therein attributed to me, to reflect what I had actually said.

Repeating those corrections again, here:

change:

".... he has completed the most critical items"

to:

".... he has completed one repair (of a dangerously deteriorated conduit at the well head) but reports that numerous other extremely serious electrical problems remain at this site."

and change:

".... there is a 6.5 % or greater imbalance"

to:

".... there is a 6.5 % unbalance"

Thank you.

Fred Thal

The G. M. noted that Fred Thal was in the audience and requested Mr Thal to give a verbal report to the Board on the progress of his efforts to complete the critical electrical repairs. Mr. Thal reported that while he has not completed all of his intended work, ~~he has completed the most critical items.~~ *He has completed one repair (of a dangerously deteriorated conduit at the well head) but reports that numerous other extremely serious electrical problems remain at this site.* His work was delayed due to the difficulty in clearing the well house, as Harvey had to create storage for many of the items moved from the well house.

Mr. Thal noted that there was no safety provision to absorb errant chlorine fluid in the event the solution tank overflows or ruptures. He feels this is a serious problem and recommends that a safety provision be implemented. The G. M. noted that in his request to have qualified engineers inspect and recommend modernization of the facilities, an upgrading of the chlorine system is to be considered. He noted that the direct liquid chlorine system currently in use should be replaced with a more modern cartridge system, combined with the suggested on site storage tank.

Mr. Thal then reported that there is a 6.5% ~~unbalance or greater imbalance~~ in the 3 phase electrical power coming from PG&E. He indicated that this can damage the electrical equipment using this electrical source and suggested that PG&E be contacted to have this corrected.

The G. M. then noted that the pressure regulating station on Shoreline Highway is out of operation and needs extensive repairs and modifications to lift the regulator out of the water resulting from storms. The least expensive method would be to install a sump pump, as proposed by Forster Engineering; However, this is a marginal solution. Alternative solutions, to rebuild the station include quotes as high as \$14,000. The G. M. will have a formal submission for the Board's consideration during the next meeting.

- D. **Recreation:** There was a brief discussion of the copier and the G. M. noted that we can purchase a desktop copier through Costco, Office Depot or Office max for less than \$500 plus tax. Kathy Sward asked if this would yield useable copies and the G. M. confirmed that the copies would be lazer quality, but that the size would be limited to no more than letter or legal size paper. The Board requested the G. M. to get more detailed information and submit it to the Board for the next meeting.

- VII. **Public Open Time:** Kathy Sward reported that they are seeking an engineer to do the design of the proposed glass roof for the Community Center deck. She will keep the Board posted.

- VIII. **Review of the draft minutes** for the January 23, 2002 meetings. Director Hills noted that the listing of Directors present should be corrected to include him and delete the reference to his taking the oath of office, as this had been done in December. He then noted that item VI should change the December 16 date to January 16, and that the final sentence of that paragraph should delete "he does not feel attendance in essential - - - CSD operations." With these corrections, Director Rudnick *moved* to approve the minutes as corrected, seconded by Director Ostroff, ayes all.

- IX. **Next meeting date:** Following a brief discussion the next meeting date was confirmed for Wednesday, March 27, 2002.

The meeting was adjourned at 9:09 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, MARCH 27, 2002

*Dick
Stur
All*

Directors present: President Kamradt; Directors: Hills, Ostroff, Rudnick, and Shaffer. Director

Kamradt had previously called to say she was ill and could not attend.

I. Call to order: President Kamradt opened the meeting at 7:08 pm and announced that the closed session for employee review had not been concluded and no decisions were made at this time. Director Rudnick then arrived at 7:12 and outgoing President Kamradt turned the chair over to incoming President Rudnick.

II. Review and consideration of the March 27, 2002 Agenda. There was a brief discussion of the Agenda, and Director Shaffer *moved* to approve the Agenda as submitted; seconded by Director Hills, ayes all.

III. National Park Service: Ranger Pat Reischl offered an update on the ongoing activities of the Park Service and then reported that the specialists from Colorado had completed their study of the Pacific Way flooding issue and would have a draft report published prior to the next Board meeting. Resident Onorato then began to question Ranger Reischl at some length, emphasizing his frustration with the lack of progress. Resident Carniglia asked the Board to avoid the ongoing intense inquiry, as he felt it to be improper. The G. M. noted that in an earlier discussion Mr. Onorato had indicated that he desires specific mention in the minutes of his concerns and frustrations with the lack of N.

1 P. S. progress is resolving the problem which has gotten progressively worse each year for the past
2 decade. The G. M. indicated that this would be included in the minutes of this meeting. With this,
3 President Rudnick requested a return to proper decorum and thanked Ranger Reischl for her efforts.
4

5 **IV. Bills to be paid:** There was a brief discussion of the Bills to be Paid Report and Director Shaffer
6 *moved* to approve the report as submitted including a total of \$15,942.11 in general fund
7 expenditures and \$150 in water capital improvement expenditures for a total of \$16,092.11 in
8 warrants issued, seconded by Director Hills; ayes all.
9

10 **V. Fire Department, emergency disaster committee:** The G. M. explained that the County Fire
11 Department is changing their communications system and the change will render the current system
12 used by our volunteers as ineffective. He then asked volunteer Carniglia to review the need for a
13 radio antenna to be placed on the District's upper water storage tank. Mr. Carniglia explained that
14 the West Marin fire departments were all going to be somewhat adversely effected by the
15 communications change and that an alternative for the West Marin area requires the installation of
16 radio antenna's in strategic locations so the use of the existing radio systems can be continued.
17 Installation of a non obtrusive antenna, on the back side of the upper storage tank will meet the
18 District's needs. Essentially, the antenna will not be readily visible from the street side, and local
19 residents have been contacted indicating they have no objections. The Board indicated their
20 concurrence with the installation of the antenna. Following this item, Chief Sward reported that the
21 continued training classes are well attended.
22

23 **VI. General Manager's Report:** There was brief discussion of the fiscal report, followed by the
24 following:

1
2 **A. Green Gulch Farms:** The G. M. reported that the special assessment tax roll includes two
3 parcels of land owned by Green Gulch Farms, that are not applicable to the District's service
4 area. These parcels are the cottage on the hillside and the main dwelling/meditation areas of
5 the center. Two other parcels front on Pacific Way, and actually have service lines to them,
6 but the meters were removed many years ago. The G. M. recommended that the first two
7 parcels be deleted from the tax roll and that an appropriate refund be given for the
8 assessments collected. At this point, representatives from the farms offered appreciation for
9 the refund but said it would not be necessary. They did desire the deletion of the two non
10 District parcels from further assessments and agreed that the two Pacific Way parcels
11 continue to be assessed. The Board thanked the farm representatives for their understanding
12 and instructed the G. M. to contact the tax authorities to delete the subject parcels from the
13 assessment rolls.

14
15 **B. Copy machine:** The G. M. reported that he has investigated the various copy machines
16 offered by the discount houses. He noted that prices seem to vary from week to week,
17 depending on advertisements, but he feels certain that a laser copy machine, for letter and
18 legal size copies adequate to meet the minimal needs of the District can be purchased for less
19 than \$600 including tax. Director Hills *moved* to approve the purchase of a copier, as outlined
20 by the G. M., for a cost not to exceed \$600; seconded by director Shaffer, ayes all.

21
22 **C. Mandated Costs:** The G. M. reported that he has been in communication with the firm of
23 Centration, concerning the recovery of Brown Act mandated costs. He explained that the
24 required posting of the Agenda is a mandated cost and that if these costs exceed a given

1 minimum figure, the excess can be recovered from the State. In general, his evaluation has
2 been that the cost does not exceed the required minimum; however, Centration has been
3 successful in assisting agencies in recovering at least \$1,000 per year for these costs. They
4 offer their services on a contingency fee basis of 20% of the recovered costs (not to exceed
5 \$5,000), providing the District supplies them with the necessary documentation that they
6 request. The G. M. recommends that the District enter into the contingency contract with
7 Centration. Following a brief discussion, Director Kamradt *moved* to have the G. M. execute
8 the contract with Centration, seconded by Director Shaffer, ayes all.
9

10 **D. Roads and easements:** The general consensus was that this subject had been adequately
11 discussed during the National Park Service discussion and no further consideration was
12 needed at this time.
13

14 **E. Water operations:** The G. M. reported that water operations were normal. However,
15 following the meter readings and the comparison of gross well production versus consumer
16 consumption there is a strong indication of a distribution system leak. Harvey is in the
17 process of systematic pressure testing in an effort to determine the location of the leak.
18

19 The G. M. requested Board review of the proposal for revising the Shoreline Highway
20 pressure regulating station. Following a general discussion, the G. M. was instructed to
21 contact the manufacturers of the regulating valve to see if an upgrade is available and to seek
22 repairs of the failed valve versus rebuilding and elevating the piping.
23

24 **F. Water rights.** The next T. A. C. meeting is scheduled for Friday, April 5, 2002. The G. M.

1 reported that during the last meeting he had requested consideration of a land exchange to
2 enlarge the District's well site so a storage tank of at least 50,000 gallons could be placed on
3 the site. He noted that this would enable the District to modify the direct in the well
4 chlorination system, provide area for more detailed filtration of the water prior to being
5 pumped into the distribution system, improve the efficiency of the well pumps and provide
6 additional storage that could be pumped with a high volume pump to replace storage losses
7 in the event of a malfunction of the high tanks storage loss.

8
9 This was responded to by resident Fred Thal as being contrary to accepted standards
10 of elevated storage for a gravity feed distribution and other standard engineering practices.
11 He noted that the upper storage tank should be replaced with a larger storage facility as soon
12 as possible due to the declining condition of the existing redwood tank. Following Mr. Thal's
13 comments, Director Shaffer offered a more detailed explanation of the suggested well site
14 storage, explaining that it was not intended to change the District's gravity distribution, but
15 was to augment the system.

16
17 A lengthy further discussion continued, concerning the long dedicated raw water line
18 that would enable the treatment system to be installed at the upper tank site versus the well
19 site. The G. M. reported that there is little hope that the N. P. S. will give the District the
20 easement needed to accomplish this, as none of the several requests to the N. P. S. have been
21 responded to with affirmative indications. Hence, from a timely consideration for improved
22 water treatment and well operation the expansion of the existing well site is a reasonable and
23 less costly alternative.

1 **G. Water Capital Improvements:** Mr Thal reported that he did not completed the electrical
2 repairs that are needed and that he feels there is considerable need for the District to do
3 extensive work to correct the dire conditions existing at the well site. Mr Thal also clarified
4 the understanding of his corrective work, indicating that he completed just one of his
5 recommended repairs and that other repairs were needed, but would cost more than the
6 District's expense allocation. He strongly recommended that a competent electrical
7 mechanical engineering firm be retained to inspect the system and design the needed
8 corrections and upgrades. This was followed by a lengthy discussion and the Board agreed
9 to have a special session to interview DVC Consultants and instructed the G. M. to arrange
10 for a meeting.

11
12 **H. Recreation:** There were no essential items to discuss concerning recreation.

13
14 **VII. Review of the draft minutes** for the February 27, 2002 meetings. There were no changes suggested
15 for these minutes and Director Shaffer *moved* to approve the minutes as written; seconded by
16 Director Hills, ayes all, except Director Kamradt who had to leave the meeting prior to this action,
17 at 9:15 pm.

18
19 **VIII. Next meeting date:** Following a brief discussion the next meeting date was confirmed for
20 Wednesday, April 24, 2002.

21
22 The meeting was adjourned at 9:35 P.M.

23
24 These minutes were approved by the Muir Beach Community Services District Board of Directors,

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, APRIL 24, 2002**

Steve Hill

Directors present: President Rudnick; Directors: Hills, Kamradt, Ostroff, and Shaffer.

I. Call to order: President Rudnick opened the meeting at 7:10 pm and announced that the closed session for employee review had not been concluded, decisions were made at this time. The Board will schedule another meeting to complete the personnel reviews.

II. Review and consideration of the April 24, 2002 Agenda. There was a brief discussion of the Agenda. Director Kamradt suggested that Agenda item IV be deleted as the meeting with electrical and mechanical consultants was not arranged. With this revision, Director Kamradt *moved* to approve the Agenda as submitted; seconded by Director Hills, ayes all.

III. National Park Service: Ranger Don Mantel, Chief of Maintenance was present in place of Ranger Pat Reischl, to make a brief report on the National Park Service activities pertinent to Muir Beach. He indicated that April is the month of migratory birds and that PG&E will be trimming the trees along Pacific Way. The trees are flagged with different tape colors, with orange indicating basic trimming and yellowing indicating substantial trimming.

Ranger Jennifer Vick reported that the Eagle Scotts will cordon off the riparian corridor.

Also, it was noted that fish are trapped in isolated ponds in the lagoon area and efforts will be taken

1 to move them to safe areas.

2
3 N. P. S. is working internally on completing the Big Lagoon financing and the planning study
4 requirements. However, it seems that no substantial work will begin until the planning and EIR
5 studies are completed during the next two to three years.

6
7 The preliminary study of possible corrective actions for relieving the Pacific Way flooding
8 is near completion and they have met with all required agencies except NMF's. So far the all is going
9 well and it may be that no permits are required to do the interim corrective work. It is hoped that all
10 necessary approvals will be completed in time to begin work no later than mid August.

11
12 **IV. Bills to be paid:** There was a brief discussion of the Bills to be Paid Report and Director Shaffer
13 *moved* to approve the report as submitted including a total of \$10,953.43 in general fund
14 expenditures and \$150 in water capital improvement expenditures for a total of \$11,103.43 in
15 warrants issued, seconded by Director Kamradt; ayes all.

16
17 **V. Fire Department:** Chief Sward reported that the new lockers, for the volunteers, have been installed
18 and that the first response class test is to be on Sunday. There is a chance that the department will
19 gain 2 to 4 new members, as a result of the classes.

20
21 He then noted that the new Marin County Fire Chief has a favorable attitude to volunteers,
22 as he began as a volunteer. Also, a West Marin Association of fire departments, has been formed to
23 coordinate training and other areas of potential cooperation.

1 As a final note, Chief Sward indicated that we should be getting the permanent transfer of
2 the County fire truck and when this is completed it will be necessary to find a storage space for the
3 existing truck 680.

4
5
6 **VI. General Manager's Report:** There was brief discussion of the fiscal report, followed by the
7 following:

8
9 **A. Administration:** The G. M. Gave a brief overview of the fiscal reports and then noted that
10 the new copier should be installed next week.

11
12 **B. Roads and easements:** The topography for the drainage easement above Sunset Way,
13 directing the flow from the Seacape Subdivision to Cove Lane has been completed and the
14 plans were shown to the Board. The G. M. noted that some minor regrading should correct
15 the existing impediments to the storm water flow. However, he has not completed his review
16 and will have more details at a later date.

17
18 1. The G. M. reported that the expenses to date, for Roads and Easement repairs has
19 exceeded the budget provision by approximately 8% and additional repairs will
20 increase this overage. He showed the Board a suggested fluorescent light fixture for
21 the trail lighting from the community center to Sunset Way. These fixtures cost
22 approximately \$15 including sales tax and some 30 fixtures will be required. The
23 trench for the electrical has been completed, but final design and selection of the
24 fixtures is necessary prior to doing the work. He plans to have estimates from

1 electrical contractors for the actual electrical work, with his approximation of a total
2 cost less than \$5,000. He then noted that the lighting for community center entry path
3 also needs repairs and possible replacement, and that he will request proposals for
4 this from the contractors.

- 5
- 6 2. **Encroachment:** Director Hills has been contacted by Kent Anderson with a request
7 to delay consideration of the mitigation of the District's pedestrian trail encroachment
8 onto his property until a later date.

- 9
- 10 C. **Water operations:** The G. M. reported that water operations were normal. A system leak
11 has been repaired, but it is too early to determine if this was the only leak causing the water
12 losses. Harvey is continuing in the process of systematic pressure testing in an effort to
13 determine the location of the leak.

14

15 Director Kamradt reported that she has been in touch with the Stinson Beach Water
16 Company and talked with Kim Anderson of Nor-Cal Pump works, Inc. Mr Anderson's
17 company does a considerable amount of work for Stinson Beach and is very knowledgeable
18 in small water works needs. She plans to invite him to inspect our water site facilities,
19 particularly the electrical facilities and to then meet with the Board.

- 20
- 21 D. **Water rights.** It was noted that the Board desires the minutes of the T. A. C. meetings as
22 soon as possible following the meeting date and prior to the Board's meeting date. The next
23 scheduled T. A. C. meeting is Friday, April 27, 2002.

1 **E. Water Capital Improvements:** There was a brief discussion of the electrical needs.
2 However, a detailed discussion was postponed until the next meeting, following the
3 inspection and reprot from Nor-Cal Pumpworks, Inc.

4
5 **F. Recreation:** Kathy Sward reported that Tony Moore is working on the plans for improving
6 the deck roof, and that efforts are being considered for the financing of the costs. Also, she
7 reported that Edna Rossenas is sponsoring a community dinner to compliment Jose Alcala
8 for all his assistance in community activities. The dinner is scheduled for May 31, 2002.

9
10
11 **VII. Review of the draft minutes for the March 27, 2002 meetings.** There was a lengthy discussion
12 of Sections VI - F and G of these minutes, with recommended changes in the wording. Approval
13 of these minutes was postponed until the Board can review the suggested changes. There was also
14 a request from Fred Thal to change some wording in the February 27, 2002 minutes. He submitted
15 his requested changes and the Board instructed the G. M. to make the changes.

16
17 **VIII. Next meeting date:** Following a brief discussion the next meeting date was set for Wednesday, May
18 29, 2002.

19
20 The meeting was adjourned at 8:41 P.M.

21
22 These minutes were approved by the Muir Beach Community Services District Board of Directors,
23 during their meeting on _____

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OFFICIAL MINUTES OF THE

MUIR BEACH COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS SPECIAL MEETING

HELD ON THURSDAY, MAY 9, 2002

*Stam
Lugth*

Directors present: Directors: Hills, Kamradt, Ostroff, and Shaffer. President Rudnick arrived approximately 15 minutes after the meeting was called to order.

I. Call to order: Vice President Shaffer opened the meeting at 6:38 pm

II. Single purpose Agenda: This is a special single purpose meeting to consider the electrical conditions existing at the District well site facilities.

III. Nor-cal Pumpworks, Inc. Director Kamradt had invited Kim Anderson, Co-owner of this company to inspect the electrical conditions at the District well site. Mr. Anderson meet at the well site with Director Hills, General Manager Macfarlane, and Maintenance Manage Pearlman, prior to the meeting. He performed a preliminary inspection of the well site electrical installation, including verbal briefs from the District representatives relating to the conditions previously reported by resident electrician Fred Thal. Following the inspection, his group adjourned to the community center to attend the special Board meeting.

Mr. Anderson gave a brief verbal report to the Board, noting that his company's license is limited to electrical facilities in conjunction with their installation of well pumps and ancillary fixtures. For this reason, he recommended that a licensed electrical contractor be consulted for all

1 other electrical considerations. Mr. Anderson does work with Huber Stroe and Associates, Electrical
2 Engineers, in conjunction with appropriate activities for the Stinson Beach Water Company. While
3 he noted various District electrical conditions that are non conforming with the electrical codes (also
4 reported by Mr. Thal), he indicated these should be fairly simple to correct. He did specifically note
5 that the electrical service serving the Bar B Que, as installed under the creek bed should be
6 considered a critical problem requiring timely disconnection or removal from service. He also noted
7 that the electrical service lines from the PG&E transformer are rubbing against tree branches,
8 representing a potential fire hazard. PG& E has previously indicated to the District that these lines
9 are not a PG&E responsibility.

10
11 Mr. Anderson then discussed some of the other water system needs and concurred that a
12 dedicated raw water line from the well site to the storage tanks is preferred to the current combined
13 raw/distribution use. He also noted that the controls for the water levels could be improved including
14 a backup system to the primary system.

15
16 The Board thanked Mr. Anderson for his assistance and he departed at approximately 7:12.

17
18 **IV. General discussion:** Following Mr. Anderson's departure, the Board had a lengthy discussion with
19 resident Fred Thal referencing the recent communications Mr. Thal has e-mailed to the Board and
20 various community residents. Resident Erin Pinto was also in attendance and occasionally
21 commented and/or consulted with Mr Thal on the various items being discussed. *and supported Mr. Thal in his presentation*
22 *that he wants the park and is a licensed electrical contractor* As the forthcoming
23 Fireman's Annual Bar B Que is an important issue, this was discussed in so far as the electrical
24 needs for the Bar b Que. Mr. Thal noted that there is a section of the electrical code permitting
temporary electrical provisions for events such as carnivals, which he felt may be applicable to the

1 Bar B Que. He also clarified that he had measured the differential in the 3 phase electrical flow to
2 the wells, at the well head, indicating that PG&E should be contacted to correct this problem.
3
4
5

6 Following the discussion with Mr. Thal, the Directors instructed the G. M. to contact licensed
7 electrical contractors to have the critical problems at the well site further investigated, with a
8 stipulation that they must be able to complete severe emergency work, if there is any, prior to the Bar
9 B Que. They also authorized the G. M. to call for a special meeting, if necessary, to approve the
10 work. Suggested electrical companies included Knight Electrical, Blue Rock Electrical and Jim
11 Bockhurst.
12

13 Prior to closing the meeting, Director Kamradt indicated that she could not attend the
14 scheduled May 29, 2002 Board meeting. This was followed by a brief discussion in search of an
15 alternative date. However, due to scheduling conflicts with all Directors, it was finally decided to
16 reconfirm the May 29 date and acknowledge that Director Kamradt would not attend. The Board then
17 decided to cancel the closed personnel meeting that was scheduled prior to the regular meeting hours
18 on May 29.
19

20 The meeting was adjourned at 8:35 P.M.
21

22 These minutes were approved by the Muir Beach Community Services District Board of Directors,
23 during their meeting on
24

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, MAY 29, 2002**

*Shirley
Duk
All*

Directors present: President Rudnick; Directors: Hills, Ostroff, and Shaffer. Director Kamradt had previously informed the Board that she would not be able to attend this meeting.

I. Call to order: President Rudnick opened the meeting at 7:18 pm. and announced that the Board had canceled the scheduled closed session for employee review. The Board will set a future time and date for the conclusion of the reviews.

II. Review and consideration of the May 29, 2002 Agenda. There was a brief discussion of the Agenda, and Director Shaffer *moved* to approve the Agenda as submitted; seconded by Director Hills, ayes all.

III. National Park Service: Ranger Pat Reischl offered an update on the ongoing activities of the Park Service, including:

A. Muir Woods Maintenance is preparing to open the seasonal beach trail.

B. Permit requirements for beach fires have been pushed back until mid-June due to delays in sign fabrication. This was followed by a brief discussion and a request by Director Shaffer that a special permit be available for the residents of Muir Beach. Ranger Reischl will submit this request for consideration.

- 1 C. Summer Solstice will take place on June 21, 2002 at Muir Beach.
- 2 D. Point Reyes Bird Observatory is providing information on the mist netting currently taking
- 3 place in the Muir Beach area.
- 4 E. Asbestos shingle abatement will take place on the lower portion of the Dairy house siding, and
- 5 the soil will be excavated to remove contamination.
- 6 F. Ranger Jennifer Vic reported that there will be a workshop to explore various ideas for
- 7 Redwood Creek enhancement, on June 22. She then reported that the flood study for Pacific
- 8 Way is continuing to progress and the plans will be submitted to the Regional Quality Control
- 9 Board June 24, with a good probability that permits will not be required for most of the work.
- 10 Work cannot commence until August 15, due to the bird nesting season. However, it is
- 11 anticipated that any required permits will be obtained by August 1. Also, Marin County will
- 12 assist in the improvements with equipment and people
- 13

14 **IV. Bills to be paid:** There was a brief discussion of the Bills to be Paid Report and Director Shaffer *moved*

15 to approve the report as submitted including a total of \$20,269.69 in general fund expenditures and

16 \$322 in water capital improvement expenditures, and \$1,350 in security deposit refunds for a total of

17 \$21,941.69 in warrants issued, seconded by Director Hills; ayes all.

18

19 **V. Fire Department, emergency disaster committee:** Chief Sward reported that even though the weather

20 was cool, the preliminary review of the annual Bar B Que proceeds will be approximately \$36,000 prior

21 to expenses, which is comparable to last year. He noted that this year there were some competing events

22 in other municipalities.

23

24

1 He also reported that the defective electrical service to the Bar B Que area had been
2 disconnected; that the County fire truck is being returned for the time being; and that we have been
3 approved for \$40,000 for the "Chipper Program" next year.
4
5
6

7 **VI. General Manager's Report:** There was brief discussion of the fiscal report, followed by the following:
8

9 **A. Copier machine:** The G. M. reported that the new copy machine has been installed..
10

11 **B. Budget review:** The G. M. noted that he is working on a proposed budget for fiscal year 2002-
12 2003 and will submit it to the Budget Committee when completed.
13

14 **C. Roads and Easements:** While the Strom Electrical (see below) estimator was visiting the
15 District, the G. M. reported that he had also requested a quick view of the community center
16 easement lighting. The Strom representative indicated that they had just recently completed a
17 similar lighting project, that was about one half the length of the District's project. The installed
18 and completed cost of that project was more than \$10,000. He suggested that the District might
19 pursue alternative methods for the lighting to reduce the cost.
20

21 **D. Water operations:** Repairs to the Shoreline pressure regulating station have been completed,
22 with the work done by the factory representative and Harvey. Also, the repair to the main line
23 break in the well line indicates substantial correction of the unaccounted for water loss. The
24

1 final analysis cannot be stipulated, as the repairs were not completed until midway in the meter
2 reading period.

3
4 Strom electrical inspected the well house and well site electrical. The most critical
5 condition was the electrical service to the Bar B Que area, which should be disconnected and
6 removed (as noted above, it was disconnected prior to the Bar B Que). Also, temporary service
7 for the Bar B Que area could be established using the service lines to the bandstand. It was
8 noted that other code violations exist, but are not considered urgent. The Strom representative
9 will need to return to the well site for 3 to 4 hours to prepare a full report and estimate of the
10 cost of the needed repairs. The charge for this service will be \$79 per hour and the schedule
11 will be coordinated with Harvey.

12
13 **E. Water Rights:** President Rudnick reported that the most recent T. A. C. meeting had proven
14 to be very satisfactory, with N. P. S. clarifying their comments on the District's pumping during
15 the dry season. In the previous meeting, it had been indicated that N. P. S. desired the District
16 to stop pumping during a severe drought season. This was clarified by stipulating that the
17 pumping would only stop if there is adequate water storage to supply domestic water and fire
18 reserve needs, during the non pumping period. Further, it is understood that the funding for the
19 water storage above the District's needs of 300,000 gallons would be from sources other than
20 the District

21
22 **F. Recreation:** There were no essential items to discuss concerning recreation.

1 VII. Next meeting date: Following a brief discussion the next meeting date was set for June 12, 2002, with
2 a closed meeting to complete personnel reviews to begin at 7 pm and the regular meeting to begin at
3 8 pm.
4

5 The meeting was adjourned at 8:46 P.M.
6

7 These minutes were approved by the Muir Beach Community Services District Board of Directors,
8 during their meeting on _____
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12 _____
13 Peter Rudnick, Board President

14 _____
15 Donovan Macfarlane, Secretary
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OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, JUNE 12, 2002

as changed *Laughton*
Dub

Directors present: President Rudnick,; Directors: Hills, Kamradt, Ostroff, and Shaffer.

I. Call to order: President Rudnick, opened the meeting at 8:13 pm and announced that during the closed session the Board had decided to renew the contract with Associated Business and Community Consultants, Inc. for providing administrative and clerical services to the District for the fiscal year 2002-03. The basic contract services will be compensated at the rate of \$45,000 per year. The Board will assign different Directors to coordinate with the General Manager for review of a number of long term issues and make recommendations to the Board. Further, Director Ostroff will coordinate with the General Manager in implementing the Board's policies, procedures and accountability.

II. Review and consideration of the June 12, 2002 Agenda. There was a brief discussion of the Agenda, with a suggestion to move Agenda Item VI-D to follow the Fire Department (Agenda Item V) report. With this change, Director Shaffer *moved* to approve the Agenda as submitted; seconded by Director Kamradt, ayes all.

III. National Park Service: There were no representatives present from the National Park Service.

1 **IV. Bills to be paid:** The G. M. explained that due to the early calender meeting date, the County's fiscal
2 report was not available; therefore, the Bills to be paid Report was not complete and will be
3 presented during the next Board meeting.

4 **V. Fire Department, emergency disaster committee:** Chief Sward reported that while the final fiscal
5 report of the Bar B Que has not been completed, the general consensus is that the Bar B Que was
6 thought to be as successful as last year.

7 He then discussed the Department's concern over the safety on the District's narrow
8 roadways, and in particular certain locations along Sunset Way where extensive parking on the
9 roadway is leaving very limited room for the passage of the emergency vehicles.

10
11 This was followed by a general discussion, and the G. M. mentioned that the completion of
12 the topography of Sunset Way enabled the Board to begin more detailed long range planing. Director
13 Hills noted that the right of way lines were not shown in detail and that the surveyor would overlay
14 the County Assessor's Map on the topography plans for a fee of approximately \$500. He *moved* to
15 have this done, seconded by Director Kamradt, ayes all.

16
17 **VI. General Manager's Report:**

18
19 **A. Water conservation enforcement:** The G. M. had previously forwarded copies of the M.
20 M. W. D. water conservation policy and enforcement. This was generally discussed, with a
21 consensus that further study and consideration was required prior to the formation of a
22 District policy, including a public information effort and specific meetings for public input.
23 During the interim, Director Ostroff will prepare an informational bulletin to be included in
24

1 the next water billing mailing.

2
3 **B. Administration:** ~~Director Hills~~ noted that the County audit has been turned over to Susan
4 Forsyth, due to Victor's transfer to another department. She indicated that the audit report
5 will be ready for the August meeting. Further, that it will be necessary for the District to
6 retain a different audit firm for future audits, as the County is no longer going to do
7 independent special district audits.

8
9 **C. Roads and Easements:** The G. M. reported that he had received a request for the District
10 to consider posting signs designating the pedestrian ways, so as to assist users in finding the
11 trails. Director Shaffer noted that this has been discussed several times through the years,
12 with a general resident and Board consensus that this was not desirable. Following additional
13 discussion, Director Shaffer *moved* to adopt a policy of no signs on the pedestrian ways,
14 seconded by Director Kamradt, ayes all.

15
16 **D. Water Rights:** There has been no TAC meeting since the last Board meeting and there is no
17 new information to report. A question was asked from the audience as to why the TAC
18 meetings were not open to the public. The G. M. answered that the meetings are open to the
19 public for observation, but that due to the technical intent of the meeting and advisory
20 function of the committee, the public was not generally permitted to participate during the
21 business session. However, the committee would provide an open time for public
22 information and input on a limited time basis if needed.

1 **E. Capital Improvements:** Director Ostroff gave a brief report to the Board as a general outline
2 of needed capital improvement projects. A general discussion followed, concerning the need
3 to retain a qualified engineering firm to review the District needs. Following this discussion
4 it was agreed that Directors Hills and Ostroff, with the G. M. would meet with
5 representatives from qualified engineering firms to discuss the District needs. The G. M. was
6 instructed to set appointments with the appropriate officials of DVC Consultants and Stuber-
7 Stroeh Engineering Group. In consideration of Board's previous efforts to have engineers
8 review the District needs and to expedite the preparation of a summary report, Director
9 Ostroff *moved* to enable the retention of an engineer providing their initial report to the
10 Board can be done for no more than \$5000, seconded by Director Shaffer, ayes all.

11
12 **F. Recreation:** Rather than a 4th of July event, it was suggested that an effort be made to have
13 a Labor Day event. This would permit more time for planning.

14
15 **G. Review of draft minutes:** This review was postponed to the next meeting, so the draft
16 minutes could be published as a part of the board packet.

17
18 **VII. Public Open Time:** Resident Erin Pinto asked for more information concerning the TAC meetings.
19 Director Rudnick responded that the meetings have been progressing well and that there is good
20 cooperation among the committee members in their desires to reach reasonable solutions to the
21 permit requirements.

22
23 Harvey Pearlman informed that Board that he has rented his house and that he will begin his
24

sabbatical leave on July 1, 2002. The Board extended their appreciation for his services and wished him well on his leave.

VIII. Next meeting date: Following a brief discussion the next meeting date was confirmed for Wednesday, July 24, 2002.

The meeting was adjourned at 9:53 P.M.

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

Peter Rudnick, Board President

Donovan Macfarlane, Secretary

**MUIR BEACH COMMUNITY SERVICES DISTRICT
SUGGESTED BUDGET FOR FISCAL 2002 - 2003**

RETAINED EARNINGS TO BEGIN YEAR

DESCRIPTION	Estimated Retained Earnings 2001-2002	Retained Earnings 2002-2003
Beginning rental security deposit trust fund	\$5,000	\$4,230
Beginning water security deposit trust fund	5,400	5,500
Beginning West Marin Emergency Services Fund	500	2,630
Beginning Shaffer CalPers	1,100	950
Beginning Recreation trust fund (Walkathon \$440, Children \$201.21)	640	640
Fire Station Trust Account	12,500	12,419
Firesafe Marin Chipper Program	NA	1,313
Salomon Smith Barney Depository, Unrestricted Funds	12,500	16,829
Beginning Petty Cash on hand	-200	-325
County General Fund 428	15,000	27,582
County General Funds Investment in Fund 429	76,000	75,941
County Water Capital Improvement Investment Fund 429	204,000	202,071
Combined total of all retained earnings:	\$346,066	\$349,780.00

Comments

Beginning Water Operations Balance	-28,000	-44,964	Fiscal 2001-02 began with a 12, 500 loss carry forward
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FISCAL YEAR SUMMARY OF GENERAL INCOME AND EXPENSES

	Estimated End Of Fiscal Year 2001-2002	Suggested Budget For Fiscal Year 2002-2003
Beginning Total Unrestricted General Fund Accounts Balance	\$91,000	\$120,352
General and Admin. Income	60,325	45,400
General & Admin. Expenses	16,150	24,030
G&A Income - Expenses	\$44,175	\$21,370
Water Income	60,371	79,300
Water Expenses	69,305	79,235
Water income - Expenses	-\$8,934	\$65
Recreational Income	11,189	13,400
Recreational Expenses	22,836	32,156
Recreational Income - Expenses	-\$11,647	-\$18,756
Road & Easement Income	2,887	
Road & Easement Expenses	44,759	32,937
R&E Income - Expenses	-\$41,872	-\$32,937
Fire Income	8,566	38,400
Fire Expenses	13,078	36,200
Fire income - Expenses	-\$4,512	\$2,200
General Funds budgeted ending balances, including retained earnings =	\$68,210	\$92,294
Total General Fund Income =	\$143,338	\$176,500
Total General Fund Expenses =	166,128	204,558
General Fund Income - Expenses =	-\$22,790	-\$28,058

COMBINED BALANCES OF ALL ACCOUNTS

County Fund 429 Account Capital Improvement Funds @ year end =	\$0	\$0
General Funds in County Funds 428 & 429, and Salomon Bank @ year end =	-28,000	143,338
TOTAL OF ALL FUNDS COMBINED @ YEAR'S END =	-\$28,000	\$143,338

The General Fund Reserve should be \$75,000 (6 months liquid operating reserve)

**MUIR BEACH COMMUNITY SERVICES DISTRICT
SUGGESTED BUDGET FOR FISCAL 2002 - 2003**

CAPITAL IMPROVEMENT INVESTMENT INCOME & EXPENSES

WATER CAPITAL IMPROVEMENTS EXPENSES

EXPENSE DESCRIPTION	CODE	Estimated End Of Fiscal Year 2001-2002	Suggested Budget For Fiscal Year 2002-2003	Comments
T. A. C. meetings and hearings	2049	400	400	
Insurance	2059	660		2002 -3 premium paid in June 2002
County tax collection fees	2352	322	324	
Administrative fees	2117	2,000	2,100	There should be a substatai increase in completed capital improvements.
Project improvements			45,000	Well house and well site improvements
Valve & Hydrant replacements	4169VR	16,000	16,000	Lower Tank main connection with Sunset Way
Water rights resolution	4169WR	2,000	2,000	Completion of Adaptive management Plan
Project Improvements	4169WP	60,000	60,000	Well site improvements, new valves for Sunset Way/community Center Esn
New Well and Controls	4169NW	40,000	40,000	Instalation of new well and piping
TOTAL CAPITAL IMPROVEMENT FUND EXPENSES =		\$121,382	\$165,824	

CAPITAL IMPROVEMENT INVESTMENT INCOME

INCOME DESCRIPTION	CODE	Estimated End Of Fiscal Year 2001-2002	Suggested Budget For Fiscal Year 2002-2003	Comments
Special Assessment tax	9001	49,800	55,875	
Accounts receivable	9000	12,000		
Surcharge Income (See Fund 429 Intrafund transfer)	9031MS	11,325	13,000	
Interest earnings, capital improvements (County 429)	9203CIC	6,050	4,000	Earnings base will decline with Improvement expenses
TOTAL INCOME & INVESTMENTS =		\$79,175	\$72,875	
Total Capital Improvement Income less Expenses =		-\$42,207	-\$92,949	Improvements will exced income

GENERAL FUND INCOME AND EXPENSES BY DEPARTMENT

FIRE EXPENSES

EXPENSE DESCRIPTION	CODE	Estimated End Of Fiscal Year 2001-2002	Suggested Budget For Fiscal Year 2002-2003	Comments
Firesafe Marin Chipper Program	1073		\$25,000	2002 -3 premium paid in June 2002
Gen. & Vehicle Insurance	2059	\$3,400	\$0	2002 -3 premium paid in June 2002
ABCC Administrative fees	2117	2,700	2,700	
Fire Station Improvements	4048	820		
W. Marin G. Exp.	4827	6,158	8,500	
TOTAL FIRE EXPENSES =		\$13,078	\$36,200	

FIRE INCOME

INCOME DESCRIPTION	CODE	Estimated End Of Fiscal Year 2001-2002	Suggested Budget For Fiscal Year 2002-2003	Comments
W. Marin Grant	9377	\$8,333	\$8,300	
Firesafe Marin Grant Program	9000		\$25,000	\$5,000 owed from previous year
Muir Beach Volunteer Fire Association Donations	9763	233	5,100	2001 donation received prior to beginning of fiscal year
TOTAL FIRE INCOME =		\$8,566	\$38,400	
Total Fire Department Income Less Expenses =		-\$4,512	\$2,200	

**MUIR BEACH COMMUNITY SERVICES DISTRICT
SUGGESTED BUDGET FOR FISCAL 2002 - 2003**

GENERAL & ADMINISTRATIVE EXPENSES

EXPENSE DESCRIPTION	CODE	Estimated End Of Fiscal Year 2001-2002	Suggested Budget For Fiscal Year 2002-2003
Conferences	2049	317	400
Insurance	2059	459	
ABCC Administrative fees	2117	7,000	7,200
Miscellaneous expenses	2121	262	300
General Election Expense	2129	455	455
Postage	2130	245	275
Office Supplies	2133	418	450
Copier Maintenance	2137	716	150
County Fees	2352	624	8,000
Mileage	2479	2,000	2,200
Telephone	2534	1,825	2,600
Legal fees & expenses	2713	1,829	2,000
TOTAL ADMINISTRATIVE EXPENSES =		\$16,150	\$24,030

Premium paid in May 02

Toner and paper
Audit completion this year

GENERAL & ADMINISTRATIVE INCOME

INCOME DESCRIPTION	CODE		
Property Tax Revenue	9001	\$57,869	\$43,800
Interest earnings, general fund inv. (County 429)	9203GFC	2,208	1,500
Bank interest income	9203BI	200	100
Copier Income	9772	48	0
TOTAL ADMINISTRATIVE INCOME =		\$60,325	\$45,400

ERAF refund of \$14,000+ not expected in 2003

Total Administrative Department Income Less Expenses = \$44,175 \$21,370

ROADS & EASEMENTS EXPENSES

EXPENSE DESCRIPTION	CODE		
Maintenance, Mgr.	1028	\$5,500	\$5,500
Extra Hire	1073	2,200	4,000
FICA	1404	590	727
Work Compensation, Insurance.	1701	590	1,210
Insurance	2059	434	
Maintenance, repairs & construction	2077	29,145	15,000
ABCC Administrative fees	2117	6,300	6,500
TOTAL EASEMENT EXPENSES =		\$44,759.00	\$32,937.00

ROADS & EASEMENTS INCOME

INCOME DESCRIPTION	CODE		
Donations	9772		
F.E.M.A. INCOME	9772	2,887	
Total Roads & Trails Income =		\$2,887	\$0

Total Roads & Easements Department Income less Expenses = -\$41,872 -\$32,937

**MUIR BEACH COMMUNITY SERVICES DISTRICT
SUGGESTED BUDGET FOR FISCAL 2002 - 2003**

WATER EXPENSES

EXPENSE DESCRIPTION	CODE	Estimated End Of Fiscal Year 2001-2002	Suggested Budget For Fiscal Year 2002-2003
Maintenance. Mgr. Wages	1028	\$19,304	\$20,625
Extra Hire Wages	1073	2,603	3,000
FICA	1404	2,531	1,810
Benefits	1506	2,311	0
Work. Compensation Insurance	1701	2,339	3,000
Conferences/Training	2049	195	400
Annual Fee	2058	1,575	1,800
Gen. Insurance	2059	1,500	
Repairs	2077	5,718	5,000
Tests & chemicals	2115	661	5,000
ABCC Administrative & clerical fees	2117	20,700	21,000
Misc.. Exp..	2121	781	1,000
Postage	2130	720	1,500
Office supplies	2133	1,104	1,000
Contract Repairs	2325	0	5,000
Travel	2479	1,200	1,500
Telephone	2534	580	600
Electricity	2535	5,483	7,000
TOTAL WATER EXPENSES =		\$69,305	\$79,235

Not applicable, Harvey went private

Fee increased this year

Additional testing required this year

WATER INCOME

INCOME DESCRIPTION	CODE		
Service Billing	9025	\$54,810	\$70,000
Late penalties & interest billed	9772	1,200	1,000
Accounts Receivable	9025		8,300
Security Deposits billed and collected	9025SD		
Miscellaneous water income	9772	4,361	
TOTAL WATER INCOME =		\$60,371	\$79,300

Total Water Department Operating Income less Expenses = **-\$8,934** **\$65**

**MUIR BEACH COMMUNITY SERVICES DISTRICT
SUGGESTED BUDGET FISCAL 2002 - 2003**

RECREATIONAL EXPENSES

EXPENSE DESCRIPTION	CODE	Estimated End Of Fiscal Year 2001-2002	Suggested Budget For Fiscal Year 2002-2003
Maintenance. Mgr. Wages	1028	\$2,031	\$2,250
Janitorial Wages	1073	3,158	2,700
FICA	1404	583	379
Work. Compensation Insurance	1701	382	718
Bistro, continuation of regular Wednesday bistro	2041WBI	2,407	2,100
Community Dinners	2041CD	1,538	600
Children's Programs	2041CP	133	200
Tai Chi	2041TC	249	1,400
Insurance	2059	1,000	
Repairs and maintenance	2077	1,571	5,000
Ground Maintenance	2097		250
ABCC Administrative fees	2117	6,000	6,000
Publications	2119		500
Misc. Expenses	2121	0	100
Postage & Off. Sup.	2133	60	100
Refuse Removal	2259	477	500
Building Supplies	2366	351	350
Pay Telephone	2534	703	760
Electricity & Butane Gas for Community Center	2535	1,360	1,250
Bldg. Improvements	4048	833	7,000
TOTAL RECREATION EXPENSES =		\$22,836	\$32,156

Includes inspection and essential repairs

RECREATIONAL INCOME

INCOME DESCRIPTION

Community Center. Rental	9255	7,565	7,000
Bistro, continued Wednesday Bistro	9811WBI	1,529	1,400
Community Dinners	9811CD	1,480	2,000
Children's programs	9811CP	0	230
Labor Day BBQ	9811LD		1,500
Tai Chi & Yoga	9811TC	615	1,120
Donations	9801		
Res. Handbooks	9834		150
TOTAL RECREATION INCOME =		\$11,189	\$13,400

Total Recreation Department Income less Expenses = **-\$11,647** **-\$18,756**

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FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, SEPTEMBER 4, 2002
IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE.
THE REGULAR MEETING WILL BEGIN AT 7:00 P.M.

DESCRIPTION	PAGES
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Longhorn
Horn 11:00 2pm

① Pacific Way - Regional Quality Control Board
with to start on Monday -
3 crews working

② Big Logos - Park Service Workshop

Announcements will be made
Scoping meeting - See the Web Site -
Main Beach Roadside will be the mother

by good word. One of the questions will
be "When does the parking lot go?"

③ Redwood Creek Watershed Vision Process
meeting date - 11/16 @ Jamulgan High School.

There comprehensive vision; Mary Jones
take this as a top priority.

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING ON WEDNESDAY,
SEPTEMBER 4, 2002 TO BEGIN AT 7:00 P. M. IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

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

1910
I. Open the public meeting: President Rudnick will call the public meeting to order and then turn the chair over to incoming President Shaffer. No decisions were made during the closed meeting held on August 1, 2002 except that any further discussion would be during subsequent public meetings.

II. Review and consideration of the September 4, 2002 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.

*2nd/Board
Program*
IV. Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the July 1, 2002 through July 31, 2002. *Peter, Deb all Maury -*

V. Fire Department, Emergency Disaster Committee: Chief Sward will offer a report on the department's activities since the last Board meeting. *W. Marin Funds in Linko Were ??*
1576 Fire Truck - not work

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

VI. 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.

*Steve
Re: Saffon*
A. Administration: The District's administrative activities have been without abnormal events since the previous Board meeting. For the present, the failure of the State to adopt a budget for fiscal 2002-03 continues the doubts concerning the possible transfer of additional local funds to the State in an effort to resolve the State's budget deficit. As of this date, the only general consensus is that the best local governments may expect is that there will be no refund of the E. R. A. F. surplus funds and at the worst there will be other measures to transfer funds to the State.

+ Shaffer
B. Roads and Easements: In accord with the Board's direction, our maintenance personnel have started the trimming of excessive brush growth along the pedestrian easements and District roadways. The work is progressing as quickly as possible, but the lack of personnel time and numbers prevents a continuous concentrated effort for completion.

There is continued hope that the work for Pacific Way flood mitigation will begin and be completed prior to the coming rain season. It is anticipated that N. P. S. ranger Jennifer Vick will attend the scheduled meeting to give a report on the progress in overcoming the

environmental protests to the project.

C.

WATER OPERATIONS: The repair of the main line break has substantially reduced our unaccounted for water loss and we are back to single figure percentage losses.

1. Coliform tests taken during July were free of bacteria.
2. Gross water billing for the 6/23/02 through 7/23/02 billing period was \$5,901.29 including \$135.43 in late payment penalties and \$2.93 in interest charges. The monthly consumption surcharge for this period totaled \$1,471.37. As a comparison, the gross water billing for this period in 2001 was \$5,650.56. Metered customer consumption totaled 1,020,213 gallons versus 1,041,736 gallons for the same period last year. Note that the lower consumption this year versus last year and the higher income this year is the result of the high end increased use at the higher service rate.

The table below tabulates the water production for the period June 23, 2002 to July 23, 2002.

Total volume of water measured through the master meter =	1,116,225 gallons
Average daily pumping rate	37,230 gallons
Highest pumping day was on and volume pumped =	to be determined gallons
Lowest pumping day was on and volume pumped =	to be determined gallons
Total volume billed through service meters =	1,020,213 gallons
Gross unaccounted for water loss =	96,687 gallons
Estimated un-metered maintenance use	000 gallons
Estimated leak repair losses	000 gallons
Net unaccounted for water loss (8.66%) ¹	96,687 gallons
Average daily customer consumption per meter =	121 gallons
Average service billing =	\$39.90

¹ This is a return to single digit loss, indicating that the recent repairs have substantially eliminated the repairable distribution system leaks.

D.

Water Conservation enforcement: The average daily gross water production continues to be very close (94.4%) to the 40,000 gallon per day water permit limit initiated by the reduced water flows in Redwood Creek that normally occurs in the dry season. Essentially, water use remained the same in the June and July billing period.

In keeping with the Board's concerns, the approved conservation letter was included with the water bills mailed for the July billing, along with a special notice to the 35 largest water users in the District. The special note informed the users of their rank in water consumption and compared their use to the District's normal per capita consumption by equating their consumption to the number of people that it would normally serve. It should be noted that the District's normal per capita consumption includes all reasonable household

use and irrigation.

- Continued*
- E. **Water Conservation Policy:** During the last Board meeting, there was inadequate time to consider the adoption of an interim water conservation policy, in the event the District is required to go on noticed conservation. This issue was requested to be considered during tonight's meeting for both a temporary policy and the scheduling of consideration for a long term policy that includes the provisions required by the District's water rights permit.
- F. **Water Rights:** The T. A. C. meeting held on Friday, August 9, 2002 was an informal meeting due to the lack of attendance by some of the committee members. However, a general consensus developed that the next meeting should concentrate on the committee's recommendations to the Board concerning the methodology and trigger points necessary for activating the District's conservation notices. Due to the summer vacation schedules the scheduling of the next T. A. C. meeting was rescheduled several times and is now set for Friday, September 27, 2002.
- G. **Capital Improvements:** Directors Hills, Ostroff and I meet with the mechanical engineer from DVC Associates to review the proposed location for the new well and to discuss the variables for improving the well pumping facilities of both the new well and the existing well. On Friday I received an e-mail that the engineer is ready to discuss his final considerations for the new well and I hope to have a full report in time for presentation during the Board meeting.

- Kathy Sward
Tony Moore sat.
Can CSD help with
Take out for bid
1 out of 2 plans*
- H. **Recreation:** The County has issued the permit for the roofing of the community center deck and the Quilters are working with Tony Moore in obtaining cost estimates. It is anticipated that Kathy Sward will make a presentation to the board on this matter. It should be noted that Supervisor Kinsey did manage to have the permit fees waived for this public project.

Also, Supervisor Kinsey has offered a \$9,000 grant to assist the District in renovating the primary entrance stairs to the community center from Seacape Drive to the main entrance for the community center. The existing railroad tie stairs have reached their life expectancy and are rapidly denigrating to a less than safe access condition. I have requested some proposals for constructing new permanent stairs using flagstone or some similar attractive equally useful and aesthetic material.

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

- VII. **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.

VIII. Review of the draft minutes for:

- A. The revised minutes for the Special Board meeting held on May 9, 2002.
- B. The regular Board meeting held on July 24, 2002

Deb, Peter, all

— Deb, Peter, all.

IX. Next meeting date: The fourth Wednesday in September is the 25th. *OK*

ADJOURNMENT OR CONTINUATION *9:21*

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 07/01/02 THROUGH 07/31/02**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
ABC Consultants, Inc.	2117	TAC meetings, minutes & and reports	B	\$175.00
TOTAL WATER CAPITAL IMPROVMENT EXPENSES =				\$175.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Kinko's	2049	Board information and transmittals	P	56.95
Kinko's	2049	Copies of Pacific Way Environment Report	P	304.57
Kinko's	2049	Board meeting packets	P	35.91
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	600.00
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	137.15
Cingular	2534	Cell phone paid this month	B	59.69
Pacific Bell	2534	707-643-1143 paid this month	B	46.38
Pacific Bell	2534	415-388-7804 & 388-7808 paid this month	B	167.46
Marine County	2713	Legal fees, last qtr 01, 1st qtr 02	C	213.75
TOTAL G&A EXPENSES =				\$1,621.86

FIRE DIVISION EXPENSES, DIVISION CODE 9240

Michael Moore	1073	West Marine Wildfire chipper supervision	C	861.20
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	225.00
Pacific Bell	4827	Fire station phone paid this month	B	
TOTAL FIRE EXPENSES =				\$1,086.20

RECREATION EXPENSES, DIVISION CODE 9239

Harvey Pearlman	1028	Maint. manager wages paid this month	C	10.76
Salvador Gonzales	1073	Extra Hire wages paid this month	C	228.76
Juana Gonzales	1077	Janitorial wages paid this month	C	151.78
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
Waste Management	2259	Waste service through Sept. 2002	B	119.49
Pacific Bell	2534	Community Centerpay phone paid this month	B	54.00
Pacific Gas & Electric	2535	Community Center electric paid this month	B	140.09
Costco	2041BI	Bistro Coffee	P	52.32
Lonna Richmond	2041BI	Bistro wages paid this month	C	193.78
Nancy Knox	2041BI	Bistro pastries purchased this month	P	25.00
Trader Joe's	2041BI	Bistro jam and supplies	P	5.80
Whole Foods	2041BI	Misc. Bistro supplies purchased this month	P	4.30
Emiko Wang	2041TC	Tai Chi instruction June & July	B	180.00
TOTAL RECREATION EXPENSES =				\$1,666.08

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Salvador Gonzales	1073	Extra Hire wages paid this month	C	67.28
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
TOTAL R&E EXPENSES =				\$567.28

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 07/01/02 THROUGH 07/31/02**

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. manager wages paid this month	C	387.55
Sutton Freebaim-Smith	1028	Maint manager wages paid this month	C	861.21
Jose Alcala	1073	Extra hire wages paid this month	C	25.84
Salvador Gonzales	1073	Extra Hire wages paid this month	C	53.83
PERS	1506	Hospital insurance paid from Shaffer Trust	B	502.60
Goodman's Building Supply	2077	Brass nipples and fittings	B	63.87
Home Depot	2077	Misc. small repair fittings	B	33.75
Hydec	2077	Rbuild and adjust pressure regulator	B	927.20
Marin County Plumbing	2077	Replumbing for pressure regulating station	B	1,332.95
Marin County Laboratory	2115	Coliform tests in July	B	30.00
ABC Consultants, Inc.	2117	Clerical fees paid this month	B	800.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	950.00
Public Storage	2121	File storage	B	53.00
USPO	2130	Postage	P	88.20
Kinko's	2133	Binder clips	P	6.34
Sutton Freebaim-Smith	2479	Travel allowance July and August	B	200.00
Marin Cell U Phone	2534	Maintenance pager	B	9.95
Pacific Bell	2534	Upper tank phone relay paid this month	B	31.91
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	B	1,124.01

TOTAL WATER EXPENSES = \$7,482.21

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

David Abel	9255R	Refund rental security deposit	B	500.00
Martha de bamios	9255R	Refund rental security deposit	B	250.00

TOTAL CHECKS ISSUED FROM TRUST FUNDS = \$750.00

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

TOTAL WATER CAPITAL IMPROVMENT EXPENSES = \$175.00
TOTAL GENERAL FUND EXPENSES = 12,423.63
TOTAL CHECKS ISSUED FROM TRUST FUNDS = 750.00
TOTAL OF ALL CHECKS ISSUED = \$13,348.63

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on
the _____ day of _____, 2002.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Steve Shaffer, President

Donovan Macfarlane, Secretary

3:03 PM
08/31/02
Accrual Basis

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

	<u>Jul 02</u>
Income	
Recreational Activities Income	1,143.07
Water Capital Improvements Inco	7,492.25
Water Operations Income	<u>-4.20</u>
Total Income	<u>8,631.12</u>
Expense	
Administrative Expenses	1,621.86
Fire Operational Expenses	267.99
Firesafe Marin Grant Expenses	861.20
Recreational Expenses	1,629.88
Roads & Easements Expenses	567.28
Water Capital Improve'ts Exp.	175.00
Water Operating Expenses	<u>7,482.24</u>
Total Expense	<u>12,605.45</u>
Net Income	<u><u>-3,974.33</u></u>

3:48 PM

08/31/02

Accrual Basis

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

	Jul 31, 02
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	24,678.60
Fund 429, County Investment Fun	
Capital Improvements	207,692.70
General Investments	73,533.72
Total Fund 429, County Investment Fun	281,226.42
Petty Cash Fund	-450.99
Salomon Smith Barney	
Fire Station Reserve	12,418.73
General Funds	24,981.99
Rental deposit trust	3,480.00
Shaffer CalPers Trust	447.41
Water Security Deposit Trust	5,700.00
Total Salomon Smith Barney	47,028.13
Total Checking/Savings	352,482.16
Accounts Receivable	
Receivables	8,878.41
Total Accounts Receivable	8,878.41
Other Current Assets	
Undeposited Funds	-49.01
Total Other Current Assets	-49.01
Total Current Assets	361,311.56
Fixed Assets	
A4048, Office Equipment	536.86
Total Fixed Assets	536.86
TOTAL ASSETS	361,848.42
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1506CPSH Shaffer CalPers Trust	950.01
R9255R, Refundable deposits	3,480.00
W9025RD, Security deposits	5,800.00
Total Other Current Liabilities	10,230.01
Total Current Liabilities	10,230.01
Total Liabilities	10,230.01
Equity	
Retained Earnings	355,592.74
Net Income	-3,974.33
Total Equity	351,618.41
TOTAL LIABILITIES & EQUITY	361,848.42

3:01 PM

08/31/02

Accrual Basis

Muir Beach Community Services District 2001-2002

INCOME VERSUS EXPENSES

July 2002

	Jul 02
Income	
Recreational Activities Income	
R9255, CC Rental Income	900.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	153.07
R9811TC, Tai Chi Income	90.00
Total R9811, Rec. Programs Income.	243.07
Total Recreational Activities Income	1,143.07
Water Capital Improvements Inco	
H9001, special Assessment Tax	6,000.00
H9377, Interest Earnings	
H9377C, Cap. Imp. Interest	1,097.99
H9377G, Gen. Inv. Interest	394.26
Total H9377, Interest Earnings	1,492.25
Total Water Capital Improvements Inco	7,492.25
Water Operations Income	
W9025, Water Service Income	
W9025LP, Late pay penalty	-4.20
Total W9025, Water Service Income	-4.20
Total Water Operations Income	-4.20
Total Income	8,631.12
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	397.43
A2117, Consulting Admin. Fees	600.00
A2479, Travel Expenses	137.15
A2534, Telephone/Communications	273.53
A2713, Legal fees	213.75
Total Administrative Expenses	1,621.86
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	42.99
Total Fire Operational Expenses	267.99
Firesafe Marin Grant Expenses	
F2077-Chipper grant program	
F1073 chipper payroll	861.20
Total F2077-Chipper grant program	861.20
Total Firesafe Marin Grant Expenses	861.20
Recreational Expenses	
R1028, Maint. Mgr. Wages	10.00
R1073, Janitorial wages	353.50
R1404, FICA	41.58
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	267.42
R2041TC, Tai Chi Expenses	144.00
Total R2041, Rec. Program Expenses	411.42
R2117, Administrative Expenses	500.00
R2259, Refuse Removal	119.49
R2534, Pay Telephone Expense	54.00
R2535, Energy Expenses	139.89
Total Recreational Expenses	1,629.88

3:01 PM
08/31/02
Accrual Basis

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

	Jul 02
Roads & Easements Expenses	
E1073, Extra Hire Wages	62.50
E1404, FICA	4.78
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	567.28
Water Capital Improve'ts Exp.	
H2117, Administrative Fees	175.00
Total Water Capital Improve'ts Exp.	175.00
Water Operating Expenses	
W1028, Maint. Mgr. Wages	360.00
W1073, Extra Hire Wages	877.83
W1404, FICA	90.60
W1506, Medical benefits	502.60
W2077, Routine Repairs	2,357.77
W2115, Chemicals I Testing	30.00
W2117, Adminisitrative Fees	1,750.00
W2121, Miscellaneous Expenses	53.00
W2130, Postage & Shipping	88.20
W2133, Office Supplies	6.34
W2479, Travel allowance	200.00
W2534, Telephone Relay Expense	41.86
W2535, Electrical Service	1,124.04
Total Water Operating Expenses	7,482.24
Total Expense	12,605.45
Net Income	-3,974.33

3:46 PM

08/31/02

Accrual Basis

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

	Jul 02	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income				
A9001, General Tax Income	0.00	43,800.00	-43,800.00	0.0%
A9203, Interest earned	0.00	1,600.00	-1,600.00	0.0%
Total Administrative Income	0.00	45,400.00	-45,400.00	0.0%
Fire Operations Income				
F9377, West Marin Funds	0.00	8,300.00	-8,300.00	0.0%
F9763, Fire Assoc. Donations	0.00	5,100.00	-5,100.00	0.0%
Total Fire Operations Income	0.00	13,400.00	-13,400.00	0.0%
Recreational Activities Income				
R9255, CC Rental income	900.00	7,000.00	-6,100.00	12.9%
R9811, Rec. Programs Income.				
R9811BI, Bistro Income	153.07	1,400.00	-1,246.93	10.9%
R9811CD, Com. Din. Income	0.00	2,000.00	-2,000.00	0.0%
R9811CP, Child's Prog. Income	0.00	230.00	-230.00	0.0%
R9811TC, Tai Chi Income	90.00	1,120.00	-1,030.00	8.0%
Total R9811, Rec. Programs income.	243.07	4,750.00	-4,506.93	5.1%
R9834, Res. Handbook Income	0.00	150.00	-150.00	0.0%
Total Recreational Activities Income	1,143.07	11,900.00	-10,756.93	9.6%
Water Capital Improvements Inco				
H9001, special Assessment Tax	6,000.00	55,875.00	-49,875.00	10.7%
H9031, Water Surcharge Income				
H9031, Consumption Surcharge	0.00	13,000.00	-13,000.00	0.0%
Total H9031, Water Surcharge Income	0.00	13,000.00	-13,000.00	0.0%
H9377, Interest Earnings				
H9377C, Cap. imp. interest	1,097.99	4,000.00	-2,902.01	27.4%
H9377G, Gen. Inv. interest	394.26			
Total H9377, Interest Earnings	1,492.25	4,000.00	-2,507.75	37.3%
Total Water Capital Improvements Inco	7,492.25	72,875.00	-65,382.75	10.3%
Water Operations income				
W9025, Water Service Income				
W9025LP, Late pay penalty	-4.20			
W9025, Water Service Income - Other	0.00	70,000.00	-70,000.00	0.0%
Total W9025, Water Service Income	-4.20	70,000.00	-70,004.20	-0.0%
Total Water Operations income	-4.20	70,000.00	-70,004.20	-0.0%
Total Income	8,631.12	213,575.00	-204,943.88	4.0%

3:46 PM

08/31/02

Accrual Basis

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

Expense	Jul 02	Budget	\$ Over Budget	% of Budget
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	397.43	400.00	-2.57	99.4%
A2117, Consulting Admin. Fees	600.00	7,200.00	-6,600.00	8.3%
A2121, Miscellaneous Expenses	0.00	300.00	-300.00	0.0%
A2129, Gen. Election expenses	0.00	455.00	-455.00	0.0%
A2130, Mailing & Shipping Exp.	0.00	275.00	-275.00	0.0%
A2133, Office Supplies	0.00	450.00	-450.00	0.0%
A2137, Copier Maint. Expenses	0.00	150.00	-150.00	0.0%
A2352, County Fees	0.00	8,000.00	-8,000.00	0.0%
A2479, Travel Expenses	137.15	2,200.00	-2,062.85	6.2%
A2534, Telephone/Communications	273.53	2,600.00	-2,326.47	10.5%
A2713, Legal fees	213.75	2,000.00	-1,786.25	10.7%
Total Administrative Expenses	1,621.86	24,030.00	-22,408.14	6.7%
Fire Operational Expenses				
F2117, Administrative Fees	225.00	2,700.00	-2,475.00	8.3%
F4827, W. Marin Fund Expenses	42.99	8,500.00	-8,457.01	0.5%
Total Fire Operational Expenses	267.99	11,200.00	-10,932.01	2.4%
Firesafe Marin Grant Expenses				
F2077-Chipper grant program				
F1073 chipper payroll	861.20	25,000.00	-24,138.80	3.4%
Total F2077-Chipper grant program	861.20	25,000.00	-24,138.80	3.4%
Total Firesafe Marin Grant Expenses	861.20	25,000.00	-24,138.80	3.4%
Recreational Expenses				
R1028, Maint. Mgr. Wages	10.00			
R1073, Janitorial wages	353.50			
R1404, FICA	41.58			
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	267.42			
R2041TC, Tai Chi Expenses	144.00			
Total R2041, Rec. Program Expenses	411.42			
R2117, Administrative Expenses	500.00			
R2259, Refuse Removal	119.49			
R2534, Pay Telephone Expense	54.00			
R2535, Energy Expenses	139.89			
Total Recreational Expenses	1,629.88			

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

	Jul 02	Budget	\$ Over Budget	% of Budget
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	0.00	5,500.00	-5,500.00	0.0%
E1073, Extra Hire Wages	62.50	4,000.00	-3,937.50	1.6%
E1404, FICA	4.78	727.00	-722.22	0.7%
E1701, Works. Comp. Insurance	0.00	1,210.00	-1,210.00	0.0%
E2077, Road & Easement Repairs	0.00	15,000.00	-15,000.00	0.0%
E2117, Administrative Fees	500.00	6,500.00	-6,000.00	7.7%
Total Roads & Easements Expenses	567.28	32,937.00	-32,369.72	1.7%
Water Capital Improv'ts Exp.				
H2049 Meeting & Hearing expense	0.00	400.00	-400.00	0.0%
H2117, Administrative Fees	175.00	2,100.00	-1,925.00	8.3%
H2352, County fees	0.00	324.00	-324.00	0.0%
H2713, Project Improvements				
H2713CP, System Improvements	0.00	60,000.00	-60,000.00	0.0%
Total H2713, Project Improvements	0.00	60,000.00	-60,000.00	0.0%
H4169UT, Priority Improvements	0.00	40,000.00	-40,000.00	0.0%
H4169NW, New Well	0.00	16,000.00	-16,000.00	0.0%
H4169VR, Valve Replacement	0.00	56,000.00	-56,000.00	0.0%
Total H4169UT, Priority Improvements	0.00	56,000.00	-56,000.00	0.0%
Total Water Capital Improv'ts Exp.	175.00	118,824.00	-118,649.00	0.1%
Water Operating Expenses				
W1028, Maint. Mgr. Wages	360.00	20,625.00	-20,265.00	1.7%
W1073, Extra Hire Wages	877.83	3,000.00	-2,122.17	29.3%
W1404, FICA	90.60	1,810.00	-1,719.40	5.0%
W1506, Medical benefits	502.60	3,000.00	-3,000.00	0.0%
W1701, Work. Comp. Insurance	0.00	400.00	-400.00	0.0%
W2049, Conferences & Training	0.00	400.00	-400.00	0.0%
W2058, Annual Permit Fee	0.00	1,883.00	-1,883.00	0.0%
W2077, Routine Repairs	2,357.77	5,000.00	-2,642.23	47.2%
W2115, Chemicals & Testing	30.00	5,000.00	-4,970.00	0.6%
W2117, Administrative Fees	1,750.00	21,000.00	-19,250.00	8.3%
W2121, Miscellaneous Expenses	53.00	1,000.00	-947.00	5.3%
W2130, Postage & Shipping	88.20	1,500.00	-1,411.80	5.9%
W2133, Office Supplies	6.34	1,000.00	-993.66	0.6%
W2325, Contract Services	0.00	5,000.00	-5,000.00	0.0%
W2479, Travel allowance	200.00	1,500.00	-1,300.00	13.3%

3:46 PM

08/31/02

Accrual Basis

Muir Beach Community Services District 2001-2002

Profit & Loss Budget vs. Actual

July 2002

	Jul 02	Budget	\$ Over Budget	% of Budget
W2534, Telephone Relay Expense	41.86	600.00	-558.14	7.0%
W2535, Electrical Service	1,124.04	7,000.00	-5,875.96	16.1%
Total Water Operating Expenses	7,482.24	79,318.00	-71,835.76	9.4%
Total Expense	12,605.45	291,309.00	-278,703.55	4.3%
Net Income	-3,974.33	-77,734.00	73,759.67	5.1%

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING
HELD ON THURSDAY, MAY 9, 2002**

Directors present: Directors: Hills, Kamradt, Ostroff, and Shaffer. President Rudnick arrived approximately 15 minutes after the meeting was called to order.

I. Call to order: Vice President Shaffer opened the meeting at 6:38 pm

II. Single purpose Agenda: This is a special single purpose meeting to consider the electrical conditions existing at the District well site facilities.

III. Nor-cal Pumpworks, Inc. Director Kamradt had invited Kim Anderson, Co-owner of this company to inspect the electrical conditions at the District well site. Mr. Anderson met at the well site with Director Hills, General Manager Macfarlane, and Maintenance Manager Pearlman, prior to the meeting. He performed a preliminary inspection of the well site electrical installation, including verbal briefs from the District representatives relating to the conditions previously reported by resident electrician Fred Thal. Following the inspection, his group adjourned to the community center to attend the special Board meeting.

Mr. Anderson gave a brief verbal report to the Board, noting that his company's license is limited to electrical facilities in conjunction with their installation of well pumps and ancillary fixtures. For this reason, he recommended that a licensed electrical contractor be consulted for all other electrical considerations. Mr. Anderson does work with Huber Stroe and Associates, Electrical Engineers, in conjunction with appropriate activities for the Stinson Beach Water Company. While he noted various District electrical conditions that are non conforming with the electrical codes (also reported by Mr. Thal),

1 he indicated these should be fairly simple to correct. He did specifically note that the electrical service
2 serving the Bar B Que, as installed under the creek bed should be considered a critical problem requiring
3 timely disconnection or removal from service. He also noted that the electrical service lines from the PG&E
4 transformer are rubbing against tree branches, representing a potential fire hazard. PG& E has previously
5 indicated to the District that these lines are not a PG&E responsibility.

6
7 Mr. Anderson then discussed some of the other water system needs and concurred that a dedicated
8 raw water line from the well site to the storage tanks is preferred to the current combined raw/distribution
9 use. He also noted that the controls for the water levels could be improved including a backup system to the
10 primary system.

11
12 The Board thanked Mr. Anderson for his assistance and he departed at approximately 7:12.

13
14 **IV. General discussion:** Following Mr. Anderson's departure, the Board had a lengthy discussion with resident
15 Fred Thal referencing the recent communications Mr. Thal has e-mailed to the Board and various community
16 residents.

17 Mr Thal commented that in his opinion , the electrical infringements at the well site that would affect
18 the upcoming annual Fireman's BBQ needed to be addressed immediately.

19
20 The Board noted that it had hired Mr. Thal at the March 2002 Board meeting to correct the
21 immediate electrical infringements that would affect the BBQ. The board also noted that Mr. Thal had not
22 completed the work that he had advised the Board needed to be done and had been hired to complete.

23
24 Since Mr. Thal had not completed the electrical work at the well site, the Board was forced to hold
the special meeting to interview other electrical contractors with the goal of completing the electrical work
that Mr. Thal had not completed.

1 At this point in the meeting Mr. Thal insisted that in addition to the immediate electrical
2 infringements that needed to be corrected, other electrical problems existed at the well site. Mr. Thal noted
3 that he was not employed at that time and would like to be paid to handle all of the electrical problems at the
4 well site, not just the immediate infringements for the BBQ.

5
6 The Board agreed with Mr. Thal that the well site was in need of many improvements. The Board
7 explained that the well site would be re-engineered once the Technical Advisory Committee (T. A. C.) Had
8 determined the terms of the Muir Beach water rights. The Board further explained that it would be financially
9 irresponsible to re-engineer the well site before having the Federal and State terms of the community's water
10 rights to guide the re-engineering effort.

11
12 Erin Pinto, a former Muir Beach CSD board member, addressed the Board with a recommendation
13 and her endorsement that Mr. Thal be hired as the community's electrical contractor for the well site. Ms
14 Pinto expressed her belief that all of the work at the well site needed to be done immediately and that Mr.
15 Thal was an excellent candidate to complete all electrical work.

16
17 The Board then informed Mr. Thal that it would not be hiring him for any more electrical work for
18 the community. The Board explained its decision by pointing out that Mr. Thal had failed to do the electrical
19 work he had been hired to do and that it would be irresponsible to hire him again. The Board did note its
20 commitment to retain the services of a qualified electrical engineer to both fix the immediate electrical
21 infringements at the well site for the upcoming annual BBQ as well as address the long term electrical re-
22 engineering of the site once the terms of the water rights have been established.

23
24 Following the discussion with Mr. Thal, the Directors instructed the G. M. to contact licensed
electrical contractors to have the critical problems at the well site further investigated, with a stipulation that

1 they must be able to complete severe emergency work, if there is any, prior to the Bar B Que. They also
2 authorized the G. M. to call for a special meeting, if necessary, to approve the work. Suggested electrical
3 companies included Knight Electrical, Blue Rock Electrical and Jim Bockhurst.
4

5 Prior to closing the meeting, Director Kamradt indicated that she could not attend the scheduled May
6 29, 2002 Board meeting. This was followed by a brief discussion in search of an alternative date. However,
7 due to scheduling conflicts with all Directors, it was finally decided to reconfirm the May 29 date and
8 acknowledge that Director Kamradt would not attend. The Board then decided to cancel the closed personnel
9 meeting that was scheduled prior to the regular meeting hours on May 29.
10

11 The meeting was adjourned at 8:35 P.M.
12

13 These minutes were approved by the Muir Beach Community Services District Board of Directors, during
14 their meeting on
15
16
17
18
19
20

21 Peter Rudnick, Board President

Donovan Macfarlane, Secretary

OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, JULY 24, 2002

Directors present: President Rudnick; Directors: Hills, Kamradt, Ostroff, and Shaffer.

I. Call to order: President Rudnick opened the meeting at 7:10 pm. He then introduced David Burn Calander to make an announcement. Mr. Burn-Calander then announced that his mother, a long time resident of Muir Beach had passed away. He complemented the District Fire Department for its efforts and kindness in their life saving efforts and then announced that he planned to have a short memorial service in the community center within a few weeks. He will announce the date when it is established. He then thanked the Board and the community members present for their understanding. All persons present offered their condolences.

II. Review and consideration of the March 27, 2002 Agenda. There was a brief discussion of the Agenda. As Supervisor Kinsey had not arrived, it was suggested that his presentation be delayed and that Agenda Items V and VI be changed to Items III and IV. With these changes, Director Shaffer *moved* to approve the Agenda as modified; seconded by Director Kamradt, ayes all.

III. bills to Be Paid Report: Director Ostroff asked for clarification about the payment to Pacific Watershed Associates and the G. M. explained that this was payment for the final draft of the Redwood Creek Erosion Study that the District was serving as grant administrator. The funds paid

1 are grant funds specifically for that project. With this clarification, Director Shaffer moved to
2 approve the Bills to be Paid Report including \$318.01 in Water Capital Improvement expenses,
3 \$45,118.47 in General Fund expenses and \$750 in security deposit refunds for a total of \$46,186.48
4 in warrants issued; seconded by Director Kamradt, ayes all.

5
6 **IV. Fire Department:** Chief Sward reported that many of the volunteers are on vacation, but that he
7 expects to return to full strength by the end of August. His understanding is that the annual Bar B
8 Que was about equal to last years income, but the final auditing has not been completed. He has been
9 informed that the request for additional chipper funds from the West Marin Wild Land grant has
10 been approved. The G. M. reported that to date the District has only received the first increment of
11 last years operational funds and that we are waiting for the second increment. The Director
12 acknowledged Chief Sward's and the volunteers efforts.

13
14 **V. Supervisor Steve Kinsey:** Supervisor Kinsey gave a general summary of the combined County,
15 District and N. P. S. efforts to relieve the Pacific Way flooding. He explained that the County had
16 agreed to assist the N. P. S. by supplying equipment and manpower to do much of the work
17 recommended by the N. P. S. environmental assessment study. He further indicated his support of
18 the Muir Beach Community, and then answered questions from the residents on the Pacific Way
19 flooding and other matters of their interest. The Directors all acknowledged their appreciation for
20 Supervisor Kinsey's efforts and assistance.

21
22 **VI. National Park Service:** N. P. S. Ranger Jennifer Vic gave a brief review of the N. P. S.
23 environmental assessment study and its recommendations for relieving the Pacific Way flooding.
24

1 She noted that if all the recommendations were completed, relief would be provided, but would not
2 totally eliminate the flooding. The best projected result is that the flooding duration and intensity will
3 be reduced to a more tolerable level to permit emergency vehicle access, except for short periods
4 during major storms, and that the duration of the most intense flooding would be reduced in during
5 substantially. In summary of he report, she suggested that it would be very helpful if residents
6 favoring the project wrote supporting letters addressing them to: Superintendent, Golden Gate National
7 Recreation Area, Building 201, Fort Mason, San Francisco, CA 94123.

8 She then answered questions from the residents present and following this, resident Terry
9 Onorato thanked and completed both Supervisor Kinsey and Jennifer for their efforts and sincerity.
10 Terry was joined by the directors in this acclaim.

11
12 **VII. General Manager's Report:** There was brief discussion of the fiscal report, followed by the
13 following:

14
15 **A. Proposed Budget for Fiscal 2002-03 :** The G. M. responded to several question concerning
16 the proposed budget, explaining the increased costs for water distribution due to the
17 increased wages for replacing Harvey during his sabbatical leave, and that the reduced tax
18 income reflects the current State Budget deficit indicate that the E. R. A. F. refunds received
19 during the past years will not be refunded this year. Following the discussion, Director
20 Kamradt *moved* to approve the proposed budget as submitted, seconded by Director Hills,
21 ayes all.

22
23 **B. Roads and easements:** Director Hills reviewed his discussions with residents along Sunset
24

1 Way and his perception that most residents favor the rural character of the roadway. This was
2 followed by a discussion concerning the need to reduce the weed growth in the pedestrian
3 easements to improve usability and to reduce the fire potential. The G. M. said he will have
4 the maintenance crew begin work as soon as possible and as frequently as they are available.

5 This was followed by a discussion of the Lasky encroachment into the Park Land and
6 their proposed large home addition. The G. M. noted that he had notified the County of this
7 and requested that a legal survey be performed to assure that there were no physical
8 encroachments into District property.

9 This was followed by a brief discussion of the pedestrian way from Seacape Drive to
10 the Muir Beach overlook. It was explained that this trail was not maintained (a policy
11 established some years ago) due to the abuse by non residents and their trespassing on to the
12 adjacent private properties.

13
14 **C. Water operations:** The G. M. reported that water operations were normal. However, there
15 is concern about the continued high use of water. Director Hills noted that his studies
16 indicated that this could be substantially reduced by a strong conservation effort from the high
17 water consumers. Director Ostroff suggested that we use the "Bully Pulpit" for the next month
18 and that an interim conservation policy be discussed during the next Board meeting. Director
19 Kamradt suggested that the Pelican Inn be contacted in an effort to have them reduce their
20 consumption.

21 **D. Water Capital Improvements:** Director Hills reported on the meeting with CSW Stuber-
22 Stroeh Engineering Group (Civil Engineers) and DVC Consultants (Electrical-Mechanical
23 Engineers). The general recommendation of Directors Hill and Ostroff is to have CSW do the
24

1 general assessment planning for capital improvements while using DVC for the electrical-
2 mechanical details. As it turned out, DVC is the usual electrical-mechanical consultant used
3 by CSW. Director Hills will contact CSW to make certain that they will not add a surcharge
4 to the DVS services.

5
6 **E. Recreation:** Kathy Sward gave an update on the efforts to have the community center deck
7 roof completed. She indicated that the current estimated cost is approximately \$30,000 and
8 that the Quilters now have approximately \$20,000 in funds available. She requested assistance
9 from the District if their proposed fund raising events do not raise enough money for the
10 work. Supervisor Kinsey mentioned that he will seek County cooperation in reducing the
11 permit fees, if possible.

12 This was followed by a brief discussion of the possibility of using volunteer labor and
13 the G. M. indicated that he would check to see if this violated our insurance coverage.
14

15 **VIII. Review of the draft minutes:** There was a brief discussion of the draft minutes for the March 27,
16 2002 meeting, and Director Kamradt *moved* to approve the minutes as submitted; seconded by
17 Director Shaffer; ayes all.

18 There was a brief discussion of the draft minutes for the April 22, 2002 meeting, and Director
19 Shaffer *moved* to approve the minutes as submitted; seconded by Director Hills; ayes all.

20 There was a lengthy discussion of the draft minutes for the special meeting on May 9, 2002
21 and it was decided to defer approval of these minutes for further consideration and suggested changes.

22 There was a brief discussion of the draft minutes for the May 29, 2002 meeting, and Director
23 Shaffer *moved* to approve the minutes as submitted; seconded by Director Kamradt; ayes all.
24

1 There was a discussion of the draft minutes for the June 12, 2002 meeting, and after some
2 consideration it was suggested to delete sub paragraph B of the G. M.'s report (lines 3 through 7 of
3 page 43 of 50 or page 3 of these minutes). With this deletion, Director Hills *moved* to approve the
4 minutes as revised; seconded by Director Kamradt, ayes all.

5
6 **IX. Next meeting date:** There was a lengthy discussion the next meeting date, with various conflicts due
7 to vacations and other commitments. It was finally agreed to schedule the next meeting for
8 Wednesday, September 4, 2002.

9 **The meeting was adjourned at 11:40 pm**

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

12
13
14
15
16 Steven Shaffer, Board President

Donovan Macfarlane, Secretary

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BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, SEPTEMBER 25 2002
IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE.
THE REGULAR MEETING WILL BEGIN AT 7:00 P.M.

DESCRIPTION	PAGES
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SPECIAL NOTE

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

e-mail from

NPS
Public Notice - Watershed
Final Workshop 11/11 @ Tom High

Bis Lagoon
Oct 29
5:30 open house
C-8

SF Oct 22
Nov 2
Tom High

B2 - Site Walk
Nov 9 1-3pm
" 9-12
Watershed.

Pacific - Gulf Excan. about 6.95'

400 cy removed
now working on erosion control
Dewater for Bank 100 cy removed

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING ON WEDNESDAY,
SEPTEMBER 25, 2002 TO BEGIN AT 7:00 P. M. IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

Directors: President Steve Shaffer; Directors: Leighton Hills, Deborah Kamradt, Maury Ostroff, and Peter Rudnick. *Hills not present.*

- I. Open the public meeting:** President Shaffer will call the public meeting to order. *7:00*
- II. Review and consideration of the September 25, 2002 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, Peter, all.*
- III. National Park Service:** Representatives from the National Park Service (N. P. S.) will offer information on the ongoing Muir Woods and Beach activities relevant to the Muir Beach Community. *P.*
- C DE, F →*
IV. Bills to be paid. The Board will consider payment approval of the bills received requesting payment during the August 1, 2002 through August 31, 2002. *Refer, Deb all.*
- V. Fire Department, Emergency Disaster Committee:** Chief Sward will offer a report on the Department's activities since the last Board meeting. *W. Morris funds in 1 week - Fire Truck - not for 2-3 months due to work to be done -*

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

- Fire phone Association looking for grants - Updating Web site.*
- VI. 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:** Since the September 4, 2002 meeting, there have been no abnormal events or expenditures. In general, the District is operating within its budget parameters.
- B. Roads and Easements:** We are continuing to reduce the vegetation growth on the pedestrian easements, and to clear the roadway culverts. However, with our limited personnel, the progress is not as rapid as is desirable.
- Suggested recommendations for District operations and policy standards is being prepared for the Board's consideration during the Board meeting. *Table to next meeting.*
- It is anticipated that N. P. S. will deliver an update on the Pacific Way flooding mitigation during their presentation scheduled above.
- C. WATER OPERATIONS:** The repair of the pressure regulating station valves, for the Sunset Way station should be completed prior to the Board meeting. The unaccounted for water loss is below last month's quantity and percentage, but is still more than 7% above our general no major leak condition. We have been continuing to search for a possible leak, but have had little success at this point.
1. Coliform tests taken during August were free of bacteria.
 2. Gross water billing for the 7/23/02 through 8/23/02 billing period was \$5,658.49 including \$111.97 in late payment penalties and \$2.45 in interest charges. The monthly consumption surcharge for this period totaled \$1,416.13.
 3. The gross water volume for this period of 1,151,809 is 112.95% of the same billing period in 2001 and the consumer meters recorded use of 954,918 gallons which is just 2.5% greater than the same period in 2001. The unaccounted for water loss of 17.09% for the current period versus the 6.7% loss for the previous year is a further indication of the suspected system leak.

The table below tabulates the water production for the period July 23, 2002 to August 23, 2002.

Total volume of water measured through the master meter =	1,151,809 gallons
Average daily pumping rate	37,155 gallons
Highest pumping day was on 8/09/02 and volume pumped =	46,800 gallons
Lowest pumping day was on 8/02/02 and volume pumped =	33,734 gallons
Total volume billed through service meters =	954,918 gallons
Gross unaccounted for water loss =	196,891 gallons
Estimated un-metered maintenance use	000 gallons
Estimated leak repair losses	000 gallons
Net unaccounted for water loss (17.09%) ¹	96,687 gallons
Average daily customer consumption per meter =	113 gallons
Average service billing =	\$36.84

¹ This is above 10%, indicating a system distribution leak.

D. Water Conservation enforcement: The August water invoices included a "Water Conservation Request", and if time permits a verbal report on its effectiveness will be available following the meter readings on September 23. Also, the notice included notification that the District will be performing meter tests on meters that may be indicating an undetermined small leak, as well as checking the older meters for possible inaccurate recordings. It should be noted that faulty meters generally record less volume than is actually used, as the mechanics of the meter tend to slow the meter versus increase its recording levels. This can result in the loss of income to the District, as well as distort the unaccounted for water loss. Approximately 60% of the District's water meters are more than 12 years old, and the general life expectancy of a standard water meter is 10 to 15 years. However, it is not unusual for meters to properly function for many more years.

E. Water Conservation Policy: During the last Board meeting, there was inadequate time to consider the adoption of an interim water conservation policy, in the event the District is required to go on noticed conservation. This issue was requested for continued consideration during tonight's meeting for both a temporary policy and the scheduling of consideration for a long term policy that includes the provisions required by the District's water rights permit.

F. Water Rights: The next T. A. C. meeting is scheduled for Friday, September 27, 2002 and the primary topic on the Agenda will be finalize the methodology and standard for activating the Required Conservation Notice to District consumers. The T. A. C.'s recommendations will be submitted for Board consideration during the October meeting. If the board adopts the T. A. C. recommendations, the most difficult condition of the water rights permit will essentially be completed, enabling the completion of the Adaptive Management plan and completion of the permit requirements.

G. Capital Improvements: The contract for DCV Consultants has been executed and I should have the schedule for the completion of their inspection in time to report to the Board.

A request for drilling proposals, following the recommendations of DCV Consultants has been submitted to the three well drilling companies having the equipment that can drill the well in accord with the recommendations. A copy of the DVC report has been forwarded to the Directors under separate cover. It should be noted that the recommendations include the construction of a water storage facility on the well site, to improve the water treatment and well operations, as well as improve the District's reserves and ability to maintain service in the event of a system failure in the upper storage facilities.

Following the consultant's recommendation for construction of a storage facility of at least 50,000 gallons, on the well site, will also fulfill one of the water rights permit requirements to increase the District's water storage volume to a minimum of 300,000 gallons. The estimated cost of such a facility should be less than \$70,000 and there is a very strong possibility that at least a 50% (or more) grant can be obtained for the construction. This method of completing the basic permit terms will also leave substantial capital improvement funds for other needed capital improvements, such as improved filtration and water treatment.

While the members of the T. A. C. have encouraged substantially larger storage facilities, and additional increase may be warranted. However, funding is not currently available to fully replace the upper storage tank with a larger size and the District's installation of a tank liner has increased the serviceable life span of the upper tank for at least another ten years.

Recreation: Requests for bids to construct the Community Center deck roof have been placed with the Bay Area Contractor Referral Service and the California Contractors Referral Service. To date, just one qualified contractor has requested the plans and bidding information. Properly noticed for bids, the earliest submission date is October 15, 2002. A requirement of the bidding process is that a specific closing date and time for submission of the bids must be announced and that the bids be opened in a general public meeting. While a speedy time frame has been requested, it is difficult to accomplish without the Board having a special meeting. An e-mail request has been forwarded to determine if a special meeting can be set.

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

- VII. 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.

- VIII. Review of the draft minutes for:** The regular Board meeting held on September 4, 2002

- IX. Next meeting date:** The fourth Wednesday in October is the 23rd.

ADJOURNMENT OR CONTINUATION

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 08/01/02 THROUGH 08/31/02**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
ABC Consultants, Inc.	2117	T. A. C. meetings, minutes, reports	B	\$175.00
TOTAL WATER CAPITAL IMPROVMENT EXPENSES =				\$175.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Costco	2049	Meeting refreshments	P	\$9.99
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	600.00
Office Max	2133	Folders, misc. supplies	P	56.31
Marin County	2352	LAFCO Fee	C	434.00
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	143.25
AT&T	2534	415-388-7804 toll calls paid in August	B	13.68
AT&T	2534	707-643-1143 toll calls paid in August	B	37.05
Cingular	2534	Cell phone paid this month	B	
Pacific Bell	2534	707-643-1143 paid this month	B	
Pacific Bell	2534	415-388-7804 paid this month	B	
Parrot Cellular	2534	Cell phone battery	P	59.54
TOTAL G&A EXPENSES =				\$1,353.82

FIRE DIVISION EXPENSES, DIVISION CODE 9240

Michael Moore	1073	Chipper management	C	\$172.24
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	225.00
C. Davis Carniglia	4827	Reimburse for W. Marin expenses	B	329.40
Pacific Bell	4827	Fire station phone paid this month	B	
TOTAL FIRE EXPENSES =				\$726.64

RECREATION EXPENSES, DIVISION CODE 9239

Sutton Freebaim-Smith	1028	Maint. manager wages paid this month	C	\$26.91
Salvador Gonzales	1073	Extra Hire wages paid this month	C	161.47
Juana Gonzales	1077	Janitorial wages paid this month	C	151.78
State Fund	1701	Work comp insurance, 2nd qtr. '02	B	141.88
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
Pacific Bell	2534	Community Centerpay phone paid this month	B	
Pacific Gas & Electric	2535	Community Center electric paid this month	B	
Bell's market	2041BI	Bistro cream	P	3.35
Lonna Richmond	2041BI	Bistro wages paid this month	C	193.78
Nancy Knox	2041BI	Bistro pastries purchased this month	P	25.00
Whole Foods	2041BI	Misc. Bistro supplies purchased this month	P	
TOTAL RECREATION EXPENSES =				\$1,204.17

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Sutton Freebaim-Smith	1028	Maint. manager wages paid this month	C	\$26.91
Salvador Gonzales	1073	Extra Hire wages paid this month	C	107.66
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
TOTAL R&E EXPENSES =				\$634.57

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 08/01/02 THROUGH 08/31/02

WATER DIVISION EXPENSES, DIVISION CODE 9238

Sutton Freebairn-Smith	1028	Maint. manager wages paid this month	C	\$1,103.42
Jose Alcalá	1073	Extra Hire wages paid this month	C	77.50
Salvador Gonzales	1073	Extra Hire wages paid this month	C	80.75
P.E.R.S.	1506	Medical plan paid from Shaffer Trust	B	251.00
State Fund	1701	Work comp insurance, 2nd qtr. '02	B	1,834.05
ACWA Joint Powers Authorities	2049	Replace Chcek #425 6/07/02 lost in mail	B	20.00
American Water Works Association	2049	Annual membership less \$114 credit balance	B	3.00
California Rural Water Association	2049	Annual membership	B	215.00
Marin County Environmental Healt	2059	Annual water operations permit	C	1,889.00
Herb's Pool Service	2115	Chlorine supplies	B	28.96
ABC Consultants, Inc.	2117	Clerical fees paid this month	B	800.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	950.00
Public Storage	2121	File storage	B	53.00
USPO	2130	Postage	P	63.20
Costco	2133	Printer ink	P	52.60
Office Max	2133	Copies of reports	P	20.29
Sutton Freebairn-Smith	2479	Travel allowance paid this month	B	
Marin Cell U Phone	2534	Suttons Pager for water operations	B	9.95
Pacific Bell	2534	Upper tank phone relay paid this month	B	
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	B	

TOTAL WATER EXPENSES = \$7,451.72

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Lovett-Kean, Jenean	9025R	Refund water security deposit and credit bal	B	\$104.94
Compass community Services	9255R	Refund rental security deposit	B	250.00
MacKenzie, Dqvid	9255R	Refund rental security deposit	B	250.00
St. John's Educational Center	9255R	Refund rental security deposit	B	250.00

TOTAL CHECKS ISSUED FROM TRUST FUNDS = \$854.94

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

TOTAL WATER CAPITAL IMPROVMENT EXPENSES = \$175.00
TOTAL GENERAL FUND EXPENSES = 11,370.92
TOTAL CHECKS ISSUED FROM TRUST FUNDS = 854.94
TOTAL OF ALL CHECKS ISSUED = \$12,400.86

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on
the _____ day of _____ 2002.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Steven Shaffer, President

Donovan Macfarlane, Secretary

9:55 PM
09/21/02
Accrual Basis

Muir Beach Community Services District 2002-2003
Summary of Profit & Loss Budget vs. Actual
July through August 2002

	<u>Jul - Aug 02</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
Administrative Income	0.00	45,400.00	-45,400.00	0.0%
Fire Operations Income	0.00	13,400.00	-13,400.00	0.0%
Recreational Activities Income	2,402.27	11,900.00	-9,497.73	20.2%
Water Capital Improvements Inco	9,386.62	72,875.00	-63,488.38	12.9%
Water Operations Income	6,144.15	70,000.00	-63,855.85	8.8%
Total Income	17,933.04	213,575.00	-195,641.96	8.4%
Expense				
Administrative Expenses	2,969.58	24,030.00	-21,060.42	12.4%
Fire Operational Expenses	822.39	11,200.00	-10,377.61	7.3%
Firesafe Marin Grant Expenses	1,033.44	25,000.00	-23,966.56	4.1%
Recreational Expenses	2,834.05	32,157.00	-29,322.95	8.8%
Roads & Easements Expenses	1,201.85	32,937.00	-31,735.15	3.6%
Water Capital Improve'ts Exp.	1,214.50	118,824.00	-117,609.50	1.0%
Water Operating Expenses	14,931.26	79,318.00	-64,386.74	18.8%
Total Expense	25,007.07	323,466.00	-298,458.93	7.7%
Net Income	<u>-7,074.03</u>	<u>-109,891.00</u>	<u>102,816.97</u>	<u>6.4%</u>

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

	<u>Aug 31, 02</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	20,253.18
Fund 429, County Investment Fun	
Capital Improvements	208,305.20
General Investments	72,059.72
Total Fund 429, County Investment Fun	280,364.92
Petty Cash Fund	116.18
Salomon Smith Barney	
Fire Station Reserve	12,418.73
General Funds	24,455.86
Rental deposit trust	3,600.00
Shaffer CalPers Trust	196.11
Water Security Deposit Trust	6,000.00
Total Salomon Smith Barney	46,670.70
Total Checking/Savings	347,404.98
Accounts Receivable	
Receivables	9,926.02
Total Accounts Receivable	9,926.02
Other Current Assets	
Undeposited Funds	26.83
Total Other Current Assets	26.83
Total Current Assets	357,357.83
Fixed Assets	
A4048, Office Equipment	536.86
Total Fixed Assets	536.86
TOTAL ASSETS	357,894.69
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1506CPSH Shaffer CalPers Trust	196.11
R9255R, Refundable deposits	3,600.00
W9025RD, Security deposits	6,000.00
Total Other Current Liabilities	9,796.11
Total Current Liabilities	9,796.11
Total Liabilities	9,796.11
Equity	
Retained Earnings	355,172.61
Net Income	-7,074.03
Total Equity	348,098.58
TOTAL LIABILITIES & EQUITY	357,894.69

8:23 PM
09/21/02
Accrual Basis

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

	Aug 02
Income	
Recreational Activities Income	
R9255, CC Rental Income	1,145.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	114.20
Total R9811, Rec. Programs Income.	114.20
Total Recreational Activities Income	1,259.20
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,504.37
H9031, Water Surcharge Income - Other	390.00
Total H9031, Water Surcharge Income	1,894.37
Total Water Capital Improvements Inco	1,894.37
Water Operations income	
W9025, Water Service Income	
W9025Int., Overdue bill interst	2.93
W9025LP, Late pay penalty	135.43
W9025, Water Service Income - Other	6,009.99
Total W9025, Water Service Income	6,148.35
Total Water Operations Income	6,148.35
Total Income	9,301.92
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	9.99
A2117, Consulting Admin. Fees	600.00
A2133, Office Supplies	56.31
A2352, County Fees	434.00
A2479, Travel Expenses	137.15
A2534, Telephone/Communications	110.27
Total Administrative Expenses	1,347.72
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	329.40
Total Fire Operational Expenses	554.40
Firesafe Marin Grant Expenses	
F2077-Chipper grant program	
F1073 chipper payroli	172.24
Total F2077-Chipper grant program	172.24
Total Firesafe Marin Grant Expenses	172.24
Recreational Expenses	
R1028, Maint. Mgr. Wages	25.00
R1073, Janitorial wages	291.00
R1404, FICA	37.94
R1701, Work Comp Insurance	141.88
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	208.35
Total R2041, Rec. Program Expenses	208.35
R2117, Administrative Expenses	500.00
R2534, Pay Telephone Expense	0.00
Total Recreational Expenses	1,204.17
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	25.00
E1073, Extra Hire Wages	100.00

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

	Aug 02
E1404, FICA	9.57
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	634.57
Water Capital Improve'ts Exp.	
H2049 Meeting & Hearing expense	3.00
H2117, Administrative Fees	175.00
H2352, County fees	861.50
Total Water Capital Improve'ts Exp.	1,039.50
Water Operating Expenses	
W1073, Extra Hire Wages	152.75
W1404, FICA	1,108.92
W1506, Medical benefits	251.30
W1701, Work. Comp.insurance	1,834.05
W2049, Conferences & Training	235.00
W2058, Annual Permit Fee	1,889.00
W2115, Chemicals & Testing	28.96
W2117, Administrative Fees	1,750.00
W2121, Miscellaneous Expenses	53.00
W2130, Postage & Shipping	63.20
W2133, Office Supplies	72.89
W2534, Telephone Relay Expense	9.95
Total Water Operating Expenses	7,449.02
Total Expense	12,401.62
Net Income	-3,099.70

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09/21/02

Accrual Basis

Muir Beach Community Services District 2002-2003
Profit & Loss Budget vs. Actual
 July through August 2002

	Jul - Aug 02	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income				
A9001, General Tax Income	0.00	43,800.00	-43,800.00	0.0%
A9203, Interest earned	0.00	1,600.00	-1,600.00	0.0%
Total Administrative Income	0.00	45,400.00	-45,400.00	0.0%
Fire Operations Income				
F9377, West Marin Funds	0.00	8,300.00	-8,300.00	0.0%
F9763, Fire Assoc. Donations	0.00	5,100.00	-5,100.00	0.0%
Total Fire Operations Income	0.00	13,400.00	-13,400.00	0.0%
Recreational Activities Income				
R9255, CC Rental Income	2,045.00	7,000.00	-4,955.00	29.2%
R9811, Rec. Programs Income.				
R9811BI, Bistro Income	267.27	1,400.00	-1,132.73	19.1%
R9811CD, Com. Din. Income	0.00	2,000.00	-2,000.00	0.0%
R9811CP, Child's Prog. Income	0.00	230.00	-230.00	0.0%
R9811TC, Tai Chi Income	90.00	1,120.00	-1,030.00	8.0%
Total R9811, Rec. Programs Income.	357.27	4,750.00	-4,392.73	7.5%
R9834, Res. Handbook Income	0.00	150.00	-150.00	0.0%
Total Recreational Activities Income	2,402.27	11,900.00	-9,497.73	20.2%
Water Capital Improvements Inco				
H9001, special Assessment Tax	6,000.00	55,875.00	-49,875.00	10.7%
H9031, Water Surcharge Income				
H9031, Consumption Surcharge	1,504.37	13,000.00	-11,495.63	11.6%
H9031, Water Surcharge Income - Other	390.00			
Total H9031, Water Surcharge Income	1,894.37	13,000.00	-11,105.63	14.6%
H9377, Interest Earnings				
H9377C, Cap. Imp. Interest	1,097.99	4,000.00	-2,902.01	27.4%
H9377G, Gen. Inv. Interest	394.26			
Total H9377, Interest Earnings	1,492.25	4,000.00	-2,507.75	37.3%
Total Water Capital Improvements Inco	9,386.62	72,875.00	-63,488.38	12.9%
Water Operations Income				
W9025, Water Service Income				
W9025Int., Overdue bill interst	2.93			
W9025LP, Late pay penalty	131.23			
W9025, Water Service Income - Other	6,009.99	70,000.00	-63,990.01	8.6%
Total W9025, Water Service Income	6,144.15	70,000.00	-63,855.85	8.8%
Total Water Operations Income	6,144.15	70,000.00	-63,855.85	8.8%

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09/21/02

Accrual Basis

Muir Beach Community Services District 2002-2003
Profit & Loss Budget vs. Actual
 July through August 2002

	Jul - Aug 02	Budget	\$ Over Budget	% of Budget
Total Income	17,933.04	213,575.00	-195,641.96	8.4%
Expense				
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	407.42	400.00	7.42	101.9%
A2117, Consulting Admin. Fees	1,200.00	7,200.00	-6,000.00	16.7%
A2121, Miscellaneous Expenses	0.00	300.00	-300.00	0.0%
A2129, Gen. Election expenses	0.00	455.00	-455.00	0.0%
A2130, Mailing & Shipping Exp.	0.00	275.00	-275.00	0.0%
A2133, Office Supplies	56.31	450.00	-393.69	12.5%
A2137, Copier Maint. Expenses	0.00	150.00	-150.00	0.0%
A2352, County Fees	434.00	8,000.00	-7,566.00	5.4%
A2479, Travel Expenses	274.30	2,200.00	-1,925.70	12.5%
A2534, Telephone/Communications	383.80	2,600.00	-2,216.20	14.8%
A2713, Legal fees	213.75	2,000.00	-1,786.25	10.7%
Total Administrative Expenses	2,969.58	24,030.00	-21,060.42	12.4%
Fire Operational Expenses				
F2117, Administrative Fees	450.00	2,700.00	-2,250.00	16.7%
F4827, W. Marin Fund Expenses	372.39	8,500.00	-8,127.61	4.4%
Total Fire Operational Expenses	822.39	11,200.00	-10,377.61	7.3%
Firesafe Marin Grant Expenses				
F2077-Chipper grant program				
F1073 chipper payroll	1,033.44	25,000.00	-23,966.56	4.1%
Total F2077-Chipper grant program	1,033.44	25,000.00	-23,966.56	4.1%
Total Firesafe Marin Grant Expenses	1,033.44	25,000.00	-23,966.56	4.1%
Recreational Expenses				
R1028, Maint. Mgr. Wages	35.00	2,250.00	-2,215.00	1.6%
R1073, Janitorial wages	644.50	2,700.00	-2,055.50	23.9%
R1404, FICA	79.52	379.00	-299.48	21.0%
R1701, Work Comp Insurance	141.88	718.00	-576.12	19.8%
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	475.77	2,100.00	-1,624.23	22.7%
R2041CD, Com. Dinner Expenses	0.00	600.00	-600.00	0.0%
R2041CP, Child's Program Exp.	0.00	200.00	-200.00	0.0%
R2041TC, Tai Chi Expenses	144.00	1,400.00	-1,256.00	10.3%
Total R2041, Rec. Program Expenses	619.77	4,300.00	-3,680.23	14.4%
R2077, Routine Repairs	0.00	5,000.00	-5,000.00	0.0%
R2097, CC Ground Maintenance	0.00	250.00	-250.00	0.0%
R2117, Administrative Expenses	1,000.00	6,000.00	-5,000.00	16.7%
R2119, Publications	0.00	500.00	-500.00	0.0%
R2121, Miscellaneous Expenses	0.00	100.00	-100.00	0.0%
R2133, Office Supplies & Stamps	0.00	100.00	-100.00	0.0%

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09/21/02

Accrual Basis

Muir Beach Community Services District 2002-2003
Profit & Loss Budget vs. Actual
 July through August 2002

	Jul - Aug 02	Budget	\$ Over Budget	% of Budget
R2259, Refuse Removal	119.49	500.00	-380.51	23.9%
R2366, Building Supplies	0.00	350.00	-350.00	0.0%
R2534, Pay Telephone Expense	54.00	760.00	-706.00	7.1%
R2535, Energy Expenses				
R2535E, Electrical Expenses	0.00	1,000.00	-1,000.00	0.0%
R2535G, Butane Gas Expenses	0.00	250.00	-250.00	0.0%
R2535, Energy Expenses - Other	139.89			
Total R2535, Energy Expenses	139.89	1,250.00	-1,110.11	11.2%
R4048, Building Improvements	0.00	7,000.00	-7,000.00	0.0%
Total Recreational Expenses	2,834.05	32,157.00	-29,322.95	8.8%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	25.00	5,500.00	-5,475.00	0.5%
E1073, Extra Hire Wages	162.50	4,000.00	-3,837.50	4.1%
E1404, FICA	14.35	727.00	-712.65	2.0%
E1701, Work's. Comp. Insurance	0.00	1,210.00	-1,210.00	0.0%
E2077, Road & Easement Repairs	0.00	15,000.00	-15,000.00	0.0%
E2117, Administrative Fees	1,000.00	6,500.00	-5,500.00	15.4%
Total Roads & Easements Expenses	1,201.85	32,937.00	-31,735.15	3.6%
Water Capital Improve'ts Exp.				
H2049 Meeting & Hearing expense	3.00	400.00	-397.00	0.8%
H2117, Administrative Fees	350.00	2,100.00	-1,750.00	16.7%
H2352, County fees	861.50	324.00	537.50	265.9%
H2713, Project Improvements				
H2713CP, System Improvements	0.00	60,000.00	-60,000.00	0.0%
Total H2713, Project Improvements	0.00	60,000.00	-60,000.00	0.0%
H4169UT, Priority Improvements				
H4169NW, New Well	0.00	40,000.00	-40,000.00	0.0%
H4169VR, Valve Replacement	0.00	16,000.00	-16,000.00	0.0%
Total H4169UT, Priority Improvements	0.00	56,000.00	-56,000.00	0.0%
Total Water Capital Improve'ts Exp.	1,214.50	118,824.00	-117,609.50	1.0%
Water Operating Expenses				
W1028, Maint. Mgr. Wages	360.00	20,625.00	-20,265.00	1.7%
W1073, Extra Hire Wages	1,030.58	3,000.00	-1,969.42	34.4%
W1404, FICA	1,199.52	1,810.00	-610.48	66.3%
W1506, Medical benefits	753.90			
W1701, Work. Comp. Insurance	1,834.05	3,000.00	-1,165.95	61.1%
W2049, Conferences & Training	235.00	400.00	-165.00	58.8%
W2058, Annual Permit Fee	1,889.00	1,883.00	6.00	100.3%
W2077, Routine Repairs	2,357.77	5,000.00	-2,642.23	47.2%
W2115, Chemicals I Testing	58.96	5,000.00	-4,941.04	1.2%
W2117, Adminisitrative Fees	3,500.00	21,000.00	-17,500.00	16.7%

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09/21/02

Accrual Basis

Muir Beach Community Services District 2002-2003
Profit & Loss Budget vs. Actual
 July through August 2002

	Jul - Aug 02	Budget	\$ Over Budget	% of Budget
W2121, Miscellaneous Expenses	106.00	1,000.00	-894.00	10.6%
W2130, Postage & Shipping	151.40	1,500.00	-1,348.60	10.1%
W2133, Office Supplies	79.23	1,000.00	-920.77	7.9%
W2325, Contract Services	0.00	5,000.00	-5,000.00	0.0%
W2479, Travel allowance	200.00	1,500.00	-1,300.00	13.3%
W2534, Telephone Relay Expense	51.81	600.00	-548.19	8.6%
W2535, Electrical Service	1,124.04	7,000.00	-5,875.96	16.1%
Total Water Operating Expenses	14,931.26	79,318.00	-64,386.74	18.8%
Total Expense	25,007.07	323,466.00	-298,458.93	7.7%
Net Income	-7,074.03	-109,891.00	102,816.97	6.4%

OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, SEPTEMBER 4, 2002

Directors present: President Rudnick; Directors: Kamradt, Hills, Ostroff, and Shaffer.

I. Call to order: President Rudnick opened the meeting at 7:10 pm and turned the chair over to incoming President Shaffer.

II. Review and consideration of the September 4, 2002 Agenda. There was a brief discussion of the Agenda, and Director Hills *moved* to approve the Agenda as submitted; seconded by Director Kamradt, ayes all.

III. National Park Service: Ranger Jennifer Vic offered an update on the ongoing activities of the Park Service and then reported that the Regional Water Quality Control Board is not opposing the flood mitigation steps for Pacific Way. Work will begin on Monday, with the removal of woody debris from the buildup areas of the lower creek area. She mentioned that three crews will be working together in these efforts. Also, that there is a meeting with the environmental protestants called by Supervisor Kinsey in an effort to resolve their concerns.

A. Big Lagoon plans and schedules will be reviewed in scooping meetings, and one of the considerations is "Where will the parking lot go". Muir Beach residents will be notified by post card announcements.

1 B. Redwood Creek Watershed will have a "Vision Process" meeting on November 16, 2002
2 which will be held in the Tamalpais High School facilities.

3 Following Jennifer's presentation, President Shaffer and the Directors complemented
4 the N. P. S. for their efforts and increased priority of Muir Beach concerns, with particular
5 appreciation for Supervisor O'Neill's and Jennifer's efforts on Pacific Way.

6 **IV. Bills to be paid:** There was a brief discussion of the Bills to be Paid Report. Director Ostroff asked
7 for clarification of the Marin Plumbing and Hydec expenses and the G. M. explained that the repair
8 of the Shoreline Highway pressure regulating station required some re-plumbing by Marin Plumbing
9 and the specialty skills of the Hydec technicians to complete the repairs. The G. M. then informed
10 the board that these costs had been billed to N. P. S. as resulting from the broken water main
11 conditions during the previous attempts to alleviate the Pacific Way problems. With this explained,
12 Director Rudnick *moved* to approve the report as submitted including a total of \$12,423.63 in general
13 fund expenditures and \$175 in water capital improvement expenditures and \$750 in security deposit
14 refunds for a total of \$13,348.63 in warrants issued, seconded by Director Kamradt; ayes all.

15
16 **V. Fire Department, emergency disaster committee:** Chief Sward asked about the West Marin Funds
17 and the G. M. explained that the County has not transferred the funds as of this date. Chief Sward
18 then informed the Board that the Department would take delivery and title of the same Fire Truck
19 that the County had loaned to the District last year. The truck will require several expensive
20 modifications prior to being placed in actual use, and the West Marin Funds will be used for this.
21 The Board confirmed that the G. M. could temporarily advance funds if necessary.

22
23 **VI. General Manager's Report:** There was brief discussion of the fiscal report, followed by the
24

1 following:

2
3 **A. General Operations:** President Shaffer noted that since Harvey's departure on leave of
4 absence, he has received several complaints that various maintenance activities are not being
5 properly cared for. This was followed by a brief discussion and the G. M. noted that he was
6 preparing a priority list of activities that he will review with Sutton Freebairn-Smith who is
7 filling in for Harvey.

8 **B. Roads and easements:** The G. M. noted that some progress has been made on cleaning the
9 pedestrian ways, but that the lack of personnel time is a shortcoming. There were questions
10 concerning the Lasky addition permit and the G. M. informed the Board that he has received
11 word from the County that the permit has been issued without enforcement of the District's
12 request for a certified survey. Essentially, the County considers the Lasky landscaping into
13 the District Park Land a District issue. Following additional discussion, concerning the lack
14 of a formal "District Operations and Procedures Policy" the G. M. was requested to prepare
15 his suggestions for such a policy to the Board for their consideration.

16 **C. Water operations:** The G. M. reported that water operations were normal. The consumer
17 meter readings versus the comparison of gross well production show a sharp decline in the
18 unaccounted for water loss to 8.66% indicating that the distribution system leak has been
19 resolved. The G. M. reported that while the overall District consumption was less than last
20 year, the income was greater due to more use by the high volume users. Director hills asked
21 if the high use meters had been read more frequently, and the G. M. indicated that they had
22 not due to the temporary absence of Sutton. The G. M. also noted that the District is not on
23 "Noticed Conservation" officially requiring the consumer conservation.
24

1
2 **D. Water Conservation Policy:** The discussion of a formal conservation policy was briefly
3 considered and then continued for further consideration after the T. A. C. finalizes its
4 recommendations for the methodology and trigger points for activating the water rights
5 permit conservation provisions.

6 **E. Water rights.** There was a brief report by Directors Kamradt and Rudnick on the August 9,
7 2002 T. A. C. meeting which was limited to a general discussion. The next T. A. C. meeting
8 is scheduled for Friday, September 27, 2002. Directors Kamradt and Rudnick will attend.

9 **F. Water Capital Improvements:** There was a brief discussion of the well site inspection with
10 Directors Hill and Ostroff, the G. M. and Aaron M. Newman of DVC Consultants. Mr.
11 Newman will submit a written report of his recommendations for the new well to be drilled,
12 prior to the next Board meeting.

13 **G. Recreation:** Kathy Sward informed the Board that Tony Moore has completed the plans for
14 glassing the Community Center deck roof and that the permit has been issued. She indicated,
15 that Mr. Moore's estimated cost for the project is ~~\$31,000~~ *substantially less than the original*
16 *estimate of 45k* and that the Quilters currently
17 have approximately \$20,000. They intend to sponsor some new fund raising events to raise
18 additional money, but are also requesting funding assistance from the District. The Board
19 noted that its Recreational funds are limited and that the Community Center has several
20 necessary repairs, including the roof, that will limit any possible additional funding.

21 The G. M. noted that the project cost will require the District to follow the required
22 formal bidding process, as the cost exceeds \$10,000. He requested that copies of the plans
23 and specifications be forwarded to him so he can arrange for the bidding process.
24

1 **VII. Review of the draft minutes** for the May 9, 2002 special meeting. There were no changes suggested
2 for these minutes and Director Kamradt *moved* to approve the minutes as submitted; seconded by
3 Director Rudnick, ayes all.

4
5 **VIII. Review of the draft minutes** for the meeting held on July 24, 2002. Following a brief discussion,
6 Director Kamradt *moved* to approve these minutes as submitted, seconded by Director Rudnick, ayes
7 all.

8
9 **IX. Next meeting date:** Following a brief discussion the next meeting date was confirmed for
10 Wednesday, September 25, 2002.

11
12 The meeting was adjourned at 9:21 P.M.

13
14 These minutes were approved by the Muir Beach Community Services District Board of Directors,
15 during their meeting on _____

16
17
18
19 _____
20 Steven Shaffer, Board President

Donovan Macfarlane, Secretary

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FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, OCTOBER 23, 2002
IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE.
THE REGULAR MEETING WILL BEGIN AT 7:00 P.M.**

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for Vic.

Pac Way - completed and cleanup.

They will monitor ^{stream flow, etc.} environmental
are set to see - NPS was going to
remove 2 more severe jams but

2 meetings

MS & MTS Corte Madera MMD Board
Nov 7 13-1430

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING ON WEDNESDAY,
OCTOBER 23, 2002 TO BEGIN AT 7:00 P. M. IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

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

- I. Open the public meeting:** President Shaffer will call the public meeting to order. *19:05*
- II. Review and consideration of the October 23, 2002 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". *Maury, Deb.*
- 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 September 1, 2002 through September 30, 2002. *Maury, Leighton .*
- V. Fire Department, Emergency Disaster Committee:** Chief Sward will offer a report on the Department's activities since the last Board meeting. *Fire Truck is @ High Tech for calibration. Not here - t will arrive 'pail*

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

- VI. 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.

- Deb-
Leighton
& count will*
- A. Administration:** Administrative activities have been dominated by efforts to complete the County audit of District records. In late September, I was informed that Susan Forsyth was no longer employed by the County and that Victor, the auditor that previously worked on the audit had been transferred to another department. After discussion with the current department head and my indication that after five years of delays, completion of the audit warrants some priority.

Subsequently, Dana Proctor was assigned to complete the audit and it now seems that in addition to the dull data previously furnished, it is necessary to furnish copies of the copies of the general ledgers and minutes for all the subsequent years subsequent to the audit years in progress. Several of these year's records are in storage and based on an older Quick Books system than is currently in use. Converting the files, along with printing the general ledger and composing CD's with the minutes does require considerable time, even though it is in computer form. For example, the general ledger for each year is 180 to 200 pages.

To further frustrate the effort, it seems that the storage disks for the fiscal year 1999-2000 have been damaged or somehow corrupted, necessitating additional time for searching alternative backups and efforts to reconstruct/rehabilitate the corrupted data. All in all, it seems that the County is now sincere in their efforts to complete the audit, and I have hope that they will have their report ready for presentation during the next (November/December) Board meeting.

- B. Roads and Easements:** Last month, the Board was given a report of suggestions for development of a formal Roads and Easements policy. Since the last meeting, there have been some areas of concern for resident actions affecting:

- Suggest -*
1. The drainage on areas of Sunset Way and Pacific Way. — *Deb up \$500*
not repphalt, Mungy all.
 2. The Park area from Seacape Drive to the Muir Beach Overlook.
Look @ fence - if it is on CSD land write letter.
 3. The park area in the area of the Lasky, Lake, and Qualls. properties.
Lugsten & Mungy - letter to Lasky -

Resolution of these concerns should be facilitated by the Board's consideration of standard Roads and Easements Operations and Procedures Policy. Prior to adoption of a policy, several meetings involving resident input is necessary; therefore it is suggested that the Board develop a proposed schedule for these meetings.

- C. WATER OPERATIONS:** The repair of the pressure regulating station valves, for the Sunset Way station should be completed prior to the Board meeting. The unaccounted for water loss is below last month's quantity and percentage, but is still more than 7% above our general no major leak condition. We have been continuing to search for a possible leak, but have had little success at this point.

- Deb -
Anthem police
kept in place until
the Board is notified.
Deb Lugsten.*
1. Coliform tests taken during September were free of bacteria.
 2. Gross water billing for the 8/23/02 through 9/23/02 billing period was \$5,348.65 including \$74.31 in late payment penalties and \$4.78 in interest charges. The monthly consumption surcharge for this period totaled \$1,363.00.
 - C. The gross water volume for this period of 1,157,778 is just 6,623 gallons more (0.005%) than the previous month's billing period; however, actual consumer consumption was 37,020 gallons less (0.039%) than the previous month. This is verified by the increase the unaccounted for water loss increase from 17.09% to 20.62%, indicating an increasing distribution system leak. We are consistently searching for potential leaks, but thus far none of the suspect areas excavated have uncovered the leak source.

The table below tabulates the water production for the period August 23, 2002 to September 23, 2002.

Total volume of water measured through the master meter =	1,157,778 gallons
Average daily pumping rate	37,348 gallons
Highest pumping day was on 9/04/02 and volume pumped =	48,100 gallons
Lowest pumping day was on 9/13/02 and volume pumped =	28,200 gallons
Total volume billed through service meters =	917,989 gallons
Gross unaccounted for water loss =	238,680 gallons
Estimated un-metered maintenance use	000 gallons
Estimated leak repair losses	000 gallons

Net unaccounted for water loss (20.62%) ¹	238,680 gallons
Average daily customer consumption per meter =	109 gallons
Average service billing =	\$34.72

¹ This is above 10% and has increased during this period, indicating a system distribution leak.

D. Water Conservation enforcement: The water flow in Redwood Creek has seriously declined, activating the conservation requirements of the water right permit. Formal "Conservation Notices" were posted on the bulletin boards and then mailed to each water customer. The meters of consumers having a more than 1,000 cubic feet of use last month were read following the conservation notice, then read again 3 days later, and will be read again 7 days later. As of this date, I have reduced the data due to the time demands of the County audit. However, the data will be available prior to delivery of the Board packet.

*Increased
mtr mths*

E. Water Conservation Policy: While the T. A. C. members have expressed satisfaction with our prompt efforts for water conservation, it still remains that we have no policy for enforcement as required by the water right permit. Hopefully, the current drought will end and the conservation notice canceled. However, its activation does emphasize the need to develop a formal policy and procedure.

F. Water Rights: The next T. A. C. meeting is scheduled for Friday, November 8, 2002. The draft minutes of the September meeting have been forwarded to the Board and all T. A. C. members. *Dub, Peter -*

G. Capital Improvements: DCV Consultants are working on their report to the Board for the needed improvements modifications in the well site. I anticipate receiving their report prior to the November/December meeting..

The permit for drilling the new well has been filed for, but its issue has been delayed following an inspection of the well site by the County Environmental Department (CED). The abandoned well on the N. P. S. land (I believe it is an old Banducci well) must be properly sealed. I have obtained permission from the CED to coordinate the sealing of this well with the drilling of our well, as the sealing requires the services of a licensed well driller. Weeks well drilling has submitted a proposal to drill the new well for an approximate cost of just under \$10,000. Sealing the old well is estimated to be less than \$2,000, depending on the cost for removing the old pump (requires heavy equipment). I have offered to coordinate the well sealing and to advance funds (to be repaid) for the well sealing in an effort to expedite the well drilling. However, as of this date, I have not received authorization from N. P. S. They are making a sincere effort to expedite this, but there are procedures that they must follow prior to issuing approval.

ok
*\$500
light can ch*

H. Recreation: Due to the water conservation notices and the audit, I have been delayed in completing the contract documents needed for the bidding process for the community center deck. Originally, I had scheduled the bids to be submitted no later than October 16 and my delay required this to be extended. I am contacting the 3 contractors interested in submitting a bid, in an effort to have the bids coincide with the scheduled Board meeting, if possible.

Sunday Path, streets
This concludes the General Manager's report in the Agenda.

VII. 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.

VIII. Review of the draft minutes for: The regular Board meeting held on September 4, 2002

Deby, Peter
IX. Next meeting date: In accord with the prevailing Board policy, the November meeting is generally delayed until the first Wednesday in December, and no meeting is scheduled in December. The first Wednesday in December is the 4th. 

ADJOURNMENT OR CONTINUATION

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 09/01/02 THROUGH 09/30/02**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
ABC Consultants, Inc.	2117	T. A. C. meeting and minutes	B	175.00
Marin County	2352	Tax collection fee	C	430.75
Marin County Environmental Health	4169	Well drilling permit application fee	B	440.00
TOTAL WATER CAPITAL IMPROVMENT EXPENSES =				\$615.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Kinko's	2049	Board meeting packets	P	60.47
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	143.00
AT&T	2534	Toll calls 415-388-7804 paid this month	B	91.18
AT&T	2534	Toll calls 707-643-1143 paid this month	B	74.10
Cingular	2534	Cell phone paid this month	B	151.83
Pacific Bell	2534	415-388-7804 paid this month	B	101.07
Pacific Bell	2534	707-643-1143 paid this month	B	40.75
TOTAL G&A EXPENSES =				\$1,162.40

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	B	83.87
TOTAL FIRE EXPENSES =				\$308.87

RECREATION EXPENSES, DIVISION CODE 9239

Sutton Freebairn-Smith	1028	Maint. manager wages paid this month	C	
Salvador Gonzales	1073	Extra Hire wages paid this month	C	26.91
Juana Gonzales	1077	Janitorial wages paid this month	C	151.78
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	600.00
Costco	2366	Paper towels, toilet paper, etc	P	31.44
Pacific Bell	2534	Community Centerpay phone paid this month	B	108.00
McPhail	2535	Propane gas refill	B	118.40
Pacific Gas & Electric	2535	Community Center electric paid this month	B	157.97
Costco	2041B	Coffee for Bistro	P	23.97
Lonna Richmond	2041B	Bistro wages paid this month	C	193.78
Nancy Knox	2041B	Bistro pastries purchased this month	P	20.00
Whole Foods	2041B	Misc. Bistro supplies purchased this month	P	1.50
Emiko Wang	R2041TC	Tai Chi instruction August & September	B	144.00
TOTAL RECREATION EXPENSES =				\$1,577.75

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Sutton Freebairn-Smith	1028	Maint. manager wages paid this month	C	26.91
Salvador Gonzales	1073	Extra Hire wages paid this month	C	94.20
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
TOTAL R&E EXPENSES =				\$621.11

MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 09/01/02 THROUGH 09/30/02

WATER DIVISION EXPENSES, DIVISION CODE 9238

Sutton Freebairn-Smith	1028	Maint. manager wages paid this month	C	888.12
Jose alcala	1073	Extra Hire wages paid this month	C	196.77
Salvador Gonzales	1073	Extra Hire wages paid this month	C	94.19
PERS	1506	Shaffer Trust Health Insurance	B	251.30
Forster Pump and Engineering	2077	Chlorine pump repairs	B	668.06
Herb's pool Service	2115	Chlorine supplies	B	28.96
Marin Health Laboratory	2115	Coliform tests	B	30.00
ABC Consultants, Inc.	2117	Clerical fees paid this month	B	800.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	950.00
Public Storage	2121	File storage	B	53.00
USPO	2130	Postage	P	74.30
Kinko's	2133	Invoice forms	P	3.44
NEBS	2133	Envelopes for invoices	B	368.47
Office Max	2133	Printer toner, paper, file folders, etc.	P	105.87
Marin Cell-U-phone	2534	Maintenance manager's pager	B	9.95
Pacific Bell	2534	Upper tank phone relay paid this month	B	31.92
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	B	1,089.16

TOTAL WATER EXPENSES = \$5,643.51

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Deborah Parma	R9255R	Refund rental deposit	B	250.00
Jon Burns	R9255R	Refund rental deposit	B	500.00
Karen Schub	R9255R	Refund rental deposit	B	500.00
Nomad Dance Company	R9255R	Refund rental deposit	B	250.00
Peter Rudnick	R9255R	Refund rental deposit	B	250.00
A. F. Thal	W9025R	Partial refund of water security deposit	B	77.82

TOTAL CHECKS ISSUED FROM TRUST FUNDS = \$1,827.82

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

TOTAL WATER CAPITAL IMPROVMENT EXPENSES = \$615.00
TOTAL GENERAL FUND EXPENSES = 9,313.64
TOTAL CHECKS ISSUED FROM TRUST FUNDS = 1,827.82
TOTAL OF ALL CHECKS ISSUED = \$11,756.46

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

the _____ day of _____ 2002.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Steven Shaffer, President

Donovan Macfarlane, Secretary

8:48 AM
 10/19/02
 Accrual Basis

Muir Beach Community Services District 2002-2003
Summary of Profit & Loss Budget vs. Actual
 July through September 2002

	<u>Jul - Sep 02</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
Administrative Income	11.33	45,400.00	-45,388.67	0.0%
Fire Operations Income	0.00	13,400.00	-13,400.00	0.0%
Firesafe Marin Grant Income	2,876.63			
Recreational Activities Income	3,052.97	11,900.00	-8,847.03	25.7%
Water Capital Improvements Inco	12,195.55	72,875.00	-60,679.45	16.7%
Water Operations Income	17,390.78	70,000.00	-52,609.22	24.8%
Total Income	<u>35,527.26</u>	<u>213,575.00</u>	<u>-178,047.74</u>	<u>16.6%</u>
Expense				
Administrative Expenses	3,964.25	24,030.00	-20,065.75	16.5%
Fire Operational Expenses	1,131.26	11,200.00	-10,068.74	10.1%
Firesafe Marin Grant Expenses	1,033.44	25,000.00	-23,966.56	4.1%
Recreational Expenses	4,311.80	32,157.00	-27,845.20	13.4%
Roads & Easements Expenses	1,822.96	32,937.00	-31,114.04	5.5%
Water Capital Improve'ts Exp.	2,260.25	118,824.00	-116,563.75	1.9%
Water Operating Expenses	20,583.94	79,318.00	-58,734.06	26.0%
Total Expense	<u>35,107.90</u>	<u>323,466.00</u>	<u>-288,358.10</u>	<u>10.9%</u>
Net Income	<u><u>419.36</u></u>	<u><u>-109,891.00</u></u>	<u><u>110,310.36</u></u>	<u><u>-0.4%</u></u>

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

As of September 30, 2002

	Sep 30, 02
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	18,808.60
Fund 429, County Investment Fun	
Capital Improvements	209,704.25
General Investments	70,229.92
Total Fund 429, County Investment Fun	279,934.17
Petty Cash Fund	-101.11
Salomon Smith Barney	
Fire Station Reserve	12,418.73
General Funds	29,667.43
Rental deposit trust	1,850.00
Shaffer CalPers Trust	196.11
Water Security Deposit Trust	5,900.00
Total Salomon Smith Barney	50,032.27
Total Checking/Savings	348,673.93
Accounts Receivable	
Receivables	14,313.15
Total Accounts Receivable	14,313.15
Other Current Assets	
Undeposited Funds	14.14
Total Other Current Assets	14.14
Total Current Assets	363,001.22
Fixed Assets	
A4048, Office Equipment	536.86
Total Fixed Assets	536.86
TOTAL ASSETS	363,538.08
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1506CPSH Shaffer CalPers Trust	196.11
R9255R, Refundable deposits	1,850.00
W9025RD, Security deposits	5,900.00
Total Other Current Liabilities	7,946.11
Total Current Liabilities	7,946.11
Total Liabilities	7,946.11
Equity	
Retained Earnings	355,172.61
Net Income	419.36
Total Equity	355,591.97
TOTAL LIABILITIES & EQUITY	363,538.08

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

	Sep 02
Income	
Administrative Income	
A9001, General Tax Income	8.08
A9772, Copier Income	3.25
Total Administrative Income	11.33
Firesafe Marin Grant Income	2,876.63
Recreational Activities Income	
R9255, CC Rental Income	370.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	100.70
R9811TC, Tai Chi Income	180.00
Total R9811, Rec. Programs Income.	280.70
Total Recreational Activities Income	650.70
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	2,698.67
H9031, Water Surcharge Income - Other	75.00
Total H9031, Water Surcharge Income	2,773.67
Total Water Capital Improvements Inco	2,773.67
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill interst	9.23
W9025LP, Late pay penalty	186.28
W9025, Water Service Income - Other	11,005.12
Total W9025, Water Service income	11,200.63
Water Operations Income - Other	25.00
Total Water Operations Income	11,225.63
Total Income	17,537.96
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	60.47
A2117, Consulting Admin. Fees	600.00
A2352, County Fees	-217.00
A2479, Travel Expenses	143.00
A2534, Telephone/Communications	408.20
Total Administrative Expenses	994.67
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	83.87
Total Fire Operational Expenses	308.87
Recreational Expenses	
R1028, Maint. Mgr. Wages	0.00
R1073, Janitorial wages	166.00
R1404, FICA	26.47
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	225.47
R2041TC, Tai Chi Expenses	144.00
Total R2041, Rec. Program Expenses	369.47
R2117, Administrative Expenses	500.00
R2366, Building Supplies	31.44
R2534, Pay Telephone Expense	108.00
R2535, Energy Expenses	
R2535G, Butane Gas Expenses	118.40
R2535, Energy Expenses - Other	157.97

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

	Sep 02
Total R2535, Energy Expenses	276.37
Total Recreational Expenses	1,477.75
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	25.00
E1073, Extra Hire Wages	87.50
E1404, FICA	8.61
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	621.11
Water Capital Improve'ts Exp.	
H2117, Administrative Fees	175.00
H2352, County fees	430.75
H4169UT, Priority Improvements	
H4169NW, New Well	440.00
Total H4169UT, Priority Improvements	440.00
Total Water Capital Improve'ts Exp.	1,045.75
Water Operating Expenses	
W1028, Maint. Mgr. Wages	825.00
W1073, Extra Hire Wages	267.50
W1404, FICA	83.58
W1506, Medical benefits	251.30
W2077, Routine Repairs	668.06
W2115, Chemicals & Testing	62.65
W2117, Administrative Fees	1,750.00
W2121, Miscellaneous Expenses	53.00
W2130, Postage & Shipping	74.30
W2133, Office Supplies	474.34
W2534, Telephone Relay Expense	73.79
W2535, Electrical Service	1,089.16
Total Water Operating Expenses	5,672.68
Total Expense	10,120.83
Net Income	7,417.13

8:52 PM

10/19/02

Accrual Basis

Muir Beach Community Services District 2002-2003

Profit & Loss Budget vs. Actual

July through September 2002

	Jul - Sep 02	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income				
A9001, General Tax Income	8.08	43,800.00	-43,791.92	0.0%
A9203, Interest earned	0.00	1,600.00	-1,600.00	0.0%
A9772, Copier Income	3.25			
Total Administrative Income	11.33	45,400.00	-45,388.67	0.0%
Fire Operations Income				
F9377, West Marin Funds	0.00	8,300.00	-8,300.00	0.0%
F9763, Fire Assoc. Donations	0.00	5,100.00	-5,100.00	0.0%
Total Fire Operations Income	0.00	13,400.00	-13,400.00	0.0%
Firesafe Marin Grant Income	2,876.63			
Recreational Activities Income				
R9255, CC Rental Income	2,415.00	7,000.00	-4,585.00	34.5%
R9811, Rec. Programs Income.				
R9811BI, Bistro Income	367.97	1,400.00	-1,032.03	26.3%
R9811CD, Com. Din. Income	0.00	2,000.00	-2,000.00	0.0%
R9811CP, Child's Prog. Income	0.00	230.00	-230.00	0.0%
R9811TC, Tai Chi Income	270.00	1,120.00	-850.00	24.1%
Total R9811, Rec. Programs Income.	637.97	4,750.00	-4,112.03	13.4%
R9834, Res. Handbook Income	0.00	150.00	-150.00	0.0%
Total Recreational Activities Income	3,052.97	11,900.00	-8,847.03	25.7%
Water Capital Improvements Inco				
H9001, special Assessment Tax	6,000.00	55,875.00	-49,875.00	10.7%
H9031, Water Surcharge Income				
H9031, Consumption Surcharge	4,208.30	13,000.00	-8,791.70	32.4%
H9031, Water Surcharge Income - Other	495.00			
Total H9031, Water Surcharge Income	4,703.30	13,000.00	-8,296.70	36.2%
H9377, Interest Earnings				
H9377C, Cap. imp. interest	1,097.99	4,000.00	-2,902.01	27.4%
H9377G, Gen. inv. interest	394.26			
Total H9377, interest Earnings	1,492.25	4,000.00	-2,507.75	37.3%
Total Water Capital Improvements Inco	12,195.55	72,875.00	-60,679.45	16.7%
Water Operations income				
W9025, Water Service income				
W9025Int., Overdue bill interst	12.16			
W9025LP, Late pay penalty	317.51			
W9025, Water Service Income - Other	17,036.11	70,000.00	-52,963.89	24.3%
Total W9025, Water Service Income	17,365.78	70,000.00	-52,634.22	24.8%
Water Operations Income - Other	25.00			

8:52 PM

10/19/02

Accrual Basis

Muir Beach Community Services District 2002-2003 Profit & Loss Budget vs. Actual July through September 2002

	Jul - Sep 02	Budget	\$ Over Budget	% of Budget
Total Water Operations Income	17,390.78	70,000.00	-52,609.22	24.8%
Total Income	35,527.26	213,575.00	-178,047.74	16.6%
Expense				
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	467.89	400.00	67.89	117.0%
A2117, Consulting Admin. Fees	1,800.00	7,200.00	-5,400.00	25.0%
A2121, Miscellaneous Expenses	0.00	300.00	-300.00	0.0%
A2129, Gen. Election expenses	0.00	455.00	-455.00	0.0%
A2130, Mailing & Shipping Exp.	0.00	275.00	-275.00	0.0%
A2133, Office Supplies	56.31	450.00	-393.69	12.5%
A2137, Copier Maint. Expenses	0.00	150.00	-150.00	0.0%
A2352, County Fees	217.00	8,000.00	-7,783.00	2.7%
A2479, Travel Expenses	417.30	2,200.00	-1,782.70	19.0%
A2534, Telephone/Communications	792.00	2,600.00	-1,808.00	30.5%
A2713, Legal fees	213.75	2,000.00	-1,786.25	10.7%
Total Administrative Expenses	3,964.25	24,030.00	-20,065.75	16.5%
Fire Operational Expenses				
F2117, Administrative Fees	675.00	2,700.00	-2,025.00	25.0%
F4827, W. Marin Fund Expenses	456.26	8,500.00	-8,043.74	5.4%
Total Fire Operational Expenses	1,131.26	11,200.00	-10,068.74	10.1%
Firesafe Marin Grant Expenses				
F2077-Chipper grant program				
F1073 chipper payroll	1,033.44	25,000.00	-23,966.56	4.1%
Total F2077-Chipper grant program	1,033.44	25,000.00	-23,966.56	4.1%
Total Firesafe Marin Grant Expenses	1,033.44	25,000.00	-23,966.56	4.1%
Recreational Expenses				
R1028, Maint. Mgr. Wages	35.00	2,250.00	-2,215.00	1.6%
R1073, Janitorial wages	810.50	2,700.00	-1,889.50	30.0%
R1404, FICA	105.99	379.00	-273.01	28.0%
R1701, Work Comp Insurance	141.88	718.00	-576.12	19.8%
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	701.24	2,100.00	-1,398.76	33.4%
R2041CD, Com. Dinner Expenses	0.00	600.00	-600.00	0.0%
R2041CP, Child's Program Exp.	0.00	200.00	-200.00	0.0%
R2041TC, Tai Chi Expenses	288.00	1,400.00	-1,112.00	20.6%
Total R2041, Rec. Program Expenses	989.24	4,300.00	-3,310.76	23.0%
R2077, Routine Repairs	0.00	5,000.00	-5,000.00	0.0%
R2097, CC Ground Maintenance	0.00	250.00	-250.00	0.0%
R2117, Administrative Expenses	1,500.00	6,000.00	-4,500.00	25.0%
R2119, Publications	0.00	500.00	-500.00	0.0%

8:52 PM

10/19/02

Accrual Basis

Muir Beach Community Services District 2002-2003
Profit & Loss Budget vs. Actual
 July through September 2002

	Jul - Sep 02	Budget	\$ Over Budget	% of Budget
R2121, Miscellaneous Expenses	0.00	100.00	-100.00	0.0%
R2133, Office Supplies & Stamps	0.00	100.00	-100.00	0.0%
R2259, Refuse Removal	119.49	500.00	-380.51	23.9%
R2366, Building Supplies	31.44	350.00	-318.56	9.0%
R2534, Pay Telephone Expense	162.00	760.00	-598.00	21.3%
R2535, Energy Expenses				
R2535E, Electrical Expenses	0.00	1,000.00	-1,000.00	0.0%
R2535G, Butane Gas Expenses	118.40	250.00	-131.60	47.4%
R2535, Energy Expenses - Other	297.86			
Total R2535, Energy Expenses	416.26	1,250.00	-833.74	33.3%
R4048, Building Improvements	0.00	7,000.00	-7,000.00	0.0%
Total Recreational Expenses	4,311.80	32,157.00	-27,845.20	13.4%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	50.00	5,500.00	-5,450.00	0.9%
E1073, Extra Hire Wages	250.00	4,000.00	-3,750.00	6.3%
E1404, FICA	22.96	727.00	-704.04	3.2%
E1701, Work's. Comp. insurance	0.00	1,210.00	-1,210.00	0.0%
E2077, Road & Easement Repairs	0.00	15,000.00	-15,000.00	0.0%
E2117, Administrative Fees	1,500.00	6,500.00	-5,000.00	23.1%
Total Roads & Easements Expenses	1,822.96	32,937.00	-31,114.04	5.5%
Water Capital Improve'ts Exp.				
H2049 Meeting & Hearing expense	3.00	400.00	-397.00	0.8%
H2117, Administrative Fees	525.00	2,100.00	-1,575.00	25.0%
H2352, County fees	1,292.25	324.00	968.25	398.8%
H2713, Project Improvements				
H2713CP, System Improvements	0.00	60,000.00	-60,000.00	0.0%
Total H2713, Project Improvements	0.00	60,000.00	-60,000.00	0.0%
H4169UT, Priority Improvements				
H4169NW, New Well	440.00	40,000.00	-39,560.00	1.1%
H4169VR, Valve Replacement	0.00	16,000.00	-16,000.00	0.0%
Total H4169UT, Priority Improvements	440.00	56,000.00	-55,560.00	0.8%
Total Water Capital Improve'ts Exp.	2,260.25	118,824.00	-116,563.75	1.9%
Water Operating Expenses				
W1028, Maint. Mgr. Wages	1,185.00	20,625.00	-19,440.00	5.7%
W1073, Extra Hire Wages	1,298.08	3,000.00	-1,701.92	43.3%
W1404, FICA	1,283.10	1,810.00	-526.90	70.9%
W1506, Medical benefits	1,005.20			
W1701, Work. Comp. Insurance	1,834.05	3,000.00	-1,165.95	61.1%
W2049, Conferences & Training	215.00	400.00	-185.00	53.8%
W2058, Annual Permit Fee	1,889.00	1,883.00	6.00	100.3%
W2077, Routine Repairs	3,025.83	5,000.00	-1,974.17	60.5%

8:52 PM

10/19/02

Accrual Basis

Muir Beach Community Services District 2002-2003
Profit & Loss Budget vs. Actual
 July through September 2002

	Jul - Sep 02	Budget	\$ Over Budget	% of Budget
W2115, Chemicals I Testing	121.61	5,000.00	-4,878.39	2.4%
W2117, Adminisitrative Fees	5,250.00	21,000.00	-15,750.00	25.0%
W2121, Miscellaneous Expenses	159.00	1,000.00	-841.00	15.9%
W2130, Postage & Shipping	225.70	1,500.00	-1,274.30	15.0%
W2133, Office Suppiies	553.57	1,000.00	-446.43	55.4%
W2325, Contract Services	0.00	5,000.00	-5,000.00	0.0%
W2479, Travel ailowance	200.00	1,500.00	-1,300.00	13.3%
W2534, Telephone Relay Expense	125.60	600.00	-474.40	20.9%
W2535, Electrical Service	2,213.20	7,000.00	-4,786.80	31.6%
Total Water Operating Expenses	20,583.94	79,318.00	-58,734.06	26.0%
Total Expense	35,107.90	323,466.00	-288,358.10	10.9%
Net Income	419.36	-109,891.00	110,310.36	-0.4%

OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, SEPTEMBER 25, 2002

Directors present: President Shaffer; Directors: Kamradt, Ostroff, and Rudnick. Director Hills had called earlier to say he was unable to attend the meeting.

I. Call to order: President Shaffer opened the meeting at 7:08 pm.

II. Review and consideration of the September 25, 2002 Agenda. There was a brief discussion of the Agenda, and Director Kamradt requested that the Water Section (VI.-C, D, E, and F) of the G. M.'s report be considered earlier, as she had to leave by 8:30 pm. Director Rudnick *moved* to approve the Agenda moving the requested items to follow the Bills to be Paid Report (Section IV); seconded by Director Kamradt, ayes all.

III. National Park Service: Ranger Jennifer Vic offered an update on the ongoing activities of the Park Service and reported that the County's work for the cleaning of Redwood Creek had been shortened by 85 feet. The cleaning has been completed and work is now concentrating on bank erosion control. She then informed the Board that the final workshop on the Redwood Creek Watershed will be held on November 11; that there will be an open meetings for Big Lagoon considerations on October 22, 29, and November 2, 2002. Also, there will be a Big Lagoon site walk on Nov. 9 from 13:00 to 15:00 and a Watershed walk on the same day from 09:00 to 12:00.

IV. Bills to be paid: There was a brief discussion of the Bills to be Paid Report and Director Rudnick *moved* to approve the report as submitted including a total of \$11,370.92 in general fund expenditures, \$175 in water capital improvement expenditures, and \$854.94 in rental and

1 water security deposit refunds for a total of \$12,400.86 in warrants issued, seconded by Director
2 Kamradt; ayes all.

3 **V. General Manager's Report:** As per the agenda revisions, the water section of the G. M.'s report
4 was moved up to be considered as follows:

5 **A. Water operations:** The G. M. reported that water operations were normal. However,
6 following the meter readings and the comparison of gross well production versus
7 consumer consumption there is a strong indication of another distribution system leak.
8 Sutton is in the process of searching for signs of the leak and we have requested
9 MMWD's leak detection assistance. While there are numerous signs of flowing water in
10 the central area of Sunset Way and upper Pacific Way, none of the suspect areas excavated
11 have located a leak.

12 **B. Water Conservation:** The G. M. reported that the "Water Conservation Request" issued
13 with the August water service invoices did not seem to be effective, for total water
14 consumption was more than last year's consumption and not significantly reduced from
15 the previous month's consumption. This was followed by a general discussion with the
16 emphasis being on a need for continued study of a formal conservation policy to comply
17 with the terms of the water right permit.

18 **C. Water rights.** The next T. A. C. meeting is scheduled for Friday, September 27, 2002,
19 and the primary item on the agenda is to finalize the T. A. C.'s recommendation to the
20 Board for activating the mandated water conservation measures. Director Kamradt and
21 Rudnick will represent the Board, with the G. M. serving as an advisor.

22 **D. Water Capital Improvements:** DVC Consultants submitted their recommendations for
23 the installation of a new well, including the use of one or two treatment tanks on the well
24

1 site to facilitate the operations. Due to time constraints, and the absence of Director Hills
2 further discussion of this was postponed to the next meeting. It was noted that the
3 discussion would not delay the drilling of the well shaft and the G. M. was authorized to
4 proceed with the well drilling as soon as it can be arranged. Following this discussion,
5 Director Kamradt excused herself from the meeting.

6 **VI. Fire Department, emergency disaster committee:** Chief Sward reported that he has been told
7 that the West Marin Funds would be made available in the next week or so. Also, the delivery of
8 the fire truck has been delayed for two or three months due to work that is needed to put in full
9 operation. He then noted that he feels an agreement for the firehouse is possible in the near future
10 and that the Association is seeking grant funds for improvements. Also, the Association has
11 updated their website.

12 **VII. General Manager's Report:** Completion of the G. M.'s report follows:

13 **A. Administration:** the G. M. reported that administrative activities are normal and that the
14 District remains within the budget parameters for this time of year.

15 **B. Roads and easements:** The G. M. had previously submitted a report on suggestions for
16 development of a formal Roads and Easements Policy and Procedures to be considered by
17 the Board. He noted that several issues are of concern, including drainage, pedestrian trail
18 use, etc. However, as Director Hills is the chair for these considerations further
19 consideration was postponed to the next Board meeting.

20 **C. Recreation:** Kathy Sward informed the Board that the Quilters are scheduling another
21 funding event to gain funds for the community center deck roof. The G. M. noted that he
22 has registered with the Bay Area Contractor Referral Service and the California
23 Contractors Referral Service in an effort to get qualified contractors to bid on the project.
24

1 However, he has been delayed in preparing the contract documents necessary for the
2 public bidding process. He hopes to have the documents completed in the next week to
3 ten days. The Board agreed to hold a special meeting, if necessary, to receive the bids for
4 consideration.

5 **VIII. Review of the draft minutes** for the September 4, 2002 meetings. Kathy Sward requested that
6 the wording and dollar value of "project is \$31,000" in line 15 of page 17 of the minutes in the
7 Board packet be changed to read "substantially less than the original estimate of \$45,000" and
8 with this change, Director Rudnick *moved* to approve the minutes as revised; seconded by
9 Director Ostroff, ayes all, except Director Kamradt who had to leave the meeting prior to this
10 action, at 8:30 pm.

11 **IX. Next meeting date:** Following a brief discussion the next meeting date was confirmed for
12 Wednesday, October 23, 2002.

13 The meeting was adjourned at 8:49 P.M.

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

16
17 _____
18 Steven Shaffer, Board President

Donovan Macfarlane, Secretary

**TABLE OF CONTENTS
FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON12 WEDNESDAY, DECEMBER 11, 2002
IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE.
THE REGULAR MEETING WILL BEGIN AT 7:00 P.M.**

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By word Artist, funds for 2

1. 10% cash advance for Redwood Creek
2. Pacific Way - wrapping up paper work & complete - we will get a copy.
3. Redwood Creek Watershed Vision - last meeting good turnout - first report in Feb/March
4. Big Lagoon - scooping meeting @ Con. Ct. comments until Jan 16. - Start Big Lagoon working group - agency/public Hydrology/Biology -

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING ON WEDNESDAY,
DECEMBER 11, 2002 TO BEGIN AT 7:00 P. M. IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

Directors: President Steve Shaffer; Directors: Leighton Hills, Deborah Kamradt, Maury Ostroff, and Peter Rudnick. *Maury not here. arrive in @ 7:37*

- I. Open the public meeting:** President Shaffer will call the public meeting to order. *7:15*
- II. Review and consideration of the December 11, 2002 Agenda.** Agenda items may be deleted, postponed, continued, or changed in scheduled sequence from the posted agenda so as to accommodate the needs of the Board and the public in attendance. However, no item can be added to the Agenda, for the purpose of having the Board make a decision, except as defined below under "Public Open Time". *Peter, Deb*
- 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 October 1, 2002 through October 31, 2002. *Deb Peter - yes.*
- V. Fire Department, Emergency Disaster Committee:** Chief Sward will offer a report on the Department's activities since the last Board meeting. *Fire Truck - Deborah will pay 10k for the charges.*

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

VI. 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:** In general, administrative activities have returned to normal. The County audit is proceeding well and the District is operating within the budget parameters with the exception of recent major water distribution system problems that will be discussed later in this report.

The County auditor's office has requested updated letters from the District authorizing the audit and representing the District's compliance with the State budget laws. In addition, the County has sent an updated letter for their services confirming the terms outlined to Director Hills and the G. M. during their meeting with Dana Proctor, including the condition that the County will not charge for the audit. The letter from the District requires the G. M.'s signature and the signature of the Board President. The County letter requires an acknowledgment signature by the G. M.. The letter from the County stipulates that the audit will be completed by April 30, 2003

- B. Roads and Easements:** During the previous Board meeting, the G. M. and Director Hills were authorized to mitigate a drainage problem on Sunset Way and to investigate specific conditions of possible encroachments onto the District park lands in the Seacape Subdivision area. The following are the results of actions taken.

- 7:37 Hills B*
Sandberg
1. The Board authorized the expenditure of up to \$500 to mitigate a drainage problem on Sunset Way. No work was done on this project, as Director Hills was informed that the adjacent property owners may solve the problem on their own. *and be go as trial method.*

2. Director Hills and the G. M. meet with Mr. Lasky, to discuss the eventual restoration of the park area behind his home, where construction activities have substantially obliterated the existing vegetation. Mr. Lasky agreed to the District's policy of maintaining the pedestrian access in the center 10' feet of the park area, and the condition that the District will permit him to landscape the 20 feet adjacent to his property providing the landscaping is done in accord with District policy and the boundary markers are clearly visible. A suggested Resolution 2002-12-11-01, outlining District policy for the subject park area, is included in the packet and recommended for adoption.
3. Director Hills and the G. M. inspected the Park area from Seacape Drive to the Muir Beach Overlook. The survey corners of the park along Seacape were located, plus the southwesterly corner of the parkland, along with some previously set line flags that designate the southerly and northerly property lines. It was determined that access to the park land is essentially blocked by extensive vegetation, and that a primitive path occasionally used by hikers is actually on the Smith property. The Smiths have erected a wire fence to protect their property, but have also included an unlocked gate, which Mr. Smith says was provided to give access to local residents. As previously determined by the Board, the general maintenance of a pedestrian trail through this area encourages use by non residents resulting in various trespassing problems and unacceptable use by strangers. No further action is recommended for this area.

C. WATER OPERATIONS: Subsequent to the October Board meeting we have experienced a series of leaks and other problems in the distribution system. These problems will be discussed below, following the general operations considerations.

1. Coliform tests taken during October were free of bacteria.
2. Gross water billing for the 9/23/02 through 10/23/02 billing period was \$4,718.14 including \$71.93 in late payment penalties and \$5.82 in interest charges. The monthly consumption surcharge for this period totaled \$1,203.11.
3. The gross water volume for this period of 1,045,532 which is 112,246 gallons less (9.69%) than the previous month's billing period. The actual consumer consumption of 847,024 gallons was 107,894 gallons less (11.3%) than the previous month. The official conservation notice was not delivered to the residents until early November, indicating that the resident conservation effort was very successful. Even though the District's production was also less than the previous month, the continued double digit unaccounted for water loss of almost 19% continues to indicate an increasing distribution system leak, which will be discussed below.

The table below tabulates the water production for the period September 23, 2002 to October 23, 2002.

Total volume of water measured through the master meter =	1,045,532 gallons
Average daily pumping rate	34,851 gallons
Highest pumping day was on 10/26/02 and volume pumped =	42,600 gallons
Lowest pumping day was on 10/12/02 and volume pumped =	31,100 gallons
Total volume billed through service meters =	847,024 gallons
Gross unaccounted for water loss =	198,508 gallons
Estimated un-metered maintenance use	000 gallons

Estimated leak repair losses	000 gallons
Net unaccounted for water loss (18.99%) ¹	198,508 gallons
Average daily customer consumption per meter =	100 gallons
Average service billing =	\$32.03

¹ The continued high unaccounted for water loss indicates a distribution system leak.

- D. Water System repairs:** Since the last Board meeting, the District has experienced several distribution system leaks requiring substantial costs in repairs. Normally, the District is able to use the services of Forster Pump and Engineering, Inc. or Lindscott Engineering, Inc. for these repairs. However, neither firm was able to be of service for several weeks and it was necessary to seek other contract services. Finally, the services of Giolotti Construction, Inc. were secured and repairs implemented as follows:

As a general condition, it should be noted that repairs within the District's roadways are complicated and costs increased by the need to provide resident and service access to the dwellings during the construction process.

1. The initial repair began with the repair of a valve damaged by heavy construction vehicle traffic essentially crushing a valve on the older shallow line section of Pacific Way, located in the Keyes/Hwang driveway. Uncovering the damaged area, another non functioning valve was uncovered in the driveway area. To prevent future damage from heavy vehicle traffic, a section of the shallow line was lowered and replaced, in addition to replacing the two valves. The cost of these repairs totaled \$7,843.75 including \$4,482.37 in labor, \$1,057.9 in equipment rental, and \$2,293.48 in material.
2. During the above repairs, a leak in the area of the Muir Woods Road and Shoreline Highway intersection was indicated and upon completion of the above repairs the crew moved to excavate and locate the leak. Two leaks were found (1) in the 4" main line and (2) the valve controlling the flow across Shoreline Highway. During the repairs, it was determined that the original installation of this water main was done prior to the finding that catalectic zinc diodes were necessary to prevent the corrosion of the pipe subject to these soil conditions. The repairs included the installation of zinc diodes for protection of the new valve and this section of the distribution line. However, it should be noted that the general condition of this cast iron cement lined pipe is in deteriorating condition and that the eventual replacement of the entire line is indicated as a necessity within the current decade. This line has experienced more severe breaks during the past decade than any other area of the District's distribution system. Total costs for these repairs was \$8,373.18 including \$3,587.99 in labor, \$935.12 in equipment rental and \$3,850.07 in materials.
3. After completing the Shoreline repairs a leaking valve was found in the vicinity of 90 Sunset Way, on the main line feeding the lower distribution system. This valve, plus the addition of needed valves and the lowering of this very shallow existing line had previously been approved for repairs and improvement (estimated cost by Forster of \$16,000) by the Board. The leaking valve required immediate action and the repairs/upgrade were initiated. The repairs required the addition of two new valves,

replacement of two defective valves, lowering of a section of the very shallow line where it is subject to vehicle traffic and reconstruction of a storm catch basin that interfered with the repairs. The total cost for these repairs and upgrades was \$11,703.40, including \$7,843.19 in labor, \$1,336.66 in equipment rental and \$2,523.55 in materials.

4. While performing the repairs in 3 above, the available equipment was used to locate an increasing leak in the vicinity of 120 Sunset Way. We have suspected a leak in this area for some time, but have been unable to locate it using hand excavation and the leak detection services of M. M. W. D.. A tentative location of the leak had been recently established by M. M. W. D. in the driveway area for 120 Sunset. Excavation of the driveway area determined no leak, but found the pipe to be just beneath a shallow culvert under the driveway. Further excavation and checking for service line locations finally located a service line leak beneath the road pavement. This section of the distribution line was moved from beneath the driveway and lowered to provide 30" of cover and a new service line was installed to repair the leak. Total cost for this repair was \$10,174.43 including \$4,494.32 in labor, \$1,087.74 in equipment rental, and \$4,582.37 in materials.

The combined total costs for the above repairs and upgrades is \$38,094.76 which substantially reduces the District's general fund reserves and places water operations expenses in excess of the budget provisions. However, it is my recommendation that a part of these expenses should be paid from the Capital Improvement funds. The work in part 3 above had originally been scheduled for capital improvements, and the repair of the leaking valve merely caused the immediate need for action. The remaining repairs, with the exception of the Shoreline Highway repairs generally involved some system upgrades (valves for Pacific Way) and providing adequate cover for the 120 Sunset area main line. It is my recommendation that the entire cost of Item 3 above, and the material costs for Items 1 and 4 be considered as capital improvements.

- E. **Water Conservation enforcement:** During the October Board meeting, the Board generally concurred with a conservation policy suggested by Director Hills and directed the G. M. to prepare a draft Ordinance for Board consideration, along with a legal opinion from the County Attorney's office. Subsequent to the meeting, the draft Ordinance 2002-12-11-1 was prepared; however, due to its complexity and my uncertainty as to the entire Board's intent the draft Ordinance was not submitted to the County Attorney. The draft Ordinance is included in this meeting packet, for the Board's review and consideration. When the Board concurs with the draft Ordinance and/or approves changes it will be submitted to the Attorney for the legal opinion. **It is emphasized that, the adoption of an Ordinance requires a formal "Public Hearing" with copies of the proposed Ordinance mailed to all District voters and be duly advertized in an approved medium.**

- F. **Water Rights:** The next T. A. C. meeting is scheduled for Friday, January 24, 2003. It is anticipated that Directors Kamradt and Rudnick will report on the November 8, 2002 meeting.

- G. **Capital Improvements:** We are experiencing considerable problems with the well controls and chlorine system. Operation of the pump must be manually checked daily due to a failure of the system controls. The entire chlorine feed line to the well seems to be clogged and in need of replacement. We have temporarily installed a flexible feed line to the well; however, as previously recommended we need to upgrade the chlorine system to eliminate the in well methodology and the use of liquid chlorine.

DCV Consultants has completed their inspection of the well site, well controls and the chlorine system. As of Friday, they indicated that the preliminary draft of their

recommendations and cost estimates will be delivered to me in time for presentation to the Board during the meeting. These recommendations are needed prior to completion and activation of the new well. It is anticipated from discussions with DCV Consultants that the recommendations will substantially modify the current methodology for chlorination and well activation. Therefore, our actions to continue operations have been limited to temporary measures, versus substantial repairs that will most likely be replaced by the consultants' recommendations.

- H. **Recreation:** My activities have been dominated by the water needs and I have no comments regarding the recreational activities at this time.

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

- VII. **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.

outstanding person for \$300 / she can put a tank in bottom and send that they designed off.

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. **Review of the draft minutes for:** The regular Board meeting held on October 23, 2002
- IX. **Next meeting date:** The 4th Wednesday in January is January 22, 2003. there is also a 5th Wednesday on the 29th

ADJOURNMENT OR CONTINUATION

*11th of Jan
is Fri after day*

10:16

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 10/01/02 THROUGH 10/31/02**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
DVC Consultants	2713	Specifications for well drilling	B	\$1,102.40
TOTAL WATER CAPITAL IMPROVMENT EXPENSES =				\$1,102.40

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Costco	2049	Meeting refreshments	P	9.99
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	600.00
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	159.39
Cingular	2534	Cell phone paid this month	B	43.95
Pacific Bell	2534	707-643-1143 paid this month	B	19.80
Pacific Bell	2534	415-388-7804 paid this month	B	48.76
TOTAL G&A EXPENSES =				\$881.89

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	B	41.68
Dave Camiglia	4827	Reimburse for radio items and repair	B	701.38
TOTAL FIRE EXPENSES =				\$968.06

RECREATION EXPENSES, DIVISION CODE 9239

Sutton Freebairn-Smith	1028	Maint. manager wages paid this month	C	
Juana Gonzales	1073	Janitorial wages paid this month	C	151.78
Salvador Gonzales	1073	Extra Hire wages paid this month	C	134.56
State Compensation Fund	1701	Workers Compensation Insurance	B	282.98
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
Waste management	2259	Garbage collection through December	B	119.49
Pacific Bell	2534	Community Center pay phone paid this month	B	54.00
Pacific Gas & Electric	2535	Community Center electric paid this month	B	
Bells Market	2041BI	Misc. Bistro supplies purchased this month	P	5.70
Lonna Richmond	2041BI	Bistro wages paid this month	C	193.78
Nancy Knox	2041BI	Bistro pastries purchased this month	P	20.00
TOTAL RECREATION EXPENSES =				\$1,462.29

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Sutton Freebairn-Smith	1028	Maint. manager wages paid this month	C	26.91
Salvador Gonzales	1073	Extra Hire wages paid this month	C	94.19
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
TOTAL R&E EXPENSES =				\$621.10

WATER DIVISION EXPENSES, DIVISION CODE 9236

Sutton Freebairn-Smith	1028	Maint. manager wages paid this month	C	1,587.84
Sutton Freebairn-Smith	2479	Travel allowance paid this month (Sept & Oct)	B	200.00
State Compensation Fund	1701	Workers Compensation Insurance	B	1,277.97
Marin County Plumbing	2077	Repair of Shoreline pres. reg. station	B	945.98
PERS	1506	Shaffer Trust Health payment	B	251.30
Office Max	2133	Invoice copies, printer ink, paper	P	93.36
Costco	2133	Security envelopes, binders	P	45.38
Public Storage	2121	File storage	B	53.00
Salvador Gonzales	1073	Extra Hire wages paid this month	C	134.58
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	B	
Pacific Bell	2534	Upper tank phone relay paid this month	B	31.92
ABC Consultants, Inc.	2117	Clerical fees paid this month	B	950.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	800.00
USPO	2130	Postage	P	155.00
TOTAL WATER EXPENSES =				\$6,526.33

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Patty Baker	9255R	Refund rental security deposit	B	250.00
TOTAL CHECKS ISSUED FROM TRUST FUNDS =				\$250.00

TOTAL WATER CAPITAL IMPROVMENT EXPENSES =				\$1,102.40
TOTAL GENERAL FUND EXPENSES =				10,459.67
TOTAL CHECKS ISSUED FROM TRUST FUNDS =				250.00
TOTAL OF ALL CHECKS ISSUED =				\$11,812.07

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

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on
the _____ day of _____ 2002.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Steven Shaffer, President

Donovan Macfarlane, Secretary

8:16 PM
12/06/02
Accrual Basis

Muir Beach Community Services District 2001-2002
Year to Date Income and Expense Summary
July through October 2002

	<u>Jul - Oct 02</u>
Income	
Administrative Income	11.33
Firesafe Marin Grant Income	2,876.63
Recreational Activities Income	3,320.47
Water Capital Improvements Inco	15,263.61
Water Operations Income	<u>25,214.65</u>
Total Income	46,686.69
Expense	
Administrative Expenses	4,846.14
Fire Operational Expenses	2,099.32
Firesafe Marin Grant Expenses	1,033.44
Recreational Expenses	5,774.09
Roads & Easements Expenses	2,444.06
Water Capital Improve'ts Exp.	2,245.40
Water Operating Expenses	<u>26,759.67</u>
Total Expense	<u>45,202.12</u>
Net Income	<u><u>1,484.57</u></u>

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

	<u>Oct 31, 02</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	16,484.96
Fund 429, County Investment Fun	
Capital Improvements	213,524.05
General Investments	69,563.42
Total Fund 429, County Investment Fun	283,087.47
Petty Cash Fund	-330.69
Salomon Smith Barney	
Fire Station Reserve	12,418.73
General Funds	31,860.95
Rental deposit trust	1,600.00
Shaffer CalPers Trust	547.11
Water Security Deposit Trust	6,000.00
Total Salomon Smith Barney	52,426.79
Total Checking/Savings	351,668.53
Accounts Receivable	
Receivables	13,236.68
Total Accounts Receivable	13,236.68
Other Current Assets	
Undeposited Funds	-888.78
Total Other Current Assets	-888.78
Total Current Assets	364,016.43
Fixed Assets	
A4048, Office Equipment	536.86
Total Fixed Assets	536.86
TOTAL ASSETS	364,553.29
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1506CPSH Shaffer CalPers Trust	196.11
R9255R, Refundable deposits	1,600.00
W9025RD, Security deposits	6,100.00
Total Other Current Liabilities	7,896.11
Total Current Liabilities	7,896.11
Total Liabilities	7,896.11
Equity	
Retained Earnings	355,172.61
Net Income	1,484.57
Total Equity	356,657.18
TOTAL LIABILITIES & EQUITY	364,553.29

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

	Oct 02
Income	
Recreational Activities Income	
R9255, CC Rental Income	75.00
R9811, Rec. Programs income.	
R9811Bi, Bistro Income	102.50
R9811TC, Tai Chi Income	90.00
Total R9811, Rec. Programs income.	192.50
Total Recreational Activities Income	267.50
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,162.01
H9031, Water Surcharge income - Other	45.00
Total H9031, Water Surcharge Income	1,207.01
H9377, Interest Earnings	
H9377C, Cap. Imp. Interest	1,387.32
H9377G, Gen. Inv. Interest	473.73
Total H9377, Interest Earnings	1,861.05
Total Water Capital Improvements Inco	3,068.06
Water Operations income	
W9025, Water Service income	
W9025int., Overdue billi interst	5.82
W9025LP, Late pay penalty	71.93
W9025, Water Service Income - Other	4,595.97
Total W9025, Water Service Income	4,673.72
W9772, Miscellaneous income	3,150.15
Total Water Operations Income	7,823.87
Total Income	11,159.43
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	9.99
A2117, Consulting Admin. Fees	600.00
A2479, Travel Expenses	159.39
A2534, Telephone/Communications	112.51
Total Administrative Expenses	881.89
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	743.06
Total Fire Operational Expenses	968.06
Recreational Expenses	
R1028, Maint. Mgr. Wages	0.00
R1073, Janitorial wages	266.00
R1404, FICA	34.12
R1701, Work Comp Insurance	282.98
R2041, Rec. Program Expenses	
R2041Bi, Bistro Expenses	205.70
Total R2041, Rec. Program Expenses	205.70
R2117, Administrative Expenses	500.00
R2259, Refuse Removal	119.49
R2534, Pay Telephone Expense	54.00
Total Recreational Expenses	1,462.29
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	25.00
E1073, Extra Hire Wages	87.50
E1404, FICA	8.60

8:14 PM

12/06/02

Accrual Basis

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

	Oct 02
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	621.10
Water Capital Improve'ts Exp.	
H2117, Administrative Fees	175.00
H2713, Project Improvements	
H2713CP, System Improvements	1,102.40
Total H2713, Project Improvements	1,102.40
Total Water Capital Improve'ts Exp.	1,277.40
Water Operating Expenses	
W1028, Maint. Mgr. Wages	1,475.00
W1073, Extra Hire Wages	125.00
W1404, FICA	122.42
W1506, Medical benefits	
W1506CPSH	-351.00
W1506, Medical benefits - Other	251.30
Total W1506, Medical benefits	-99.70
W1701, Work. Comp. Insurance	1,277.97
W2077, Routine Repairs	945.98
W2117, Administrative Fees	1,750.00
W2121, Miscellaneous Expenses	53.00
W2130, Postage & Shipping	155.40
W2133, Office Supplies	138.74
W2479, Travel allowance	200.00
W2534, Telephone Relay Expense	31.92
Total Water Operating Expenses	6,175.73
Total Expense	11,386.47
Net Income	-227.04

8:17 PM

12/06/02

Accrual Basis

Muir Beach Community Services District 2002-2003
Profit & Loss Budget vs. Actual
 July through October 2002

	Jul - Oct 02	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income				
A9001, General Tax Income	8.08	43,800.00	-43,791.92	0.0%
A9203, Interest earned	0.00	1,600.00	-1,600.00	0.0%
A9772, Copier Income	3.25			
Total Administrative Income	11.33	45,400.00	-45,388.67	0.0%
Fire Operations Income				
F9377, West Marin Funds	0.00	8,300.00	-8,300.00	0.0%
F9763, Fire Assoc. Donations	0.00	5,100.00	-5,100.00	0.0%
Total Fire Operations Income	0.00	13,400.00	-13,400.00	0.0%
Firesafe Marin Grant Income	2,876.63			
Recreational Activities Income				
R9255, CC Rental Income	2,490.00	7,000.00	-4,510.00	35.6%
R9811, Rec. Programs Income.				
R9811BI, Bistro Income	470.47	1,400.00	-929.53	33.6%
R9811CD, Com. Din. Income	0.00	2,000.00	-2,000.00	0.0%
R9811CP, Child's Prog. Income	0.00	230.00	-230.00	0.0%
R9811TC, Tai Chi Income	360.00	1,120.00	-760.00	32.1%
Total R9811, Rec. Programs Income.	830.47	4,750.00	-3,919.53	17.5%
R9834, Res. Handbook Income	0.00	150.00	-150.00	0.0%
Total Recreational Activities Income	3,320.47	11,900.00	-8,579.53	27.9%
Water Capital Improvements Inco				
H9001, special Assessment Tax	6,000.00	55,875.00	-49,875.00	10.7%
H9031, Water Surcharge Income				
H9031, Consumption Surcharge	5,370.31	13,000.00	-7,629.69	41.3%
H9031, Water Surcharge Income - Other	540.00			
Total H9031, Water Surcharge Income	5,910.31	13,000.00	-7,089.69	45.5%
H9377, Interest Earnings				
H9377C, Cap. Imp. Interest	2,485.31	4,000.00	-1,514.69	62.1%
H9377G, Gen. Inv. Interest	867.99			
Total H9377, Interest Earnings	3,353.30	4,000.00	-646.70	83.8%
Total Water Capital Improvements Inco	15,263.61	72,875.00	-57,611.39	20.9%
Water Operations Income				
W9025, Water Service Income				
W9025Int., Overdue bill Interst	17.98			
W9025LP, Late pay penalty	389.44			
W9025, Water Service Income - Other	21,632.08	70,000.00	-48,367.92	30.9%
Total W9025, Water Service Income	22,039.50	70,000.00	-47,960.50	31.5%
W9772, Miscellaneous Income	3,150.15			

8:17 PM

12/06/02

Accrual Basis

Muir Beach Community Services District 2002-2003
Profit & Loss Budget vs. Actual
 July through October 2002

	Jui - Oct 02	Budget	\$ Over Budget	% of Budget
Water Operations Income - Other	25.00			
Total Water Operations income	25,214.65	70,000.00	-44,785.35	36.0%
Total Income	46,686.69	213,575.00	-166,888.31	21.9%
Expense				
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	477.88	400.00	77.88	119.5%
A2117, Consulting Admin. Fees	2,400.00	7,200.00	-4,800.00	33.3%
A2121, Miscellaneous Expenses	0.00	300.00	-300.00	0.0%
A2129, Gen. Election expenses	0.00	455.00	-455.00	0.0%
A2130, Mailing & Shipping Exp.	0.00	275.00	-275.00	0.0%
A2133, Office Supplies	56.31	450.00	-393.69	12.5%
A2137, Copier Maint. Expenses	0.00	150.00	-150.00	0.0%
A2352, County Fees	217.00	8,000.00	-7,783.00	2.7%
A2479, Travel Expenses	576.69	2,200.00	-1,623.31	26.2%
A2534, Telephone/Communications	904.51	2,600.00	-1,695.49	34.8%
A2713, Legal fees	213.75	2,000.00	-1,786.25	10.7%
Total Administrative Expenses	4,846.14	24,030.00	-19,183.86	20.2%
Fire Operational Expenses				
F2117, Administrative Fees	900.00	2,700.00	-1,800.00	33.3%
F4827, W. Marin Fund Expenses	1,199.32	8,500.00	-7,300.68	14.1%
Total Fire Operational Expenses	2,099.32	11,200.00	-9,100.68	18.7%
Firesafe Marin Grant Expenses				
F2077-Chipper grant program				
F1073 chipper payroll	1,033.44	25,000.00	-23,966.56	4.1%
Total F2077-Chipper grant program	1,033.44	25,000.00	-23,966.56	4.1%
Total Firesafe Marin Grant Expenses	1,033.44	25,000.00	-23,966.56	4.1%
Recreational Expenses				
R1028, Maint. Mgr. Wages	35.00	2,250.00	-2,215.00	1.6%
R1073, Janitorial wages	1,076.50	2,700.00	-1,623.50	39.9%
R1404, FICA	140.11	379.00	-238.89	37.0%
R1701, Work Comp Insurance	424.86	718.00	-293.14	59.2%
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	906.94	2,100.00	-1,193.06	43.2%
R2041CD, Com. Dinner Expenses	0.00	600.00	-600.00	0.0%
R2041CP, Child's Program Exp.	0.00	200.00	-200.00	0.0%
R2041TC, Tai Chi Expenses	288.00	1,400.00	-1,112.00	20.6%
Total R2041, Rec. Program Expenses	1,194.94	4,300.00	-3,105.06	27.8%
R2077, Routine Repairs	0.00	5,000.00	-5,000.00	0.0%
R2097, CC Ground Maintenance	0.00	250.00	-250.00	0.0%
R2117, Administrative Expenses	2,000.00	6,000.00	-4,000.00	33.3%

8:17 PM

12/06/02

Accrual Basis

Muir Beach Community Services District 2002-2003
Profit & Loss Budget vs. Actual
 July through October 2002

	Jul - Oct 02	Budget	\$ Over Budget	% of Budget
R2119, Publications	0.00	500.00	-500.00	0.0%
R2121, Miscellaneous Expenses	0.00	100.00	-100.00	0.0%
R2133, Office Supplies & Stamps	0.00	100.00	-100.00	0.0%
R2259, Refuse Removal	238.98	500.00	-261.02	47.8%
R2366, Building Supplies	31.44	350.00	-318.56	9.0%
R2534, Pay Telephone Expense	216.00	760.00	-544.00	28.4%
R2535, Energy Expenses				
R2535E, Electrical Expenses	0.00	1,000.00	-1,000.00	0.0%
R2535G, Butane Gas Expenses	118.40	250.00	-131.60	47.4%
R2535, Energy Expenses - Other	297.86			
Total R2535, Energy Expenses	416.26	1,250.00	-833.74	33.3%
R4048, Building Improvements	0.00	7,000.00	-7,000.00	0.0%
Total Recreational Expenses	5,774.09	32,157.00	-26,382.91	18.0%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	75.00	5,500.00	-5,425.00	1.4%
E1073, Extra Hire Wages	337.50	4,000.00	-3,662.50	8.4%
E1404, FICA	31.56	727.00	-695.44	4.3%
E1701, Work's. Comp. Insurance	0.00	1,210.00	-1,210.00	0.0%
E2077, Road & Easement Repairs	0.00	15,000.00	-15,000.00	0.0%
E2117, Administrative Fees	2,000.00	6,500.00	-4,500.00	30.8%
Total Roads & Easements Expenses	2,444.06	32,937.00	-30,492.94	7.4%
Water Capital Improve'ts Exp.				
H2049 Meeting & Hearing expense	3.00	400.00	-397.00	0.8%
H2117, Administrative Fees	700.00	2,100.00	-1,400.00	33.3%
H2352, County fees	0.00	324.00	-324.00	0.0%
H2713, Project Improvements				
H2713CP, System Improvements	1,102.40	60,000.00	-58,897.60	1.8%
Total H2713, Project Improvements	1,102.40	60,000.00	-58,897.60	1.8%
H4169UT, Priority Improvements				
H4169NW, New Well	440.00	40,000.00	-39,560.00	1.1%
H4169VR, Valve Replacement	0.00	16,000.00	-16,000.00	0.0%
Total H4169UT, Priority Improvements	440.00	56,000.00	-55,560.00	0.8%
Total Water Capital Improve'ts Exp.	2,245.40	118,824.00	-116,578.60	1.9%
Water Operating Expenses				
W1028, Maint. Mgr. Wages	2,660.00	20,625.00	-17,965.00	12.9%
W1073, Extra Hire Wages	1,423.08	3,000.00	-1,576.92	47.4%
W1404, FICA	1,405.52	1,810.00	-404.48	77.7%
W1506, Medical benefits				
W1506CPSH	-351.00			
W1506, Medical benefits - Other	1,256.50			

8:17 PM

12/06/02

Accrual Basis

Muir Beach Community Services District 2002-2003
Profit & Loss Budget vs. Actual
 July through October 2002

	Jul - Oct 02	Budget	\$ Over Budget	% of Budget
Total W1506, Medical benefits	905.50			
W1701, Work. Comp. Insurance	3,112.02	3,000.00	112.02	103.7%
W2049, Conferences & Training	215.00	400.00	-185.00	53.8%
W2058, Annual Permit Fee	1,889.00	1,883.00	6.00	100.3%
W2077, Routine Repairs	3,971.81	5,000.00	-1,028.19	79.4%
W2115, Chemicals I Testing	121.61	5,000.00	-4,878.39	2.4%
W2117, Administrative Fees	7,000.00	21,000.00	-14,000.00	33.3%
W2121, Miscellaneous Expenses	212.00	1,000.00	-788.00	21.2%
W2130, Postage & Shipping	381.10	1,500.00	-1,118.90	25.4%
W2133, Office Supplies	692.31	1,000.00	-307.69	69.2%
W2325, Contract Services	0.00	5,000.00	-5,000.00	0.0%
W2479, Travel allowance	400.00	1,500.00	-1,100.00	26.7%
W2534, Telephone Relay Expense	157.52	600.00	-442.48	26.3%
W2535, Electrical Service	2,213.20	7,000.00	-4,786.80	31.6%
Total Water Operating Expenses	26,759.67	79,318.00	-52,558.33	33.7%
Total Expense	45,202.12	323,466.00	-278,263.88	14.0%
Net Income	1,484.57	-109,891.00	111,375.57	-1.4%

OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, OCTOBER 23, 2002

Directors present: President Shaffer; Directors: Hills, Kamradt, Ostroff, and Rudnick.

I. Call to order: President Shaffer opened the meeting at 7:05 pm.

II. Review and consideration of the October 23, 2002 Agenda. There was a brief discussion of the Agenda, and Director Ostroff *moved* to approve the Agenda as submitted; seconded by Director Kamradt, ayes all.

III. National Park Service: Ranger Jennifer Vic reported that the Redwood Creek work on each side of the Pacific Way bridge has been completed, with the exception of two debris jams which could not be completed within the allotted time span. N. P. S. will monitor the stream flow and environmental conditions during the future months to learn more about the effectiveness of the work performed and its affects on the stream.

She then reported that the N. P. S. is scheduling public meetings for additional consideration of the Watershed Studies in progress.

IV. Bills to be paid: There was a brief discussion of the Bills to be Paid Report and Director Ostroff *moved* to approve the report as submitted including a total of \$9,313.64 in general fund expenditures and \$615 in water capital improvement expenditures, and \$1,827.82 in trust fund refunds for a total of \$11,756.46

1 in warrants issued, seconded by Director Hills; ayes all.

2
3 **V. Fire Department, emergency disaster committee:** Chief Sward explained that the County fire Truck (to
4 become the District's truck) is the High Tech Maintenance facilities to get estimates for upgrading the
5 truck to meet the combined District/County compatibility and operational requirements. The G. M.
6 informed the Chief that the West Marin funds have not been received as of the current date.

7
8 **VI. General Manager's Report:** There was brief discussion of the fiscal report, followed by the following:

9
10 **A. ~~County Auditor's Office:~~** There was a brief discussion of the meeting with the County auditor
11 Dana Proctor, Director Hills and the G.M. Director Hills said that the meeting was favorable,
12 with Ms Proctor indicating that the completion of the audit will require another 3 to 4 months. It
13 was agreed that Directors Hills and Kamradt will meet with Ms Proctor to coordinate the audit.

14 **B. Roads and easements:** There was a general discussion of various resident comments regarding
15 the Roads and Easements, with the following conclusions:

- 16
17 1. There is a drainage problem on Sunset Way, above the Brunner/Curry property where the
18 drainage from the Westerly side has been directed by a curb (on the downhill side of the
19 road) transferring the water to flow downhill over the Brunner/Curry property, resulting
20 in unstable soil for the open area. Director Hills submitted a sketch of a portion of the
21 Sunset Way topography depicting the subject area and contour lines to illustrate the
22 problem. Following some discussion of possible methods for mitigation, Director Kamradt
23 *moved* to approve an expenditure of not more than \$500 to extend the curbing (on the

1 downhill side) to a point where the water can be directed to the uphill side of the road
2 where it then flow to the drainage culvert located to the east. Seconded by Director
3 Ostroff, ayes all.

4 2. It was then agreed that Director Hills and the G. M. should inspect the park area behind
5 the Lasky property. They will meet with the Lasky's to discuss landscaping of the park
6 area adjacent to the Lasky property in such a manner that the center 10 feet of the park
7 area is open for pedestrian traffic

8 3. They will then inspect the park area west of Seacape Drive, just north of Starbuck Drive
9 to review the complaint that a fence has been constructed that blocks pedestrian use of the
10 park area.

11
12 **C. Water operations:** The G. M. reported that there is additional evidence that a leak exists in the
13 distribution system and that Sutton is excavating various suspect areas. One area where increasing
14 ground water flow indicates a leak is in the area of 106 - 120 Sunset Way. M. M. W. D. has been
15 contacted and will send their leak detection equipment to give some assistance in locating the
16 possible leak.

17
18 **D. Water Conservation enforcement:** The G. M. noted that official "Water Conservation Notices"
19 were mailed to all consumers and posted on the District Bulletin boards. All major water consumer
20 meters were then read, and are being read on a weekly basis to determine if conservation is being
21 implemented. At this time, the weekly readings indicate that most residents are effectively
22 reducing their consumption.

23 Director Hills then presented the Board with a suggested water conservation enforcement

1 policy, including a table of the 20 meters recording the most consumption, comparing their
2 average use in Sept. - April 2001 versus May - August 2001. In addition, he presented a Table of
3 possible penalties for excessive consumption. He noted that in general, conservation by the top
4 20 consumers is essential in meeting the District's conservation requirements. Note: The District
5 is required to reduce its daily water production to less than 35,000 gallons per day (gpd) from the
6 normal 45,000 (a 22.2% reduction).

7
8 This was followed by a lengthy discussion, including some debate on the suggested
9 penalty amount, which was suggested as charging \$1 per cubic foot of use over and above 2,000
10 cubic feet to 2,100 cf, then \$4 per cf from 2,101 to 2,200; then \$5 per cf from 2,201 to 2,300 cf,
11 and then \$1 per cf above 2,301 cf.. The discussion included a variable threshold for activating (e.g
12 1,500 cf if the 2,000 cf is inadequate), making the penalty retroactive if conservation is not
13 implemented, the severity of the penalty, and a reward incentive for those consumers effectively
14 reducing consumption by more than 20%. The G. M. indicated the need for a written legal opinion
15 of the legality of the penalty, and that the measure should be adopted as a formal Ordinance which
16 requires a public hearing prior to formal adoption. The Board then instructed the G. M. to prepare
17 a suggested Ordinance (using 50% of the penalty figures suggested) for the Board's consideration,
18 including a legal opinion from the County Counsel.

19 **E. Water rights.** The next T. A. C. meeting is scheduled for Friday, November 8, 2002. Director's
20 Kamradt and Rudnick will represent the Board, and the G. M. will attend as a consultant.

21
22 **F. Water Capital Improvements:** The G. M. informed the Board that Weeks Well Drilling is now
23 scheduled to begin drilling the new well and that the well should be completed within the next

1 week to 10 days. The holdup has been due to the environmental health inspector's insistence that
2 the old abandoned well on the Banducci property be sealed, which requires State park approval.
3 The G. M. has secured the State approval, providing the District pays the cost. The Board
4 concurred with paying the cost for sealing the abandoned well, in conjunction with drilling the
5 new well.

6
7 **G. Recreation:** Kathy Sward reported that plans are moving well for the upcoming Art Faire. The
8 Board authorized the expenditure of no more than \$500 to replace the non functioning lights in the
9 community center, prior to the Art Faire.

10
11 **VII. Review of the draft minutes** for the September 4, 2002 meeting. There were no changes suggested for
12 these minutes and Director Kamradt *moved* to approve the minutes as written; seconded by Director
13 Rudnick, ayes all.

14
15 **VIII. Next meeting date:** Following a brief discussion the next meeting date was confirmed for Wednesday,
16 December 4, 2002.

17
18 The meeting was adjourned at 10:15 pm.

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

21
22 _____
23 Steven Shaffer, Board President

Donovan Macfarlane, Secretary

RESOLUTION 2002-12-11-01

A resolution of the Board of Directors of the Muir Beach Community Services District Proposing Regulations for the Development and Maintenance of the District's Seacape Subdivision Park Area and the Pedestrian Trail Within the Park Area.

WHEREAS, the District is the fee simple title holder of the subject Park Area and has the responsibility to maintain this area for the benefit of the District residents; and

WHEREAS, the Park Area is designated in Marin County Master Plan as one of the may scenic trails for use by the general public; and

WHEREAS, the residents of the District have expressed their desire to have a useable pedestrian trail located in the approximate center of the Park Area; and

WHEREAS, the residents adjacent to the Park Area of the Seacape Subdivision have indicated their desire to maintain and/or landscape that part of the Park Area adjacent to their property; and

WHEREAS, it is the determination of said Board of Directors that a it is to the benefit of the District, its residents, and the general public to have a policy that establishes specific guidelines for the landscaping and/or maintenance of the Park Area while maintaining the unrestricted, free and useable access and enjoyment of the Park Area pedestrian trail, fire break, and scenic view for public use.

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

Section 1: The Board of Directors hereby establishes and reserves the center 10 feet of the subject Park Area described as Assessor's Parcel Number 199-28-01, as a scenic pedestrian trail and fire break that shall be maintained for the use of the District residents and the general public with free and unrestricted access for their enjoyment. The Park Area described as Assessor's Parcel Number 199-26-09 is specifically excluded from this resolution.

Section 2: The Board of Directors hereby grants the Seacape Subdivision property owners whose property is adjacent to the subject Park Area, the right to maintain and landscape the area adjacent to their property in compliance with the following conditions:

1. The area permitted for resident maintenance and/or landscaping shall be the area adjacent to the residents rear property line lying between the straight line projection of the subject lot's side property lines for a distance of no more than 20 feet specifically leaving the center 10 feet of the Park Area for the public pedestrian trail and fire break.
2. The property corners of the subject lot and the Park Area shall be clearly marked by a protective post extending no less than 2 feet above the ground surface, and labeled M. B. C. S. D. property on the Park side of the post.

3. Maintenance of the subject area shall either permit it to be left in its natural condition or maintained by mowing the native ground cover to a height that is adequate to preserve the life of the native ground cover. Native shrubs may be pruned to maintain views but shall not be removed without the specific approval of the District.
4. In the event the adjacent landowner desires to landscape the subject adjacent land area, the regulations governing the landscaping shall:
 - a. A landscaping plan must be submitted to the District for its review and approval prior to any work being performed.
 - b. All plants and ground covers proposed by the plan must be classified as native to the area and drought resistant.
 - c. All plants will be limited to a height no greater than 4 feet above the existing natural ground level.
 - d. None of the landscaping will be permitted to block or hinder the public use of the pedestrian trail.
 - e. No dumping of debris or other unsightly materials shall be permitted within the Park Area, and in the event such dumping does occur the adjacent property owners will be given a thirty (30) day notice to remove, or the District will remove the debris and bill the owner for the cost of removal.
 - f. The maintenance and/or landscaping shall be installed and maintained by the subject owner, at the owners expense with the owner indemnifying the District from any and all potential liability.
5. In the event that at some future date the requirements of the District necessitate the removal of the resident installed landscaping, the resident will be offered no less than ninety (90) days to remove the landscaping at the residents expense, prior to the District's use. In the event the resident fails to remove the landscaping within the granted time period, the District is free to implement its needs without liability or compensation to the property owner.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Directors of the Muir Beach Community Services District on 11 December 2002.

Noes:

Absent:

Steven Shaffer, President of the Board

Attest: _____
Secretary for the Board

ORDINANCE 2002-12-11-01

**An ordinance by the Board of Directors of the Muir Beach Community Services District
Proposing an Enforcement Policy for the Conservation of Water During Officially Noticed
Water Conservation Periods.**

WHEREAS, the District's water rights permit requires a reduction in the District's daily water production for public use; and

WHEREAS, the District's water rights permit requires the District to establish a policy for enforcing water conservation during drought periods; and

WHEREAS, the District acknowledges the limited water resources and the public values of protecting the essential and natural environmental conditions of the District area; and

WHEREAS, it is the determination of the Board of Directors that it is to the benefit of the District, its residents, and the general public to have a reasonable and uniform policy for enforcing water conservation during drought periods.

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

Section 1: That in accord with the District's water rights permit when specified minimum flow conditions are reached in the water flow within Redwood Creek, the District is required to reduce its maximum daily pumping of raw water from its wells to no more than 35,000 gallons per day (a 22.2% reduction), the District will issue an Official Notice of Water Conservation to its consumers. The notice will be issued by mail to each water service account and posted on the District's official bulletin boards.

Section 2: That no less 3 days after the issue of the Official Notice of Water Conservation, the District will record the meter readings of the major water consumers of the District and subsequently record the meter readings of these consumers on a weekly basis to determine if efforts for water conservation have been implemented. In the event, on the weekly basis, the District finds no reasonable effort has been implemented to achieve water conservation the District will personally contact the non complying consumers with a notice that they are subject to penalties as described below, in the event that water conservation is not implemented.

Section 3: While all consumers are expected to implement water conservation efforts, the initial enforcement actions of the District will be directed to those consumers using more than 2,000 cubic feet per month (65.75 cubic feet per day), whose consumption shall be reduced to less than 65.75 cfd or in addition to the normal water billing costs, be fined as follows:

- A. ~~\$1.00~~ ^{2.00} per cubic foot of use between 2,000 and 2,100 cubic feet.
- B. ~~\$2.00~~ per cubic foot of use between 2,101 and 2,200 cubic feet.
- C. \$2.50 per cubic foot of use between 2,201 and 2,300 cubic feet.
- D. \$0.50 per cubic foot use above 2,300 cubic feet.

Section 4: The Pelican Inn is specifically omitted from the provisions of the above Section 3, and is subject to the following conservation provisions and penalties:

- A. During a noticed conservation period, the Pelican Inn will be required to reduce its daily water consumption by no less than 22.2 % (rounded to the nearest lower 100 cubic feet level), as determined from its actual consumption during the month preceding the official conservation notice.
- B. In the event the Pelican Inn fails to implement conservation in compliance with the 22.2% requirement, it will be subject to the following penalties:
 - 1. \$0.50 per cubic foot of use for the first 100 cubic feet above the 22.2% reduction level.
 - 2. \$2.00 per cubic foot of use for the second 100 cubic feet above the 22.2% reduction level..
 - 3. \$2.50 per cubic foot of use for the third 100 cubic feet above the 22.2% reduction level.
 - 4. \$0.50 per cubic foot of all use above the third 100 cubic feet above the 22.2% reduction level.

Section 5: In the event that the enforcement of conservation based on the above penalty structure fails to achieve the District's conservation needs, the level of enforcement shall be changed by the Board of Directors to those consumers using more than 1,500 cubic feet per month or as otherwise deemed necessary to meet the conservation requirements, and the penalty levels adjusted as necessary to begin at the 1,500 to 1,600 cubic foot and subsequent tiers.

Section 6: In the event a consumer has an unusual condition or situation such as but not limited to a health or medical requirement, temporary increase in the occupancy numbers, etc. the consumer shall request the water conservation level to be adjusted as deemed effective by the Board of Directors to comply with a conservation maximum use of 52 gallons per day (7 cubic feet) per capita of residents or as required by the medical or health conditions. The enforcement penalties shall then be adjusted to comply with the basic use permitted by this exception as determined by the Board of Directors.

Section 7: For those consumers successfully reducing their consumption by more than 20% during the noticed conservation period, they will be rewarded by a 20% reduction in their monthly water billing as determined by the standard District water billing rates. i. e. If the standard billing for water consumption is \$10, that part of the water billing will be reduced to \$8, and the reduced value will be used for determining the monthly consumption surcharge for capital improvements.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Directors of the Muir Beach Community Services District on _____.

Ayes:

Noes:

Absent:

Steven Shaffer, President of the Board

Donovan Macfarlane, Secretary